



WORKFORCE SOLUTIONS

of the Coastal Bend

EMPLOYMENT • TRAINING • CHILD CARE • YOUTH • BUSINESS SERVICES • VETERANS



**JOB
SEARCH
GUIDE**

Job Search Strategies

Welcome



Workforce Solutions of the Coastal Bend (WFSCB) recognizes the importance of a successful job search, and are pleased to provide you with the tools to land your dream job. We are so excited for your future and the future of the Coastal Bend.

This Book Will Cover

- Section 1 Job Search Strategies
- Section 2 Effective Resumes
- Section 3 Successfully Completing a Job Application
- Section 4 What is WorkInTexas.com?
- Section 5 The Successful Job Interview

SECTION 1

Job Search Strategies

Points to Remember

- Treat your job search as a job (30-40 hours a week)
- Wake up early and eat a good, healthy breakfast.
- Answer your phone as if it was a business phone.
- Work smart, hard and stay focused.
- Be realistic on how long it will take to find employment.
- DON'T GIVE UP.

Start Off Right

- Consider your dream job(s) and/or companies you desire to work for.
- Do your research.
- Make a plan.
- Set deadlines to execute your plan.
- Make a daily or weekly to-do list (monthly if needed).
- Keep a job search journal to measure your progress.
- Gather your job search tools.

Do Your Research

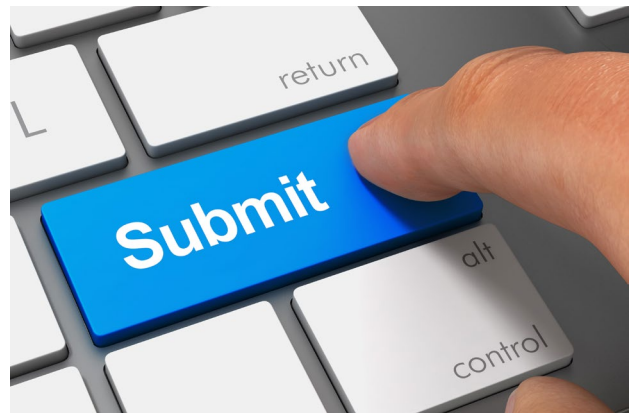
- Make a list of companies that offer your dream job.
- Research companies with values similar to yours or whose products you enjoy using.
- Find out what current and former employees say about the companies you are considering.
- Research the salary for the position you are interested in.

Job Search Tools

- Pens with Blue or Black Ink
- Highlighter
- Stationery Paper and Envelopes
- Paper Clips and Binder Clips
- Calendar
- Notebook or Job Search Journal
- Stamps
- Cell Phone
- Completed Sample Application
- Computer and Printer Access
- Internet Access
- Email Address
- Resume
- Cover Letter
- Thank You Cards
- References
- Research Material on Companies

Job Search Methods

- WorkInTexas.com
- Networking (primary method for getting a job)
- College Placement Office
- State Employment Agencies
- Temporary Placement Agencies
- Job Fairs and Hiring Events
- Internet Job Search Websites
- Newspapers
- Friends and Relatives
- Visit the Place of Business



Keys to Success at Job/Career Fairs

- Research the companies and opportunities that will be available prior to the event.
- Create different types of resumes based on the opportunities being offered.
- Bring multiple copies of each type of resume.
- Dress appropriately: neat, conservative and professional.
- Develop a strategy for which employers to meet with.
- Be prepared to interview.
- Network with other job seekers.
- Follow up with employers.



- Keep your resume up-to-date and well formatted.
- Update your WorkInTexas.com profile.
- Use the right type of resume.
- Update your LinkedIn and Indeed Profiles.
- Submit your resume to staffing agencies.
- Use a professional email address.
- List references starting with your more impressive reference.
- Accomplishments are best if measurable.
- Keep your resume to one or two pages.
- List qualifications/accomplishments as bullet points.
- Tailor your resume for each position you'll be applying for.
- Focus on the employer's needs when describing your skills and experience.
- Select an easy-to-read font and type size.
- Avoid abbreviations and acronyms.
- Omit personal pronouns such as "I", "me" and "my".
- Always be honest
- Keep it clear, focused and condensed.
- Demonstrate professionalism - don't assume a sense of humor.
- Proofread for completeness, grammar and spelling.
- Use key words from the job description.

Key Resume Components

- Heading
- Professional Objective
- Summary
- Personal Skills and Assets
- Experience
- Education
- References

Additional Components

- Honors, Awards and Activities
- Community Service
- Foreign Language Proficiency
- Computer Skills and Applications
- Volunteer Experience

Heading

- Top of the Page
- Name
- Address (street, town, state and zip code)
- Telephone Number(s) with Professional Voicemail Message
- Email Address

Objective

What is a professional objective?

- A one-sentence summary of the position desired.

What does a professional objective do?

- Clarifies the purpose of your resume.
- Presents a clear statement of your goals.

Sample of Professional Objectives

- *"Part-time position at spa or salon."*
- *"Receptionist at a veterinarian's office."*
- *"Customer service representative at a call center."*
- *"Hostess at an upscale restaurant."*
- *"Part-time job or summer internship at a communications firm."*
- *"Retail sales position in a clothing store."*

Summary

What is a summary?

- A strong statement at the beginning of your resume that briefly describes your skills and experience.

What does a summary do?

- It allows an employer to quickly get a sense of the value you offer.

Sample Summaries

- *"Exceptional customer service representative with 10 years of experience in call centers."*
- *"Organized dental office associate with seven years of experience maintaining effective client schedules, billing policies and office workflows."*
- *"Well-spoken property manager with three years of Supervisory Experience and Certified Property Manager Credentials."*

Personal Skills and Assets

- A couple of sentences or bullet points that describe what you are like as a person and how you do things, including personality traits, attitudes, work habits, etc.
- Skills you learned and applied in school or as a volunteer.
- This is a useful section, especially if you have little work experience.

Keywords for Personal Skills and Assets

- | | |
|--------------------------|----------------------------|
| • Responsible | • Punctual |
| • Dependable | • Friendly |
| • Goal-oriented | • Flexible |
| • Self-starter | • Outgoing |
| • Motivated | • Articulate |
| • Willing to Learn | • Manages Time Effectively |
| • Quick Learner | • Able to Multi-Task |
| • Reliable | • Confident |
| • Team Player | • Honest |
| • Works Well With Others | • Problem Solver |
| • Enthusiastic | • Loyal to Employer |

Samples of Personal Skills and Assets

- *“Responsible, educated, punctual, friendly and enjoys helping others.”*
- *“Quick learner, motivated and always willing to learn more.”*
- *“Detail-oriented and well organized.”*
- *“Excellent verbal and written communication.”*
- *“Outgoing with a positive attitude.”*
- *“Professional demeanor.”*

Experience

- Paid part-time/full-time positions
- Internships
- Volunteer work/community service
- Club/campus group involvement
- Summer jobs

How to Write the Experience Section

- Describe your position, duties, responsibilities and accomplishments.
- Include your most relevant skills and qualities.
- Put the most relevant information first.
- Use strong action verbs.
- Provide evidence of skills and qualities by quantifying information and acknowledging accomplishments and evaluations.

Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills or military service.

Examples of Specialized Skills

- *“Experienced with OS X, Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Publisher.”*
- *“Bilingual - Spanish and English.”*

Education

- Name and location of the School
- Major, minor and area of concentration
- Graduation or anticipated graduation date (only if recent)
- Grade Point Average (only if 3.2 or higher)
- Relevant coursework

References

- List name, job title, company and contact information about this person.
- Name the most impressive references first.
- Make sure your list of references is up-to-date, accurate, and error-free.
- Examples of best references are recent bosses, co-workers, professors, friends or any place you have volunteered.
- Contact your references for permission to use them and to advise them that they may be contacted.
- Remind references about your skills and accomplishments.

Types of Resumes

- Targeted - A resume targeted to a specific job or occupation.
- Chronological - Emphasizes work history, including employers and dates worked.
- Functional - Emphasizes skills/expertise or career change.
- Combination - Elements of chronological and functional.

Targeted Resume

- Aimed at a specific job or occupation.
- Addresses specific needs of an employer.
- Incorporates keywords and phrases straight from the job description.
- Targets your resume towards each position you apply for.

Chronological Resume

- Emphasizes the dates of employment and related experience.
- Lists previous jobs/work accomplishments and dates in reverse order, with the most recent first.
- Provides a good format for those with consistent employment history.

Why Choose a Chronological Resume?

Advantages

- Easy to follow
- Shows progression
- The objective/summary is the same or similar to your recent experience
- Preferred by most employers

Disadvantages

- Does not hide flaws in work history, such as rapid job changes or “spotty” work history.
- Does not allow flexibility to change objective to something other than your experience.

Functional Resume

- Highlights accomplishments, experience and skills.
- Lists previous jobs/work history according to functions.
- Specifies important contributions made in each function.
- Includes job dates, names of departments and titles at the bottom.

Why Choose a Functional Resume?

Advantages

- Takes emphasis off dates and positions
- Hides downward progression
- Emphasizes transferable skills
- Allows your objective to be different from your experience
- Appropriate when considering a job change
- Works well for career-changers, those re-entering the Workforce or first-time job seekers

Disadvantages

- Can emphasize skills and experience from not-so-recent jobs
- Employers are sometimes suspicious of this format because it can disguise negative information

Combination Resume

- It combines the best of both the chronological and functional resumes.
- A functional section at the beginning of the resume shows accomplishments in specific skill areas.
- A chronological listing of employment, education and employment-related experience provides key details.

High-Impact of Combination Resume

- Name
 - **Headline**
 - **Summary/Objective**
 - **Expertise/Skills**
 - **Accomplishments**
 - **Experience**
- WOW ZONE**
- Education, Professional Development, Training
 - Certifications/Licenses
 - Honors/Commendations/Awards



Cover Letters

- A cover letter is a letter or document that you send with your resume when applying for a job.
- It is meant to introduce yourself to the hiring manager.
- It should describe why you would be a good fit for the job.
- It fills in specific qualifications that your resume may not describe.
- It should be job-centered, not self-centered.
- It should be no more than one page.
- It should use business letter format.
- It should address the letter to a specific person, not “To Whom It May Concern.” You may use “To the Hiring Manager” or “To the Recruiter,” if needed.

First Paragraph of your Cover Letter

- The first paragraph should include information on why you are applying for the position.
- Mention the position you are applying for.

Example: *“I would like to express my interest in the Medical Secretary position with Kaiser Permanente. I am confident that Kaiser’s values and objectives would highly complement my own strengths and enthusiasm.”*

Middle Paragraph of your Cover Letter

- The next section of your cover letter should describe what you have to offer the employer.
- Specify how your qualifications match the job you are applying for.

Example: *“Evidence of my skills and qualifications can be seen in my responsibilities as a Program Assistant at Del Mar College where I provided customer service and scheduled counseling appointments. My educational background in Computer Applications & Office Technology-Medical Office Assistant has been excellent preparation for a career with Kaiser Permanente.”*

Final Paragraph of your Cover Letter

- Conclude your cover letter by thanking the employer for considering you for the position.
- Include information on how you will follow up.

Example: *“My resume is enclosed for your consideration of the Medical Secretary position. I would appreciate the opportunity to meet with you and discuss the positive contributions I can offer as a member of your organization. You can contact me at (555) 555-5555 or jobanita@gmail.com. Thank you for your time and consideration.”*

Be Prepared to Fill Out an Application

- Use a blue or black ballpoint pen.
- Bring an application sample for reference.
- Bring a copy of your resume.
- Be able to provide proof of education.
- Arrive with a positive attitude.

Sections of the Application for Employment**Personal Information**

- Name, address, citizenship and telephone number

Employment History

- Where you have worked before.
- Have a resume that contains actual dates of employment.
- Don't put false information on an application.

Criminal History Question

- Be honest.

Education

- Education should be listed, including college degrees, trade schools, certifications, workshops and technical courses, even if not completed.

Authorized To Work

- Are you a U.S. Citizen?
- Do you have a Green Card?

Signature Section

- Typically includes statement and signature.

Additional Requests For Information

- Personality/honesty tests.
- Specific demographic information about race, ethnicity, gender, etc.
- Consent and release for drug testing.
- Job availability and start date.
- References.
- Licensing information (driving positions).

SECTION 3

Successfully Completing A Job Application

What You Need To Know About Completing Applications

- Write honest answers.
- Print neatly and legibly.
- Read the application completely before you start.
- Apply for a specific position.
- Leave nothing blank, writing N/A for “not applicable”.
- Use your area code when writing a phone number.
- Use the address where you receive mail.
- Cross out an error with a single line through it.
- List employment with your most recent job first.
- Have at least three job references. For each reference include first and last name of each reference, address, phone number and email address.
- Sign your application - otherwise it is invalid.
- Date your application with the date submitted.
- Keep your application consistent with your resume.
- Provide a date when you can start.
- Make sure your phone message is appropriate.
- Proofread your application before submitting it.
- Ensure that the application gets to the right person/department.
- Memorize your important personal information.
- Do not leave the “Additional Information” section blank.
- A failed “honesty” test may prohibit you from employment for six months.
- Do not use the following words: fired, job ended, returned to school, or end of season.

Don't Let These Areas Trip Up Your Application



Salary

- Try not to get boxed in.
- Be broad in this area, or write “Open” or “Negotiable”.
- Only write within the salary range you know they are offering.

Health and Ability

- Legal: “Can you lift 50 lbs. from the ground?”
- Illegal: “Do you have a disability?”

Criminal Record

- Legal Question: convictions only.
- Illegal Question: detained, arrest or imprisonment records.
- Be honest! Be specific and respond to what the question is asking.

SECTION 3

Successfully Completing A Job Application



References

- Ask the person's permission to use them as a reference and verify their contact information.
- The most recent reference should be listed first.
- Best references are a previous supervisor if possible, then co-worker, coach, teacher, counselor or minister.
- Don't list anyone you're not completely sure will give a good reference.

Prepare an Application "Cheat Sheet"

- A cheat sheet is a document or resume with all of your information on it. It allows you to refer to it for basic information needed on an application.
- Never hand it in to a potential employer. It is only for your use.

Schedule Availability

- Keep in mind your true availability.
- If you are available at a certain time, be specific.
- Employers look for candidates with the most availability according to their business needs.

Completing Applications When You Have a Criminal Record

- Read the question carefully, then give the employer exactly what they are asking for.
- Know your record, including what the violations were and where they occurred.
- Be specific but brief, and offer to explain more completely in an interview.
- Your signature verifies you have been fully honest.

SECTION 4

What is WorkInTexas.com?



Where jobs find you

WorkInTexas.com is a virtual recruiter and job matching site with tools to help you break through as a candidate.



A proud partner of the [americanjobcenter](#) network

- WorkInTexas.com is a comprehensive online job search resource and matching system developed and maintained by the Texas Workforce Commission. It provides recruiting assistance to Texas employers of all types and sizes, and job search assistance to any individual seeking work in Texas.

Applying For A Job Through WorkInTexas.com

- Read the job posting/description for the position and incorporate some of the key words, skills and other qualifications into your resume.
- Tailor your resume for each and every job you are applying for.
- Focus on the most impactful information in your work experience section.
- Keep your resume format simple and readable.

Registration Resources and Usage Tips

Quick Reference for Job Seekers (English and Spanish)

- The Quick Reference for Job Seekers provides brief, step-by-step instructions to: create a resume, search for jobs and filter results, set up automatic job search alerts, and apply for jobs.
 - English: <http://bit.ly/job-seekers-quick-reference>
 - Spanish: <http://bit.ly/job-seekers-quick-reference-spanish>

Registration Guide and Video for Job Seekers

- The Registration Guide for Job Seekers is a detailed step-by-step guide and video which explains how to register in WorkInTexas.com and how to use your information in resumes and job applications.
 - Guide: <http://bit.ly/workintexas-registration>
 - Video: <http://bit.ly/WorkInTexas-registration-video>

State of Texas Application Guide and Video for Job Seekers

- The State of Texas Application for Job Seekers is a detailed step-by-step guide which explains how to complete a State of Texas application when applying for state government jobs in WorkInTexas.com.
- Guide:
 - <http://bit.ly/tx-job-applications>
- Video:
 - <http://bit.ly/tx-job-applications-video>

Tips for Using WorkInTexas.com with Assistive Technologies

- The Tips for Using WorkInTexas.com with Assistive Technologies is a guide for using the keyboard and screen readers with WorkInTexas.com.
- Guide:
 - <http://bit.ly/assistive-technology-tips>



WorkInTexas.com provides a step-by-step **Resume Builder** and **Resume Scorer** help you create the strongest resume possible with 180 Workforce Solutions offices around the state.

Submitting an Online Application

Getting Started

- Set up a username and password.
- Remember to write down the username and password for future reference.

Read Job Descriptions

- Understand exactly what the company expects for the job.
- Apply to jobs you are qualified for, increasing your chances for hire.

Other Tips To Keep In Mind

- Create an original cover letter.
- Use the cover letter to showcase your personality, qualifications and desire for the job.
- Identify key words and tailor your resume.
- Make sure your responses are on target and error free.
- Triple-check your content for spelling, content and grammar.
- Avoid abbreviations and acronyms, especially for recruiters who may be unfamiliar.

Personality Assessments

- Some employers are using the personality assessment tool to screen out job applicants.
- The questionnaire will ask the same type of question in various ways.
- Don't try to second guess the questions or skew your answers.

Questionnaires

- A questionnaire is designed as a tool to help employers screen out applicants based on their answers.
- Employers most likely will pull up your application if you passed the questionnaire.

Submitting An Application Through WorkInTexas.com

- Maintain one candidate profile per company.
- Fill out all fields within the application process.
- Ensure your social media profile is current.
- Clean up your public social media profiles.
- Review the content you've provided.
- Once you submit, your information is sent to the recruiter directly.
- First impressions are important, so make the best one possible when you apply.

After Submitting An Application

- Check your e-mail and voicemail daily.
- Network with employers.
- Remember to continue to follow through with the process of applying, networking and interviewing.

Where To Upload Your Resume

- WorkInTexas.com
- LinkedIn
- Indeed
- Glassdoor
- ZipRecruiter
- Monster
- Career Builder
- Dice
- University Center



Section 5

The Successful Job Interview

Remember: Interviews require skill and preparation - not luck.



The Purpose of the Interview

- It shows the employer what you can do for the company.
- Gives you the opportunity to assess whether your qualifications and career ambitions align with your position.

Interview Goals

- Interviews are meant to be a two-way exchange, a conversation in which both participants share to meet a common goal.
- The interviewer's goal is to determine whether the candidate is the best fit for the position and possesses the skill to perform job duties.
- The candidate's goal is to determine whether he/she is able to and wants to do the job and whether the job offers opportunities for advancement or valuable experience.

The Prepared Interviewer

- Brings a copy of their resume.
- Knows "selling points" that makes them the best candidate
- Knows the reasons they want the job.
- Has researched the industry and company.
- Selects appropriate attire.
- Practices body language (a smile, strong eye contact and a firm handshake).
- Knows answers to common interview questions, including behavioral-based questions.
Practice, Practice, Practice
- Ready to handle illegal and inappropriate questions. (race, age, gender, religion, etc.)

Dressing For Success

- Take the weather into account.
- Think conservative, traditional, neat, modest and clean.
- Do not go for shock value - dress to fit in.
- Dress one level above the work environment.
- Wear dark or neutral colors.
- Use little or no cologne or perfume.
- Wear either no jewelry or small, conservative jewelry.

Interview Day

- Know where you're going, who to contact and prepare for contingencies such as traffic delays.
- Arrive early.
- Check your appearance once more before the interview begins.
- Have a good pen and a professional writing pad to take notes.



Score Success in the First Five Minutes

- Be on time.
- Be friendly.
- Show enthusiasm.
- Be positive.
- Maintain eye contact.
- Express yourself well and speak clearly.
- Greet with a firm hand shake.
- Practice good posture.
- Listen attentively.
- Be yourself.
- Be confident.
- Be assertive and take responsibility for the interview.





Types Of Interviews

- The Direct Interview
- The Indirect Interview
- The Tag-Team Interview
- The Panel Interview
- The Mealtime Interview
- The Second/Follow-Up Interview
- The Telephone Interview
- The Video/Skype Interview

Common Interview Questions

Make the Most of the “Tell me about yourself.” Question

- The interviewer wants to know why you’re an excellent fit for the job.
- Give a quick overview of your work experience, education, training, strongest skills and key accomplishments that express why the company should hire you. (Selling Points)
- It’s not about your personal life.

What are your Greatest Strengths?

- Discuss the attributes that qualify you for that specific job and what sets you apart from other applicants.

What are Your Greatest Weaknesses?

- Frame your answers around positive aspects of your skills and abilities as an employee, turning seeming “weaknesses” into strengths.

What are your short & long term goals?

- Try to give the interview insight into your ambitions.

Why did you leave your last job?

- Be honest, concise and positive.
- Do not criticize a former employer.
- Focus your answer on the future.

Why should we hire you?

- Describe how you meet the qualifications of the job.
- Explain how your skill set and knowledge can benefit the organization.

Behavior-Based Interview (BBI) Questions

- BBI questions are designed to elicit detailed descriptions from you on how you handled yourself in various work situations.
- An applicant's past behavior will typically predict how he or she will respond in similar situations in the future.
- The interviewer is looking for proof that you have demonstrated the desired capabilities for the job.
- BBI questions challenge you to recall (in detail) what you did, thought, and felt in key situations as if you were reliving them.
- BBI questions help the interviewer better understand your thought process, decision-making skills and emotional maturity.
- Take your time in formulating your response.
- Be thorough, but direct.

Common BBI Questions

- Give an example of how you successfully worked on a team.
- Tell me about how you worked effectively under pressure.
- Give an example of how you had to work with an upset customer and how you handled it.
- Give an example of a problem you faced on the job and how it was resolved.

Why You Should Ask Questions of Your Interviewer

- It makes the interviewer's job easier.
- The interviewer may be impressed by your preparation.
- It demonstrates interest in the company and the job.
- It distinguishes yourself from others applying for the job.
- It allows you to assess the environment and work culture.

Questions To Ask The Interviewer

- What objectives would you like to see accomplished in this job?
- Does the organization value staff development?
- What advancement opportunities are available for the person who is successful in this position?

Negotiating Salary

- Know the going rate for your position in your specific industry and in your geographic area.
- Don't be the first to ask about salary.
- First, convince the interviewer that you are qualified for the job and that they should hire you.
- If they ask you what kind of salary you are looking for, ask them: "What are you offering?"
- Never try to negotiate until you have a job offer.

Close The Interview on a Positive Note

- Ask when you can expect a decision or what next steps you should take.
- Express thanks for the interviewer's time and consideration.
- Follow up with a thank you note or letter.
- Analyze your performance in the interview to make improvements for the next one.

Examples of Interview Closing Statements

- *"Before I go, I would like to say that I believe I have a unique combination of skills that make me the best candidate for this job. For example, I have a decade of experience..."*
- *"I am very excited about this opportunity, and I believe I have all the qualification you're looking for. Now that you've learned a bit about my background and experience, do you have any concerns about my ability to do this job?"*



Test Your Knowledge

True or False

1. Before you start your job search, you should have a plan. _____
2. Networking is beneficial for your job search success. _____
3. Employers want to know what they can do for you. _____
4. You should tailor your resume to each position. _____
5. You should have a cover letter with your resume when you apply for a position. _____
6. A signed job application is considered a legal document. _____
7. It is OK to leave blanks or not answer questions on your application. _____
8. In an application, it is OK to say you quit or was fired from your last job. _____
9. It is a good idea to have a “cheat sheet” or document with your information on it when you complete an application. _____

2020-2021 Coastal Bend Targeted Occupations List

The Targeted Occupations List identifies the region's high-growth, high-demand and emerging occupations aligned with the approved training that is available to workforce program-eligible participants. The goal is to guide participants into applicable occupational/vocational training that offers them expected employment and self-sufficient wages to be successful in their new career pathway.

Business	Lowest 10% Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
Accountants and Auditors	\$15.89	\$32.03	\$47.39
Bookkeeping, Accounting, and Auditing Clerks	\$9.89	\$17.24	\$25.90
Executive Secretaries and Executive Administrative Assistants	\$16.24	\$23.64	\$33.14
General & Operations Managers	\$18.83	\$54.89	\$97.59
Medical Secretaries	\$9.88	\$14.56	\$21.23
Paralegals and Legal Assistants	\$11.29	\$20.66	\$29.64
Network and Computer Systems Administrators	\$20.14	\$35.42	\$59.24
Computer User Support Specialists	\$12.50	\$20.58	\$29.80

Health Care	Lowest 10% Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
Emergency Medical Technicians and Paramedics	\$10.14	\$14.64	\$20.94
Licensed Practical and Licensed Vocational Nurses	\$15.96	\$21.09	\$27.01
Medical and Clinical Laboratory Technicians	\$13.55	\$17.93	\$28.43
Medical and Clinical Laboratory Technologists	\$18.23	\$26.80	\$39.37
Medical Records and Health Information Technicians	\$9.95	\$14.92	\$24.85
Occupational Health and Safety Specialists	\$19.38	\$32.90	\$48.79
Physical Therapist Assistants	\$24.57	\$42.51	\$51.88
Radiologic Technologists	\$15.59	\$26.59	\$36.58
Registered Nurses	\$24.70	\$34.46	\$49.05

2020-2021 Coastal Bend Targeted Occupations List

Professional Skills & Trades	Lowest 10% Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
Bus and Truck Mechanics and Diesel Engine Specialists	\$14.09	\$20.20	\$28.99
Carpenters	\$12.99	\$18.34	\$26.37
Chemical Plant and System Operators	\$17.87	\$39.11	\$59.18
Electrical and Electronics Engineering Technicians (Instrumentation)	\$17.07	\$30.33	\$38.65
Electricians	\$13.61	\$22.88	\$33.24
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$11.66	\$18.75	\$28.45
Heavy and Tractor-Trailer Truck Drivers	\$12.75	\$19.49	\$30.59
Industrial Machinery Mechanics	\$15.01	\$23.98	\$37.38
Inspectors, Testers, Sorters, Samplers, and Weighers	\$11.49	\$22.92	\$48.44
Machinists (including CNC)	\$11.83	\$25.66	\$32.49
Operating Engineers and Other Construction Equipment Operators	\$12.69	\$17.97	\$25.75
Petroleum Pump System Operators, Refinery Operators, and Gaugers	\$24.21	\$37.37	\$50.40
Plumbers, Pipefitters, and Steamfitters	\$14.47	\$20.96	\$29.25
Rotary Drill Operators, Oil and Gas	\$16.60	\$26.68	\$40.50
Welders, Cutters, Solderers, and Brazers	\$13.80	\$21.52	\$35.38
Aircraft Mechanics and Service Technicians	\$23.08	\$29.13	\$33.26
Automotive Body and Related Repairers	\$9.15	\$18.05	\$26.40
Automotive Service Technicians and Mechanics	\$9.87	\$18.94	\$30.18
Emerging Technology Occupations			

Public Service	Lowest 10% Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
Correctional Officers and Jailers	\$15.57	\$20.85	\$26.36
Firefighters	\$12.78	\$22.20	\$29.94
Police and Sheriff's Patrol Officers	\$15.54	\$23.05	\$38.59
Security Guards	\$9.16	\$11.92	\$25.01
Elementary School Teachers	\$19.59	\$25.33	\$36.24
Middle School Teachers	\$19.67	\$25.52	\$36.36
Secondary School Teachers	\$19.58	\$25.58	\$35.89



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SERVICES WE PROVIDE FOR JOB SEEKERS LIKE YOU!

- WorkInTexas.com - Job Matching
- Job Placement Services
- Career Ready Workforce Certification
- Career Coaching
- Workshops (Interviewing, Resume, Job Club)
- Veteran Priority of Service
- Labor Market Information (LMI)
- Hot Jobs (\$12.00+ per Hour)
- Use of Office Equipment (Fax, Phone, Copier, Internet)
- Community Partner Resource Referrals
- Education and Training Resources
- Ticket to Work (Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) Recipients)
- Assistance Filing Unemployment Insurance Appeals
- Support Services (Child Care, Transportation, Work Related)
- YOU Choose, Youth Opportunities Unlimited (Youth Services)

COASTAL BEND CAREER CENTERS

ALICE

704 Coyote Trail
Alice, Texas 78332
Coastal Bend College
Phone: 361.668.0167
Fax: 888-974-3356

BEEVILLE

3800 Charco Road
Beeville, TX 78102
Coastal Bend College
Phone: 361-358-8941
Fax: 888-974-3367

FALFURRIAS

221 S. Calixto Mora Ave
Falfurrias, TX 78355
Tax Office Building
Phone: 361.325.9095
Fax: 888.612.7783

KINGSVILLE

1814 South Brahma Blvd
Kingsville, Texas 78363
Coastal Bend College
Phone: 361.592.1006
Fax: 888-974-3358

SINTON

1113 E. Sinton
Sinton, TX 78387
Phone: 361.364.3284
Fax: 888-974-3364

STAPLES

520 N. Staples
Corpus Christi, TX 78401
Phone: 361.882.7491
Fax: 888-977-2510

SUNRISE

5858 SPID Suite #1
Corpus Christi, TX 78412
Phone: 361.882.7491
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