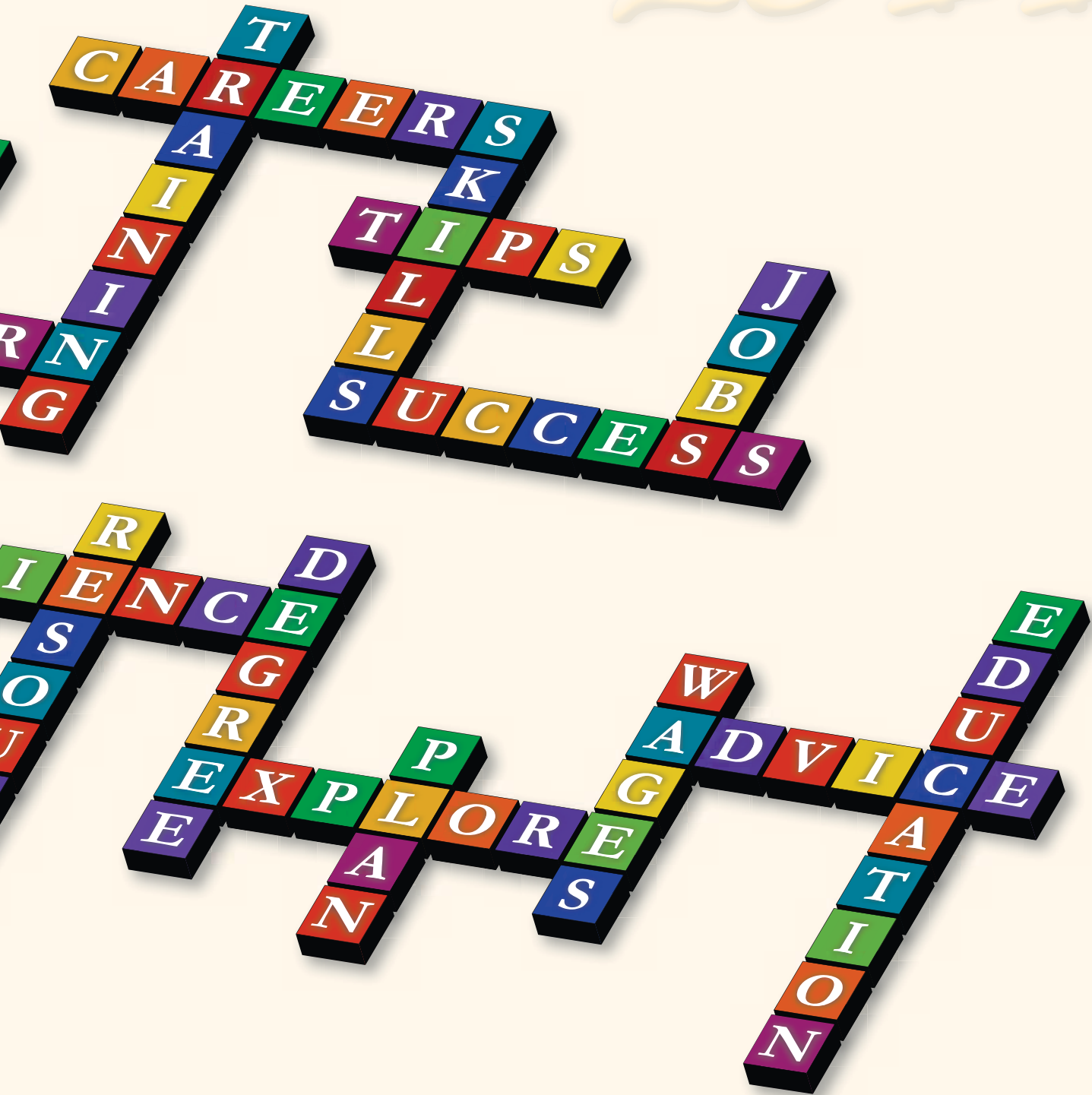


2011



Missouri Career Guide

# Drafting Your Plan of Action

## Making an Action Plan

If you are in school, visit with your school counselor or advisor to review your personal plan of study. High school students should be sure to take the necessary courses and participate in appropriate activities to help with the transition to post-high school education or training. A school counselor or advisor also can help you develop an action plan to follow through with your goals.

If you are out of high school and need some direction, this is a good place to pause, reflect and develop an action plan that will help lead you toward your goals. Remember, begin with the end in mind.

## Guiding Questions

**Will you or did you graduate from high school?**

☐ yes

☐ no

see page 16

**What are your plans for the future?**

☐ job

see page 36

☐ military

☐ apprenticeship

☐ technical school

see pages 28–35

☐ community college

☐ four-year college

**What is your Career Cluster of interest?**

☐ undecided

see pages 6–9

**Are you presently seeking a job?**

☐ yes

see pages 17–21

☐ no

**Do you have a budget that works for you?**

☐ yes

☐ no

see pages 22–23



# Drafting Your Plan of Action

## Long-Term Goal

---

---

---

---

---

## What will help me get there?

### Short-Term Goal 1

---

---

---

### Short-Term Goal 2

---

---

---

### Short-Term Goal 3

---

---

---

## What do I need to do?

### Action Step 1

---

---

---

### Action Step 2

---

---

---

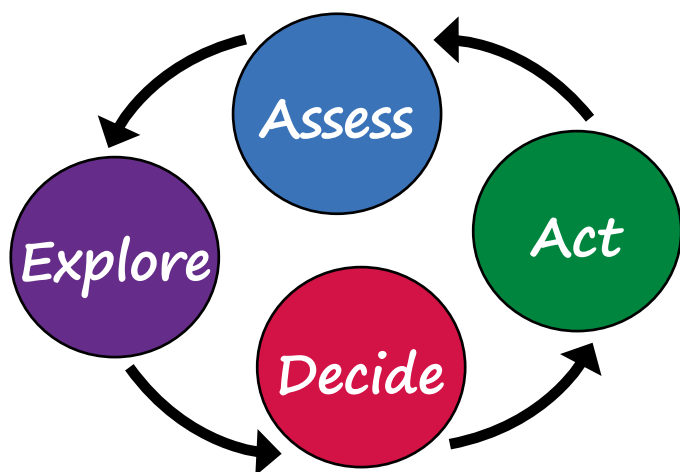
### Action Step 3

---

---

---

# Create a Plan and Stick to It



Armed with information about career, educational and training resources in your region, you can begin to develop your career and educational plan. As you make plans, it is important to keep them flexible. Be ready to take advantage of new opportunities, and don't let unexpected challenges derail your goals.

These tips may help you create a plan and follow through to success:

## *Use the Career Development Process.*

Many counselors recommend a simple process for career planning that involves a cycle of actions: assess, explore, decide and act. Start by assessing yourself, what direction you would like to take your career, your interests, your strengths. Next, explore different careers and educational or training programs available. Decide on a plan of action, and put it to work. Keep your plan on hand so that you can remember what you decided to do and how the different pieces fit together. Once you have taken action on the plan, the cycle continues as you assess what you have done and continue the process.

## *Make a Schedule.*

Develop a daily or weekly schedule for yourself, and do your best to stick to it. You can always adjust your schedule if it seems unrealistic or too rigid, but routine activities are a key to success. If you spend your money without planning a budget and making notes in a checkbook register, you can develop big problems very fast. Your time is at least as important as your money. Budget your time with a daily or weekly routine.

## *Get Organized.*

Create a space for papers and materials related to your career goals and education, and keep things in order. This space could be a box, a drawer or a desk. If you are taking classes, keep your folders and notebooks tidy and in order, and have a separate space for papers related to your program of study. A little time invested in keeping your materials tidy and organized can prevent unnecessary stress and keep you from getting discouraged.

## *Be Prepared for Setbacks.*

Every plan comes with its challenges. A job may involve things that you didn't expect. Classes may be harder than you expected. When you start something new, find out who you can go to if you need help, and don't be afraid to ask for help.

## *Celebrate Your Successes.*

Take time to recognize and celebrate your accomplishments as you move toward your career goals. Motivate yourself with rewards. A healthy pride in your accomplishments can lift you through difficult times.

## *Make a To-Do List.*

Using a to-do list can help you prioritize the things you need to do for the day or for the week, and it can give you a greater sense of accomplishment as you work toward your goals. If you have a large project to do, break it down into individual tasks. Not only can this keep a longer project from becoming overwhelming, but it can also help guarantee that you do not forget an important step.

## *Make Time to Relax.*

Always allow some time for relaxation. Often, the greatest inspirations can come during relaxation activities. Find activities that help you relax and make them a part of your routine. Everyone needs time to recharge their batteries. Whether it's reading a book, playing a sport, going for a walk or catching your favorite team on television, allowing time for your favorite things can prevent you from getting run down while you work toward your career goals.

# INTRODUCTION

## From Governor Jay Nixon

### *Welcome to the Missouri Career Guide.*

As governor, my top priority is creating new jobs for citizens in communities across Missouri, and making sure that our citizens are well-prepared to fill these jobs.

Whether you will soon be graduating from high school, earning your high school equivalency certificate or working toward an advanced degree, the information in this guide can help you hone your plans and find Missouri resources to help make your plans a reality.

The path to successful careers is paved with a good education. My vision is a healthy, educated, working Missouri that is prepared to compete and succeed in the 21st Century. Now more than ever, it is important for all Missourians to possess the academic, technical, and soft skills necessary to succeed. As technology advances and global competition increases, our challenge is to prepare Missourians for the careers of the future – and, in many cases, careers which don't yet exist. Those careers, however, certainly require a higher level of knowledge and skills for virtually every occupation, along with stronger preparation in reading, math and science.

This guide was developed through a partnership of state agencies to help Missourians of all ages, genders, and backgrounds create personal career plans that lead to fulfillment and success.

I hope this guide offers you a first step in making your career and personal dreams a reality.

Sincerely,



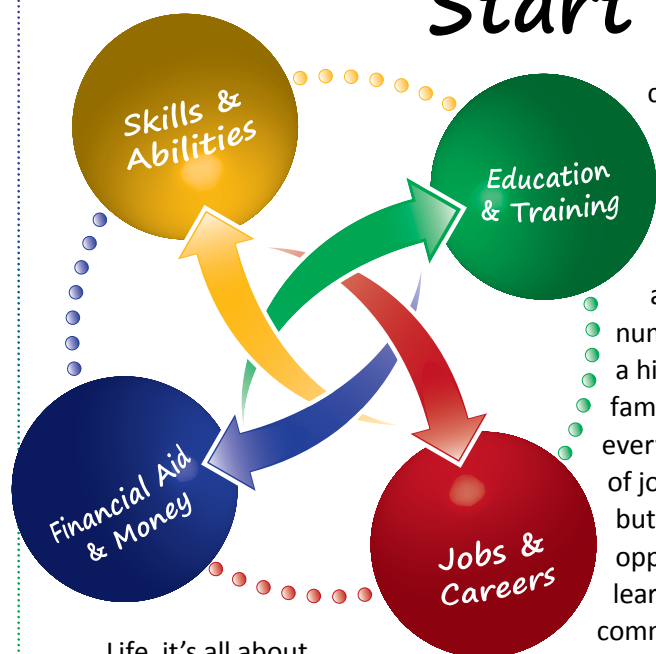
### *Table of Contents*

Introduction .....	1
Career Options and Exploration .....	2–3
Missouri's Top 50 Jobs .....	4
Roads to Success .....	5
Career Clusters and Career Interest Survey .....	6–9
Competencies for Success .....	10
Nontraditional Careers .....	11
Planning: High School, College or Adult .....	12–16
Job Seeking Tips and Guidance .....	17–21
Wage Calculator and Budgeting .....	22–23
Green Careers in Missouri .....	24–27
Find Career and Education Services .....	28–29
Career Resources .....	30–36

*brought to you by*

# CAREER OPTIONS

## Start with the End in Mind



Life, it's all about you: Your personality, your needs, your abilities, your relationships and your interests. So how do you land the dream job that matches you?

Before you can connect the dots, you have to know what the dots are. The first one is you. Take the time for an interest survey. What do you like? What are you good at? Write down your feelings about different jobs. You might be surprised what you learn about yourself.

If you aren't sure what direction may be best for you, or if you just want to make sure you are on the right path, an excellent career interest survey is included in this career guide (pages 7–9). Keep in mind, there are many more career interest surveys available to help you find the right career for you. Talk to a guidance counselor or visit the Missouri Career Center nearest to you for help exploring careers. Make sure that your plans on paper match the vision in your mind. Your personal plan of study, outlining

coursework and training through high school and beyond, should align with your career plans.

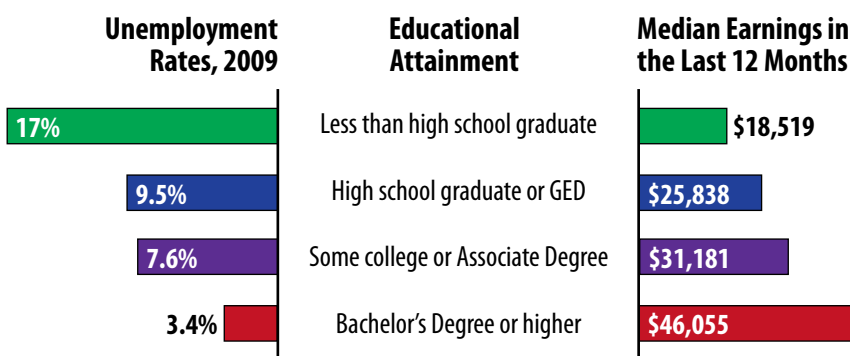
The next dot is education and training. The fact is, the number of jobs that require only a high school diploma and pay a family-supporting wage shrinks every year. An increasing number of jobs require a four-year degree, but there are also many good opportunities for those who learn technical skills through community colleges, the military and apprenticeships.

There are area career centers, professional and technical schools, two-year colleges, four-year colleges and vocational rehabilitation centers in every region of the state (pages 28–35).

Many of the programs in these schools can help establish an outstanding foundation in your Career Cluster of interest. It's important to recognize that many entry-level technical jobs require the same skill level in English, math and science as a four-year college.

Within any Career Cluster, there are several options, including a four-year college, community college, apprenticeships, the military and on-the-job training. Follow the model inside the front cover for your career: explore, decide, plan, prepare. By making plans now, exploring your career options through career organizations and the Internet, and connecting your education and training with a career goal, you can get on a path to success.

### Education Pays in Missouri



**THE ROAD TO RICHES IS PAVED BY EDUCATION** — The more education you have, the more money you are likely to make and the less likely you are to be unemployed, or so the data suggest. In 2009, Missouri workers age 25 to 64 with a high school diploma earned an average of \$25,838 per year, while those with a bachelor's degree earned an average of \$42,305 per year and those with a graduate or professional degree earned an annual average of \$52,551. Unemployment was nearly twice as high for Missourians who did not complete high school than for those with a high school diploma or GED® credential.

Source: U.S. Census Bureau, American Community Survey (2009)  
Note: Earnings represented in 2009 inflation-adjusted dollars



# EXPLORING CAREERS

## Career Exploration Options

Our world is changing faster than ever before. New technologies are affecting every aspect of our lives—how we work, how we learn, how we communicate, and how we spend our spare time. With all these changes come new opportunities in education and the world of work. You have hundreds of choices available to you, so it is important to spend some time investigating the different options.

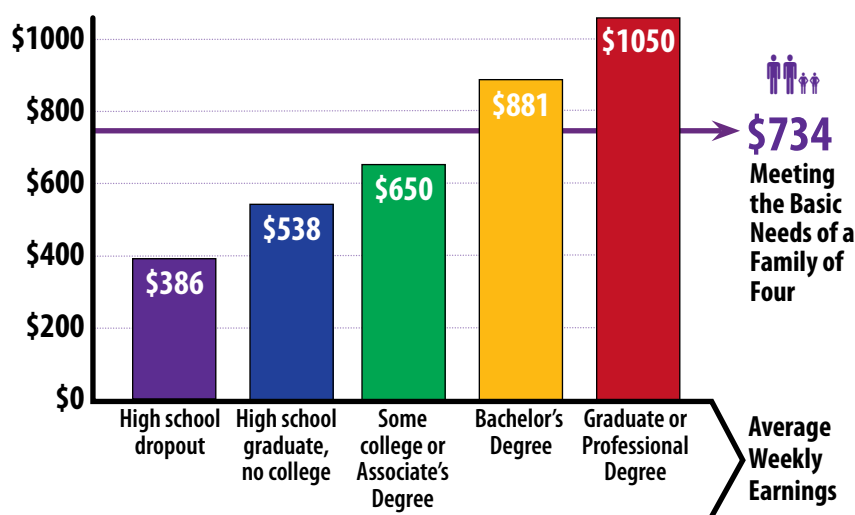
Helpful tools for identifying areas of career interests within the 16 Career Clusters are the interest survey found in this guide (pages 7–9) and the online career interest survey in the Missouri Connections website at [www.missouriconnections.org](http://www.missouriconnections.org).

In addition, the Holland types provide a means of determining which careers may best fit you. The Holland types classify occupations into six major groups: realistic (adventuring/producing), artistic (creative), enterprising (influencing), investigative (analytic), social (helping) and conventional (organizing). According to this model, if you share a lot of interests with people in an occupation, you would probably prefer that occupation. The Holland types are adapted from the Self-Directed Search by John L. Holland, Ph.D.

Once you have begun to identify the career fields of interest to you, it is helpful to research careers. Questions you might want to think about while exploring careers include:

- What do people do in this career?
- In what type of environment do people in this career work?
- What kind and how much training is needed to enter this career?
- What are the opportunities in this career?

What's a Week Worth?



**PLANNING FOR THE FUTURE.** You need to think about what you expect your life to be like in 10 to 15 years. Does your chosen career path and potential job prospects match those expectations? Many young people expect to get married and raise their own family. When you think about your future career, think about the life that you want to go along with it and whether your career plans will match your expected financial needs and desires. Dig into the data. What do you expect as a starting job when you finish your education, and where do you hope to wind up in your career?

The data for the needs of a family of four comes from MERIC's Self-Sufficiency data for Moniteau County, a median county for the state of Missouri in 2009. Weekly income data is based on annual income divided into 12 four-week months.

Sources: U.S. Census Bureau, American Community Survey (2009)  
and Missouri Department of Economic Development (2009)

For Missouri career profiles, career grades, top employing occupations and highest and lowest paying occupations, visit the Missouri Economic Research and Information Center at [www.missourieconomy.org](http://www.missourieconomy.org). Another valuable website to find state and national occupational information including profiles and wages, industry information, and state information can be found at [www.acinet.org](http://www.acinet.org).

O\*NET, the Occupational Information Network, is an online database at [online.onetcenter.org](http://online.onetcenter.org) that contains information about knowledge, skills, and abilities; interests; general work activities; and work content. O\*NET also shows related occupations, educational requirements, and labor market information.

# MISSOURI'S TOP 50 JOBS

## Missouri's Top 50 Jobs

Careers in Missouri with the most job openings between 2008–2018. For a complete listing of occupations, wages, and skills information, visit the MERIC website at [www.missourieconomy.org/occupations/outlook2018.stm](http://www.missourieconomy.org/occupations/outlook2018.stm)

Occupation	Openings	Average Annual Wage	Education
<b>Architecture &amp; Construction</b>			
Cost Estimators	1,655	\$57,688	B
Electrical Power—Line Installers & Repairers	1,517	\$53,746	+
Civil Engineers	1,370	\$75,812	B
<b>Business Management &amp; Administration</b>			
Accountants & Auditors	7,184	\$58,199	B
First Line Supervisors, Office Managers & Administrative Support Workers	5,946	\$47,297	+
Business Operations Specialists, All Other	3,683	\$60,872	B
Sales Representatives, Services, All Other	3,200	\$56,813	+
Public Relations Specialists	2,667	\$51,774	B
Training & Development Specialists	2,034	\$49,533	+
Managers, All Other	1,957	\$89,706	+
Employment, Recruitment & Placement Specialists	1,445	\$46,262	B
Human Resources, Training & Labor Relations Specialists, All Other	1,311	\$55,967	B
Medical & Health Services Managers	1,307	\$76,512	+
Sales Managers	1,267	\$110,584	+
Compensation, Benefits & Job Analysis Specialists	1,057	\$51,012	B
<b>Education &amp; Training</b>			
Elementary School Teachers, Except Special Education	10,341	\$43,715	B
Secondary School Teachers, Except Special & Career Education	7,972	\$42,765	B
Middle School Teachers, Except Special & Career Education	4,700	\$43,418	B
Special Education Teachers, Preschool, Kindergarten & Elementary School	2,666	\$45,162	B
Health Specialties Teachers, Postsecondary	1,837	\$105,867	D
Special Education Teachers, Secondary	1,806	\$47,477	B
Education Administrators, Elementary & Secondary	1,738	\$76,743	+
Education, Career Education & School Counselors	1,709	\$46,153	M
<b>Finance</b>			
Insurance Sales Agents	5,859	\$54,165	B
Claims Adjusters, Examiners & Investigators	2,248	\$55,253	+
Securities, Commodities & Financial Services Sales Agents	2,041	\$86,505	B
Personal Finance Advisors	1,241	\$91,284	B

Occupation	Openings	Average Annual Wage	Education
<b>Government &amp; Public Administration</b>			
Compliance Officers, Except Agriculture, Construction, Health & Safety & Transportation	1,573	\$50,250	+
<b>Health Science</b>			
Registered Nurses	21,029	\$56,667	A
Licensed Practical & Licensed Vocational Nurses	7,815	\$34,178	+
Dental Assistants	2,019	\$33,100	+
Pharmacists	1,997	\$106,242	P
Physicians & Surgeons, All Other	1,358	\$156,266	P
Physical Therapists	1,333	\$62,215	P
Radiologic Technologists & Technicians	1,283	\$47,955	A
Family & General Practitioners	1,255	\$150,983	P
<b>Hospitality &amp; Tourism</b>			
Self-Enrichment Education Teachers	1,966	\$35,417	+
<b>Human Service</b>			
Clergy	3,256	\$43,945	M
Child, Family & School Social Workers	1,902	\$33,277	B
<b>Information Technology</b>			
Computer Systems Analysts	2,761	\$72,018	B
Network Systems & Data Communications Analysts	2,510	\$74,788	B
Network & Computer Systems Administrators	2,393	\$63,197	B
Computer Software Engineers, Applications	1,905	\$76,059	B
Computer Specialists, All Other	1,176	\$74,506	A
<b>Law, Public Safety, Corrections &amp; Security</b>			
Police & Sheriff's Patrol Officers	3,890	\$41,148	+
Fire Fighters	2,685	\$43,777	+
Emergency Medical Technicians & Paramedics	2,426	\$33,392	+
<b>Manufacturing</b>			
Purchasing Agents, Except Wholesale, Retail & Farm Products	1,829	\$52,686	+
<b>Marketing</b>			
Market Research Analysts	1,675	\$61,898	B
<b>Science, Technology, Engineering &amp; Mathematics</b>			
Industrial Engineers	1,136	\$71,352	B

- Long-term on-the-job-training
- Work experience in a related occupation
- Postsecondary vocational award
- Bachelor's or higher, plus work experience
- Associate degree
- Bachelor's degree
- Master's degree
- Doctoral degree
- First professional degree



# ROADS TO SUCCESS

## Many Roads to Success

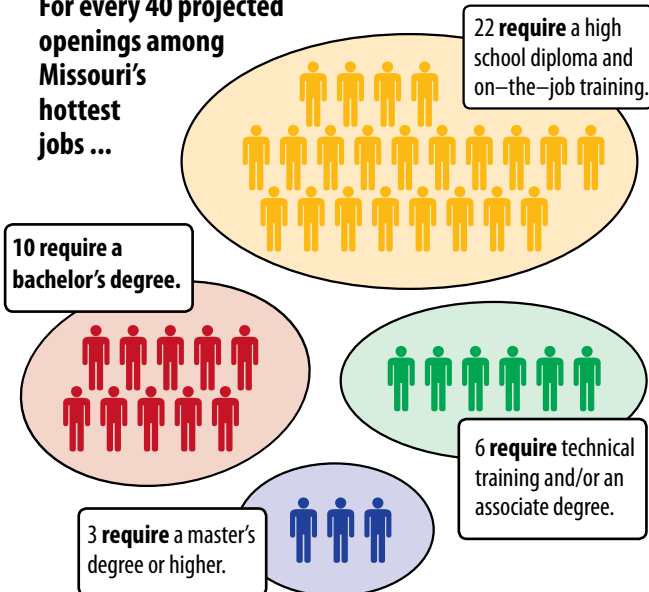
Many opportunities are open to you to pursue your career goals in Missouri. All manner of jobs are available, across different career fields and with different educational or training requirements. In Missouri, a number of services are available to help you develop and pursue your career goals.

The Career Clusters framework offers a valuable perspective on the various career fields available. The framework divides the full range of occupations into 16 distinct career clusters. This provides a powerful way to explore different careers and see the career connections between different occupations in a cluster. Also, within the clusters are pathways of more closely related occupations. By recognizing the connections among different occupations and career fields, a person can plan education and training that leads to the occupations that interest and suit them the most. It is also important to recognize the educational and training requirements of a job.



### Missouri's Hot Jobs

**For every 40 projected openings among Missouri's hottest jobs ...**



**THERE ARE MANY GREAT JOBS TO BE HAD IN MISSOURI.** Missouri offers its residents a wide variety of excellent jobs. Among the best jobs in the state (those with the best balance of high wages or salary and plentiful openings), projected openings for the coming years are spread across career fields and educational requirements.

Source: Missouri Economic Research and Information Center (2010)

Missourians may use the MERIC website at [www.missourieconomy.org](http://www.missourieconomy.org) or Missouri Connections at [www.missouriconnections.org](http://www.missouriconnections.org) to explore jobs or they may visit the Missouri Career Center in their area for help with career exploration and planning.

While a four-year degree offers a solid career foundation for many people, there are many jobs in the skilled trades and other areas that require career and technical training. Apprenticeships, technical schools, community colleges, and the military all provide an excellent foundation for a career.

The military can provide a highly valuable, real-world, hands-on training and instruction in careers ranging from computer programming to pharmacology. Joining the military may also provide travel opportunities and international experience. For more information about military service, visit [www.todayismilitary.com](http://www.todayismilitary.com).



# CAREER CLUSTERS

## Hospitality & Tourism

Restaurants, Food & Beverage Services  
Recreation, Amusement & Attractions  
Travel & Tourism  
Lodging

## Education & Training

Administration & Administrative Support  
Professional Support Services  
Teaching & Training

## Human Services

Early Childhood Development & Services  
Counseling & Mental Health Services  
Family & Community Services  
Personal Care Services  
Consumer Services

## Government & Public Administration

Public Management & Administration  
Governance  
National Security  
Foreign Service  
Planning  
Revenue & Taxation  
Regulation

## Law, Public Safety, Corrections & Security

Correction Services  
Emergency & Fire Management Services  
Security & Protective Services  
Law Enforcement Services  
Legal Services

## Transportation, Distribution & Logistics

Transportation Operations  
Logistics, Planning & Management Services  
Warehousing & Distribution  
Center Operations  
Facility & Mobile Equipment Maintenance  
Transportation Systems & Infrastructure  
Planning, Management & Regulation  
Health, Safety & Environmental Mgmt.  
Sales & Services

## Architecture & Construction

Design & Pre-Construction  
Construction  
Maintenance & Operations

## Manufacturing

Production  
Manufacturing Production  
Process Development  
Health, Safety & Environmental Assurance  
Quality Assurance  
Maintenance, Installation & Repair  
Logistics & Inventory Control

## Agriculture, Food & Natural Resources

Agribusiness Systems  
Animal Systems  
Food Products & Processing Systems  
Natural Resources and Environmental Service Systems  
Power, Structural & Technical Systems  
Plant Systems

## Finance

Securities & Investments  
Business Finance  
Banking Services  
Insurance  
Accounting

## Business Management & Administration

General Management  
Human Resources Management  
Business Information Management  
Administrative Support  
Operations Management

## Marketing

Marketing Management  
Professional Sales  
Merchandising  
Marketing Research  
Marketing Communications

## Information Technology

Network Systems  
Web & Digital Communications  
Programming & Software Development  
Information Support & Services

## Science, Technology, Engineering & Mathematics

Engineering & Technology  
Science & Math

## Health Science

Biotechnology Research & Development  
Therapeutic Services  
Diagnostic Services  
Health Informatics  
Support Services

## Arts, A/V Technology & Communications

Audio & Video Technology & Film  
Journalism & Broadcasting  
Printing Technology  
Telecommunications  
Performing Arts  
Visual Arts

## About the Career Clusters

The 16 Career Clusters is an organizing framework for careers based on common knowledge and skills. The clusters assist students and educators in tailoring coursework and experiences that will best prepare them for success in their chosen career areas

The clusters provide depth to Missouri's six Career Paths, which have been used by educators for years with younger students, and the clusters further narrow with pathways that describe a more specific collection of careers.

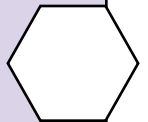
# CAREER INTEREST SURVEY

## Career Clusters Interest Survey

This interest survey is designed to help you identify the career clusters that best match you. Circle each item that matches your personality. Write the number in the white box at the bottom and find your top three career clusters.

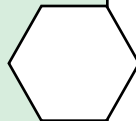
### Arts, A/V Technology and Communications

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Use my imagination to communicate new information to others</li> <li>Perform in front of others</li> <li>Read and write</li> <li>Play a musical instrument</li> <li>Perform creative, artistic activities</li> <li>Use video and recording technology</li> <li>Design brochures and posters</li> </ul>	<ul style="list-style-type: none"> <li>Creative and imaginative</li> <li>Good communicator / good vocabulary</li> <li>Curious about new technology</li> <li>Relate well to feelings and thoughts of others</li> <li>Determined / tenacious</li> </ul>	<ul style="list-style-type: none"> <li>Art / Graphic Design</li> <li>Music</li> <li>Speech and Drama</li> <li>Journalism / Literature</li> <li>Audio-Visual Technologies</li> </ul>



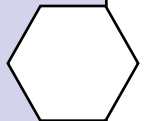
### Agriculture, Food and Natural Resources

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Learn how things grow and stay alive</li> <li>Make the best use of the earth's natural resources</li> <li>Hunt and/or fish</li> <li>Protect the environment</li> <li>Be outdoors in all kinds of weather</li> <li>Plan, budget and keep records</li> <li>Operate machines &amp; keep them in good repair</li> </ul>	<ul style="list-style-type: none"> <li>Self-reliant</li> <li>Nature lover</li> <li>Physically active</li> <li>Planner</li> <li>Creative problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Life Sciences</li> <li>Earth Sciences</li> <li>Chemistry</li> <li>Agriculture</li> </ul>



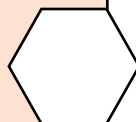
### Business Management and Administration

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Perform routine, organized activities but can be flexible</li> <li>Work with numbers and detailed information</li> <li>Be the leader</li> <li>Make business contact with people</li> <li>Work with computer programs</li> <li>Create reports and communicate ideas</li> <li>Plan my work and follow instructions without close supervision</li> </ul>	<ul style="list-style-type: none"> <li>Organized</li> <li>Practical and logical</li> <li>Patient</li> <li>Tactful</li> <li>Responsible</li> </ul>	<ul style="list-style-type: none"> <li>Computer Applications /Business and Information Technology</li> <li>Accounting</li> <li>Math</li> <li>English</li> <li>Economics</li> </ul>



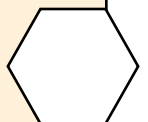
### Architecture and Construction

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Read and follow blueprints and/or instructions</li> <li>Picture in my mind what a finished product looks like</li> <li>Work with my hands</li> <li>Perform work that requires precise results</li> <li>Solve technical problems</li> <li>Visit and learn from beautiful, historic or interesting buildings</li> <li>Follow logical, step-by-step procedures</li> </ul>	<ul style="list-style-type: none"> <li>Curious</li> <li>Good at following directions</li> <li>Pay attention to detail</li> <li>Good at visualizing possibilities</li> <li>Patient and persistent</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Drafting</li> <li>Physical Sciences</li> <li>Construction Trades</li> <li>Electrical Trades, Heat, Air Conditioning and Refrigeration, or Technology Education</li> </ul>



### Education and Training

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Communicate with different types of people</li> <li>Help others with their homework or to learn new things</li> <li>Go to school</li> <li>Direct and plan activities for others</li> <li>Handle several responsibilities at once</li> <li>Acquire new information</li> <li>Help people overcome their challenges</li> </ul>	<ul style="list-style-type: none"> <li>Friendly</li> <li>Decision maker</li> <li>Helpful</li> <li>Innovative / inquisitive</li> <li>Good listener</li> </ul>	<ul style="list-style-type: none"> <li>Language Arts</li> <li>Social Studies</li> <li>Math</li> <li>Science</li> <li>Psychology</li> </ul>



# CAREER INTEREST SURVEY

Finance		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Work with numbers</li> <li>Work to meet a deadline</li> <li>Make predictions based on existing facts</li> <li>Have a framework of rules by which to operate</li> <li>Analyze financial information and interpret it to others</li> <li>Handle money with accuracy and reliability</li> <li>Take pride in the way I dress and look</li> </ul>	<ul style="list-style-type: none"> <li>Trustworthy</li> <li>Orderly</li> <li>Self-confident</li> <li>Logical</li> <li>Methodical or efficient</li> </ul>	<ul style="list-style-type: none"> <li>Accounting</li> <li>Math</li> <li>Economics</li> <li>Banking / Financial Services</li> <li>Business Law</li> </ul>

Hospitality and Tourism		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Investigate new places and activities</li> <li>Work with all ages and types of people</li> <li>Organize activities in which other people enjoy themselves</li> <li>Have a flexible schedule</li> <li>Help people make up their minds</li> <li>Communicate easily, tactfully and courteously</li> <li>Learn about other cultures</li> </ul>	<ul style="list-style-type: none"> <li>Tactful</li> <li>Self-motivated</li> <li>Works well with others</li> <li>Outgoing</li> <li>Slow to anger</li> </ul>	<ul style="list-style-type: none"> <li>Language Arts / Speech</li> <li>Foreign Language</li> <li>Social Sciences</li> <li>Marketing</li> <li>Food Services</li> </ul>

Government and Public Administration		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Be involved in politics</li> <li>Negotiate, defend and debate ideas and topics</li> <li>Plan activities and cooperate with others</li> <li>Work with details</li> <li>Perform a variety of duties that may change often</li> <li>Analyze information and interpret it to others</li> <li>Travel and see things that are new to me</li> </ul>	<ul style="list-style-type: none"> <li>Good communicator</li> <li>Competitive</li> <li>Service-minded</li> <li>Well-organized</li> <li>Problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Government</li> <li>Language Arts</li> <li>History</li> <li>Math</li> <li>Foreign Language</li> </ul>

Human Services		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Care about people, their needs and their problems</li> <li>Participate in community services and/or volunteering</li> <li>Listen to other people's viewpoints</li> <li>Help others be at their best</li> <li>Work with people from preschool to old age</li> <li>Think of new ways to do things</li> <li>Make friends with different kinds of people</li> </ul>	<ul style="list-style-type: none"> <li>Good communicator / good listener</li> <li>Caring</li> <li>Non-materialistic</li> <li>Intuitive and logical</li> <li>Non-judgmental</li> </ul>	<ul style="list-style-type: none"> <li>Language Arts</li> <li>Psychology / Sociology</li> <li>Family and Consumer Sciences</li> <li>Finance</li> <li>Foreign Language</li> </ul>

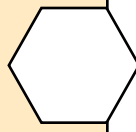
Health Sciences		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Work under pressure</li> <li>Help sick people and animals</li> <li>Make decisions based on logic and information</li> <li>Participate in health and science classes</li> <li>Respond quickly and calmly in emergencies</li> <li>Work as a member of a team</li> <li>Follow guidelines precisely and meet strict standards of accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Compassionate and caring</li> <li>Good and following directions</li> <li>Conscientious and careful</li> <li>Patient</li> <li>Good listener</li> </ul>	<ul style="list-style-type: none"> <li>Biological Sciences</li> <li>Chemistry</li> <li>Math</li> <li>Occupational Health</li> <li>Language Arts</li> </ul>

Information Technology		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Work with computers</li> <li>Reason clearly and logically to solve complex problems</li> <li>Use machines, techniques and processes</li> <li>Read technical materials and diagrams and solve technical problems</li> <li>Adapt to change</li> <li>Play games and figure out how they work</li> <li>Concentrate for long periods without being distracted</li> </ul>	<ul style="list-style-type: none"> <li>Logical / analytical thinker</li> <li>See details in the big picture</li> <li>Persistent</li> <li>Good concentration skills</li> <li>Precise and accurate</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Science</li> <li>Computer Technology / Computer Applications</li> <li>Communications</li> <li>Graphic Design</li> </ul>

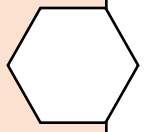


# CAREER INTEREST SURVEY

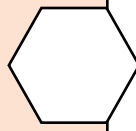
Law, Public Safety, Corrections and Security		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Communicate with different types of people</li> <li>Help others with their homework or to learn new things</li> <li>Go to school</li> <li>Direct and plan activities for others</li> <li>Handle several responsibilities at once</li> <li>Acquire new information</li> <li>Help people overcome their challenges</li> </ul>	<ul style="list-style-type: none"> <li>Friendly</li> <li>Decision maker</li> <li>Helpful</li> <li>Innovative / inquisitive</li> <li>Good listener</li> </ul>	<ul style="list-style-type: none"> <li>Language Arts</li> <li>Social Studies</li> <li>Math</li> <li>Science</li> <li>Psychology</li> </ul>



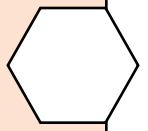
Science, Technology, Engineering and Math		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Interpret formulas</li> <li>Find the answers to questions</li> <li>Work in a laboratory</li> <li>Figure out how things work and investigate new things</li> <li>Explore new technology</li> <li>Experiment to find the best way to do something</li> <li>Pay attention to details and help things be precise</li> </ul>	<ul style="list-style-type: none"> <li>Detail-oriented</li> <li>Inquisitive</li> <li>Objective</li> <li>Methodical</li> <li>Mechanically inclined</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Drafting</li> <li>Physical Sciences</li> <li>Construction Trades</li> <li>Electrical Trades, Heat, Air Conditioning and Refrigeration, or Technology Education</li> </ul>



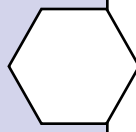
Manufacturing		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Work with my hands and learn that way</li> <li>Put things together</li> <li>Do routine, organized and accurate work</li> <li>Perform activities that produce tangible results</li> <li>Apply math to work out solutions</li> <li>Use tools and operate equipment and machinery</li> <li>Visualize objects in three dimensions from flat drawings</li> </ul>	<ul style="list-style-type: none"> <li>Practical</li> <li>Observant</li> <li>Physically active</li> <li>Step-by-step thinker</li> <li>Coordinated</li> </ul>	<ul style="list-style-type: none"> <li>Math—Geometry</li> <li>Chemistry</li> <li>Trade and Industry courses</li> <li>Physics</li> <li>Language Arts</li> </ul>



Transportation, Distribution and Logistics		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Travel</li> <li>See well and have quick reflexes</li> <li>Solve mechanical problems</li> <li>Design efficient processes</li> <li>Anticipate needs and prepare to meet them</li> <li>Drive or ride</li> <li>Move things from one place to another</li> </ul>	<ul style="list-style-type: none"> <li>Realistic</li> <li>Mechanical</li> <li>Coordinated</li> <li>Observant</li> <li>Planner</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Trade and Industry courses</li> <li>Physical Sciences</li> <li>Economics</li> <li>Foreign Language</li> </ul>



Marketing		
Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ul style="list-style-type: none"> <li>Shop and go to the mall</li> <li>Be in charge</li> <li>Make displays and promote ideas</li> <li>Give presentations and enjoy public speaking</li> <li>Persuade people to buy products or to participate in activities</li> <li>Communicate my ideas to other people</li> <li>Take advantage of opportunities to make extra money</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiastic</li> <li>Competitive</li> <li>Creative</li> <li>Self-motivated</li> <li>Persuasive</li> </ul>	<ul style="list-style-type: none"> <li>Language Arts</li> <li>Math</li> <li>Business Education / Marketing</li> <li>Economics</li> <li>Computer Applications</li> </ul>



This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose. Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005). The Career Clusters Interest Inventory is being used with permission of:



States' Career Clusters Initiative, 2008, [www.careerclusters.org](http://www.careerclusters.org)

## Top Matches

### Career Cluster 1

---



---

### Career Cluster 2

---



---

### Career Cluster 3

---



---



# COMPETENCY MODEL

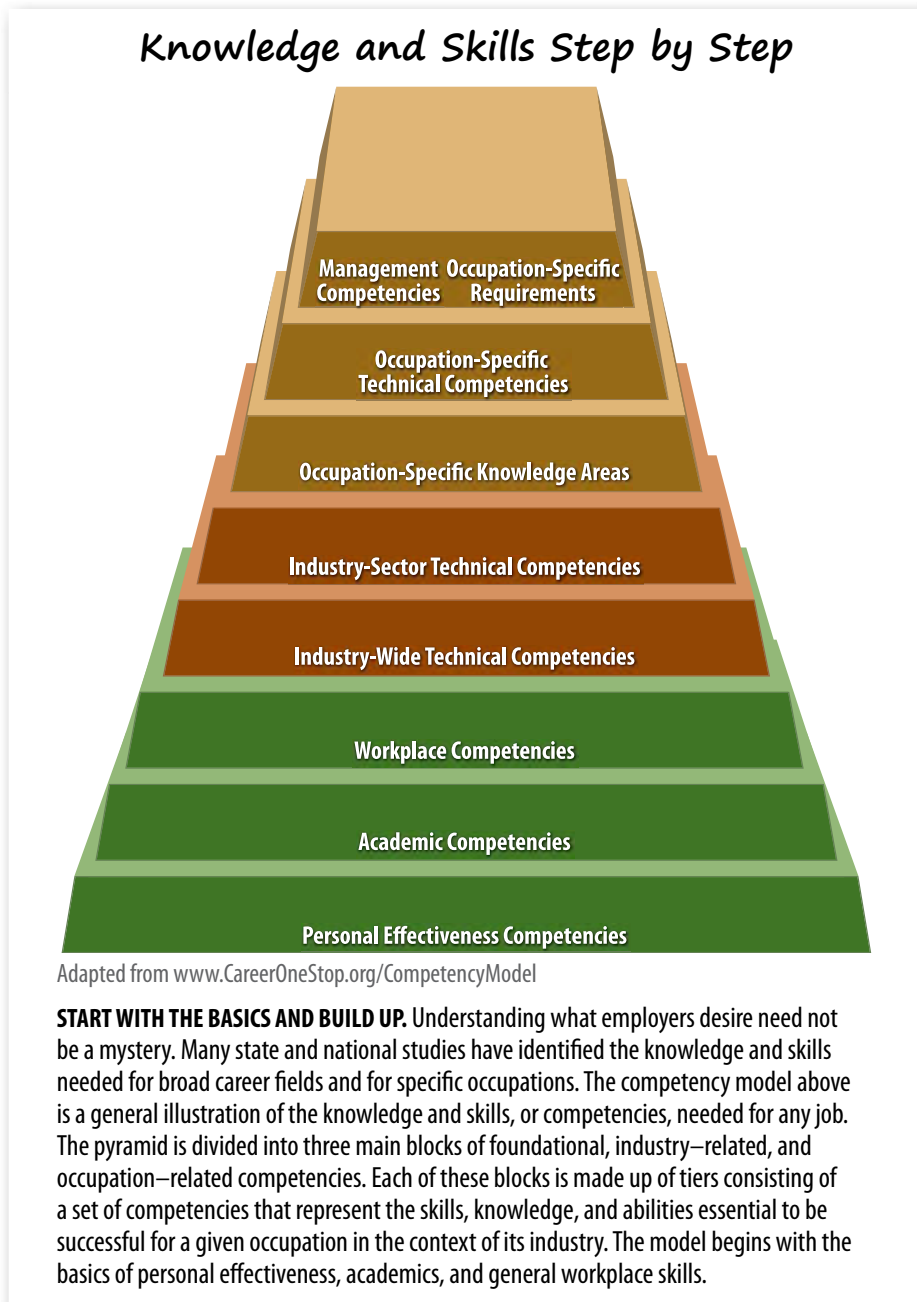
## Building a Foundation for Success

When you think about a future job or career, it can help to imagine yourself in the employer's shoes. That might even be your ultimate goal. What does an employer want in an employee? Which skills, knowledge, and attitudes are required, and which ones stand out? Getting to know your career field of choice certainly helps, by reading, talking to people in the field, and experiencing the work through job shadowing and training. Employers throughout the state and across the nation can also help. Many have already identified what they want in an employee, and many times, certain desires emerge and repeat from one career field to the next.

Research has shown that any successful career begins with foundational competencies rooted in personal effectiveness, academics, and general workplace performance and ethics.

The first tier of personal effectiveness includes integrity, initiative, dependability, reliability, interpersonal skills, professionalism, and the willingness to learn. Ethical and respectful conduct with others are among the most important elements in any career field or occupation. The second tier of academic skills relies on personal effectiveness skills, and it includes reading, writing, verbal communication, visual communication, math, and science.

The third foundational tier is for workplace competencies. These knowledge, skills, and



abilities include teamwork, time management, planning, scheduling, problem solving, flexibility, and following directions. Craftsmanship, familiarity with industry fundamentals and language, and the use of tools and technology vary

from one career field to another, but the basic requirements to develop knowledge and skills in these areas are universal. All workers are expected to develop these skills in today's workplace.

# NONTRADITIONAL CAREERS

## Consider All the Options

Do not let stereotypes or traditional thinking about who enters a particular career limit the careers and occupations you consider. Many women and men have found very rewarding careers in occupations that are nontraditional. Nontraditional careers are those where less than 25 percent of a gender is represented. For instance, female welders and automotive service technicians and male nurses are engaged in nontraditional occupations.

For women, a nontraditional occupation often means earnings that are 20 to 30 percent higher than earnings for women in traditional occupations. Also, high-demand and high-wage nursing occupations are nontraditional for men. Nationally, approximately 7 percent of nurses are male.

It is important to choose a career field that is the best fit for you. Missouri also provides a range of services and programs to support and recognize students in educational programs for nontraditional careers. To support nontraditional students in educational programs, there are eight Career Education Coordinators throughout the state.



The Career Education Coordinators work with secondary and postsecondary students. To find the Career Education Coordinator in your area, visit the Missouri Center for Career Education website at [www.mcce.org](http://www.mcce.org) and click on the link for Career Education Coordinators.

Also, Missouri sponsors the annual Breaking Traditions award to recognize male and female nontraditional students throughout the state. Nominees are reviewed for regional and state awards, and state award recipients are recognized at the annual Breaking Traditions awards reception and may receive a scholarship to the Missouri public community college of their choice or Linn State Technical College. Also, educators and employers who are particularly supportive of nontraditional students may be nominated for Breaking Traditions awards. For more information about the awards and the nomination process, visit the MCCE website at [www.mcce.org](http://www.mcce.org).

### About Nontraditional Careers

Nontraditional occupations are careers in which less than 25 percent of a gender is represented. These occupations often offer higher salaries, challenging work, opportunities to develop new skills, and advancement potential.

#### What Kinds of Jobs are Nontraditional for Females?

Automotive Service Technician  
Computer Specialist  
Construction Manager  
Electrical Power-Line Installer and Repairer  
Engineer  
Police Patrol Officer

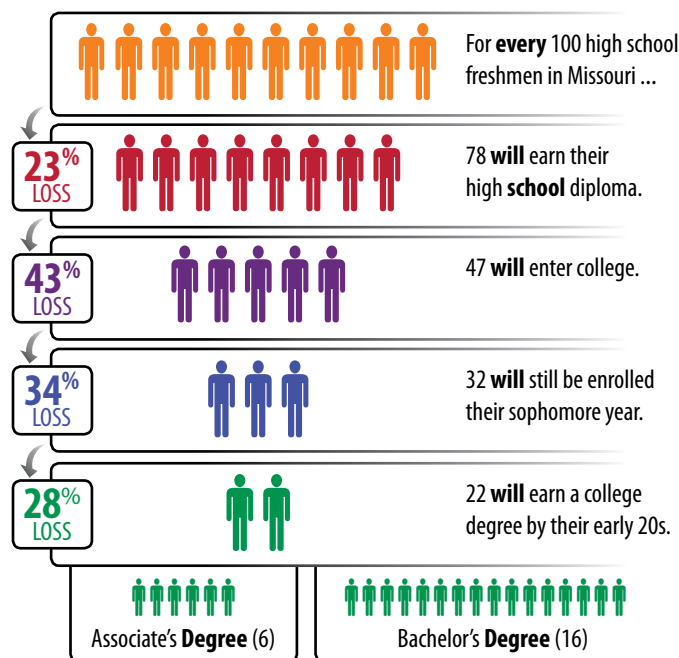
#### What Kinds of Jobs are Nontraditional for Males?

Accountant  
Administrative Assistant  
Child Care Provider  
Elementary Teacher  
Nurse / Nursing Assistant

# HIGH SCHOOL STUDENTS

## From High School to Life

### The Thinning Crowd



**DECREASING PYRAMID OF EDUCATIONAL ACHIEVEMENT.** Only 2 in 10 ninth-grade students will go on to complete a college degree by their early 20s (within 150% time for their degree). Income trends show that education beyond high school is needed to earn a family-supporting wage.

Sources: National Center for Higher Education Management Systems (2008)

### Know what matters to you:

- Explore your career interests. Complete a career interest survey, such as the one at MissouriConnections.org. Your school counselor can give you the information you need to begin your exploration.
- Learn about different educational opportunities. Find out about colleges, career and technical schools, the military, apprenticeships, and on-the-job training programs and see which one best matches your interests and needs. Explore the academic programs and degrees or certificates available at your schools of interest.
- Review and revise your personal plan of study developed in eighth grade. Be sure your courses not only help you meet graduation requirements, but also give you the knowledge and skills for your next steps after high school.

### Shop around:

- Compare information from college representatives, bulletins and websites.
- Find out the employment rates for graduates. If you have identified a program of interest, find out the job placement rates for students in that program and places where graduates from the program now work.
- Ask about job placement programs and student organizations for your program of interest.

### Make campus visits:

- Tour campuses, talk with students and visit a class.
- Meet with financial assistance representatives.
- Research your academic program with an advisor.
- Verify admission requirements with a counselor.
- Determine the actual cost of attending the school, including housing, books and lab fees.

### Get advice:

- Ask your school counselor to explain the options available.
- Talk to your parents about your college expectations.
- Visit with professionals working in the field you plan to study.

### Meet deadlines:

- Watch for early deadlines.
- Admission and housing applications often have a cut off date.
- Pay any required institutional fees on time.
- Complete the Free Application for Federal Student Aid (FAFSA) and other financial assistance forms on time.

### Paying for your studies:

- Find out about financial assistance processes and tuition payments, as well as state, federal and private sources of financial assistance (see page 13).
- Stay eligible for financial assistance by enrolling at least half time and making satisfactory academic progress.
- Use non-repayable grant aid first. If loans are necessary, federal loans offer better borrower benefits than private loans.
- Shop around for the best interest rates, borrower benefits and subsidies.
- Borrow only what you need and follow an academic plan to reduce unnecessary costs.



# STUDENT FINANCIAL AID

## Paying for Your Education

Financing your education need not involve working three jobs or overtime for years. Numerous federal, state and private programs offer outright grants, loans, tuition assistance and work–study programs. The programs listed below are only a sample; chances are there's assistance whatever your age, background or interest. Look into any financial aid carefully; state and federal student financial aid amounts can change. For more information, go to the Career OneStop financial aid center at [www.careeronestop.org/financial/financialaidhome.asp](http://www.careeronestop.org/financial/financialaidhome.asp).

The U.S. Department of Education lets users apply online for financial aid on the Free Application for Federal Student Aid (FAFSA) website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Another great resource for student scholarships is the Broke Scholar website. Members of this free service can search and apply to 650,000 scholarships totaling billions of scholarship and grant dollars. Fill out the personal profile, and they can match your profile to scholarships that apply specifically to you. Broke Scholar can be found at [www.brokescholar.com](http://www.brokescholar.com).

The College Board also provides a scholarship search utility and financial aid advice on its website at [www.collegeboard.com/student/pay](http://www.collegeboard.com/student/pay).



### Additional financial grant, loan and scholarship programs include:

**Access Missouri Grant program.** This is a need–based program designed to provide students with a simplified financial aid process, provide predictable, portable awards, and increase access to a student's school of choice. Eligibility is determined by the student's expected family contribution as calculated through the Free Application for Federal Student Aid (FAFSA).

**Federal College Work–Study Program.** Undergraduate and graduate students receive jobs through this program. Wages vary but must be at least minimum wage.

**Federal Pell Grant program.** This is a nationwide, federal program. Funding to individual varies.

**Federal Perkins loans.** Students must be a Missouri resident and enrolled full–time in an approved Missouri school to qualify. Undergraduate funding is up to \$20,000.

**Federal PLUS loans for parents.** These loans may not exceed the cost of attendance.

**Federal Supplemental Educational Opportunities Grant.** This program offers awards of up to \$4,000 for undergraduate students who can demonstrate exceptional financial need. Priority is given to students who receive federal Pell grants.

**Marguerite Ross Barnett Memorial Scholarship.** This scholarship is an opportunity for employed students. Award amounts vary.

**Missouri A+ Schools Program.** Eligible students who graduate from a designated A+ high school may qualify for a state–paid financial incentive.

**Missouri Higher Education Academic Scholarship.** This is a merit–based scholarship for Missouri students who scored in the top 5% on the ACT or SAT assessment test. Award amounts vary based on whether the assessment score is in the 3% of the fourth and fifth percentiles.

**Missouri Savings for Tuition (MO\$T) Program.** This is a state and federal tax–deferred college savings program. Anyone (parents, grandparents, and relatives) may open and contribute to a MO\$T account, which has a lifetime account maximum of \$235,000. Parents or relatives should contact their tax professional about tax deductible contributions.

**Subsidized Federal Direct loan.** These loans enable students and their families to borrow low–interest loans directly from the federal government. Maximum loans are \$3,500 for the freshman year, \$4,500 for the sophomore year, and \$5,500 for junior and senior years. The federal government pays the interest while you are in school, during the loan's grace period, and when the loan is in deferment.

**Unsubsidized Federal Direct loans.** These loan opportunities mirror the subsidized, but there is an additional \$2,000 per year available for all who qualify. The borrower pays all of the interest.

# COLLEGE STUDENTS

## On the Educational Path

### *Majorly Undecided?*

If you are attending school and have not yet decided on a major program or you are rethinking your degree program, a quality career interest survey could be a valuable

to graduates and to determine how often graduates continue on the career path you have envisioned. Inquire about recent graduates who may be able to mentor you in your chosen field.

Not every degree program offers job placement services and access to summer internship programs, so don't be afraid to do your own legwork. Investigate companies or organizations in your area to see which ones offer summer internship opportunities. Often, companies that routinely hire interns will post those positions on their company website. A summer internship program can give you on-the-job experience indispensable to a first-time job search.

Student organizations also can provide quality connections to begin your job search. Many clubs invite professionals to speak to students. Attend these or help arrange them. When it comes to landing a job, a personal connection is invaluable.

### *Oops, I Graduated*

Your graduation date has been a goal for years, and now it is quickly approaching. If graduation brings as much anxiety as pride, it may be a good time to investigate job placement services.

Talk to your professors about the paths other graduates have taken. Attend career fairs if they are available, and always enter the door with a plan. If you have not yet chalked up an internship, talk to local firms about job shadowing opportunities. This may provide the information you need to put your best foot forward. Build career relationships as much as possible and pay attention to what employers want in a new employee.



tool to determine the career path and educational program that is right for you. Visit with your school's career services personnel about the career fields that interest you or speak with advisors in programs that interest you.

Arrange opportunities to job shadow professionals in your career of interest. This can be an eye-opening experience, reinforcing your choice or presenting new information. Before deciding on a degree program, ask about job placement services for graduates to find out the assistance available

### *Humming Right Along*

If you are a college sophomore or junior and happy with your college experience, now is the best time to begin exploring job placement opportunities through your degree program and to investigate summer internships. Don't leave the process of finding a job to your senior year. Often a strong summer internship experience can transition into a full-time position at the same company after graduation, or it can be the quality that separates you from the rest of the pack when looking for your first job.



# STUDY SKILLS & HABITS

## Learn the Habits of Success

Whether you are a high school or college student, developing good study–skill habits is an important ingredient to success. Here are some helpful tips to excel this semester and beyond:

**Attend the First Class.** Whether you are taking classes online or in school, be sure to attend the first session. It sets the tone and usually outlines the course content and requirements for the semester. You will know what is expected of you. Take notes from the first day, even if it is routine stuff you think you already know. Sitting close to the instructor helps you to focus and avoid distractions.

**Be an Active Learner.** Keep an open and curious mind. Listen carefully to the teacher for main ideas and concepts. Take good notes (and write clearly) in your class lectures and textbook readings. Use an outline form to help you distinguish between major and minor points, plus use the margins to jot down page numbers, examples or reminders. Organize and review your notes regularly.

**Establish a Study Place.** Set up a daily time and place to study. Your study place should have a desk, comfortable chair, good lighting, and all the supplies you need. The area should be free of distractions. If possible, avoid studying in an area where you routinely do other things.

**Make Use of Study Resources.** Use the library and other available resources. Find out about and use labs, tutors, videos, computer programs, and alternate sources of information.

**Meet all deadlines.** Write down all homework assignments, tests, and projects along with due dates. Manage your time so that you can deliver all assignments on the required dates. Procrastination is a problem that most students have to conquer. Recognize that “getting started” is important. Reward yourself for completing a task.

**Read.** Yes, crack open your books and read. Reading your assignments before the material is discussed in class gives you a learning advantage. Adjust your reading speed to the difficulty of the material and your ability. Get more out of your books by asking yourself questions while you read to test your understanding of the material. Ask your teacher questions if the material is not fully understood.

**Put First Things First.** Be self–motivated and self–disciplined. Today’s students are often faced with many obligations (family, work, etc.) that make demands on their time. Effective time management strategies can help you prioritize and balance your time. Simple steps such as setting goals, planning and organizing, and communicating your ideas and needs with others can go a long way toward keeping you on track.

**Discover What Works for You.** Always look for new study–skill habits and strategies that may work for you. For instance, if you need to memorize definitions, formulas, or lists, try creating your own flashcards – put topics on one side of the card, answers on the other, and test yourself often. Some students take notes in a different color for each subject. There are many other techniques you can try.

**Be Good to Yourself.** Keeping your body healthy and alert will make studying much easier and allow you to retain more information. Get up and do something after studying for long periods of time. Stretch, take a walk, or get something to eat or drink. After your break, go back to studying. Review your notes to get a fresh start on your subject.



**If a Problem Arises, Speak with Your Instructor.** There are many problems that may occur during a semester: illness, personal crises, and conflicts. If a difficult situation arises, speak to your instructor as soon as possible. Many issues can be resolved simply by direct communication.

**Keep Your Eye on the Goal.** Avoid over–commitment and prioritize tasks. Don’t let friends and acquaintances dictate what you consider important. Learn how to say “no” on occasion to protect the classroom and study time needed to reach your goals. Be confident and plan for success!

## Advice for Adult Learners

Whether it has been two years or twenty since you last attended school, adults returning to school or beginning on a new career path have unique strengths and challenges. As you look toward a new phase of life, either developing a new career or picking up a long-neglected career goal, it is very important to keep your goals in mind and establish new routines that support your goals. Your study skills may need some dusting, but you have the advantage of experience. Prize it and use it to your advantage.



Often, adults have responsibilities well beyond those of young students: a spouse, children or an existing job, maybe all of these. Because of this, it is important to begin with a plan. Find opportunities for support early in the process and develop habits that support your goals. This guide includes many resources in every area of the state to help you achieve your goals.

Also, as you explore your career options, keep in mind that there are many avenues to success. In addition to community colleges and four-year universities, apprenticeships, the military and career and technical education are available throughout Missouri. Find the educational program or training that is right for you.

### *GED® High School Equivalency*

Many people who did not finish high school have knowledge and skills comparable to people who did graduate. Most colleges and employers accept a GED certificate as being equivalent to a high school diploma. The GED (General Educational Development) Test is given at 27 sites throughout Missouri, and each year more than 9,000 Missouri residents earn their GED.

The GED Test is a battery of five multiple-choice tests that ask questions about subjects covered in high school. The exam covers reading, mathematics, social studies, science and writing skills. The writing skills portion includes a 200-word essay. The exam takes about seven hours to complete. Free assistance is available through adult education and literacy programs. For more information about preparing for the GED, visit [www.ged.mo.gov](http://www.ged.mo.gov).

### *Adult Education and Literacy*

Missouri Adult Education and Literacy (AEL) programs provide assistance that helps adults (age 16 years or older) get the basic skills they need to be productive workers, family members, and citizens.

There are 43 AEL locations across the state helping adults improve or review important basic skills, whether or not they already have a high school diploma. In most areas, classes are available during the day or evening. The major areas of support are GED preparation classes, adult basic education, adult secondary education, and English language acquisition. These programs emphasize basic skills such as reading, writing, math, English language competency, and problem-solving.

### *Nontraditional Students*

Many community colleges and four-year institutions have support organizations for adult learners and nontraditional students. These groups can provide a valuable social outlet with others who face similar challenges. Explore the student organizations available for your program. These clubs can often provide a path to your first job in a new career. Also, many schools offer math tutoring and writing centers to help students. Find out when they are open and what help they can offer.



## Become an Active Job Seeker

Assessing your strengths and creating your résumé will take some time, but not many days. Targeting employers and finding sources of job information will occupy most of your job-search time. Learn more about the economy in your local area and across Missouri. Anticipating which employers will offer jobs—before they even announce them—can put you a step ahead of job seekers who only respond to posted job openings.

One of the differences between effective job “searching” and an exhausting “chase” after employment is choosing to be active, rather than passive, in your methods.



### Seven New Rules of Work

**Be a Jack/Jill of All Trades** – The most employable worker is the multi-skilled, versatile worker.

**Get an Edge and Keep it Sharp** – Identify what you do best and continuously strive to improve upon and upgrade your skills.

**There is No 'I' in Team** – Today's workforce is a partnership of employees who can interact with each other and apply their individual strengths for the good of all.

**Born to be Wired** – There is no substitute for computer and technology skills.

**Watch Your Language** – The ability to express yourself clearly and precisely is one of the skills employers value the most.

**May I Help You?** – The ability to maintain good customer relations is one of the most sought-after skills in any business.

**Networking Works** – You will always benefit from building a relationship with people both inside and outside the workplace.

**Source: Connecticut Career Resource Network**

### Active Job Seeking Tips

- Make your job hunting a full-time project. People work a 40-hour week for an employer. Don't work less for yourself.
- Limit daily time spent reading job ads, in print and especially online. If you spend eight hours a day scanning job notices, you are just a reader, not a job hunter.
- Make an activity list for the start of every day. Outline telephone calls, interviews, job-board searches and other activities you are going to accomplish.
- Make a daily or weekly schedule—and stick to it. Having a routine helps you complete tasks.
- Keep a list of all employers you contact, the persons you spoke with, how you contacted them and the results of each contact. Keep your list handy to help you identify an e-mail or phone call you might receive in response.
- Once you start your search, do not allow yourself little “vacations.” Unemployment is not a holiday, a vacation or an opportunity to rebuild your sun porch. Do not let others distract or take advantage of what they see as your “free time.” Don't be diverted by projects, chores, errands, favors or recreations. Explain to others—and keep reminding yourself—that you have “work to do.”
- However, do not spend 60 or 70 hours a week on job hunting. An exhausted person makes a poor impression in a job interview.

# RÉSUMÉ & COVER LETTER

## How Do You Look on Paper?

### Tips for Effective Cover Letters

Always enclose a cover letter when you mail out a résumé. Your major purpose is to interest an employer in hiring you. The first step is to get your résumé read. So keep these facts in mind when writing your cover letter:

- Address your letter to a specific person by name, when possible, and refer to the job opening, when known.
- The first 20 words are important – they should attract the reader's interest.
- Tell your story in terms of the contribution you can make to the employer.
- Ask for a job interview.
- Be sure to refer to your résumé – it gives the facts.
- Use simple, direct language, correct grammar, and of course, type neatly on standard size white paper (8½x11).
- Keep it short and to the point. You need not cover the same ground as your résumé. Your letter should sum up what you have to offer and act as an "introduction card" for your résumé.
- Use proper sentence structure, correct spelling and punctuation.
- Type your letters.
- Let your letter reflect your individuality, but avoid appearing aggressive, overbearing, familiar, "cute" or "humorous." You are writing to a stranger about a subject that is serious to both of you.
- With local firms, take the initiative in suggesting that you will telephone for an interview.

### Tips for an Effective Résumé

- Type your résumé (or print it on a computer printer). Use 8½" x 11" quality bond paper.
- Do not include irrelevant personal information (age, weight, height, marital status, etc.).
- Do not include everything you've done – be selective.
- Do not include salary and wages.
- Center or justify all headings. Don't use abbreviations.
- Be positive. Identify accomplishments.
- Highlight items that closely match the job requirements.
- Use action verbs.
- Use concise sentences. Keep it short (one page is best).
- Make sure your résumé "looks good" (neat and readable).
- Proof the master copy carefully. Have someone else proof the master copy as well.
- Inspect photocopies for clarity, smudges and marks.
- Use a lot of white space, capitals, underlining, and indentations to make things stand out.
- Consider using "bullets" to emphasize a point.





# INTERVIEW SKILLS

## Put Your Best Foot Forward

Above all other considerations for a personal interview, be on time for the appointment. “On time” does not mean “just in time.” Try to arrive between 15 and 30 minutes before your appointment. That way, you will not be in a rush if you need to fill out additional forms or papers, or submit to unexpected testing.

Know yourself. Reassess your skills, abilities, experiences and accomplishments before you walk in the interviewer’s door. Be ready to respond to questions about yourself. Be able to communicate how you can meet the employer’s needs.

Research the job. Before the interview, learn as much as you can about the organization. Research the product manufactured or the service provided. Resources include the Internet, company literature and brochures, telephone books and Chamber of Commerce publications. Friends, libraries and networking contacts also may be good sources.

Don’t “tune out” while the interviewer is speaking, thinking ahead to what you are going to say next. Instead, listen carefully to interview questions. Be as natural and comfortable as possible. Dress for the interview. Project an image that matches the requirements of the job and the company. Feel great about the way you look.

Salary and benefits should not appear to be your first—or only—concern in an interview. Despite their importance, don’t bring them up first. Generally, interviewers will not want to discuss salary until they have formed a favorable



impression of you and have a “short list” of candidates. Likewise, let the interviewer lead into conversations about benefits. If you appear more interested in benefits than in performing the work, it can be a “turn off” for the interviewer.

Handle potentially discriminatory questions courteously. By law, pre-employment inquiries may not be asked that might discriminate on the basis of race, color, religion, sex, national origin or age. Answer only what relates to the job. If a question is inappropriate, try to steer the conversation back to more appropriate job-related information.

When discussing your previous jobs and work situations, never criticize former employers or former

workmates, even if the interviewer expresses that same opinion.

Don’t be in a hurry to ask questions until the interviewer invites you to do that. The interviewer may have a “checklist” of information to communicate to all applicants in a specific order. The answer to your question might be further down the list, so be patient.

Don’t forget to thank the interviewer for the time spent with you. If the receptionist or other staff members offered you courtesies, such as directions, parking validation or a bottle of water, be sure and thank them too. (They might be asked for their opinion of you after you leave.)



# SOCIAL NETWORKING

## Social Networking & the Job Search

Social networking websites have become second nature for many people. A quick Tweet or Facebook post to share your thoughts with friends and family is easy and often fun. It can also be dangerous for your job prospects if you aren't careful about what appears on the Internet for the whole world to see. Increasingly, employers and hiring managers may look up candidates on social networking sites as a part of the review process. Don't let your online profile derail a positive job opportunity.

The top industries most likely to screen job candidates via social networking sites or online search engines are those that specialize in technology and sensitive information.

### *Reasons Employers Disregard Candidates After Screening Online*

- Provocative or inappropriate photographs or information
- Content about the candidate drinking or using drugs
- Bad-mouthing previous employer, co-workers, or clients
- Evidence of poor communication skills
- Discriminatory comments
- Lied about qualifications
- Shared confidential information from a previous employer
- 14% of employers have disregarded a candidate because they sent a message including a smiley-face icon
- 16% of employers dismissed a candidate for using text language in an e-mail or job application



### *Reasons Employers Hire Candidates After Screening Online*

- Profile provided a good feel for the personality and fit
- Profile supported professional qualifications
- Candidate was creative
- Profile showed solid communication skills
- Candidate portrayed as well-rounded
- Other people posted good references
- Candidate received awards and accolades

### *Do's and Don'ts to Keep a Positive Image Online*

- DO establish and update a profile on the professional networking site LinkedIn or on other profession-specific sites
- DO edit your blog, Facebook, or MySpace page so it covers a broad portion of your life

- DO write wittily and compellingly to portray yourself as creative and a good communicator
- DO censor your profile by removing pictures that could be seen as inappropriate or comments that contain rude language or excessive abbreviations
- DO be selective about who you accept as friends and monitor comments made by others
- DO consider setting your profile to "private" so only designated friends can view it
- DON'T mention your job search if you are still employed
- DON'T include a link on your résumé to any site which includes content that is not appropriate for a business audience
- DON'T list your blog on your résumé unless it is relevant to the career field or position

Adapted with permission from "How Social Networking Sites Affect Your Job Search," Career Services of California University of Pennsylvania.

# VALUE YOUR EXPERIENCE

## Gain from Job Shadowing

While you are exploring career options, remember that nothing compares with the first-hand information you can get by trying out different interest areas. You can start out by talking with someone who works in a career field that interests you or complete a project at school related to a subject in that field.

Taking a hands-on career education course related to your career interests also can provide valuable technical and leadership skills. Volunteering within the community is a wonderful way to help others while exploring and developing new skills. Find out if a service-learning program is offered at your school. This program combines meaningful service to the community with classroom studies, and some programs may help with funding for college.

Overall, take advantage of your opportunities to participate in career fairs, work-based experiences, cooperative education, student organizations, internships and more.

Getting experiences such as these can help students become successful managers of their own educational and career plans. Getting enthused about your future can be a powerful motivator for success in school.

Another great way to get exposed to the “real world” of careers is to participate in job shadowing. These types of one-day experiences can take place any time of the year. They can help you see how your natural strengths and interests can translate to a career. It also exposes you to the importance of “soft skills,” such as good communication, responsibility, and teamwork.

Many job shadowing programs are conducted through schools with local chambers of commerce. Job shadow experiences also can be arranged by parents, school counselors, school programs, classes or community organizations.

Businesses also benefit from job shadowing because it gains them recognition with potential future employees, giving them an edge in recruitment, and it can attract more business as students spread word of a good experience.

### Tips for Students

**Dress appropriately.** Professional dress shows you are taking the opportunity seriously.

**Make a good first impression.** When meeting people, be sure to make eye contact and offer a firm handshake. Practice with friends and family members beforehand.

**Be respectful and polite.** The person you shadow has the potential to be a valuable mentor. Do your best to impress them. Remember your manners, and do not chew gum or bring a cell phone.

**Come prepared with questions.** For example, what education is required for your position? What do you most like about your job? What is the salary range that someone in this position can make? Asking questions will show you are interested and you will get more out of the experience.

**Express your appreciation.** Thank your mentor for allowing you to shadow him or her when you meet, when you leave for the day and later with a handwritten thank you note. Again, you never know how the connections you make may end up helping you in the future.

### Tips for Employers

**Have a plan.** Mentors need to prepare talking points. Students will be interested in the history of the business, its mission, its various departments, job opportunities and what is required for advancement, as well as the background of their particular mentors, including their career histories and education paths. Mentors also need to know what they will show students and, when fitting, even prepare tasks for the students to complete.

**Create an informal interaction time.** Providing lunch is a good way to let the mentors and students get to know each other on a more personal level. This social time also helps students build confidence and important interpersonal skills.

**Make it fun! Keep the focus on the kids, and be flexible enough to work with their interests.** Remember, a successful job shadow will get students excited about exploring their career options. Make it an upbeat, positive experience.

### Tips for a Successful Job Shadow

**Create Success.** Creating a successful job shadowing experience requires some planning. Junior Achievement of Mississippi Valley helped create these lists of tips for students.



# FAMILY WAGE CALCULATOR

## Covering All Your Expenses

1. For income, enter a monthly wage. This may be a weekly wage multiplied by 4.2 or a yearly wage divided by 12.

2. For expenses, complete the living modestly column, the living comfortably column or both. Living modestly means being a bit more thrifty and not spending quite as much as if you are living comfortably.

3. Visit <http://apps.oseda.missouri.edu/familywagecalc/>. Check the county where you live to find out how much a family needs to pay for their expenses. Note that the family wage calculator is more applicable for the living modestly column.

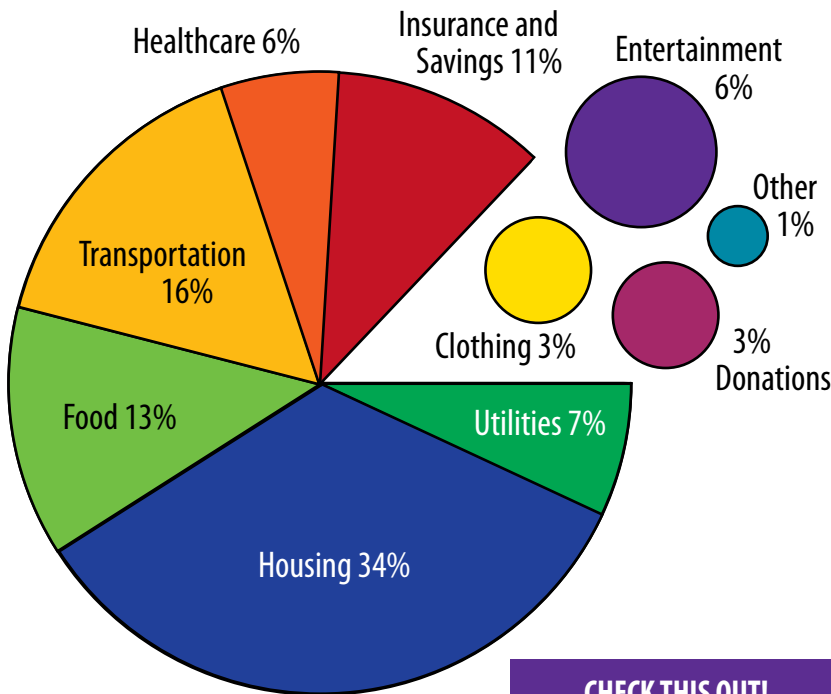
*County by County Family Wage Calculator: <http://apps.oseda.missouri.edu/familywagecalc/>*

Income	Entry Wage Per Month	Average Wage Per Month
Monthly Wage	\$	\$
Taxes (25% of monthly wage for federal, state and Social Security taxes)	\$	\$
Net Income (monthly wage – taxes)	\$	\$

Expense	Cost Per Month Living Modestly	Cost Per Month Living Comfortably
Rent/Home Mortgage	\$	\$
Electricity	\$	\$
Telephone and cell phone	\$	\$
Other utilities (natural gas, water, garbage)	\$	\$
Car and home insurance	\$	\$
Cable or satellite TV and Internet	\$	\$
Car payments, gas and maintenance	\$	\$
Health insurance	\$	\$
Food – eating out	\$	\$
Food – grocery store	\$	\$
Household (paper towels, light bulbs, etc.)	\$	\$
Clothing and shoes	\$	\$
Laundry	\$	\$
Entertainment	\$	\$
Vacation	\$	\$
Child care	\$	\$
Loan payments	\$	\$
Other (books, DVDs, gifts, hobbies)	\$	\$
Savings and investments	\$	\$
Donations	\$	\$
<b>Total Expenses</b>	\$	\$
<b>Net Income (based on entry or average wage)</b>	\$	\$
<b>Income minus Expenses</b>	\$	\$

## Managing Your Money

**A Typical Family Budget**



**HOW MUCH DOES IT COST YOU TO LIVE?** The average household spends nearly two-thirds of its income on the combined costs of housing, transportation, food and household items. When looking at a household budget, it is important to consider routine daily expenses and how they can accumulate over time. Skipping one coffee drink, bottled water and candy bar each day can save you \$1,900 a year.

### CHECK THIS OUT!

\$1.50 Bottled Water  
\$.95 Candy Bar  
\$2.75 Specialty Coffee

\$5.20 per day  
or  
\$36.40 per week  
or  
**\$1,892.80 per year!**

With the cost of the basic necessities increasing and salaries many times remaining the same or even decreasing, it is important that consumers become more conservative and aware of how they spend their money.

By simply eliminating a few unnecessary expenses such as eating out, spending money on luxury items such as designer clothes, specialty coffees, candy, gum, soda, bottled water, you will notice a considerable savings over a period of time.

It is very important to not only prepare a budget but also to stick to it. Overspending your budget only causes constant worry about how you are going to pay for many of the necessary items that you no longer have the money for.

Prepare, revise, and stick to your budget. Eliminate unnecessary expenses and take control of your money and spending. Don't let your spending take control of you.

Preparing a budget gives an overall picture of how much spendable money you have and how this money will be divided in order to make a living. Due to the increases in the cost of food, utilities, car, gas and other essential expenses, it is necessary to periodically revise your budget to fit not only the changes in the costs of goods and services but also the changes in your standard of living.

Over 60% of a family's income is spent on the basic necessities of housing, utilities, transportation, food and household items, leaving the remaining expendable income for other items such as clothing, insurance, cell phones, savings, entertainment, and repairs. Proper budgeting is critical because so much of any home's budget is consumed by basic necessities.



# WHAT IS GREEN?

## What Does It Mean to Be Green?

For those who want to pursue a career that benefits the environment, Missouri offers green jobs across a wide range of industries. Green jobs and green industries have been described as a new opportunity for growth in the economy. The green economy in Missouri can be divided into six distinct areas: energy production, building, manufacturing, salvage and remediation, public administration, and farming. Each of these sectors offers both skilled and professional jobs in green careers.

### *Building*

Energy efficiency and the long-term cost savings provided by green building products appeal to consumers and industry alike. Green building uses environmentally-friendly materials and methods, converts existing property to lessen negative impacts on the environment, provides healthy living spaces, converts sustainable or renewable resources into energy, and replenishes resources such as water and oxygen. New construction skills and design methods have brought new jobs in the areas of energy efficiency and renewable energy production. Also, some industries have traditionally been green. Contractors involved in glazing and insulation, manufacturers of reconstituted wood, building inspectors, and remediation specialists are green by job description.

### *Energy Production*

Green energy is the conversion from conventional sources of energy to the technology and development of renewable, clean energy resources. In Missouri, the renewable energy sources with the greatest potential to replace conventional sources of energy are biomass, hydroelectric, solar and wind.

### *Farming*

There is a wide range of occupations within agriculture that qualify as green careers. Green farming includes the production of biofuels, organic farming, and environmentally-friendly forestry. The development of cellulosic ethanol technology to create biofuels from plants like switch grass, which does not compete with food products and which can grow in places where other crops cannot, represents a significant opportunity for growth in green farming.

### *Manufacturing*

Green manufacturing can be found across nearly all manufacturing sectors. It includes the research, development, and production of materials, parts, and products for energy efficiency, health, renewable energy, and safety.

### *Public Administration*

The administration of federal, state, and local green initiatives will create jobs at all levels. Conservation, regulation, certification, incentives, and economic development are all public governance areas with a strong or growing green direction.

### *Salvage and Remediation*

This sector is involved in the process of renewing resources through material extraction, environmental cleanup, reuse, and product conversion. This industry includes jobs requiring a mix of degrees, as well as a variety of skilled and unskilled material extraction jobs. These occupations are found in waste management, environmental engineering, chemistry, salvage, and maintenance.





## Working to Benefit the Environment

There are many ways to find work in Missouri that benefits the environment. Welders, architects, farmers, automotive service technicians, plumbers, green marketers, urban and regional planners, electricians, and wildlife biologists can all be a part of the green economy with the right training and direction.

In addition to those who work in primary green jobs, whose primary functions are tied to the green economy, there are many others who work in green supporting jobs. Green supporting jobs are those which support the green economy, but whose functions are more traditional in nature, requiring little to no training to support the green economy as opposed to other industries. Loan officers, accountants, general managers, computer hardware engineers, interior designers, and many others can work in green supporting jobs.

A 2009 study by the Missouri Economic Research and Information Center found a strong and growing green economy in Missouri. The study identified 131,103 green jobs in Missouri, 28,720 primary green jobs, whose primary functions are tied to the green economy,



Photo courtesy U.S. Geological Survey/photo by Paul Cryan

### Green Jobs ... It's Not All New



**GREEN JOBS ARE ALREADY AVAILABLE IN MISSOURI.** Nearly 5 out of 100 jobs in Missouri can be classified as a green job. Many green jobs are not necessarily new jobs. In many industries, green jobs are existing jobs plus skill and technology advancements specific to green technologies or principles.

and 102,383 green supporting jobs. Employment in Missouri's green economy was divided among 160 different occupations. These green jobs represent 4.8%, or about 1 in 21, of all Missouri jobs.

Many analysts and experts expect that in Missouri, the green economy's share of the total economy to grow over coming years. Policy, technology, and economic conditions will push industry toward greener products and services. This new economic landscape will change the way businesses and homes are constructed and powered, the way workers are educated and trained, and how industries adapt. Working in a green job requires a bit of research into companies and industries with green practices, but for those who want their work to better the environment, the extra effort is worth it.

# CLEAN ENERGY INITIATIVE

## Missouri's Clean Energy Commitment

Missouri's voters have determined that a transition to clean energy sources is a priority, and they have turned this priority into a requirement transitioning the state toward greater use of clean energy sources.

The Missouri Clean Energy Initiative, passed by voters in November 2008, mandates that Missouri investor-owned utilities get 15 percent of their electricity from clean energy sources, such as wind, solar, and biomass, by 2021. This commitment is likely to propel the development of electrical generation from renewable sources in Missouri and neighboring states.

Currently, less than 2 percent of Missouri's electricity is generated from renewable sources, and the majority of that is from conventional hydroelectricity generation. The state currently relies heavily on coal (82%) to power its electric grid, followed by nuclear (10%), and natural gas (5%). Requirements in this initiative will be implemented gradually, with a 2 percent renewable requirement in 2011, 5 percent in 2014, 10 percent in 2018, and no less than 15 percent in 2021 and thereafter.

According to the U.S. Department of Energy, Missouri is among 24 states which have instated similar standards. These requirements range from 8 percent in Pennsylvania to Maine's very aggressive standard of a 40 percent renewable requirement by 2015.

The renewable sources defined in the initiative requirements are wind power, solar thermal power, solar photo voltaic power, small hydropower, a variety of biomass energy sources, and fuel cells powered by hydrogen from renewable energy sources. The initiative also allows the Missouri Department of Natural Resources to designate new renewable energy sources as technology develops.

The voter-approved mandate to move to clean, renewable sources of energy in Missouri will drive employment in green energy. For example, the initiative contains a requirement that at least 2 percent of the clean electricity must come from solar sources. This has the potential to grow this sector rapidly. Also, energy customers can take advantage of rebates in this initiative and incentives in other legislation. In the Missouri Clean

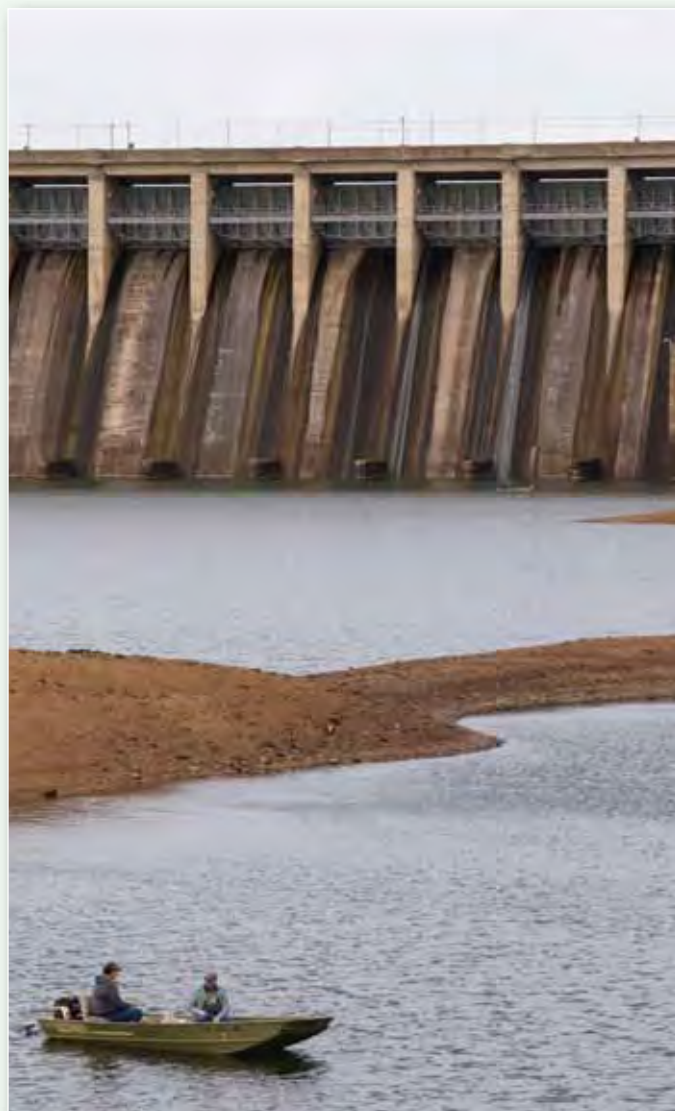


Photo courtesy Missouri Division of Tourism

**A TRADITION OF CONSERVATION.** Missourians have a long history of valuing environmental conservation. The image of fisherman at Bagnell Dam in the Lake of the Ozarks illustrates how clean energy solutions can work hand-in-hand with environmental conservation and outdoor recreation. Bagnell Dam is a hydroelectric generating station with a maximum generating capacity of 215 megawatts. At this time, hydroelectric generation through Bagnell Dam and the Taum Sauk power station represent the majority of Missouri's electrical generation from renewable sources.

Energy Initiative, utilities are required to offer their customers a rebate of \$2 per watt of customer-owned solar power systems, up to a limit of \$50,000.

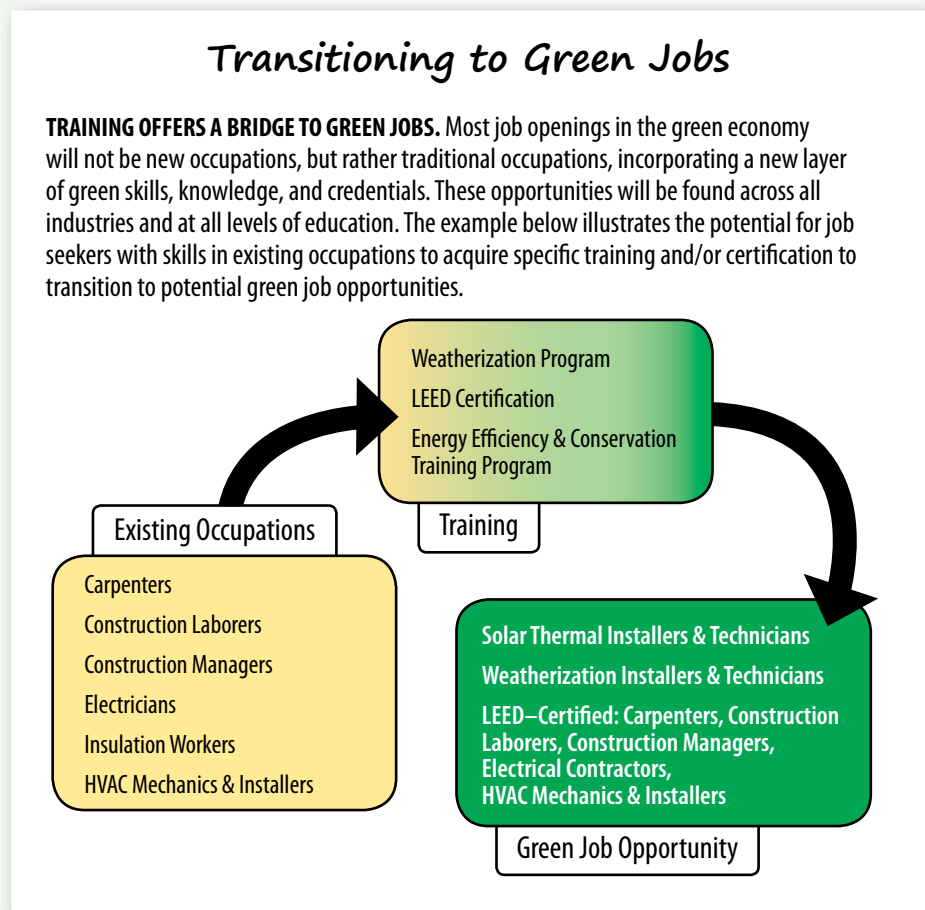
## Getting the Skills to Go Green

Deciding to go green is one thing. Finding appropriate training to land a job in the green economy is another. Fortunately for Missourians, a large number of educational programs feeding green careers are available through community colleges, technical schools, four-year colleges, and universities, and many employers have taken the initiative to implement in-house programs and on-the-job training to help build the skills needed in for green jobs.

Recently, growth in certain green sectors of the U.S. economy have outpaced overall growth. The Pew Charitable Trusts estimates that between 1998 and 2007, clean energy jobs grew at a faster rate than overall jobs – 9.1 percent for clean energy jobs compared to 3.7 percent for total job growth.

A 2010 survey of educational providers found that Missouri institutions offered 169 green training courses or programs. Over half of these programs were relatively new, having been available for two years or less. There are multiple programs throughout the state to prepare individuals to work as sustainability specialists, energy auditors, weatherization installers and technicians, construction laborers, and environmental science and protection technicians.

Among the educational institutions surveyed, Ozark Technical Community College in southwest Missouri reported the most green training courses or programs,



followed by the Metropolitan Community College in Kansas City and the University of Missouri–Columbia. Linn State Technical College also offered a large number of green training courses or programs. The programs range from sustainable agriculture and organic food production to green construction to solar and photo voltaic systems. While many of the green training offerings are individual courses to supplement existing degree programs or one- or two-year degree programs, Saint Louis University also offers a Master’s of Sustainability program for business, engineering, or public policy.

Leadership in Energy and Environmental Design (LEED) Certification through the U.S. Green Building Council is a nationally-recognized certification for green construction occupations, and LEED exam preparation courses are available through the St. Louis Community College.

For more information on green jobs and training programs to pursue green jobs, visit the Missouri Economic Research and Information Center (MERIC) website at [www.missourieconomy.org/greenportal/greenindex.stm](http://www.missourieconomy.org/greenportal/greenindex.stm)



## Find Services in Your Area



### Using This Map

This map and the following pages show towns and cities throughout Missouri with career and educational services. While this is not a comprehensive list of all educational and training services, it can serve as a good starting point.

For more information on additional educational programs throughout the state, visit the Department of Higher Education website at [www.dhe.mo.gov](http://www.dhe.mo.gov).

For more information about many career services, visit the Division of Workforce Development's Missouri Career Source website at [www.missouricareersource.com](http://www.missouricareersource.com).



# CAREER & EDUCATION

## Career and Education Services

### Apprenticeships

An apprenticeship program is a sound alternative to a four-year degree, especially if you are unsure about college. It is a chance to learn a skilled profession and increase knowledge and skills while earning a good wage. An apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly-skilled occupation. Training for more than 240 occupations can be obtained through apprenticeship programs in Missouri, such as carpenter, electrician, chef, firefighter, truck driver, machinist, logistics engineer, automobile mechanic, heating and air-conditioning installation and service.

**Apprenticeships**  
U.S. Department of Labor  
[oa.doleta.gov/bat.cfm](http://oa.doleta.gov/bat.cfm)

### Missouri Career Centers

Located in 43 cities and towns across the state, Missouri Career Centers house trained, friendly workforce specialists that provide valuable career assistance services to job seekers and businesses—at no cost. The centers can help you:

- Find the right career for your needs and skill sets
- Prepare an eye-catching résumé
- Complete job applications and other paperwork—even online
- Register on MissouriCareerSource.com—Missouri's job matching resource—and learn where the jobs are
- Practice and improve interviewing skills
- Access education, certification and training services to improve skills
- Learn to use supportive equipment, like computers, telephones, fax machines and copiers
- Navigate Veterans Employment Services

**Missouri Career Centers**  
Division of Workforce Development  
[www.missouricareersource.com](http://www.missouricareersource.com)  
(888)728-JOBS (5627)

### Independent Two-Year Colleges

These schools, known as private schools, are mainly supported by private funds and feature programs that traditionally take two years to complete.

**Postsecondary Education**  
Department of Higher Education  
[www.dhe.mo.gov](http://www.dhe.mo.gov)  
(573)751-2361

### Independent Four-Year Colleges

These schools, known as private schools, are mainly supported by private funds and feature programs that traditionally take four years to complete.

### Professional/Technical Schools

These degree and non-degree granting institutions' programs are designed to prepare students for direct entry into the workforce. Missouri's professional and technical institutions have a strong focus on health care—a field with a strong growth outlook.

### Public Two-Year Colleges

These schools, known as community colleges, are mainly supported by public funds. Their programs traditionally take two years to complete. Many community colleges offer programs and courses through area career centers.

### Public Four-Year Colleges

These schools are mainly supported by public funds. Their programs traditionally take four years to complete.

### Area Career Centers

Missouri has 57 area career centers across the state that offer high school and adult students a number of programs in the health sciences and skilled technical sciences, such as automotive technology and collision repair, construction technology, electronics, and machine tool technology. Programs offered are usually one- and two-year certificate programs with many offering third-party industry certification.

**Area Career Centers**  
Department of Elementary and Secondary Education  
[www.dese.mo.gov](http://www.dese.mo.gov)  
(573)751-3500

### Vocational Rehabilitation Centers

The Missouri Division of Vocational Rehabilitation specializes in employment and training services to assist eligible individuals with disabilities. Individualized services can include vocational assessment;

guidance and counseling; job-seeking skills and placement; and job training. The centers also provide assistance with transition services, supported employment services, assistive technology services and the Ticket to Work program.

**Vocational Rehab Centers**  
Vocational Rehabilitation  
[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov)  
(877)222-8963

### GED® Testing Centers

The GED (General Educational Development) Test is given at 27 sites throughout Missouri. Most colleges and employers accept a GED certificate as being equivalent to a high school diploma. These centers only provide the testing. Assistance to prepare for the exam is available through the AEL Centers.

**GED® Testing Centers**  
Department of Elementary and Secondary Education  
[www.ged.mo.gov](http://www.ged.mo.gov)  
(573)751-3504

### Adult Education and Literacy Centers

There are 43 AEL locations across the state helping adults improve or review important basic skills. The major areas of support are GED preparation, adult basic education, and English language acquisition. For up-to-date locations and phone numbers, visit [www.ael.mo.gov](http://www.ael.mo.gov). AEL centers coordinate classes throughout their service areas. Contact the local AEL office to find locations for classes in your area, including GED preparation.

**AEL Centers**  
Department of Elementary and Secondary Education  
[www.ael.mo.gov](http://www.ael.mo.gov)  
(800)521-READ (7323)

# CAREER RESOURCES

## Arnold

**Missouri Career Center**  
(636)287-8909

## Bethany

**North Central Career Center**  
Area Career Center  
(660)425-2196  
[www.shr2.k12.mo.us](http://www.shr2.k12.mo.us)

## Blue Springs

**Blue Springs R–IV School District**  
Adult Education and Literacy Center  
(816)224-1363

## Bolivar

**Bolivar Technical College**  
Professional/Technical College  
(417)777-5062  
[www.bolivarcollege.org](http://www.bolivarcollege.org)

**Southwest Baptist University**  
Independent Four–Year College  
(800)526-5859  
[www.sbuiv.edu](http://www.sbuiv.edu)

## Bonne Terre

**UniTec Career Center**  
Area Career Center  
(573)358-2271  
[www.ncsd.k12.mo.us/ucc/](http://www.ncsd.k12.mo.us/ucc/)  
**UniTec Career Center**  
Adult Education and Literacy Center  
(573)358-3011

## Boonville

**Boonslick Technical Education Center**  
Area Career Center  
(660)882-5306  
[www.btec.boonville.k12.mo.us](http://www.btec.boonville.k12.mo.us)

## Branson

**Missouri Career Center**  
(417)334-4156

## Brookfield

**Brookfield Area Career Center**  
Area Career Center  
(660)258-2682  
[www.brookfield.k12.mo.us/index.php/acc](http://www.brookfield.k12.mo.us/index.php/acc)

## Camdenton

**Lake Career and Technical Center**  
Area Career Center  
(573)346-9260  
[www.camdentonschools.org](http://www.camdentonschools.org)

**Lake Career and Technical Center**  
Adult Education and Literacy Center  
(573)346-5616

**Missouri Career Center**  
(573)346-9213

## Canton

**Culver–Stockton College**  
Independent Four–Year College  
(573)288-6000  
[www.culver.edu](http://www.culver.edu)

## Cape Girardeau

**Cape Girardeau Career & Technology Center**  
Area Career Center  
(573)334-0826  
[www.capectc.org](http://www.capectc.org)

**Cape Girardeau Public Schools**  
Adult Education and Literacy Center  
(573)334-3669  
[www.capetigers.com](http://www.capetigers.com)

**Missouri Career Center**  
(573)290-5766

**Southeast Missouri State University**  
Public Four–Year College  
(573)651-2000  
[www.semo.edu](http://www.semo.edu)

**Southeast Missouri State University**  
GED Testing Center  
(573)651-2836

**Southeast Missouri Hospital College of Nursing & Health Sciences**  
Professional/Technical College  
(573)334-6825  
[www.southeastmissourihospitalcollege.edu](http://www.southeastmissourihospitalcollege.edu)

**Vocational Rehabilitation Center**  
(573)290-5788

## Carrollton

**Carrollton Area Career Center**  
Area Career Center  
(660)542-0000  
[www.trojans.k12.mo.us/cacc](http://www.trojans.k12.mo.us/cacc)

## Carthage

**Carthage Technical Center**  
Area Career Center  
(417)359-7026  
[www.carthage.k12.mo.us/tc](http://www.carthage.k12.mo.us/tc)

**Carthage R–IX School District**  
Adult Education and Literacy Center  
(417)359-7095  
[www.carthage.k12.mo.us/district-wide-programs/character.html](http://www.carthage.k12.mo.us/district-wide-programs/character.html)

## Caruthersville

**Caruthersville School District**  
Adult Education and Literacy Center  
(573)333-6100, ext. 3  
**Missouri Career Center**  
(573)333-0409

## Chesterfield

**Logan University**  
Professional/Technical College  
(800)782-3344  
[www.logan.edu](http://www.logan.edu)

## Chillicothe

**Grand River Technical School**  
Area Career Center  
(660)646-3414  
[www.grts.org](http://www.grts.org)

**Missouri Career Center**  
(660)646-0671

**Vocational Rehabilitation Center**  
(660)646-1542

## Clinton

**Clinton Technical School**  
Area Career Center  
(660)885-6101  
[www.clinton.k12.mo.us/index.php?page=ts](http://www.clinton.k12.mo.us/index.php?page=ts)

**Missouri Career Center**  
(660)885-5541

## Columbia

**Columbia Career Center**  
Area Career Center  
(573)214-3800  
[www.career-center.org](http://www.career-center.org)

**Columbia College**  
Independent Four–Year College  
(573)875-8700  
[www.ccis.edu](http://www.ccis.edu)

**Columbia Public School**  
Adult Education and Literacy Center  
(573)214-3690

**Missouri Career Center**  
(573)882-8821

**Stephens College**  
Independent Four–Year College  
(800)876-7207  
[www.stephens.edu](http://www.stephens.edu)

**University of Missouri–Columbia**  
Public Four–Year College  
(573)882-2121  
[www.missouri.edu](http://www.missouri.edu)

**University of Missouri–Columbia**  
GED Testing Center  
(573)882-4801

**Vocational Rehabilitation Center**  
(573)882-9110



# CAREER RESOURCES

## Please Note

All of the location, phone number, and website data for these career and education resources are current as of March 18, 2011. Please reference the appropriate resources on page 29 for up-to-date information.

### Doniphan

**Current River Career Center**  
Area Career Center  
(573)996-2915  
[crlink.tec.mo.us](http://crlink.tec.mo.us)

### East Prairie

**Susanna Wesley**  
Family Learning Center  
Adult Education and Literacy Center  
(573)649-3731

### Eldon

**Eldon Career Center**  
Area Career Center  
(573)392-8060  
[www.eldoncareercenter.org](http://www.eldoncareercenter.org)

### Eolia

**Pike—Lincoln Technical Center**  
Area Career Center  
(573)485-2900  
[www.pltc.k12.mo.us](http://www.pltc.k12.mo.us)

### Eureka

**Rockwood R—VI School District**  
Area Career Center  
(573)485-2900  
[www.pltc.k12.mo.us](http://www.pltc.k12.mo.us)

**Rockwood R—VI School District**  
Adult Education and Literacy Center  
(573)733-2161

### Excelsior Springs

**Excelsior Springs Area Career Center**  
Area Career Center  
(816)630-9240  
[www.ed2go.com/excelsior/](http://www.ed2go.com/excelsior/)

### Farmington

**Vocational Rehabilitation Center**  
(573)218-6100

### Fayette

**Central Methodist University**  
Independent Four—Year College  
(877)CMU-1854  
[www.centralmethodist.edu](http://www.centralmethodist.edu)

### Florissant

**Missouri Career Center**  
(314)877-3010  
**Vocational Rehabilitation Center**  
(314)877-3200

### Fort Leonard Wood

**Missouri Career Center**  
(573)596-0294  
**Truman Education Center**  
GED Testing Center  
(573)596-0172, ext. 30

### Fulton

**Westminster College**  
Independent Four—Year College  
(573)642-3361  
[www.westminster-mo.edu](http://www.westminster-mo.edu)

**William Woods University**  
Independent Four—Year College  
(573)642-2251  
[www.williamwoods.edu](http://www.williamwoods.edu)

### Gladstone

**Vocational Rehabilitation Center**  
(816)467-7900

### Hannibal

**Hannibal Career and Technical Center**  
Area Career Center  
(573)221-4430  
[www.hannibal.tec.mo.us](http://www.hannibal.tec.mo.us)

**Hannibal Career and Technical Center**  
Adult Education and Literacy Center  
(573)248-2520

**Hannibal—LaGrange College**  
Independent Four—Year College  
(573)221-3675  
[www.hlg.edu](http://www.hlg.edu)

**Hannibal—LaGrange College**  
GED Testing Center  
(573)221-3675

**Missouri Career Center**  
(573)248-2520

**Vocational Rehabilitation Center**  
(573)248-2410

### Harrisonville

**Cass Career Center**  
Area Career Center  
(816)380-3253  
[www.casscareercenter.com](http://www.casscareercenter.com)

### Hayti

**Pemiscot County Career & Technology Center**  
Area Career Center  
(573)359-2601  
[www.pcassd.k12.mo.us](http://www.pcassd.k12.mo.us)

### Hillsboro

**Jefferson College**  
Public Two—Year College and Area Career Center  
(636)797-3000  
[www.jeffco.edu](http://www.jeffco.edu)  
**Jefferson College**  
GED Testing Center  
(636)797-3000, ext. 154 or  
(636)942-3000, ext. 154

### Jefferson College

Adult Education and Literacy Center  
(636)797-3000, ext. 164

### Houston

**Houston R—I School District**  
Adult Education and Literacy Center  
(417)967-8520

**Texas County Technical Institute**  
Professional/Technical College  
(417)967-5466  
[www.texascountytech.edu](http://www.texascountytech.edu)

### Independence

**Metropolitan Community College—Blue River**  
Public Two—Year College  
(816)604-6500  
[www.mcckc.edu](http://www.mcckc.edu)

**Metropolitan Community College—Blue River**  
GED Testing Center  
(816)604-6777

**Fort Osage Career & Technology Center**  
Area Career Center  
(816)650-7180  
[www.fortosage.net](http://www.fortosage.net)

**Independence Adult Basic Education**  
Adult Education and Literacy Center  
(816)521-5507

**Missouri Career Center**  
(816)325-5890

### Ironton

**Arcadia Valley Career Technology Center**  
Area Career Center  
(573)518-2127  
[www.mineralarea.edu](http://www.mineralarea.edu)

### Jefferson City

**Adult Learning Center**  
Adult Education and Literacy Center  
(573)659-3122

**Department of Corrections Adult Institutions**  
Adult Education and Literacy Center  
(573)751-2389

**Department of Elementary and Secondary Education**  
GED Testing Center  
(573)751-3504

**Lincoln University**  
Public Four—Year College  
(573)681-5000  
[www.lincolnu.edu](http://www.lincolnu.edu)

**Missouri Career Center**  
(573)526-8115

**Nichols Career Center**  
Area Career Center  
(573)659-3100  
[www.jcps.k12.mo.us](http://www.jcps.k12.mo.us)

**Vocational Rehabilitation Center**  
(573)751-2343



# CAREER RESOURCES

## Joplin

**AEL Learning Center**  
Adult Education and Literacy Center  
(417)625-5263

**Franklin Technology Center**  
Area Career Center  
(417)659-4400—MSSU campus  
(417)625-5269—Iowa St. campus  
[www.franklintechjoplin.com](http://www.franklintechjoplin.com)

**Missouri Career Center**  
(417)629-3000

**Missouri Southern State University**  
Public Four—Year College  
(417)625-9300  
[www.mssu.edu](http://www.mssu.edu)

**Missouri Southern State University**  
GED Testing Center  
(417)625-9324

**Vocational Rehabilitation Center**  
(417)629-3067

## Kansas City

**Avila University**  
Independent Four—Year College  
(816)942-8400  
[www.avila.edu](http://www.avila.edu)

**Cleveland Chiropractic College**  
Professional/Technical College  
(913)234-0600  
[www.clevelandchiropractic.edu](http://www.clevelandchiropractic.edu)

**Kansas City ABE**  
Adult Education and Literacy Center  
(816)418-5243

**Kansas City Art Institute**  
Professional/Technical College  
(816)474-5224  
[www.kcai.edu](http://www.kcai.edu)

**Kansas City University of Medicine & Biosciences**  
Professional/Technical College  
(800)234-4847  
[www.kcumb.edu](http://www.kcumb.edu)

**Manual Career and Technical Education Center**  
Area Career Center  
(816)418-5200  
[www.kcmsd.net/mctc](http://www.kcmsd.net/mctc)

**Metropolitan Community College—Business & Technology**  
Public Two—Year College  
(816)604-5200  
[www.mcckc.edu](http://www.mcckc.edu)

**Metropolitan Community College—Maple Woods**  
Public Two—Year College  
(816)604-3167  
[www.mcckc.edu](http://www.mcckc.edu)

**Metropolitan Community College—Maple Woods**  
GED Testing Center  
(816)604-3200

**Metropolitan Community College—Penn Valley**  
Public Two—Year College  
(816)604-4000  
[www.mcckc.edu](http://www.mcckc.edu)

**Metropolitan Community College—Penn Valley**  
GED Testing Center  
(816)604-4433

**Missouri Career Center**  
Kansas City, Downtown  
(816)471-2330

**Missouri Career Center**  
Kansas City, Northland  
(816)468-8767

**Missouri Career Center**  
Kansas City, South  
(816)325-1000

**Northland Human Services Center**  
Adult Education and Literacy Center  
(816)413-5480

**Rockhurst University**  
Independent Four—Year College  
(816)501-4000  
[www.rockhurst.edu](http://www.rockhurst.edu)

**University of Missouri—Kansas City**  
Public Four—Year College  
(816)235-1000  
[www.umkc.edu](http://www.umkc.edu)

**Vocational Rehabilitation Center**  
(816)889-2581

## Kennett

**Missouri Career Center**  
(573)888-4518

**Kennett Career & Technology Center**  
Area Career Center  
(573)717-1123  
[www.kennett.k12.mo.us/car.php](http://www.kennett.k12.mo.us/car.php)

## Kirkville

**A. T. Still University of Health Sciences**  
Professional/Technical College  
(660)626-2121  
[www.atsu.edu](http://www.atsu.edu)

**Kirkville Area Technical Center**  
Adult Education and Literacy Center  
(660)665-2865

## Kirkville Area Technical Center

Area Career Center  
(660)665-2865  
[www.kirkville.k12.mo.us/Tech\\_Center/index.html](http://www.kirkville.k12.mo.us/Tech_Center/index.html)

**Missouri Career Center**  
(660)785-2400

**Truman State University**  
Public Four—Year College  
(660)785-4000  
[www.truman.edu](http://www.truman.edu)

**Vocational Rehabilitation Center**  
(660)785-2550

## Kirkwood

**St. Louis Community College—Meramec**  
Public Two—Year College  
(314)984-7500  
[www.stlcc.edu/mc](http://www.stlcc.edu/mc)

**St. Louis Community College—Meramec**  
Adult Education and Literacy Center  
(314)984-7777

## Lamar

**Lamar Area Vo-Tech**  
Area Career Center  
(417)682-3384  
[www.lamar.k12.mo.us/votech.html](http://www.lamar.k12.mo.us/votech.html)

## Lebanon

**Lebanon Technology and Career Center**  
Area Career Center  
(417)532-5494  
[www.lebanon.k12.mo.us/ltcc](http://www.lebanon.k12.mo.us/ltcc)

**Lebanon Technology and Career Center**  
Adult Education and Literacy Center  
(417)532-5494

**Missouri Career Center**  
(417)532-6146

## Lee's Summit

**Metropolitan Community College—Longview**  
Public Two—Year College  
(816)604-2000  
[www.mcckc.edu](http://www.mcckc.edu)

**Metropolitan Community College—Longview**  
GED Testing Center  
(816)604-2661

**Vocational Rehabilitation Center**  
(816)622-0611

## Lexington

**Lex La-Ray Technical Center**  
Area Career Center  
(660)259-2264  
[www.lexlaray.com](http://www.lexlaray.com)

**Missouri Career Center**  
(660)259-4671

**Wentworth Military Academy**  
Independent Two—Year College  
(800)962-7682  
[www.wma1880.edu](http://www.wma1880.edu)





# CAREER RESOURCES

## **Liberty**

**William Jewell College**  
Independent Four-Year College  
(816)781-7700  
[www.jewell.edu](http://www.jewell.edu)

## **Linn**

**Linn State Technical College**  
Public Two-Year College and Area Career Center  
(573)897-5192  
[www.linnstate.edu](http://www.linnstate.edu)

## **Louisburg**

**Dallas County Career Center**  
Area Career Center  
(417)752-3491  
[www.dallasr1.k12.mo.us](http://www.dallasr1.k12.mo.us)

## **Macon**

**Macon AVTS**  
Area Career Center  
(660)385-2158  
[www.macon.k12.mo.us/Vocational/](http://www.macon.k12.mo.us/Vocational/)

## **Macon AVTS**

Adult Education and Literacy Center  
(660)385-2158

## **Marshall**

**Missouri Valley College**  
Independent Four-Year College  
(660)831-4000  
[www.moval.edu](http://www.moval.edu)

## **Saline County Career Center**

Area Career Center  
(660)886-6958 ext. 247  
[www.marshallschools.com/sccc](http://www.marshallschools.com/sccc)

## **Maryville**

**Missouri Career Center**  
(660)582-8980

## **Northwest Missouri State University**

Public Four-Year College  
(660)562-1212  
[www.nwmissouri.edu](http://www.nwmissouri.edu)

## **Northwest Missouri State University**

GED Testing Center  
(660)562-1220

## **Northwest Missouri State University**

Adult Education and Literacy Center  
(660)562-5615

## **Northwest Technical School**

Area Career Center  
(660)562-3022  
[www.ed2go.com/nts/index.html](http://www.ed2go.com/nts/index.html)

## **Mexico**

### **Davis Hart Career Center**

Area Career Center  
(573)581-5684  
[www.mexicoschools.net](http://www.mexicoschools.net)

### **Missouri Career Center**

(573)581-4576

## **Moberly**

**Missouri Career Center**  
(660)263-5850

### **Moberly Area Community College**

Public Two-Year College  
(660)263-4110  
[www.macc.edu](http://www.macc.edu)

### **Moberly Area Community College**

GED Testing Center  
(660)263-4110, ext. 278

### **Moberly Area Community College**

Adult Education and Literacy Center  
(660)263-4110, ext. 382

### **Moberly Area Technical Center**

Area Career Center  
(660)269-2690  
[www.moberly.k12.mo.us/matcfaculty.html](http://www.moberly.k12.mo.us/matcfaculty.html)

## **Monett**

**Missouri Career Center**  
(417)235-7877

### **Southwest Area Career Center**

Area Career Center  
(417)235-7022  
[www.monett.schoolfusion.us](http://www.monett.schoolfusion.us)

## **Mountain Grove**

**Ozark Mountain Technical Center**  
Area Career Center  
(417)926-3177 ext. 8  
[www.mgr3.k12.mo.us/omtc](http://www.mgr3.k12.mo.us/omtc)

## **Neosho**

### **Crowder College**

Area Career Center and Public Two-Year College  
(417)451-3223  
[www.crowder.edu](http://www.crowder.edu)

### **Crowder College**

GED Testing Center  
(417)455-5521

### **Crowder College AEL**

Adult Education and Literacy Center  
(417)455-5521

## **Nevada**

### **Cottey College**

Independent Two-Year College  
(417)667-8181  
[www.cottey.edu](http://www.cottey.edu)

### **Missouri Career Center**

(417)448-1177

### **Nevada Regional Technical Center**

Area Career Center  
(417)448-2090  
[www.nevada.k12.mo.us](http://www.nevada.k12.mo.us)

### **Nevada Regional Technical Center**

Adult Education and Literacy Center  
(417)448-2016

### **Vocational Rehabilitation Center**

(417)448-1332

## **New Madrid**

**New Madrid County R-I Technical Skills Center**  
Area Career Center  
(573)688-2165  
[www.newmadridco.k12.mo.us](http://www.newmadridco.k12.mo.us)

## **Park Hills**

**Mineral Area College**  
Public Two-Year College  
(573)431-4593  
[www.mineralarea.edu](http://www.mineralarea.edu)

### **Mineral Area College**

GED Testing Center  
(573)518-2202

### **Missouri Career Center**

(573)518-2431

## **Parkville**

**Park University**  
Independent Four-Year College  
(816)741-2000  
[www.park.edu](http://www.park.edu)

## **Perryville**

**Perryville Area Career and Technology Center**  
Area Career Center  
(573)547-7500 ext. 341  
[www.perryville.k12.mo.us/careercenter/index.htm](http://www.perryville.k12.mo.us/careercenter/index.htm)

## **Platte City**

**Northland Career Center**  
Area Career Center  
(816)858-5505  
[www.northlandcareercenter.com](http://www.northlandcareercenter.com)

## **Point Lookout**

**College of the Ozarks**  
Independent Four-Year College  
(417)334-6411  
[www.cofo.edu](http://www.cofo.edu)

## **Poplar Bluff**

**Missouri Career Center**  
(573)840-9595

### **Poplar Bluff Adult Learning Center**

Adult Education and Literacy Center  
(573)686-2011

### **Poplar Bluff Technical Career Center**

Area Career Center  
(573)785-2248  
[www.r1schools.org](http://www.r1schools.org)

### **Three Rivers Community College**

Public Two-Year College  
(573)840-9600  
[www.trcc.edu](http://www.trcc.edu)

### **Three Rivers Community College**

GED Testing Center  
(573)840-9667

### **Vocational Rehabilitation Center**

(573)840-9550

# CAREER RESOURCES

## Raytown

**Herndon Career Center**  
Area Career Center  
(816)268-7140  
[www.herndoncareercenter.com](http://www.herndoncareercenter.com)

## Reeds Spring

**Gibson Technical Center**  
Area Career Center  
(417)272-3271  
[www.wolves.k12.mo.us](http://www.wolves.k12.mo.us)

## Rolla

**Missouri Career Center**  
(573)364-7030  
**Missouri University of Science and Technology**  
Public Four—Year College  
(573)341-4111  
[www.mst.edu](http://www.mst.edu)  
**Rolla Technical Institute/Center**  
Area Career Center  
(573)458-0160  
[www.rolla.k12.mo.us/schools/rtirtc](http://www.rolla.k12.mo.us/schools/rtirtc)  
**Rolla Technical Institute**  
Adult Education and Literacy Center  
(573)458-0101 ext. 15150  
**Vocational Rehabilitation Center**  
(573)368-2266

## Sedalia

**Missouri Career Center**  
(660)530-5627  
**State Fair Community College**  
Area Career Center and Public Two—Year College  
(660)530-5800  
[www.sfccmo.edu](http://www.sfccmo.edu)  
**State Fair Community College**  
Adult Education and Literacy Center  
(660)530-5815  
**Vocational Rehabilitation Center**  
(660)530-5560

## Sikeston

**Missouri Career Center**  
(573)472-5250  
**Sikeston Career and Technology Center**  
Area Career Center  
(573)471-5442  
[www.sikeston.k12.mo.us/sctc](http://www.sikeston.k12.mo.us/sctc)  
**Sikeston R—VI**  
Adult Education and Literacy Center  
(573)471-9469

## Springfield

**Cox College**  
Professional/Technical College  
(417)269-3401  
[www.coxcollege.edu](http://www.coxcollege.edu)  
**Drury University**  
Independent Four—Year College  
(417)873-7879  
[www.drury.edu](http://www.drury.edu)

**Evangel University**  
Independent Four—Year College  
(417)865-2815  
[www.evangel.edu](http://www.evangel.edu)

**Missouri Career Center**  
(417)887-4343

**Missouri State University**  
Public Four—Year College  
(417)836-5000  
[www.missouristate.edu](http://www.missouristate.edu)

**Missouri State University**  
GED Testing Center  
(417)836-5116

**Ozarks Technical Community College**  
Area Career Center and Public Two—Year College  
(417)447-7500  
[www.otc.edu](http://www.otc.edu)

**Ozarks Technical Community College**  
Adult Education and Literacy Center  
(417)447-8861

**Ozarks Technical Community College**  
GED Testing Center  
(417)447-6982

**Vocational Rehabilitation Center**  
Springfield, North  
(417)895-5863

**Vocational Rehabilitation Center**  
Springfield, South  
(417)895-5720

## St. Charles

**Lewis & Clark Career Center**  
Area Career Center  
(636)443-4950  
[www.stcharles.k12.mo.us/schools/lewis\\_clark.htm](http://www.stcharles.k12.mo.us/schools/lewis_clark.htm)

**Lindenwood University**  
Independent Four—Year College  
(636)949-2000  
[www.lindenwood.edu](http://www.lindenwood.edu)

**St. Charles Community College**  
Adult Education and Literacy Center  
(636)922-8411

**St. Charles Community College**  
GED Testing Center  
(636)922-8629

**Vocational Rehabilitation Center**  
(636)940-3300

## St. Joseph

**Adult Learning Center**  
Adult Education and Literacy Center  
(816)671-4020

**Hillyard Technical Center**  
Area Career Center  
(816)671-4170  
[www.hillyardtech.com](http://www.hillyardtech.com)

**Missouri Career Center**  
(816)387-2380

**Missouri Western State University**  
Public Four—Year College  
(816)271-4200  
[www.missouriwestern.edu](http://www.missouriwestern.edu)

**Missouri Western State University**  
GED Testing Center  
(816)271-4327

**Vocational Rehabilitation Center**  
(816)387-2280

## St. Louis

**Adult Learning Center**  
Adult Education and Literacy Center  
(314)367-5000

**Fontbonne University**  
Independent Four—Year College  
(314)862-3456  
[www.fontbonne.edu](http://www.fontbonne.edu)

**Goldfarb School of Nursing at Barnes—Jewish College**  
Professional/Technical College  
(314)454-7055  
[www.barnesjewishcollege.edu](http://www.barnesjewishcollege.edu)

**Harris—Stowe State University**  
Public Four—Year College  
(314)340-3300  
[www.hssu.edu](http://www.hssu.edu)

**Harris—Stowe State University**  
GED Testing Center  
(314)340-3654  
(314)340-3647

**Hi—Tech Charities**  
Adult Education and Literacy Center  
(314)389-5737, ext. 112

**Maryville University of St Louis**  
Independent Four—Year College  
(314)529-9300  
[www.maryville.edu](http://www.maryville.edu)

**Missouri Baptist University**  
Independent Four—Year College  
(314)414-1115  
[www.mobap.edu](http://www.mobap.edu)

**Missouri Career Center**  
St. Louis, Central  
(314)877-0916

**Missouri Career Center**  
St. Louis, Deer Creek  
(314)877-0001



Missouri Career Guide—2011

# CAREER RESOURCES



## Missouri Career Center

St. Louis, North Oaks  
(314)381-6700

## Missouri Career Center

St. Louis, South  
(314)416-2917

## Missouri Career Center

St. Louis, Slate  
(314)589-8000

## Parkway Area AEL

Adult Education and Literacy Center  
(314)415-4943

## Ranken Technical College

Professional/Technical College  
(314)286-4809  
[www.ranken.edu](http://www.ranken.edu)

## Ritenour School District

Adult Education and Literacy Center  
(314)429-7900

## St. Louis College of Pharmacy

Professional/Technical College  
(314)367-8700  
[www.stlcp.edu](http://www.stlcp.edu)

## St. Louis Community College—Forest Park

Public Two—Year College  
(314)644-9100  
[www.stlcc.edu/fp](http://www.stlcc.edu/fp)

## St. Louis Community College—Forest Park

GED Testing Center  
(314)644-9233

## St. Louis Community College—Florissant Valley

Public Two—Year College  
(314)513-4200  
[www.stlcc.edu/fv](http://www.stlcc.edu/fv)

## St. Louis University

Independent Four—Year College  
(314)977-2500  
[www.imagine.slu.edu](http://www.imagine.slu.edu)

## St. Louis University

GED Testing Center  
(314)977-2963

## University of Missouri—St. Louis

Public Four—Year College  
(314)516-5000  
[www.umsl.edu](http://www.umsl.edu)

## Washington University

Independent Four—Year College  
(314)935-5000  
[www.wustl.edu](http://www.wustl.edu)

## Webster University

Independent Four—Year College  
(314)968-6900  
[www.websteruniv.edu](http://www.websteruniv.edu)

## Vocational Rehabilitation Center

St. Louis, Downtown  
(314)877-2940

## Vocational Rehabilitation Center

St. Louis, South  
(314)877-1900

## Vocational Rehabilitation Center

St. Louis, West  
(314)877-1500

## St. Peters

Missouri Career Center  
(636)255-6060

## St. Charles Community College

Public Two—Year College  
(636)922-8000  
[www.stchas.edu](http://www.stchas.edu)

## Town & Country

### Special School District of St. Louis County

Area Career Center  
(314)989-8100  
[www.ssd.k12.mo.us/Tech\\_ed](http://www.ssd.k12.mo.us/Tech_ed)

## Trenton

Missouri Career Center  
(660)359-5636

## North Central Missouri College

Public Two—Year College  
(660)359-3948  
[www.ncmissouri.edu](http://www.ncmissouri.edu)

## North Central Missouri College

Adult Education and Literacy Center  
(660)359-3622, ext. 11

## North Central Missouri College

GED Testing Center  
(660)359-3622, ext. 11

## Union

### East Central College

Public Two—Year College  
(636)583-5193  
[www.eastcentral.edu](http://www.eastcentral.edu)

### East Central College

GED Testing Center  
(636)583-5195, ext. 2364

### East Central College Adult Learning Center

Adult Education and Literacy Center  
(636)584-6533

## University City

### University City AEL

Adult Education and Literacy Center  
(314)993-0462

## Vandalia

### Van Far R—I School District

Adult Education and Literacy Center  
(573)594-6111

## Warrensburg

Missouri Career Center  
(660)429-2504

## University of Central Missouri

Public Four—Year College  
(660)543-4111  
[www.ucmo.edu](http://www.ucmo.edu)

## University of Central Missouri

GED Testing Center  
(660)543-4919

## Warrensburg Area Career Center

Area Career Center  
(660)747-2283  
[warrensburg.k12.mo.us/schools/wacc/main](http://warrensburg.k12.mo.us/schools/wacc/main)

## Warrenton

Missouri Career Center  
(636)456-9467

## Washington

### Four Rivers Career Center

Area Career Center  
(636)239-7777  
[www.washington.k12.mo.us/schools/frcc/index.html](http://www.washington.k12.mo.us/schools/frcc/index.html)

### Missouri Career Center

(636)239-6703

## Waynesville

### Waynesville Career Center

Area Career Center  
(573)774-6106  
[www.waynesville.k12.mo.us/schools/career\\_center](http://www.waynesville.k12.mo.us/schools/career_center)

### Waynesville R—VI School District

Adult Education and Literacy Center  
(573)774-6179

## West Plains

### Missouri Career Center

(417)256-3158

### Missouri State University—West Plains

Public Two—Year College  
(417)255-7255  
[www.wp.missouristate.edu](http://www.wp.missouristate.edu)

### Missouri State University—West Plains

GED Testing Center  
(417)255-7940

### South Central Career Center

Area Career Center  
(417)256-6152  
[wphs.k12.mo.us/education/school/school.php?sectionid=5](http://wphs.k12.mo.us/education/school/school.php?sectionid=5)

### West Plains R—VII School District

Adult Education and Literacy Center  
(417)256-7788

### Vocational Rehabilitation Center

(417)256-8294

## Wildwood

### St. Louis Community College—Wildwood

Public Two—Year College  
(636)422-2000  
[www.stlcc.edu/ww](http://www.stlcc.edu/ww)

# CAREER RESOURCES

## Round-Up

### Apprenticeships

[oa.doleta.gov/bat.cfm](http://oa.doleta.gov/bat.cfm)

An apprenticeship is an excellent way to enter a new career field in the skilled trades. The federal government maintains a list of qualified apprenticeship programs that can be searched by area or by career focus.

### Family Wage Calculator

[apps.oseda.missouri.edu/familywagecalc](http://apps.oseda.missouri.edu/familywagecalc)

The Family Wage Calculator charts county-by-county the actual costs of making ends meet without any public or private supports. Since the calculator is tied to the poverty threshold, most Missourians will not want to live on as tight a budget as this calculator assumes, but gives teachers and parents an opening to talk about the importance of planning well for the future.

### GED® High School Equivalency

[www.ged.mo.gov](http://www.ged.mo.gov)

Information about free classes, test sites and opportunities for the GED high school equivalency test is available through the Missouri Department of Elementary and Secondary Education.

### Military Careers & Training

[www.todaysmilitary.com](http://www.todaysmilitary.com)

The military offers training and educational opportunities across all career fields. Residents may explore the branches of service in the U.S. military and the opportunities available through them.

### Vocational Rehabilitation

[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov)

Vocational rehabilitation services and guidance may be obtained through centers across the state of Missouri. Workers with disabilities are eligible for a range of services at the centers.

### Higher Education

[www.dhe.mo.gov](http://www.dhe.mo.gov)

The Missouri Department of Higher Education offers a program and institution search tool on its website to help residents find educational programs that meet their needs. This tool includes information about public and private educational institutions including community colleges, career and technical schools, universities, theological schools, proprietary schools, and more.

### Missouri Career Source

[www.missouricareersource.com](http://www.missouricareersource.com)

Missouri Career Source provides job search tools and job listings throughout Missouri. Also, residents can find information about the Missouri Career Centers in their region through the website, then schedule an appointment with the center nearest them for help with résumé writing, interview skills and knowledge of basic office equipment.

### Missouri Connections

[www.missouriconnections.org](http://www.missouriconnections.org)

Missouri Connections helps students (grades 7–20), parents, and adults open the door to educational planning and career exploration. Discover and explore career interests, find technical schools and colleges, search jobs, build a résumé and more with free tools sponsored by the Missouri Department of Elementary and Secondary Education.

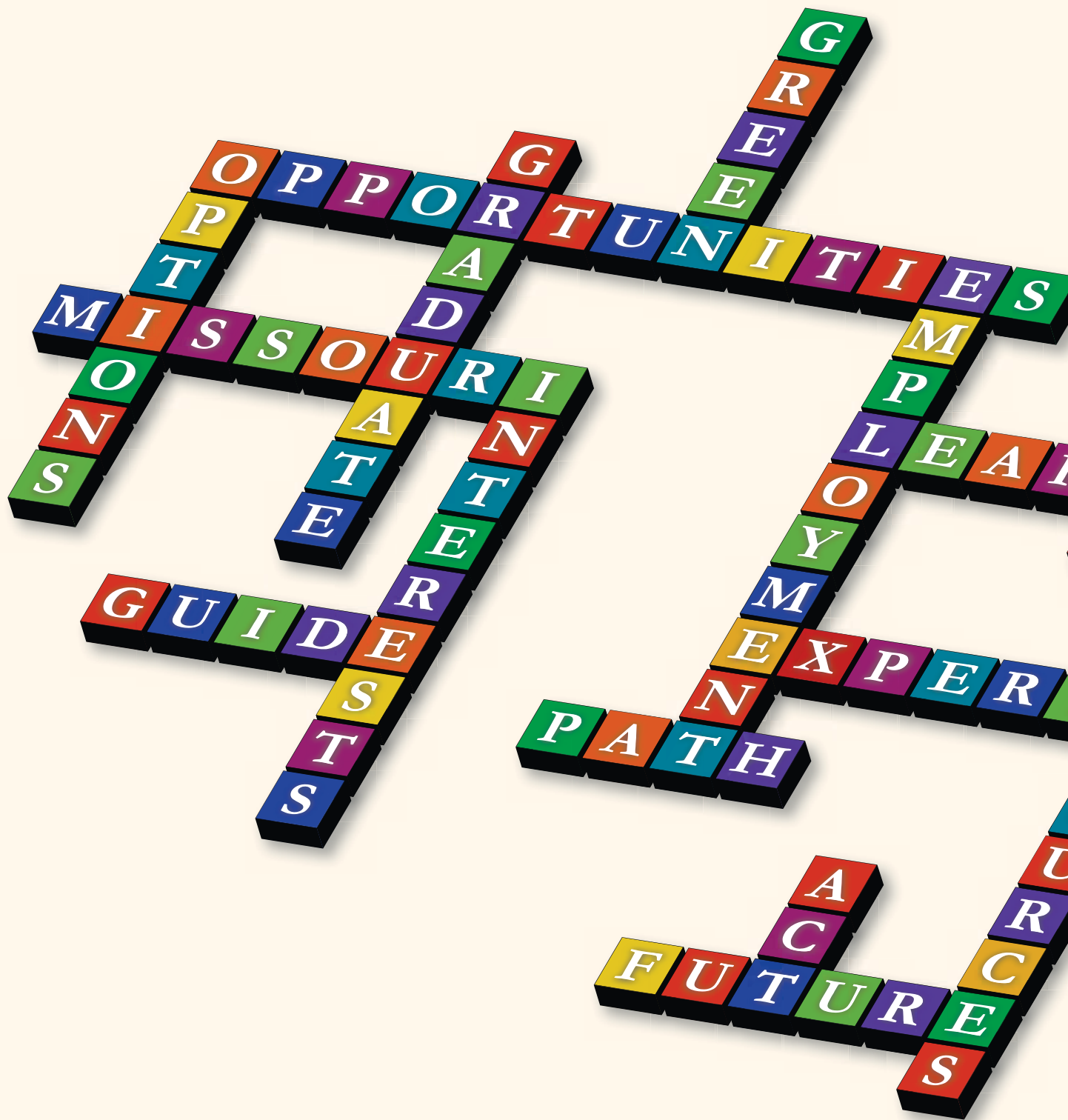
### Missouri Economy (MERIC)

[www.missourieconomy.org](http://www.missourieconomy.org)

Information on occupations throughout the state, including wage and salary statistics and expected annual openings, can be found on the website of the Missouri Economic Research and Information Center. The occupational information on the MERIC website includes statewide and regional employment projections and statistics.







This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

Missouri Economic Research and Information Center—2011