

COUNTDOWN 9, 8, 7...

ACTIVITY BOOK

3rd Edition



**HORIZONS**  
Bringing Futures Into Focus

ILLINOIS

**OCCUPATIONAL INFORMATION**  
Coordinating Committee

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Countdown 9,8,7...is designed to help you know yourself better and to think about options. This book is just for you so write in what *you* really think and what *you* really want in life. (You're the one who'll have to live with your decisions!) If you haven't done *Countdown 9, 8, 7....* yet, schedule a time on the computer to enter your answers to the 70 items starting on page 21 and get your printout of suggested job titles to explore.

★ *Suggested for all age groups, middle school to adult.*

## THE STORY OF YOUR LIFE

You're a star! You're center stage in life, you have the leading role in your own story.



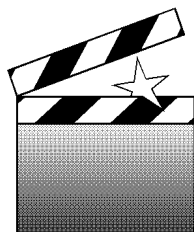
If someone wrote the story of your life, would it be a comedy? Tragedy? Romance? Adventure? Documentary? Cartoon? Drama? Or.....?

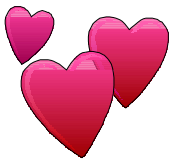
If you could trade places with anybody (rock star, athlete, famous person or someone you know) who would it be?

Are there any people, real or fictional, who remind you of yourself?

What would you most like to be remembered for?

It's *your* script in life—how would you like to change it?





## VALUES

*Here are some factors which may be important to you. The key words are on the next page — tear the page from this booklet and cut it into 24 cards so that you can sort them into stacks.*

**ADVENTURE** (risk, excitement, new experiences)

**ARTISTIC APPRECIATION** (enjoying the beauty of art, music, design, etc.)

**APPEARANCE** (dressing in a way you like which is attractive and makes you feel good)

**CREATIVITY** (using your imagination, coming up with ideas, finding new ways to do things)

**FLEXIBLE SCHEDULE** (setting your own hours, deciding which days to work)

**FRIENDSHIP** (having close relationships with other people, socializing)

**HELPING OTHERS** (serving others, wanting to improve social conditions)

**INDEPENDENCE** (working alone, being responsible for your own schedule, self-direction)

**INTELLECT** (using your mind, acquiring knowledge, thinking)

**LEADERSHIP** (being in charge, persuasiveness, having other people look to you for decisions)

**LOCATION** (living and working in the area of the country—or world—which you prefer)

**MASTERY** (excellence in what you do, being considered an expert, feeling pride in your achievements)

**PERSONAL GROWTH** (developing and using potential, adapting to life, learning from experience)

**PHYSICAL WORK** (being active, using your body, building strength)

**PLAY** (having fun, finding humor in situations, leisure time activities, sports, games, hobbies)

**PRESTIGE** (gaining fame, admiration, respect, feeling important)

**PROMOTIONS** (career advancement, moving up in your job)

**RESPONSIBILITY** (being accountable for your actions, dependable, reliable)

**SPIRITUAL GROWTH** (faith, religious or spiritual practice, expressing your beliefs through your life)

**STABILITY** (few unexpected changes, order, predictability)

<b>Adventure</b>	<b>Intellect</b>	<b>Promotions</b>
<b>Artistic Appreciation</b>	<b>Leadership</b>	<b>Responsibility</b>
<b>Appearance</b>	<b>Location</b>	<b>Spiritual Growth</b>
<b>Creativity</b>	<b>Mastery</b>	<b>Stability</b>
<b>Flexible Schedule</b>	<b>Personal Growth</b>	<b>Team Work</b>
<b>Friendship</b>	<b>Physical Work</b>	<b>Variety</b>
<b>Helping Others</b>	<b>Play</b>	<b>Wealth</b>
<b>Independence</b>	<b>Prestige</b>	<hr/> <b>Other</b>

- Options: 1) tear out this page and cut into cards  
2) photocopy this page then cut into cards  
3) copy values onto 24 index cards

**TEAMWORK** (working as part of a group, cooperating with others to accomplish your tasks)

**VARIETY** (many changing duties, a non-routine schedule, doing lots of different things)

**WEALTH** (making large sums of money to buy luxuries)

**OTHER** \_\_\_\_\_ (add one which is important to you which is not listed)

*Sort your slips of paper into three piles and write down the values in each group. (If you like, also put them in order from most to least important in each category.)*

**VERY IMPORTANT**

**IMPORTANT**

**NOT IMPORTANT**

What would you *absolutely have to have* in order to be happy in a job?

Some items are so important for any job that they are not even listed as options, for example:

*Safety* (not having health or life endangered on the job although some jobs do routinely involve hazards)

*Justice* (fair treatment by supervisors, not being discriminated against or harrassed)

*Self-esteem* (being able to feel good about yourself and to be respected for your talents and abilities)

*Economic security* (being able to cover basic needs such as food, housing, medical care)

Have you ever heard anyone talk about his or her job who was really unhappy with it? What were the reasons?

Think about people you know who are happy with their jobs — why?

## DATA, PEOPLE, THINGS, IDEAS

One way to think about which skills you prefer to use is to consider which of these you most enjoy:

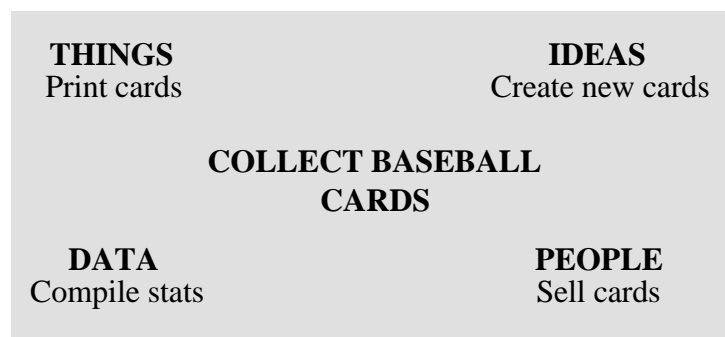
**DATA:** Working with information, papers, organizing records, collecting statistics, keeping files (Thinking)

**PEOPLE:** Working with others, being with friends, teamwork, cooperation, helping or persuading others (Feeling)

**THINGS:** Working with your hands, using objects or tools, seeing results you can touch (Sensing)

**IDEAS:** Working with concepts, new ways of thinking about your world, finding patterns (Intuition)

Almost any interest you have can be translated into one or more of these areas as a job.



*Now try putting one of your interests in the center and seeing how it could be approached from different angles:*



# SUCCESS!

“Success” means different things to different people. What does it mean to you?

I think people are successful when:

The person I think is most successful is \_\_\_\_\_ because:

I'd know I was really a success when I:

My biggest success so far has been:

I want to be a success in these roles (check which are most important to you):

Student

Family member

Spouse

Parent

Friend

Athlete

Worker

Consumer

Citizen

Volunteer

Hobbyist

Worshiper



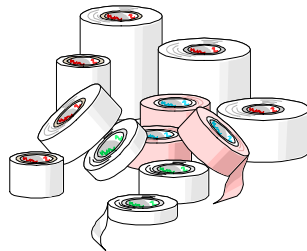
# YOUR PAST AND YOUR FUTURE

*Even in grade school you had skills and interests which you were using. These may be clues to your future. For example, match these childhood activities with possible adult job titles.*

- |                                     |                     |
|-------------------------------------|---------------------|
| A. Put together 500 piece puzzles.  | 1. Geologist        |
| B. Sold lemonade at a stand.        | 2. Fashion designer |
| C. Did craft projects.              | 3. Professor        |
| D. Collected rocks.                 | 4. Mechanic         |
| E. Put model planes together.       | 5. Nurse            |
| F. Played school with younger kids. | 6. Programmer       |
| G. Coordinated doll outfits.        | 7. Salesperson      |
| H. Built a birdhouse.               | 8. Secretary        |
| I. Wrote letters to friends.        | 9. Carpenter        |
| J. Assembled a first aid kit.       | 10. Artist          |

[Answers below.]

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What did *you* enjoy doing when you were younger?

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How might these activities relate to occupations?

A=6 B=7 C=10 D=1 E=4 F=3 G=2 H=9 I=8 J=5

## SO FAR, SO GOOD

*What kind of work have you done so far, with or without pay?*

Volunteer:

School projects:

Family chores:

Part-time jobs:

Church groups:

Hobbies:

Sports:

Band/orchestra:

School assistant:

Scout troops:

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Many of the things you've already done are actually work experience. They'll look great on your first resume!

What do you do with your *own* time and money? Are you known for your roller blade skating? The parties you plan? Finding bargains at the mall? Your talent with animals? Each can become a career where **people pay you to do what you want to be doing anyway.**



# FIT FACTORS

It takes three things all working together for you to get a job and keep it:

- Your skills plus ability to get along with people
- A job which requires those skills
- An economy which needs those jobs



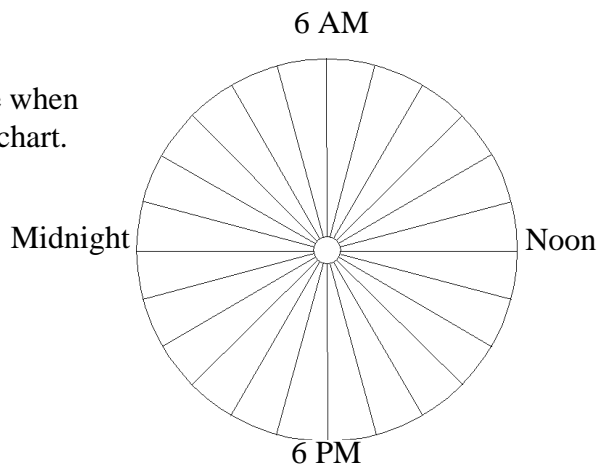
*Maybe you think it's early to start thinking about careers. But let's take a look at where you'll spend your time:*

The year is now 19\_\_\_\_ and I'm \_\_\_\_\_ years old.  
In the year 2001, I'll be \_\_\_\_\_ years old.  
In the year 20\_\_\_\_ I'll be 65 years old.

It's never too early to start thinking about what makes you happy and planning for it. **Being in the wrong job is like being in your least favorite class, only for eight hours a day, year after year.**

How do you think you'll spend your time when you get a job? Enter the hours on the pie chart.

- \_\_\_\_\_ work/lunch/commuting
- \_\_\_\_\_ home/family/leisure
- \_\_\_\_\_ sleep
- \_\_\_\_\_ other \_\_\_\_\_



## RESOURCES

There are two main ways to find out more about a career field or a specific occupation: through networking or written resources, including the Internet.

### PEOPLE

Observation  
Direct questioning  
Informational interviews  
Shadowing  
Videotapes of people  
Job interviews  
Guest speakers  
Association representatives  
Recruiters  
Family examples

### PRINT

*Dictionary of Occupational Titles*  
*Occupational Outlook Handbook*  
Computerized systems, software  
Internet websites  
Directories  
Yellow pages  
Newspapers, books, magazines  
Biographies  
Chambers of commerce  
Government reports

Have you done the interest survey in *COUNTDOWN 9,8,7...?* If so, you'll have printouts from 14 career clusters with suggested job titles in each. Choose a job title that interests you then plan which resources you'll use to get more information.

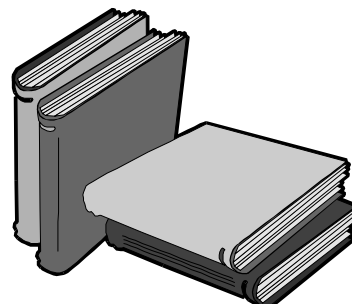
I want to know more about \_\_\_\_\_  
and I plan to use:

- 1.
- 2.
- 3.
- 4.

The three things I'm most interested in learning about this job are:

- 1.
- 2.
- 3.

What I discovered in my research is:



## FINDING A JOB

A lot is written on finding a job yet you may already be familiar with one of the very best techniques. It's so simple, people think "there must be more to it than that!" and just confuse themselves. It works like this:

*It's autumn and Jane decides she'd like to earn some money for a new bicycle. She carries her rake from door to door at any house where there are lots of leaves in the yard. When the homeowner answers her knock, she says "I know you're a busy person—can I help make your life easier by raking your leaves? I only charge \$10.00 for a yard this size, I supply the bags and I'll set them at curbside." If the people agree, she does a good job and then asks if they'd like to schedule for her to come back the next week. If they say no, they don't want their yard raked, she doesn't take it personally, she just goes to the next house and knocks on the door.*

Why did Jane decide to work?

How did she identify a need?

How did she approach the people who could hire her?

What did Jane say to make her offer particularly appealing?

What extras did she offer?

She also planned for future income by asking for what?

Jane showed a lot of \_\_\_\_\_.

Other words you'd use to describe her approach to earning money would include:

She didn't wait to see an ad in the paper then mail a resume—she saw a need and directly approached the people who might be willing to hire her.



## WINNING A JOB

Being hired is a lot like being chosen for a side on teams. Ever see better players passed over because the team captain chose his or her friends first? In some ways it's like that when an interviewer is thinking of hiring you. She asks herself,

“Will he fit in our team?”

“Does he have the skills we need?”

“Will people like to be around him?”

*Congratulations, you've just been promoted to manager and you need to hire a new employee for your department. Circle which words describe someone you'd hire, put a line through words that would make you not want to hire that person.*

On time	Neat
Arrogant	Prepared
Interested	Reliable
Honest	Bored
Poor grooming	Slouches
Skilled	Experienced
Enthusiastic	Bad grades
Loner	Nervous
Vague	Co-operative
Confident	Sloppy

As an employer, why does it make a difference to you which type of person you hire?

Now, go back and put a star by each word that you think describes YOU. Are there any traits you'd like to improve? What are your best points?

\*\*\*\*\*

EMPLOYERS TYPICALLY LOOK FOR PEOPLE WHO HAVE:

- Good communication skills (reading, writing, speaking)
- Good math skills and a grasp of science
- Computer skills (for almost every field)
- Interpersonal skills, able to get along with people
- Positive work habits and attitudes

\*\*\*\*\*



## MAKING CHANGES

In 1900, 90% of people worked on farms but by 2000, less than 2% will. New jobs are being created all the time and many require “high tech” skills. Employers are looking for people who are flexible and can adapt because new technology is coming into the workplace at a faster and faster rate. Nothing is certain except change.



One form of change is **recycling** which is increasingly important—not just for newspapers and plastic bags, but for YOU. You will almost certainly have to “recycle” yourself by deciding, over and over again, “What do I enjoy doing? What’s fun? What do I do best? Where does it fit into the world of work? Who needs my skills? How can I benefit an employer—or work for myself? What steps do I take next to make my career move?” There are four stages you’ll go through for each change:

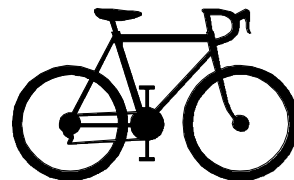
**EXPLORING**, having fantasies or daydreams about what you’d like to do.

**EVALUATING**, figuring out if it really is a good fit for your needs and values by getting more information.

**DECIDING**, choosing which option is really best for you and making a commitment to your plan of action.

**IMPLEMENTING**, actually doing it, making it happen.

Remember the example of Jane and her yard service? She had a fantasy of having a new bicycle and imagined herself raking leaves. She evaluated whether she had the skills, the equipment, the time to do it. Then she decided that she would go ahead with it and found which households to approach (ones with lots of leaves in the yards)! She implemented her plan by going door to door and offering to do the work then making sure she did the best job she could for each customer. Repeat business made her bicycle a reality—and gave her valuable experience in running her own company.



*What have you chosen to do, work-related or not, which used this planning cycle?*

I daydreamed about:

I evaluated it by:

I decided to:

I implemented it by:

What was the final result? Were you happy with it?

How did you feel about yourself when you accomplished it?

If you like, use this space to draw something you're currently dreaming about:

**“A goal is a dream taken seriously.”**





## GENDER AND JOBS, PINK AND BLUE



There was a time when ads in the newspaper were divided into “Help Wanted—Male” and “Help Wanted—Female.” Honest. Now federal laws require that people be hired based on their qualifications, not their gender. There are still jobs held mostly by women or by men but that’s changing: some women climb phone poles while some men are receptionists.

What’s your current Pink and Blue vision? After each job listed below, put M for male if you think mostly men should be in it, F for female, B for both:

Plumber	Scientist
Doctor	Artist
Hair stylist	Farmer
Secretary	Auto mechanic
Astronaut	Computer operator
President	Singer
Librarian	Cook
Day care worker	Veterinarian
Nurse	Minister
Manager	Assembler
Laborer	Driver

Women enter “non-traditional occupations” (those held mostly by men) because often these pay better. For example, a woman who goes into construction will make three or more times as much as a file clerk (which used to be considered a “woman’s job.”)

Can you think of any reasons why men would go into jobs which have been mostly held by women such as nursing, teaching and office work? (Money is nice but it isn’t everything—see the section on “Values”.)

- 1.
- 2.
- 3.

Are the careers that you’re considering mostly held by men, women or both? How does that influence your choice?

## FUTURE CAREERS



You may well retire from a job which doesn't exist now. Your great-grandparents didn't even have a word or concept for "software programmer". Can you imagine running an underwater hotel? A satellite recovery and repair service? A very valuable skill is being able to spot trends.

*What job titles can you create IF:*

The moon and Mars are colonized?

Cities are built in the oceans?

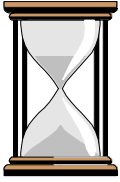
Cloning people becomes common?

Robots and androids do all the routine or dangerous work?

Objects can be "faxed" to other locations?

Medical science increases the number of people who live to be active and healthy at over 100 years of age?

Global warming causes the sea level to rise?



## TIME TRAVEL

You are living today with the result of choices you've made up to this point. Choices can open doors—or close them. They also tend to snowball over time so that it becomes harder and harder to change once you're rolling on a certain course of action. Whether that's good or bad depends on if you like the results of your choices.

One of the biggest secrets that no one has probably told you is this: when you are “grown up” you won't feel too much different than you do now. You'll still be the same person inside. Sure, you'll mature, you'll add experience and develop skills to deal with situations—but you'll still be very much the *you* that you are now. Many people say they wish they'd known that the actions they took when younger really did have important consequences.

*Close your eyes and travel in your mind to the future. You are 80 years old and looking back at your life. Ask your older self these questions:*

What are you proudest of having accomplished in your life?

Did you marry? Have children?

What kind of places have you lived in?

What kind of jobs did you do?

What did you like about them?

How much education did you complete?

How did you deal with the obstacles you encountered?

What was your biggest disappointment?

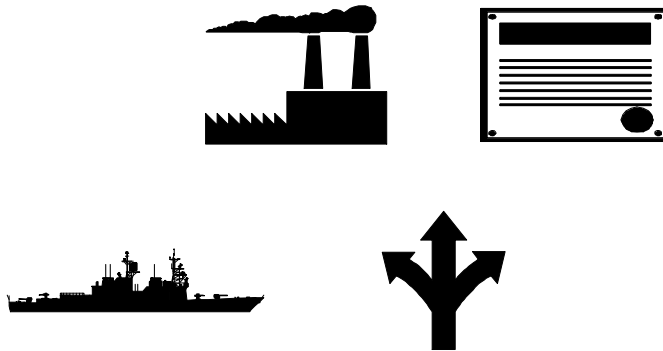
If you had it to do over, what would you change?

Other questions \_\_\_\_\_?



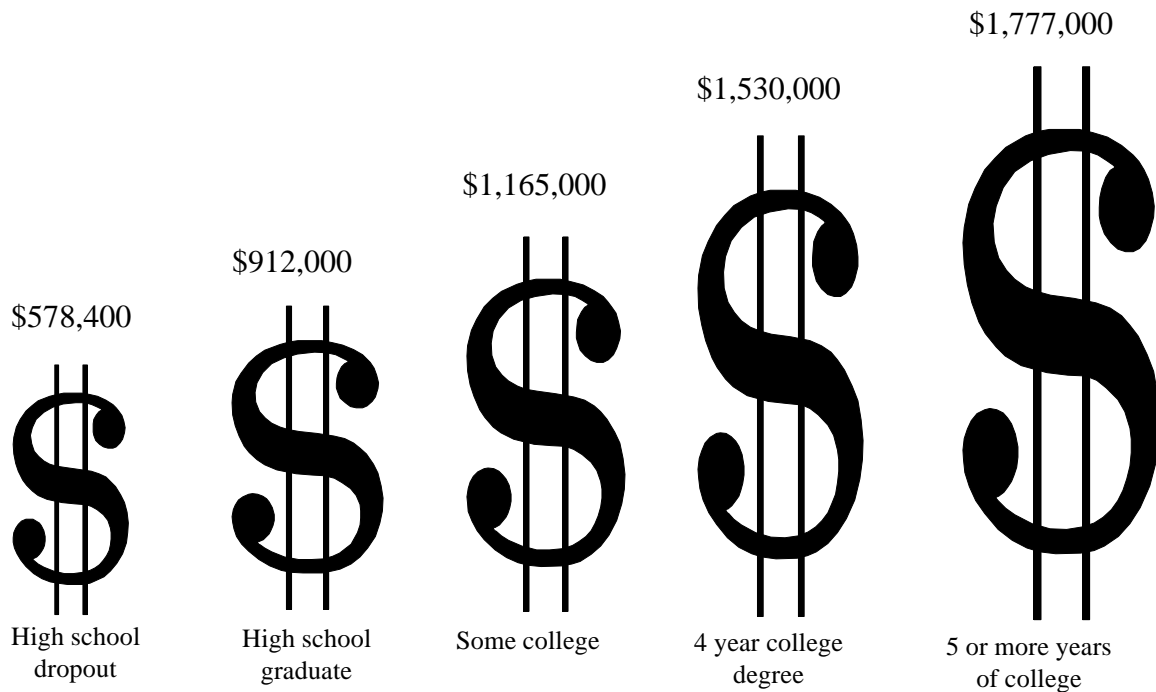
## EDUCATION TO CAREERS

There are many routes to career success, many paths from school to work:



Not all jobs require college. In fact, only about 20% of the population will graduate from a four year college program and another 15% will complete a college or vocational school program. 35% go to work immediately after high school. About 30% of Americans are out of the work force, due to unemployment, retirement or choosing to work as a homemaker. Still, there's a link between how much education you get and how much you are likely to earn:

*Estimated lifetime earnings (in 1998 dollars)*



*Source: University of Illinois Bureau of Economic and Business Research, 1992  
Updated by IOICC, 1997*

If you go to work at 18 and work until you're 65, that's 47 years in the labor force times 50 weeks per year times 40 hours a week which equals about **94,000** hours of your life. Make sure what you choose to do is time *into* your life and not time *out* of it!

# YOUR HIGH SCHOOL SUBJECTS

Use a ✓ for classes which are required in your district for high school graduation. Put a ★ by those you are looking forward to taking.

## Agriculture

- Agricultural management
- Farming
- Animal science
- Forestry
- Horticulture
- Landscaping

## Art

- Commercial art
- Drawing
- Painting
- Sculpture
- Jewelry/metalsmithing
- Photography
- Interior decorating

## Business administration

- Accounting
- Business administration
- Finance
- Business law
- Business math
- Economics

## Distributive education

- Marketing/merchandising
- Sales

## Driver Education

- Driver education

## Health

- First aid/CPR
- Health education
- Medical or dental technology
- Nursing care

## Home economics

- Child care
- Clothing and textiles
- Cosmetology
- Fashion design
- Food management and prep
- Food services
- Sewing
- Home/institution management

## Language arts

- Communications
- Language skills (English)
- Foreign languages
- Literature
- Journalism
- Speech

## Mathematics

- Arithmetic/basic math
- Advanced math and calculus
- Algebra
- Geometry
- Trigonometry
- Statistics
- Computer programming

## Music

- Instrumental music
- Vocal music

## Office procedures

- Bookkeeping
- Data processing
- General clerical skills
- Office machines
- Typing
- Stenography

## Physical education

- Physical conditioning
- Competitive sports
- Leisure sports

## Science

- Biology
- Botany
- Chemistry
- Earth science
- Astronomy
- Physics
- General science

## Shops and crafts

- Auto body repair
- Auto mechanics
- Blueprint reading
- Carpentry/woodworking
- Electricity
- Graphic arts
- Heating, AC and refrigeration
- Machine shop
- Metalworking
- Plumbing
- Print shop
- Radio, TV, VCR repair
- Shop math
- Small appliance repair
- Upholstering
- Welding

## Social studies

- Civics
- Illinois government
- Political science
- History
- Psychology
- Sociology

## Technical studies

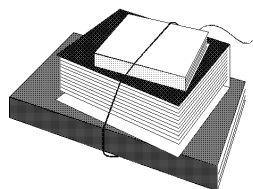
- Drafting/CADD
- Electronics
- Surveying

## Theatre arts

- Dance
- Drama
- Stage craft

## Extracurricular activities:

- Clubs
- School government
- Junior Achievement
- School aide
- Music
- Drama
- Sports/cheerleading
- Hospital volunteer
- Other \_\_\_\_\_



## COUNTDOWN 9,8,7...

### CAREER INTEREST SURVEY

Making a career choice involves gathering information about your interests. One way to do that is to think about work activities and whether or not you'd like to do them. For each of the 70 activities below, mark how you think you would feel about doing them. At this point, don't worry about whether you *can* do them, just whether you'd *like* to be able to work at such jobs. Circle the letter that matches your opinion:

**V=Like very much    L=Like    D=Dislike    N=Not sure**

- | V | L | D | N |  |
|---|---|---|---|--|
| V | L | D | N | 1. Write short stories or plays.                     |
| V | L | D | N | 2. Conduct chemical experiments.                     |
| V | L | D | N | 3. Operate a greenhouse or nursery.                  |
| V | L | D | N | 4. Investigate crimes and make arrests.              |
| V | L | D | N | 5. Pilot a commercial airplane.                      |
| V | L | D | N | 6. Analyze problems in aircraft design.              |
| V | L | D | N | 7. Set up and check production machines.             |
| V | L | D | N | 8. Take dictation and type letters.                  |
| V | L | D | N | 9. Call on businesses to sell computers.             |
| V | L | D | N | 10. Greet and seat customers in a restaurant.        |
| V | L | D | N | 11. Counsel students about careers.                  |
| V | L | D | N | 12. Coordinate services and personnel of a hospital. |
| V | L | D | N | 13. Manage a department for a large business.        |
| V | L | D | N | 14. Coach a professional sports team.                |
| V | L | D | N | 15. Paint or sketch landscapes.                      |
| V | L | D | N | 16. Research causes of animal disease.               |
| V | L | D | N | 17. Supervise forestry workers.                      |
| V | L | D | N | 18. Make sure people obey hunting and fishing laws.  |
| V | L | D | N | 19. Drive a tractor-trailer truck.                   |
| V | L | D | N | 20. Measure land or water boundaries.                |
| V | L | D | N | 21. Operate a drilling machine.                      |
| V | L | D | N | 22. Calculate wages for payroll records.             |
| V | L | D | N | 23. Buy clothing for a department store.             |
| V | L | D | N | 24. Cut and style hair.                              |
| V | L | D | N | 25. Conduct sermons or other religious activities.   |
| V | L | D | N | 26. Teach courses in elementary or high school.      |

- V L D N 27. Review requests for bank loans.
- V L D N 28. Referee athletic games.
- V L D N 29. Act in a play.
- V L D N 30. Perform heart surgery.
- V L D N 31. Feed and care for animals in a zoo.
- V L D N 32. Guard prison inmates.
- V L D N 33. Operate a railroad locomotive.
- V L D N 34. Repair electrical appliances.
- V L D N 35. Look for flaws in tires that are being made.
- V L D N 36. Operate a cash register.
- V L D N 37. Work as a sales clerk in a store.
- V L D N 38. Drive a taxi cab or bus.
- V L D N 39. Provide nursing care to hospital patients.
- V L D N 40. Gather information and write news stories.
- V L D N 41. Plan a publicity program for a company.
- V L D N 42. Conduct tennis lessons at an athletic club.
- V L D N 43. Compose music for a band.
- V L D N 44. Conduct tests on oil drilling samples.
- V L D N 45. Pick fruit in an orchard.
- V L D N 46. Fight fires.
- V L D N 47. Operate a bulldozer.
- V L D N 48. Check meters and gauges of a refrigeration system.
- V L D N 49. Work on a factory assembly line.
- V L D N 50. Operate a telephone switchboard.
- V L D N 51. Sell refreshments at sporting events.
- V L D N 52. Total bills and make change.
- V L D N 53. Provide physical therapy treatments.
- V L D N 54. Collect and analyze data about jobs.
- V L D N 55. Manage a store that sells compact discs or other items.
- V L D N 56. Perform stunts for movies or television.
- V L D N 57. Dance in a variety show.
- V L D N 58. Analyze data to predict weather conditions.
- V L D N 59. Operate a beef or dairy farm.

- V L D N 60. Check passenger security at an airport.
- V L D N 61. Operate a crane.
- V L D N 62. Repair automobiles.
- V L D N 63. Follow diagrams to check electrical systems.
- V L D N 64. File invoices and receipts.
- V L D N 65. Call people on the telephone to sell products.
- V L D N 66. Carry passenger luggage.
- V L D N 67. Entertain and supervise children in a nursery.
- V L D N 68. Provide legal advice for clients.
- V L D N 69. Investigate insurance claims.
- V L D N 70. Drive in automobile or motorcycle races.

Now you can use the computer to enter your answers. *COUNTDOWN 9,8,7...* will provide you with information to help you start thinking about your plans for the future.

What are your highest ranked career clusters?

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Do these clusters seem to fit with what you know about yourself and your interests? If not, which clusters are you going to check into?

Which jobs in the clusters look most appealing?

What other jobs you'd like to explore? (See "Resources" for ideas on researching careers.)

Are there any jobs on the list that you know for sure you wouldn't like? Why?

Imagine that you're at a party. Someone you've just met asks, "What do you do for a living?" What answer would make you feel proudest?

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*COUNTDOWN 9,8,7...is designed to help you start the process of setting goals. At some point, you'll be launched into the world and you'll have to plan a course which will get you to where you want to go. The skills you are learning now in understanding yourself and the workplace will become increasingly valuable. Best of luck in living the life that makes you happiest!*

## **Illinois' Top Occupations by Annual Openings 1998 - 2005 (top 10 by each educational category)**

### **Work Experience + Bachelor's Degree or Higher**

Accountants and Auditors  
Financial Managers  
Marketing, Advertising and Public Relations Managers  
Engineering, Math and Natural Science Managers  
Electrical and Electronics Engineers  
Lawyers  
Computer Engineers  
Education Administrators  
Physicians  
Artists and Commercial Artists

### **A Bachelor's Degree**

Systems Analysts  
Teachers, Secondary School  
Teachers, Elementary  
Teachers, Special Education  
Sales Representatives, Science  
Social Workers, excluding Medical and Psychiatric  
Employment Interviewers  
Securities and Financial Services Sales Workers  
Personnel, Labor and Training Specialists  
Flight Attendants

### **An Associate's Degree**

Registered Nurses  
Clerical Supervisors  
Police Patrol Officers  
All Other Health Paraprofessional Technicians  
Computer Programmers  
Teacher Aides, Paraprofessional  
Fire Fighters  
Electrical and Electronic Technicians  
Human Service Workers

### **Postsecondary Vocational Training**

Secretaries, except Legal and Medical  
Cooks, Restaurant  
Automobile Mechanics  
Licensed Practical Nurses  
Food Service and Lodging Managers  
Hairdressers, Hair Stylists  
Machinists  
Recreation Workers  
Industrial Machinery Mechanics  
Welders and Cutters

**Work Experience in a Related Occupation**

Marketing and Sales Supervisors  
Teachers and Instructors  
First Line Supervisors, Production  
Production Inspectors, Graders  
First Line Supervisors, Mechanical  
First Line Supervisors, Construction  
Cost Estimators  
New Accounts Clerks, Banking

**Long Term On-the-Job Training**

Maintenance Repairers, General Utility  
Carpenters  
Farmers  
Insurance Sales Workers  
Electricians  
Cooks, Institutional or Cafeteria  
Plumbers, Pipefitters, Steamfitters  
Insurance Adjusters, Examiners  
Corrections Officers  
Concrete and Terrazzo Finishers

**Moderate Term On-the-Job Training**

Other Sales Representatives  
Bookkeeping, Accounting and Audit Clerks  
All Other Sales Representatives and Related Workers  
Painters and Paperhangers  
Medical Assistants  
Sales Agents, Business  
Salespersons, Parts  
Machine Forming Operations-Metal or Plastic  
Plastic Molding Machine Operators and Tenders  
Instructors and Coaches, Sports

**Short Term On-the-Job Training**

Cashiers  
Salespersons, Retail  
Waiters and Waitresses  
General Office Clerks  
All Other Helpers, Laborers  
Janitors and Cleaners  
Hand Packers and Packagers  
Truck Drivers, Heavy  
Nursing Aides and Orderlies  
Receptionists and Information Clerks

**Sources:** *Substate Employment Projections System (SEPS) 1994-2005*, and *HORIZONS Career Information System*; Illinois Occupational Information Coordinating Committee (IOICC); *1996 Occupational Wage Survey*, Illinois Department of Employment Security (IDES). Revised 11/97

**HORIZONS** is a program of the *Illinois Occupational Information Coordinating Committee*. Members include:

- *Illinois State Board of Education*
- *Illinois Community College Board*
- *Illinois Human Resource Investment Council*
- *Illinois Department of Employment Security*
- *Illinois Department of Human Services*
- *Illinois Department of Commerce and Community Affairs*
- *Illinois Department of Labor*
- *Illinois Board of Higher Education*
- *Eastern Illinois University*

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