

Going to Work Series

How to Get a Job – What Jobs Are Available?

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A variety of jobs are available for people who are out of work or want to change jobs. Many positions do not require any formal education, but you must know what your interests are and how you are going to get the job you want.

Most jobs are found close to where you live. Other jobs may require you to move to another location.

You may have the skills for a particular job and not be aware of it. For example, you may have fixed cars, worked in your garden or sold newspapers. These experiences could be used as work experiences for some jobs.

Your work history is important. All of your work experiences can be grouped together as a particular skill. You would list your experiences of working on your own car or for other people if a newspaper “help wanted” ad asks for car repair experience.

A person’s job interest is also important. If you are interested in working outside, you could apply for jobs such as gardener, landscaper, painter or construction laborer. Some other fields for you to consider are:

Industrial jobs involve working with objects. These

include machinists, printers and assembly workers.

Office jobs require good organizational skills. Examples are computer operators, secretaries, office assistants, mail clerks, file clerks and receptionists.

Service jobs usually involve working with people and include such jobs as mail carriers, police officers, cooks, dishwashers, janitors and hotel clerks.

Educational jobs require you to have a higher education. Some examples are teachers, librarians and teacher’s aides.

Sales jobs are for people who are interested in other people. These include clerks, salesmen, travel agents, real estate agents, insurance salesmen and funeral directors. Some of these jobs also require more education.

Construction jobs require an interest in building things and working with your hands. You should be able to work long hours in the sun and lift heavy objects. Some examples are bricklayers, ironworkers, general laborers, carpenters, painters and concrete finishers.

Transportation jobs involve moving people or things to many places. You usually need a special license to drive a licensed car or

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truck, and you should be able to lift heavy objects. Examples are long distance truck drivers, city and commercial bus drivers, drivers for moving companies and couriers.

Scientific and technical jobs usually require higher education with degrees or special training, unless you want to assist in a lab and work with the equipment or clean it. You should be well organized and have the ability to work alone or with other people. Examples are engineers, chemists, technicians and computer programmers.

Mechanics and repairmen use their minds and hands to fix things and in some cases work alone. You must be a self-starter, patient and courteous. Examples are air conditioner repairmen, auto mechanics, machinists and repairmen for trucks and heavy equipment.

Health jobs involve aiding the sick and disabled. You must be understanding and caring. You will need some higher education or technical training. Examples are nurses, nurse's aides, dental assistants, patient escorts, orderlies, sitters and dietitians.

Social service jobs require the ability to understand and work with people, especially the poor. Higher education is required for this area. Examples are counselors, social workers, county extension agents and clergy.

Social scientists study the way people act. You must have higher education past high school. Examples are geographers, political scientists, sociologists and historians.

Performing arts, design and communication jobs are for people who are creative and imaginative. They enjoy dealing with people and feelings. Examples are dancers, singers, architects, clothing designers, artists, radio announcers and television actors.

Agriculture, forestry and fishery jobs supply necessary items for our survival. They provide food, fiber and construction materials. Examples are farmers, farm managers, soil scientists, foresters and commercial fishermen.

Some of the jobs listed above require higher education, but others are assistant jobs that need less training. After you have identified your interest, explore that particular area. This could be done by contacting companies, friends and relatives who work in these jobs. In some cases, you may be able to see them do their jobs or they may be willing to share their experiences while on the job.

If you are already working but not using your best abilities, think about other jobs and apply for them. In order to be good at your job, you must find it rewarding to work hard and be loyal to your company.

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