

WHAT'S NEXT?

A Handbook for Existing Service Members
Re-Entering the Civilian Workforce



Your Guide to NC Careers



NORTH CAROLINA
**DEPARTMENT of
COMMERCE**



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Planning for your career after separation from the military?

Now that you have made the decision to separate from the military, it is time to figure out the next step in your career. Returning to civilian life is a big change, but planning can go a long way to easing the transition to a new career. This guide can lead you through the initial process of exploring careers and planning your education and workforce future.

I.

EXPLORE YOUR INTERESTS

Discover your interest areas using the Interest Finder on **page 2**, then fill in the Career Cluster Survey on **page 4** to identify Career Clusters that are most likely to appeal to you.

II.

EXPLORE CAREER CLUSTERS

Pair your Career Cluster Survey results with the corresponding Career Cluster using the chart on **page 7**, then use your Interest Profile score to identify occupations within that cluster that correspond to your interests in the Career Cluster Matrix on **page 8**.

III.

KNOW YOUR OPTIONS

Starting on **page 10**, explore a sample of NC's most promising careers sorted by cluster.

IV.

EXPLORE HIGHER EDUCATION

Learn about the many institutions of higher learning that are committed to educating active duty service members and veterans on **page 20**.

V.

EXPLORE ENTREPRENEURSHIP

Learn about how the SBA supports veterans who want to own their own business on **page 20**.

VI.

GET EXPERIENCE WHILE YOU STUDY

If you're building your resume, want to experience a job before working, or still in school, read about options for you on **page 21**.

VII.

PREPARE FOR A JOB SEARCH

Gain job search tips and learn best practices to help you perform a successful job search on **page 22**.

VIII.

PREPARE FOR WORK

Useful links and tips to find your perfect job on **page 23**.

IX.

MILITARY SPOUSE EMPLOYMENT OPPORTUNITIES

Find some advice and programs Military Spouses can take advantage of in order to maintain a career on **page 24**.

Visit NCCareers.org for more.

BEFORE YOU SEARCH

A job search is never easy! They take time and consistency, especially when you are learning to navigate the civilian workforce world. Doing your research about the position you are applying for and preparing for an interview will go a long way. Also, be ready to share the skills you developed in the military and how they will relate to civilian work. Speaking with veterans and professional career counselors—especially ones with expertise in helping transition service members—can help tremendously.

I. Explore Your Interests

Scan this QR code to access the online Interest Finder:



nccareers.org/find-career/interest-finder

INTEREST FINDER

The Interest Finder is designed to help you identify your interests and translate them into occupations. Don't worry if you have enough education or training to do the work or how much money you would make. Check the boxes of activities you think you may like doing if you were skilled and able to do so. Add up the checked boxes for each row.

REALISTIC	<input type="checkbox"/> Build kitchen cabinets <input type="checkbox"/> Lay brick or tile <input type="checkbox"/> Repair household appliances <input type="checkbox"/> Raise fish in a fish hatchery <input type="checkbox"/> Assemble electronic parts	<input type="checkbox"/> Drive a package delivery truck <input type="checkbox"/> Test the quality of parts before shipment <input type="checkbox"/> Repair & install locks <input type="checkbox"/> Set up & run machines to make products <input type="checkbox"/> Put out forest fires	<hr/> Total REALISTIC Checks
INVESTIGATIVE	<input type="checkbox"/> Develop a new medicine <input type="checkbox"/> Study ways to reduce water pollution <input type="checkbox"/> Conduct chemical experiments <input type="checkbox"/> Study the movement of planets <input type="checkbox"/> Examine blood with a microscope	<input type="checkbox"/> Investigate the cause of a fire <input type="checkbox"/> Develop a better way to predict weather <input type="checkbox"/> Work in a biology lab <input type="checkbox"/> Invent a replacement for sugar <input type="checkbox"/> Do laboratory tests to identify diseases	<hr/> Total INVESTIGATIVE Checks
ARTISTIC	<input type="checkbox"/> Write books or plays <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Compose or arrange music <input type="checkbox"/> Draw pictures <input type="checkbox"/> Create special effects for movies	<input type="checkbox"/> Paint sets for plays <input type="checkbox"/> Write scripts for movies or T.V. <input type="checkbox"/> Perform jazz or tap dance <input type="checkbox"/> Sing in a band <input type="checkbox"/> Edit movies	<hr/> Total ARTISTIC Checks
SOCIAL	<input type="checkbox"/> Teach an individual an exercise routine <input type="checkbox"/> Help people with personal or emotional problems <input type="checkbox"/> Give career guidance to people <input type="checkbox"/> Take care of children at a day-care center <input type="checkbox"/> Teach a high-school class	<input type="checkbox"/> Teach children how to play sports <input type="checkbox"/> Teach sign language to people who are deaf or hard of hearing <input type="checkbox"/> Help conduct a group therapy session <input type="checkbox"/> Perform rehabilitation therapy <input type="checkbox"/> Do volunteer work at a non-profit	<hr/> Total SOCIAL Checks
ENTERPRISING	<input type="checkbox"/> Buy & sell stocks & bonds <input type="checkbox"/> Manage a retail store <input type="checkbox"/> Operate a beauty salon or barber shop <input type="checkbox"/> Manage a large company department <input type="checkbox"/> Start your own business	<input type="checkbox"/> Negotiate business contracts <input type="checkbox"/> Represent a client in a lawsuit <input type="checkbox"/> Market a new line of clothing <input type="checkbox"/> Sell merchandise at a department store <input type="checkbox"/> Manage a clothing store	<hr/> Total ENTERPRISING Checks
CONVENTIONAL	<input type="checkbox"/> Develop spreadsheets <input type="checkbox"/> Proofread records or forms <input type="checkbox"/> Install software across computers on a large network <input type="checkbox"/> Keep inventory records <input type="checkbox"/> Stamp, sort & distribute a company's mail	<input type="checkbox"/> Calculate the wages of employees <input type="checkbox"/> Inventory supplies using a computer <input type="checkbox"/> Record rent payments <input type="checkbox"/> Operate a calculator <input type="checkbox"/> Keep shipping & receiving records	<hr/> Total CONVENTIONAL Checks

In the spaces below, write the names of the interest areas with the three highest scores. The first box is your highest or primary interest. If there are ties, choose the interest with activities that you think are the best fit for you.

FIRST

SECOND

THIRD

WHAT YOUR INTEREST AREAS MEAN

Which occupations match your interests? Explore occupations that include your First Interest Area. Most people will have interests in several of the interest categories. If you have two Area scores that are the same, consider using them both. Use your Second and Third interest areas to explore additional careers.

Realistic: The “Doers”

Enjoy working on practical, hands-on problems and solutions, and real-world materials like wood, tools, and machinery. They often enjoy outside work, but do not like occupations that mainly involve paperwork or working closely with others.

Investigative: The “Thinkers”

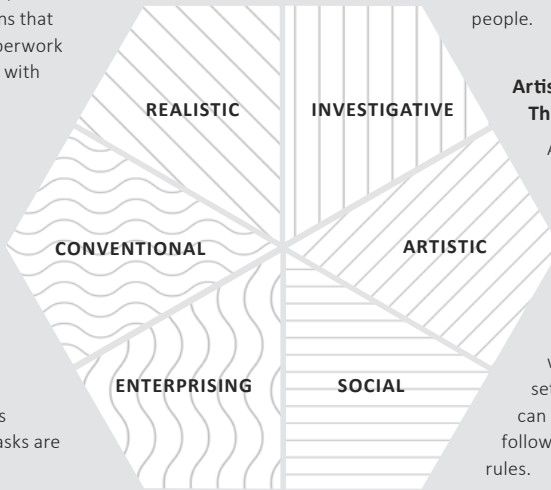
Enjoy working with ideas and thinking more than with physical activity. They prefer to search for facts and figure out problems rather than persuade or lead people.

Conventional: The “Organizers”

Like following procedures and maintaining accurate business records. They prefer working in structured settings where roles and tasks are clearly defined.

Artistic: The “Creators”

Appreciate the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.



Enterprising: The “Persuaders”

Enjoy starting and carrying out projects, especially business ventures. They like persuading and leading people and making decisions. They enjoy taking risks for profit. These people prefer action rather than thought.

Social: The “Helpers”

Like to assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, give advice, help, or otherwise be of service to people.

CAREER CLUSTER MATCH

Career Clusters are groups of occupations in the same field of work that require similar skills or knowledge. Identify the clusters most interesting to you by placing a check mark in the space next to the items that best describe you. Then add the number of checks in each row. Enter that number in the “Total Checked” column. The row with the most checks corresponds to the Career Cluster that is most likely to interest you.

Scan this QR code to access the online Career Cluster Match:



nccareers.org/find-career/career-cluster-match

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW A	<input type="checkbox"/> Learn how things grow and stay alive <input type="checkbox"/> Make the best use of the earth's natural resources <input type="checkbox"/> Hunt and/or fish <input type="checkbox"/> Protect the environment <input type="checkbox"/> Be outdoors in all kinds of weather <input type="checkbox"/> Plan, budget, and keep records <input type="checkbox"/> Operate machines and keep them in good repair	<input type="checkbox"/> Self-reliant <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	_____
ROW B	<input type="checkbox"/> Read and follow blueprints and/or instructions <input type="checkbox"/> Picture in my mind what a finished product looks like <input type="checkbox"/> Work with my hands <input type="checkbox"/> Perform work that requires precise results <input type="checkbox"/> Solve technical problems <input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings <input type="checkbox"/> Follow logical, step-by-step procedures	<input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Pay attention to details <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient and persistent	<input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Construction <input type="checkbox"/> Electrical/Heat, Air Conditioning and Refrigeration/Tech Education	_____
ROW C	<input type="checkbox"/> Use my imagination to communicate new information to others <input type="checkbox"/> Perform in front of others <input type="checkbox"/> Read and write <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Perform creative, artistic activities <input type="checkbox"/> Use video and recording technology <input type="checkbox"/> Design brochures and posters	<input type="checkbox"/> Creative and imaginative <input type="checkbox"/> Good communicator, good vocabulary <input type="checkbox"/> Curious about new technology <input type="checkbox"/> Relate well to feelings and thoughts of others <input type="checkbox"/> Determined/tenacious	<input type="checkbox"/> Art/Graphic Design <input type="checkbox"/> Music <input type="checkbox"/> Speech & Drama <input type="checkbox"/> Journalism/Literature <input type="checkbox"/> Audiovisual Technologies	_____
ROW D	<input type="checkbox"/> Perform routine, organized activities, but can be flexible <input type="checkbox"/> Work with numbers and detailed information <input type="checkbox"/> Be the leader in a group <input type="checkbox"/> Make business contact with people <input type="checkbox"/> Work with computer programs <input type="checkbox"/> Create reports and communicate ideas <input type="checkbox"/> Plan my work and follow instructions without close supervision	<input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<input type="checkbox"/> Computer Applications/Business and Information Technology <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Economics	_____
ROW E	<input type="checkbox"/> Communicate with different types of people <input type="checkbox"/> Help others with their homework or to learn new things <input type="checkbox"/> Go to school <input type="checkbox"/> Direct and plan activities for others <input type="checkbox"/> Handle several responsibilities at once <input type="checkbox"/> Acquire new information <input type="checkbox"/> Help people overcome their challenges	<input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<input type="checkbox"/> Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	_____

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW F	<input type="checkbox"/> Work with numbers <input type="checkbox"/> Work to meet a deadline <input type="checkbox"/> Make predications based on existing facts <input type="checkbox"/> Have a framework of rules by which to operate <input type="checkbox"/> Analyze financial information and interpret it to others <input type="checkbox"/> Handle money with accuracy and reliability <input type="checkbox"/> Take pride in the way I dress and look	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Finance <input type="checkbox"/> Business Law	_____
ROW G	<input type="checkbox"/> Be involved in politics <input type="checkbox"/> Negotiate, defend, and debate ideas and topics <input type="checkbox"/> Plan activities and work cooperatively with others <input type="checkbox"/> Work with details <input type="checkbox"/> Perform a variety of duties that may change often <input type="checkbox"/> Analyze information & interpret it to others <input type="checkbox"/> Travel and see things that are new to me	<input type="checkbox"/> Good communicator <input type="checkbox"/> Competitive <input type="checkbox"/> Service minded <input type="checkbox"/> Well organized <input type="checkbox"/> Problem solver	<input type="checkbox"/> Government <input type="checkbox"/> Language Arts <input type="checkbox"/> History <input type="checkbox"/> Math <input type="checkbox"/> Foreign Language	_____
ROW H	<input type="checkbox"/> Work under pressure <input type="checkbox"/> Help sick people and animals <input type="checkbox"/> Make decisions based on logic and info <input type="checkbox"/> Participate in health and science classes <input type="checkbox"/> Respond quickly and calmly in emergencies <input type="checkbox"/> Work as a member of a team <input type="checkbox"/> Follow guidelines precisely and meet strict standards of accuracy	<input type="checkbox"/> Compassionate and caring <input type="checkbox"/> Good at following directions <input type="checkbox"/> Conscientious & careful <input type="checkbox"/> Patient <input type="checkbox"/> Good listener	<input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Math <input type="checkbox"/> Health Science <input type="checkbox"/> Language Arts	_____
ROW I	<input type="checkbox"/> Investigate new places and activities <input type="checkbox"/> Work with all ages and types of people <input type="checkbox"/> Organize activities in which other people enjoy themselves <input type="checkbox"/> Have a flexible schedule <input type="checkbox"/> Help people make up their minds <input type="checkbox"/> Communicate easily, tactfully, courteously <input type="checkbox"/> Learn about other cultures	<input type="checkbox"/> Tactful <input type="checkbox"/> Self-motivated <input type="checkbox"/> Works well with others <input type="checkbox"/> Outgoing <input type="checkbox"/> Slow to anger	<input type="checkbox"/> Language Arts/ Speech <input type="checkbox"/> Foreign Language <input type="checkbox"/> Social Sciences <input type="checkbox"/> Marketing <input type="checkbox"/> Food Services	_____
ROW J	<input type="checkbox"/> Care about people's needs and problems <input type="checkbox"/> Participate in community services and/or volunteering <input type="checkbox"/> Listen to other people's viewpoints <input type="checkbox"/> Help people be at their best <input type="checkbox"/> Work with people from preschool age to old age <input type="checkbox"/> Think of new ways to do things <input type="checkbox"/> Make friends with different kinds of people	<input type="checkbox"/> Good communicator, good listener <input type="checkbox"/> Caring <input type="checkbox"/> Non-materialistic <input type="checkbox"/> Uses intuition & logic <input type="checkbox"/> Non-judgmental	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/ Sociology <input type="checkbox"/> Family & Consumer Sciences <input type="checkbox"/> Finance <input type="checkbox"/> Foreign Language	_____
ROW K	<input type="checkbox"/> Work with computers <input type="checkbox"/> Reason clearly and logically to solve complex problems <input type="checkbox"/> Use machines, techniques, and processes <input type="checkbox"/> Read technical materials and diagrams and solve technical problems <input type="checkbox"/> Adapt to change <input type="checkbox"/> Play video games and figure out how they work <input type="checkbox"/> Concentrate for long periods without being distracted	<input type="checkbox"/> Logical/analytical thinker <input type="checkbox"/> Sees details in the big picture <input type="checkbox"/> Persistent <input type="checkbox"/> Good concentration skills <input type="checkbox"/> Precise and accurate	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Computer Tech/ Apps <input type="checkbox"/> Communications <input type="checkbox"/> Graphic Design	_____

	ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO	PERSONAL QUALITIES THAT DESCRIBE ME	SCHOOL SUBJECTS I LIKE	TOTAL CHECKED
ROW L	<input type="checkbox"/> Work under pressure or in the face of danger <input type="checkbox"/> Make decisions based on my own observations <input type="checkbox"/> Interact with other people <input type="checkbox"/> Be in positions of authority <input type="checkbox"/> Respect rules and regulations <input type="checkbox"/> Debate and win arguments <input type="checkbox"/> Observe and analyze people's behavior	<input type="checkbox"/> Adventurous <input type="checkbox"/> Dependable <input type="checkbox"/> Community-minded <input type="checkbox"/> Decisive <input type="checkbox"/> Optimistic	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Government/History <input type="checkbox"/> Law Enforcement <input type="checkbox"/> EMT/Health Science	_____
ROW M	<input type="checkbox"/> Work with my hands, and learn best that way <input type="checkbox"/> Put things together <input type="checkbox"/> Do routine, organized, and accurate work <input type="checkbox"/> Perform activities that produce tangible results <input type="checkbox"/> Apply math to work out solutions <input type="checkbox"/> Use hand and power tools and operate equipment/machinery <input type="checkbox"/> Visualize objects in three dimensions from flat drawings	<input type="checkbox"/> Practical <input type="checkbox"/> Observant <input type="checkbox"/> Physically active <input type="checkbox"/> Step-by-step thinker <input type="checkbox"/> Coordinated	<input type="checkbox"/> Math-Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> Trade and Industry courses <input type="checkbox"/> Physics <input type="checkbox"/> Language Arts	_____
ROW N	<input type="checkbox"/> Shop and go to the mall <input type="checkbox"/> Be in charge <input type="checkbox"/> Make displays and promote ideas <input type="checkbox"/> Give presentations and enjoy public speaking <input type="checkbox"/> Persuade people to buy products or to participate in activities <input type="checkbox"/> Communicate my ideas to other people <input type="checkbox"/> Take advantage of opportunities to make extra money	<input type="checkbox"/> Enthusiastic <input type="checkbox"/> Competitive <input type="checkbox"/> Creative <input type="checkbox"/> Self-motivated <input type="checkbox"/> Persuasive	<input type="checkbox"/> Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Business Ed/Marketing <input type="checkbox"/> Economics <input type="checkbox"/> Computer Applications	_____
ROW O	<input type="checkbox"/> Interpret formulas <input type="checkbox"/> Find the answers to questions <input type="checkbox"/> Work in a laboratory <input type="checkbox"/> Figure out how things work and investigate new things <input type="checkbox"/> Explore new technology <input type="checkbox"/> Experiment to find the best way to do something <input type="checkbox"/> Pay attention to details and help things be precise	<input type="checkbox"/> Detail oriented <input type="checkbox"/> Inquisitive <input type="checkbox"/> Objective <input type="checkbox"/> Methodical <input type="checkbox"/> Mechanically inclined	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Drafting/Computer-aided drafting <input type="checkbox"/> Electronics/Computer Networking <input type="checkbox"/> Technical classes, Technology Education	_____
ROW P	<input type="checkbox"/> Travel <input type="checkbox"/> See well and have quick reflexes <input type="checkbox"/> Solve mechanical problems <input type="checkbox"/> Design efficient processes <input type="checkbox"/> Anticipate needs and prepare to meet them <input type="checkbox"/> Drive or ride <input type="checkbox"/> Move things from one place to another	<input type="checkbox"/> Realistic <input type="checkbox"/> Mechanical <input type="checkbox"/> Coordinated <input type="checkbox"/> Observant <input type="checkbox"/> Planner	<input type="checkbox"/> Math <input type="checkbox"/> Trade and Industry courses <input type="checkbox"/> Physical Sciences <input type="checkbox"/> Economics <input type="checkbox"/> Foreign Language	_____

List the letters of your top 3 scoring rows and use the table on page 7 to match rows to the Career Cluster.

Row Letters: _____

















Cluster Names: _____

The Career Cluster Survey is reproduced with permission of the Career Academic Connections Div. of the Oklahoma Dept. of Career Tech.

II. Explore Career Clusters

HOW TO USE CAREER CLUSTERS

Career Clusters help you sort through more than 900 careers. Connect your Interest Profiler results with your identified clusters to discover occupations that most closely match your work interests.

ROW	CAREER CLUSTER	DESCRIPTION
A	 Agriculture, Food, & Natural Resources	Producing, processing, distributing, financing, and marketing of agricultural products including food, plants, fiber, animals, wood, and other plant and animal resources.
B	 Architecture & Construction	Designing, planning, managing, building, and maintaining the built environment.
C	 Arts, Audio/Video Technology, & Communications	Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.
D	 Business Management & Administration	Planning, directing, and evaluating business functions essential to effective and productive business operations.
E	 Education & Training	Planning, managing, and providing education and training services and related learning support services, including administration and library services.
F	 Finance	Financial and investment planning, banking, insurance, and business financial management.
G	 Government & Public Administration	Planning and providing government services at the federal, state, and local levels, including services related to national security, legislation, foreign service, revenue and taxation, and regulations.
H	 Health Science	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnological research and development.
I	 Hospitality & Tourism	Managing, marketing, and operating of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.
J	 Human Services	Providing family and individual services such as counseling and mental health, personal care, and consumer advice.
K	 Information Technology	Designing, developing, supporting, and managing of hardware, software, Internet, multimedia, and systems integration services.
L	 Law, Public Safety, Corrections & Security	Planning, managing, and providing legal, public safety, corrections, protective services, and homeland security, including professional and technical support.
M	 Manufacturing	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities.
N	 Marketing	Planning, managing, and performing marketing activities to reach organizational objectives.
O	 Science, Technology, Engineering & Mathematics	Planning, managing, and providing scientific research and professional and technical services, including laboratory and testing services, and research and development services.
P	 Transportation, Distribution & Logistics	Planning and managing the movement of people, materials, and goods by road, pipeline, air, rail, and water.

USING THE CAREER CLUSTERS MATRIX

On the next two pages are examples of occupations organized by **interest** (top) and **career cluster** (left). Occupations under your first and second interest areas list occupations that are more likely to appeal to you.

	REALISTIC	INVESTIGATIVE	ARTISTIC	
 Agriculture, Food & Natural Resources	Pest Control Workers; Logging Equipment Operators	Zoologists & Wildlife Biologists; Animal Scientists	—	
 Architecture & Construction	Construction Laborers; Roofers; Sheet Metal Workers	Landscape Architects; Civil Engineers	Interior Designers; Architects	
 Arts, Audio/Video Technology & Communications	Telecommunications Line Installers; Craft Artists	Telecommunications Equipment Repairers	Art Directors; Editors; Photographers	
 Business Management & Administration	Postal Service Mail Carriers; Library Assistants, Clerical	Management Analysts; Operations Research Analysts	Fundraisers; Training & Development Specialists	
 Education & Training	Vocational Education Teachers; Museum Technicians	College Economics Teachers; Health Specialties Teachers	Interpreters & Translators; Preschool Teachers	
 Finance	Auto Insurance Appraisers	Financial Analysts; Risk Management Specialists; Insurance Underwriters	—	
 Government & Public Administration	Agricultural Inspectors; Transportation Security Screeners	Occupational Health & Safety Specialists	Urban & Regional Planners	
 Health Science	Veterinary Assistants; Medical Equipment Preparers	Surgeons; Podiatrists; Pharmacists	Recreational Therapists; Psychiatrists	
 Hospitality & Tourism	Dishwashers; Bakers; Maids & Housekeeping Cleaners	—	Chefs & Head Cooks; Recreation Workers;	
 Human Services	Tailors; Massage Therapists; Shampooers	Healthcare Social Workers; Marriage & Family Therapists	Cosmetologists; Childcare Workers	
 Information Technology	Computer User Support Specialists; Software Developers	Software Quality Assurance Engineers & Testers	Video Game Designers; Web Developers	
 Law, Public Safety, Corrections & Security	Bailiffs; Forest Fire Inspectors & Prevention Specialists	Forensic Science Technicians; Fish & Game Wardens	Forensic Artists	
 Manufacturing	Dental Laboratory Technicians;	Industrial Engineering Technicians	Stone Cutters & Carvers; Glass Blowers	
 Marketing	Demonstrators & Product Promoters	Market Research Analysts & Marketing Specialists	Public Relations Specialists; Models	
 Science, Technology, Engineering & Mathematics	Mechanical Engineers; Chemical Engineers; Electrical Engineers	Microbiologists; Materials Scientists; Chemists	Mathematicians, Biochemists & Biophysicists, Sociologists	
 Transportation, Distribution & Logistics	Automotive Body Repairers; Commercial Pilots	Traffic Technicians; Avionics Technicians	—	

Remember: the occupations in this matrix are only a few examples. Visit tools.nccareers.org/starjobs to find more.

	SOCIAL	ENTERPRISING	CONVENTIONAL
	Farm Labor Contractors	Natural Sciences Managers; Agricultural Engineers	Environmental Science & Protection Technicians
	—	Construction Managers; Cost Estimators	Crane & Tower Operators; Highway Maintenance Workers; Electricians
	Broadcast News Analysts; Choreographers	Agents of Artists, Performers & Athletes; Musicians & Singers	Broadcast Technicians; Technical Writers
	Customer Service Representatives; Human Resources Specialists	Industrial Production Managers; Chief Executives	Auditors; Compensation, Benefits, & Job Analysis Specialists
	Special Education Teachers; School Counselors	Preschool Education Administrators; Curators	Librarians; Teacher Assistants; College Education Administrators
	Insurance Sales Agents; Personal Financial Advisors	Loan Interviewers & Clerks; Brokerage Clerks; Credit Analysts	Bill & Account Collectors; Loan Officers; Tellers
	Emergency Management Directors; Eligibility Interviewers; Legislators	Equal Opportunity Representatives & Officers; Tax Examiners & Collectors; Financial Examiners	Court Clerks; Transportation Inspectors; Assessors
	Nurse Practitioners; Respiratory Therapy Technicians	Opticians, Dispensing; Psychiatric Technicians	Dental Assistants; Pharmacy Technicians
	Tour Guides & Escorts; Waiters & Waitresses; Concierges	Lodging Managers; Umpires & Referees; Bartenders	Hotel Desk Clerks; Reservation & Transportation Ticket Agents
	Clergy; Rehabilitation Counselors; Personal Care Aides	Skincare Specialists; Manicurists & Pedicurists; Credit Counselors	Barbers; Social & Human Service Assistants
	Informatics Nurse Specialists	Computer Network Support Specialists	Computer Network Architects; Web Administrators
	Crossing Guards; Animal Control Workers	Lawyers; Sheriffs & Deputy Sheriffs	Paralegals & Legal Assistants; Security Guards
	Medical Appliance Technicians	Supervisors of Production & Operating Workers	Purchasing Agents; Machinists
	Supervisors of Retail & Non-Retail Sales Workers	Real Estate Brokers; Wholesale & Retail Buyers	Real Estate Sales Agents; Cashiers
	Political Scientists	Industrial Engineers; Economists	Social Science Research Assistants; Statisticians
	Bus Drivers; Flight Attendants	Aircraft Cargo Handling Supervisors; Logisticians	Air Traffic Controllers; Cargo & Freight Agents

III. Know Your Options

SELECTED PROMISING CAREERS BY CLUSTER

This list of occupations shows typical jobs in career clusters. It is compiled to help you understand opportunities and help you think about what kind of job you might wish to pursue. Refer to the resources on **pages 18 and 19** for assistance to help guide you through the job search process.

Many employers highly value skills developed through a military career such as leadership, team building, dependability and discipline. How some of these skills translate to the civilian workforce is readily acknowledged by many employers, while other skills might not be as easily recognized. It is up to you to ensure that potential employers understand the specific value you bring to a position. To understand which civilian occupations correlate to your military occupation, visit careeronestop.org/veterans/toolkit/match-veteran-jobs.aspx.

Often the experience you gain through years of service to your country will be just as valuable, if not more, than having achieved a specific level of education. Don't be afraid to apply for positions you know you would be good at just because you do not have a certain level of education. In the interview, be ready to explain how your military experience qualifies you.

A job zone is a way to group occupations that have similar characteristics; specifically how much education, how much related experience and how much on the job training is required to perform the work. There are five job zones:

- Job Zone 1 Minimal Education & Work Experience
- ■ Job Zone 2 Some education (most likely a HS Diploma or equal) & some work experience
- ■ ■ Job Zone 3 Additional education (associates degree or vocational school) & some work experience
- ■ ■ ■ Job Zone 4 Most likely requires a bachelors & several years of work experience
- ■ ■ ■ ■ Job Zone 5 Extensive education (master's or a Ph.D.) & extensive work experience

More detailed information about Job Zones and their meanings can be found at onetonline.org/help/online/zones.

AGRICULTURE, FOOD, & NATURAL RESOURCES

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Agricultural Equipment Operators	\$19,240 / \$25,530	■ ■	R
Animal Trainers	\$20,220 / \$24,510	■ ■	R
Farm Equipment Mechanics & Service Techs.	\$27,200 / \$36,170	■ ■ ■	RCI
Farmworkers	\$19,730 / \$26,350	■	R
Hazardous Materials Removal Workers	\$17,540 / \$28,480	■ ■ ■	RC
Logging Equipment Operators	\$29,400 / \$38,640	■	RIC
Nonfarm Animal Caretakers	\$17,700 / \$22,070	■	RC
Pest Control Workers	\$25,720 / \$33,700	■ ■	RC
Tree Trimmers & Pruners	\$26,300 / \$34,430	■ ■	R
Veterinary Technologists & Techs.	\$25,150 / \$32,600	■ ■ ■	RI

Note: Interest Areas refer to the Interests identified through the Interest Profiler on pages 2 and 3. R – Realistic, I – Investigative, A – Artistic, S – Social, E – Enterprising & C – Conventional. Two or more letters means that multiple Interest Areas (in the order they are presented) are present in that occupation.

Wage Source: 2018 Occupational Employment Statistics, NC Department of Commerce, LEAD. View more occupations and data on job openings, growth and wages in your area at tools.nccareers.org/starjobs.

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP REQUIRED JOB ZONE	INTEREST AREAS
Brickmasons & Blockmasons	\$30,630	■ ■	RCI
Carpenters	\$27,390	■ ■	RCI
Carpet Installers	\$25,560	■ ■	RE
Cement Masons & Concrete Finishers	\$30,290	■	RE
Construction Laborers	\$22,310	■ ■	RC
Construction Managers	\$68,550	■ ■ ■ ■	ERC
Drywall & Ceiling Tile Installers	\$30,330	■ ■	RC
Electric Motor, Power Tool, & Related Repairers	\$32,170	■ ■ ■	RC
Electrical Power-Line Installers & Repairers	\$40,310	■ ■ ■	RIC
Electricians	\$32,920	■ ■ ■	RIC
Fence Erectors	\$25,640	■ ■	RC
Managers of Construction Trades & Extraction Workers	\$43,230	■ ■ ■	ERC
Managers of Landscaping, Lawn Service, & Groundskeeping Workers	\$36,960	■ ■ ■	ERC
HVAC & Refrigeration Mechanics & Installers	\$29,920	■ ■ ■	RC
Brickmasons, Blockmasons, Stonemasons, & Tile & Marble Setters Helpers	\$23,620	■ ■	R
Carpenters Helpers	\$20,760	■ ■	RC
Electricians Helpers	\$22,910	■ ■	RC
Pipelayers, Plumbers, Pipefitters, & Steamfitters Helpers	\$21,770	■ ■	R
Roofers Helpers	\$23,410	■ ■	RC
Landscaping & Groundskeeping Workers	\$20,890	■	RC
Operating Engineers & Other Construction Equipment Operators	\$30,800	■ ■	RCI
Construction & Maintenance Painters	\$25,910	■ ■	RC
Paving, Surfacing, & Tamping Equipment Operators	\$27,790	■ ■	RC
Pipelayers	\$26,970	■ ■	R
Plumbers, Pipefitters, & Steamfitters	\$31,140	■ ■ ■	RC
Roofers	\$27,060	■ ■	RC
Solar Photovoltaic Installers	\$25,840	■ ■	RC
Structural Iron & Steel Workers	\$31,880	■ ■	RIC
Surveying & Mapping Techs.	\$29,470	■ ■ ■	RC
Tile & Marble Setters	\$26,010	■ ■	RCA

ARTS, AUDIO/VIDEO TECHNOLOGY, & COMMUNICATIONS

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
A/V Equipment Techs	\$25,820 / \$39,600	■ ■ ■	RIC
Broadcast Techs.	\$22,290 / \$37,930	■ ■	RCI
Telecom. Equipment Install & Repair	\$38,490 / \$53,950	■ ■ ■	RIC
Telecom. Line Install & Repair	\$27,550 / \$43,360	■ ■	RE

BUSINESS MANAGEMENT & ADMINISTRATION

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Customer Service Representatives	\$22,900 / \$32,910	■ ■	ESC
Interviewers	\$25,400 / \$30,550	■ ■	CES
Mgrs of Office & Admin. Support Workers	\$36,340 / \$53,190	■ ■ ■	ECS
Receptionists & Info Clerks	\$20,210 / \$27,290	■ ■	CES

EDUCATION & TRAINING

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Elementary School Teachers	\$36,080 / \$45,860	■ ■ ■ ■	SAC
Middle School Teachers	\$36,790 / \$46,290	■ ■ ■ ■	SA
Secondary School Teachers	\$37,290 / \$46,760	■ ■ ■ ■	SAE
Self-Enrichment Education Teachers	\$19,240 / \$29,540	■ ■ ■	SAE
Substitute Teachers	\$20,590 / \$23,080	■ ■ ■	SA
Teacher Assistants	\$20,000 / \$23,380	■ ■ ■	SC

FINANCE

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Insurance Claims & Policy Processing Clerks	\$32,760 / \$41,010	■ ■ ■	CE
Insurance Sales Agents	\$29,810 / \$49,440	■ ■ ■ ■	ECS
Loan Interviewers & Clerks	\$31,840 / \$41,330	■ ■ ■	CE
Securities, Commodities, & Fin. Services Sales Agents	\$39,150 / \$62,360	■ ■ ■	EC
Shipping, Receiving, & Traffic Clerks	\$23,840 / \$31,340	■ ■	CRE
Court, Municipal, & License Clerks	\$27,200 / \$35,820	■ ■	CE

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OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Government Program Eligibility Interviewers	\$31,460 / \$37,430	■ ■ ■	SCE
Highway Maintenance Workers	\$28,230 / \$35,070	■ ■	RC
Utilities Meter Readers	\$27,400 / \$37,260	■ ■	CR
Police, Fire, & Ambulance Dispatchers	\$28,530 / \$35,190	■ ■	CRE
Septic Tank Servicers & Sewer Pipe Cleaners	\$24,970 / \$33,210	■	R



HEALTH SCIENCES

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Cleaners of Vehicles & Equipment	\$17,640 / \$22,000	■ ■	RC
Clinical Laboratory Technologists & Techs.	\$35,230 / \$49,950	■ ■ ■ ■	IRC
Dental Assistants	\$32,600 / \$41,660	■ ■ ■	CRS
Laundry & Dry-Cleaning Workers	\$17,500 / \$21,530	■	RC
Licensed Practical & Licensed Vocational Nurses	\$37,260 / \$44,830	■ ■ ■	SR
Massage Therapists	\$27,710 / \$39,590	■ ■ ■	SR
Medical Assistants	\$26,450 / \$32,710	■ ■ ■	SCR
Medical Equipment Preparers	\$25,380 / \$30,770	■ ■	RCI
Medical Secretaries	\$26,410 / \$33,470	■ ■ ■	CS
Medical Transcriptionists	\$23,880 / \$33,550	■ ■ ■	CR
Occupational Therapy Assistants	\$48,400 / \$64,890	■ ■ ■	SR
Parking Lot Attendants	\$17,770 / \$22,500	■ ■	RC
Phlebotomists (people who draw blood)	\$25,950 / \$31,700	■ ■ ■	CRI
Physical Therapist Assistants	\$48,390 / \$60,100	■ ■ ■	SRI
Pressers, Textile, Garment, & Related Materials	\$17,300 / \$20,650	■	RC
Refuse & Recyclable Material Collectors	\$19,380 / \$29,710	■ ■	RC
Sewing Machine Operators	\$20,140 / \$25,890	■	RC
Tailors, Dressmakers, & Custom Sewers	\$17,470 / \$23,400	■ ■ ■	RAE
Veterinary Assistants & Laboratory Animal Caretakers	\$20,890 / \$28,200	■ ■ ■	RSI

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Amusement & Recreation Attendants	\$17,430 / \$19,190	■	ECR
Automotive & Watercraft Service Attendants	\$17,980 / \$22,160	■ ■	RC
Baggage Porters & Bellhops	\$17,480 / \$19,890	■ ■	RC
Bakers	\$18,840 / \$24,140	■ ■	RC
Bartenders	\$17,480 / \$19,980	■ ■	ECR
Butchers & Meat Cutters	\$23,980 / \$31,750	■ ■	RCE
Chefs & Head Cooks	\$33,000 / \$47,070	■ ■ ■	ERA
Combined Food Preparation & Serving Workers, Including Fast Food	\$17,530 / \$18,890	■	CRE
Cooks	\$17,280 / \$18,540	■	RC
Counter Attendants, Cafeteria, Food Concession, & Coffee Shop	\$17,550 / \$19,570	■	RSE
Dining Room & Cafeteria Attendants & Bartender Helpers	\$17,480 / \$18,960	■	RCS
Dishwashers	\$17,500 / \$19,420	■	RC
Managers of Food Preparation & Serving Workers	\$22,880 / \$31,850	■ ■	ECR
Managers of Housekeeping & Janitorial Workers	\$26,300 / \$36,700	■ ■	ECR
Food Batchmakers	\$18,310 / \$25,390	■ ■	RC
Food Cooking Machine Operators & Tenders	\$21,700 / \$30,140	■ ■	RC
Food Preparation Workers	\$17,600 / \$21,660	■	RC
Nonrestaurant Food Servers	\$17,570 / \$20,040	■	SRE
Food Service Managers	\$39,680 / \$55,980	■ ■	ECR
Funeral Attendants	\$20,720 / \$26,040	■ ■	SER
Restaurant, Lounge, & Coffee Shop Hosts & Hostesses	\$17,380 / \$18,960	■ ■	ES
Hotel, Motel, & Resort Desk Clerks	\$17,810 / \$21,800	■ ■	CES
Meat, Poultry, & Fish Cutters & Trimmers	\$21,490 / \$25,990	■	R
Slaughterers & Meat Packers	\$25,860 / \$28,990	■ ■	RC
Ushers, Lobby Attendants, & Ticket Takers	\$17,570 / \$19,120	■ ■	SCE
Waiters & Waitresses	\$17,490 / \$19,140	■ ■	SEC

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HUMAN SERVICES

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Barbers	\$18,670 / \$30,330	■ ■ ■	REC
Community Health Workers	\$26,940 / \$36,850	■ ■ ■ ■	SIE
Executive Secretaries & Executive Administrative Assistants	\$41,930 / \$53,600	■ ■ ■	CE
Managers of Personal Service Workers	\$26,320 / \$38,140	■ ■ ■	ECS
Fitness Trainers & Aerobics Instructors	\$20,860 / \$34,310	■ ■ ■	SRE
Funeral Service Managers	\$58,370 / \$75,420	■ ■ ■	ECS
Hairdressers, Hairstylists, & Cosmetologists	\$17,480 / \$21,000	■ ■ ■	AES
Healthcare Social Workers	\$41,170 / \$53,600	■ ■ ■ ■ ■	SI
Janitors & Cleaners	\$17,890 / \$23,030	■ ■	RC
Maids & Housekeeping Cleaners	\$17,540 / \$20,740	■ ■	RC
Manicurists & Pedicurists	\$17,510 / \$20,880	■ ■	RES
Mental Health & Substance Abuse Social Workers	\$38,190 / \$48,550	■ ■ ■ ■ ■	SIA
Morticians, Undertakers, & Funeral Directors	\$32,390 / \$56,310	■ ■ ■	ESC
Office Clerks	\$21,150 / \$30,230	■ ■	CER
Rehabilitation Counselors	\$23,450 / \$39,380	■ ■ ■ ■ ■	SI
Skincare Specialists	\$23,530 / \$39,440	■ ■ ■ ■	ESR
Social & Human Service Assistants	\$21,690 / \$29,220	■ ■ ■ ■	CSE
Substance Abuse, Behavioral Disorder, & Mental Health Counselors	\$35,040 / \$46,870	■ ■ ■ ■ ■	SAI


INFORMATION TECHNOLOGY

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Computer Network Support Specialists	\$39,190 / \$60,820	■ ■ ■ ■	REC
Computer Programmers	\$60,200 / \$91,340	■ ■ ■ ■	IC
Computer User Support Specialists	\$33,130 / \$48,290	■ ■ ■	RIC
Web Developers	\$44,900 / \$68,520	■ ■ ■	CIA

LAW, PUBLIC SAFETY, CORRECTIONS, & SECURITY

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Crossing Guards	\$18,000 / \$22,190	■ ■	SER
Detectives & Criminal Investigators	\$41,470 / \$50,920	■ ■ ■	EI
Firefighters	\$23,360 / \$32,590	■ ■ ■	RS
Police & Sheriff's Patrol Officers	\$34,740 / \$46,160	■ ■ ■	RE
Private Detectives & Investigators	\$38,080 / \$51,370	■ ■ ■	EC
Security Guards	\$20,860 / \$26,720	■ ■	RCE

MANUFACTURING

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Cabinetmakers & Bench Carpenters	\$20,940 / \$29,270	■ ■	RC
Computer-Controlled Machine Tool Operators	\$30,230 / \$37,890	■ ■ ■	RC
Furniture Finishers	\$23,670 / \$30,010	■ ■	RA
Installation, Maintenance, & Repair Workers Helpers	\$20,600 / \$28,600	■ ■	RCI
Production Workers Helpers	\$19,900 / \$25,600	■ ■	RC
Industrial Machinery Mechanics	\$34,730 / \$49,600	■ ■ ■	RIC
Machinists	\$30,410 / \$40,890	■ ■ ■	RCI
General Maintenance & Repair Workers	\$26,140 / \$37,890	■ ■ ■	RCI
Machinery Maintenance Workers	\$30,350 / \$42,390	■ ■ ■	RCI
Medical Equipment Repairers	\$37,190 / \$53,760	■ ■ ■	RIC
Metal-Refining Furnace Operators & Tenders	\$40,080 / \$52,630	■ ■	RIC
Packaging & Filling Machine Operators & Tenders	\$21,260 / \$29,580	■ ■	RC
Structural Metal Fabricators & Fitters	\$27,820 / \$37,150	■ ■ ■	RC
Upholsterers	\$27,050 / \$38,270	■ ■	R
Welders, Cutters, Solderers, & Brazers	\$30,630 / \$39,610	■ ■ ■	R

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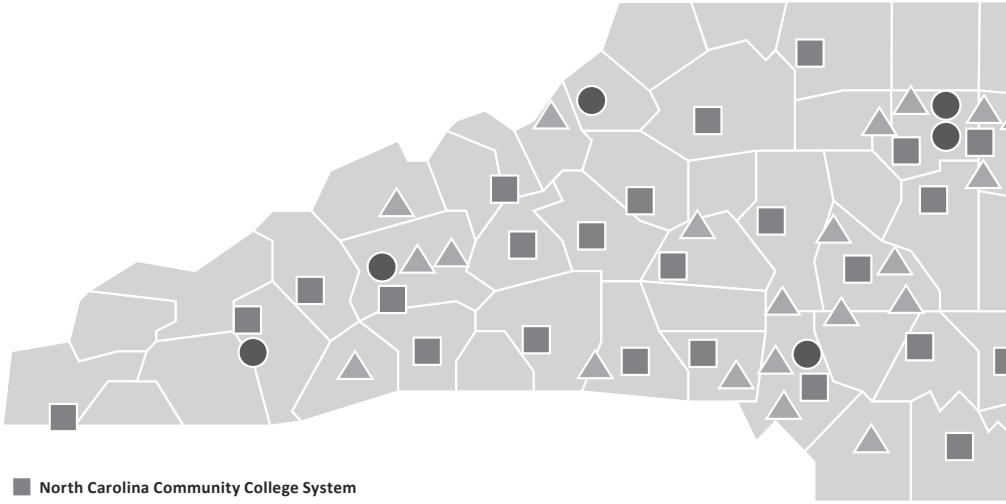
**MARKETING**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Driver/Sales Workers	\$17,420 / \$20,060	■ ■	RE
Managers of Professional Services and Wholesale Sales Workers	\$51,650 / \$84,180	■ ■ ■ ■	ECS
Managers Retail Sales Workers	\$28,170 / \$40,050	■ ■	ECS
Merchandise Displayers & Window Trimmers	\$23,460 / \$33,410	■ ■ ■	AER
Parts Salespersons	\$20,030 / \$29,860	■ ■	ECR
Property, Real Estate, & Community Association Managers	\$34,970 / \$54,630	■ ■ ■ ■	EC
Real Estate Sales Agents	\$26,640 / \$47,690	■ ■ ■	EC
Retail Salespersons	\$17,590 / \$22,440	■ ■	EC
Sales Engineers	\$64,460 / \$90,550	■ ■ ■ ■	ERI
Sales Representatives	\$34,150 / \$59,920	■ ■ ■ ■	CE
Stock Clerks & Order Fillers	\$19,740 / \$24,750	■ ■	CR
Switchboard Operators	\$22,020 / \$27,860	■ ■	CES
Telemarketers	\$20,650 / \$24,550	■ ■	EC

**TRANSPORTATION, DISTRIBUTION, & LOGISTICS**

OCCUPATION	ANNUAL ENTRY/ MEDIAN WAGES	PREP. REQUIRED JOB ZONE	INTEREST AREAS
Dispatchers	\$26,240 / \$38,330	■ ■	CRE
Automotive Body & Related Repairers	\$29,220 / \$45,590	■ ■	R
Automotive Glass Installers & Repairers	\$24,090 / \$34,260	■ ■	RCE
Automotive Service Techs. & Mechanics	\$24,140 / \$39,390	■ ■	RI
Bus & Truck Mechanics & Diesel Engine Specialists	\$32,360 / \$44,150	■ ■ ■	RC
Cargo & Freight Agents	\$31,660 / \$43,920	■ ■	CER
Engine & Other Machine Assemblers	\$28,250 / \$35,610	■ ■	RC
Heavy & Tractor-Trailer Truck Drivers	\$29,390 / \$42,140	■ ■	RC
Laborers & Freight, Stock, & Material Movers	\$20,320 / \$25,880	■ ■	R
Light Truck or Delivery Services Drivers	\$20,950 / \$29,930	■ ■	RC
Mobile Heavy Equipment Mechanics	\$34,880 / \$46,380	■ ■ ■	RC
Motorcycle Mechanics	\$25,190 / \$35,600	■ ■ ■	R
Packers & Packagers	\$17,830 / \$22,740	■ ■	RC
Transportation Equipment Painters	\$28,740 / \$42,640	■ ■	RC
Tire Builders	\$25,870 / \$36,870	■ ■	RC
Tire Repairers & Changers	\$20,980 / \$28,100	■ ■	RC
Transportation, Storage, & Distribution Managers	\$68,040 / \$97,210	■ ■ ■ ■	EC

With over 110 Public & Private Colleges and Universities in NC...



- North Carolina Community College System
- Public Universities
- ▲ Independent Colleges and Universities
- ☆ North Carolina Military Installations

CAREER AND EDUCATIONAL RESOURCES

DREAM IT. PLAN IT. BE IT.
NCcareers.org
nccareers.org

REALITY
CHECK
nccareers.org/find-career/reality-check

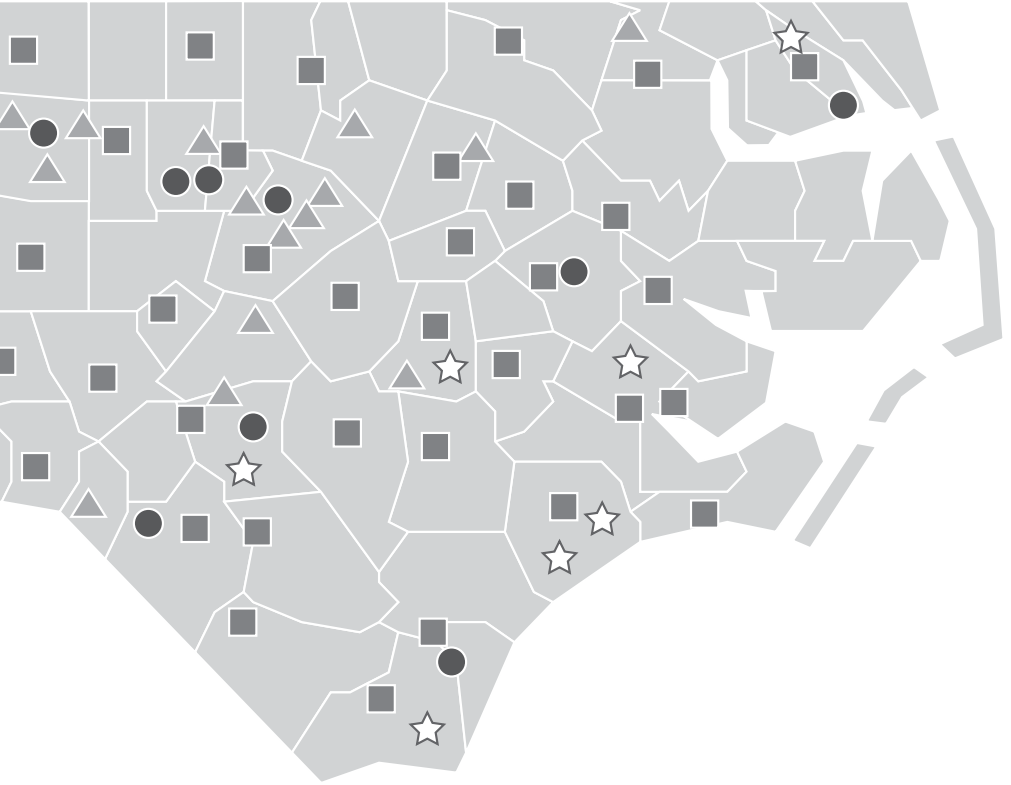
College
Foundation
of North Carolina
cfnc.org


careeronestop
PATHWAYS TO CAREER SUCCESS
careeronestop.org

NC
works
ncworks.gov

Scan the QR code to access a searchable table and map of NC Community Colleges, Public Universities, and Independent Colleges & Universities with information including costs, certificates and degree programs to help you prepare for your education and career.

www2.cfnc.org/college-search



ADDITIONAL RESOURCES



milvets.nc.gov/nc4vets

**MILITARY
ONE SOURCE**

militaryonesource.mil

NC4ME
NORTH CAROLINA FOR MILITARY EMPLOYMENT

nc4me.org



veterans.ncworks.gov

eBenefits

www.eBenefits.va.gov

MY NEXT MOVE **FOR VETERANS**

mynextmove.org/vets

IV. Explore Higher Education

The educational options of both active duty service members and veterans are wide throughout North Carolina as the state is proud to support our military and is committed to the mission of educating our veterans. Thirty-three Institutions of Higher Education – including Community Colleges, Public and Private Universities as well as non-traditional schools – were awarded the Military Friendly School designation by Viqtory through the annual survey available at militaryfriendly.com. Five of those institutions - Cape Fear Community College, Elizabeth City State University, Fayetteville Technical Community College, MyComputerCareer and North Carolina State University — were designated a “Top Ten School.”

CREDIT FOR PRIOR LEARNING (CPL) FOR MILITARY SERVICE

When considering higher education, all military members should obtain a copy of their Joint Services Transcript (JST) and submit it to the school for evaluation for prior credit. This can help save money and time in obtaining degrees.

GI BILL

The GI Bill has several programs and each one is administrated a little bit differently, depending on a person's eligibility and duty status. Note that education benefits can be transferred from service members to their spouse and children.

Visit benefits.va.gov/gibill or visit your local VA representative for additional information on how to access and use your benefits.

“GI Bill” is a term that refers to any Department of Veterans Affairs education benefit earned by members of Active Duty, Selected Reserve and National Guard Armed Forces and their families. It is designed to help service members and eligible veterans cover the costs associated with getting an education or training.

SPOTLIGHT

North Carolina Community Colleges and the University of North Carolina System have established a joint initiative to focus on granting academic credit based on relevant military training and experience. This is a statewide effort that respects and recognizes

the validity of American Council on Education (ACE) credit recommendations for formal military training and occupational experience and also supports a faculty-driven process for decisions regarding award of academic credit.

V. Explore Entrepreneurship



The SBA offers support for veterans as they enter the world of business ownership. Look for funding programs, training, and federal contracting opportunities through the Office of Veterans Business Development (OVBD). OVBD is dedicated to promoting veteran entrepreneurship through the use of all SBA programs by veterans, service-disabled veterans, reservists, active-duty service members, transitioning service members, and their dependents or survivors. SBA programs provide access to capital and preparation for small business opportunities. They can also connect veteran small business owners with federal procurement and commercial supply chains. Learn more about the services offered through the OVBD at sba.gov/business/grow-your-business/veteran-owned-businesses.

VI. Get Experience While You Study

Work-based learning gives you the edge when applying for new jobs.

North Carolina offers employers valuable resources to train you as part of their incoming workforce. You'll gain valuable work experience and meet people who can be your best resource for finding a future job and connecting with potential employers. These experiences can also improve the quality of your resume!

Jump start your future career by "trying out" an occupation through work-based learning programs like those listed below. Your local school or college will offer some of these programs, and you can also seek out these opportunities online and by contacting the local NCWorks Career Center as well as community businesses and organizations.

JOB SHADOWING

Job Shadowing programs usually involve going to work for one or several days with someone whose career interests you. You can observe tasks and skills required for the job, experience the work environment, and interact with people who currently work in your potential career field.

INTERNSHIPS AND COOPERATIVE EDUCATION

These experiences usually last from a couple of weeks to several months. You observe individuals in your career field of interest while performing some of the job's tasks and duties. **Internships and Cooperative Education** include mentoring by an experienced career professional who can discuss your career decisions and goals. Internships can be paid or unpaid, but Cooperative Education must provide pay. Either program may be eligible for academic credit at a high school or college.

APPRENTICESHIPS

Apprenticeships offer combined academic instruction, structured training, and paid work experience that usually lasts for three to four years. Employers offer these programs in collaboration with the North Carolina Community College System. Veterans participating in NCWorks Apprenticeships can continue to draw benefits from the GI Bill, even though they are employed as part of an apprenticeship.

SERVICE LEARNING

Service Learning can be a great way to learn about a career and help your community while developing new skills or applying existing skills. You will see how the services you provide connect with what you've learned in classes.

BUSINESS/INDUSTRY FIELD TRIPS

Business/Industry Field Trips are opportunities to leave the classroom to see how what you've learned applies in workplaces. You can observe and investigate activities that relate to a specific school subject and to your career plans.

BENEFIT SPOTLIGHT

NORTH CAROLINA PRIORITIZES VETERANS WHEN HIRING FOR STATE POSITIONS

"It shall be the policy of the State of North Carolina that, in appreciation for their service to this State and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, veterans shall be granted preference in employment with every State department, agency, and institution."

– NCGS 126-80, Article 13

NORTH CAROLINA VALUES YOUR MILITARY EXPERIENCE

NC offers credit toward several state occupational licenses based on one's Military Occupational Specialty (MOS). Licensing boards are required to provide a process to recognize military training in pursuit of a licensed occupation.

VII. Prepare for a Job Search

There are several components to a job search and the hiring process in the civilian world that may not be familiar to exiting service members. Visiting the nearest NCWorks Career Center and speaking with one of the career counselors who specialize in working with veterans is a great place to start. Employers have noted that a referral from a workforce development agency, such as NCWorks, is viewed positively when reviewing candidates. Some things you can start working on immediately include:

PREPARE A RESUME

A resume is meant to represent you in the early stages of a job selection process. You should have a standard resume available upon request that represents your skills, experience and other qualities that make you the best match for the job for which you are applying. Many resume templates and samples are available online to help you thorough the process. Your local NCWorks Career Center can offer personalized assistance either one-on-one or in a classroom setting.

Some tips to help make your resume stand out from the crowd:

- Be clear, concise and concrete in describing your skills and experience
- Use standard fonts like Times New Roman, Arial, Calibri & Verdana.
- Use a font size between 10 and 12 point
- Don't use illustrations or colors, it is best to use black ink on white paper. If you are sending a resume to a creative business – i.e. a marketing or advertising firm – some color use may be appropriate.
- Be sure to have both electronic and a paper version.

NETWORKING

Don't forget to reach out to your friends and family – some may have already transitioned – that can help you navigate the civilian world and give you tips on what jobs may be open. Reach out to them to say hello and let them know that you are looking for new opportunities. Using social media and professional networking sites – like LinkedIn – can also increase your reach to potential contacts.

INTERVIEW TIPS

Another skill that military members may not have experience with is a job interview. An interview is a sign that you are one of a select few being considered for the position and is a place where you can show why you are the best candidate for the position.

Some tips for a good interview:

- Prepare for the interview by reviewing the job posting and the company information.
- Come prepared with some questions about the position and the company.
- Arrive at least 5 minutes early to the interview location – you may want to find the location a day or two prior if you are not familiar with the area.
- Be clean, neat and dressed appropriately for the position you are interviewing.
- Be sure to follow up after the interview with a follow up thank you note – a quick email or handwritten note – to show appreciation for the interview and to reinforce why you are a good candidate for the position.

As mentioned earlier, a successful military career shows that you have developed qualities and habits required to navigate a formally structured and disciplined work environment. These qualities and habits required to navigate and succeed in the military world are also in high demand by civilian employers and should be highlighted as much as possible on both resumes and during interviews. These qualities and habits are sometimes referred to as soft skills. Be prepared to work into an interview or resume how you have developed these skills and how they could be useful in the job you are applying for.

- **Communication Skills** – being able to effectively communicate in a manner appropriate to the situation.
- **Planning** – the ability to look ahead and decide on a course of action to achieve success.
- **Flexibility** – the ability to remain calm and accomplish the mission when things don't go according to plan.
- **Teamwork** – knowing how to work with others is not as common as you might think in the civilian world and most jobs require some level of collaboration.

VIII. Prepare for Work

Understanding what employers look for in candidates is useful when exploring career options and entering the job market. To best position yourself to land that job, do some research and prepare yourself to understand both the job and employer requirements.

Much of this research can be done over the internet. If you don't have access to the internet at home, free public internet access is usually available at a NCWorks Career Center or the public library.

READ JOB POSTINGS

Go online and search what jobs are available. Helpful websites include: NCWorks.gov, Indeed.com and LinkedIn.com/jobs.

RESEARCH THE OCCUPATION

NC Careers' Occupation profile, tools.nccareers.org/occupationalprofiles/index.html, and the Bureau of Labor Statistics' Occupational Outlook Handbook, www.bls.gov/ooah, have descriptions and data on occupations including wages and job growth.

RESEARCH THE INDUSTRY THAT INTERESTS YOU

Through web searches and industry associations you can learn about industries and occupations. This will help prepare you for an interview or to better understand opportunities and challenges in a field: Is it growing? Are technological changes likely to affect future opportunities?

FIND LOCAL EMPLOYERS

A job posting search will help identify local employers, but, remember, not all local employers are hiring at the same time and some will not post jobs online. Other ways to find local employers is through web searches for your town or city or to use CareerOneStop's Employer Locator Tool, careeronestop.org/toolkit/jobs/find-businesses.aspx. Limiting your search to industries (advertising, machine shops, medical clinics) may be more helpful than searching for occupations (nurse, media specialist, welder).

RESEARCH THE COMPANY

Before you contact a potential employer, do some homework to learn what the company does. Knowing about the business will impress employers. A good place to start is on the company's online and social media presence. A Google news search is also a good place to gather information.

ASK FOR AN INFORMATIONAL INTERVIEW

Talking with someone in the company is the best way to learn about a business and what they look for in new employees. Ask your friends and family if they know anyone at the company you are interested in and see if they can help set a meeting. If you don't have a direct link, make a call to the company and explain that you are interested in working for them as employers will schedule a brief meeting to talk with someone interested in working for them. During the meeting, don't ask for a job, instead be prepared with questions and be respectful of their time. You can find interviewing tips and conducting an informational interview at careeronestop.org/jobsearch/network/form-a-network.aspx.

BENEFIT SPOTLIGHT

Jobs posted internally on NCWorks Online have a 24-hour "Vet Hold." Jobs in "Vet Hold" status can only be viewed by individuals classified as veterans for the first 24-hours and NCWorks staff can refer only veterans to these jobs. After the first 24-hours, postings and referrals are open to qualified vets as well as non- vets.

IX. Military Spouse Employment Opportunities

Military spouses face a unique challenge, juggling a career while also juggling family responsibilities in a somewhat unpredictable world. This can mean moving in a short period of time and having to start over with new orders.

Here are some career tips that may help you better maintain a career through the moves and life changes:

WORK IN AN INDUSTRY THAT IS IN HIGH DEMAND

Looking at North Carolina employment projections data, occupations in Health Sciences, Information Technology, Human Services are expected to account for more than 46% of total job growth by 2026.

WORK FOR THE GOVERNMENT

The Priority Placement Program gives preferences to military spouses in certain Department of Defense positions. You can find more about this program through the local Civilian Personnel or Human Resources Office.

To prepare for that career, utilize the My Career Advancement Account Scholarship Program. This scholarship helps military spouses, who have successfully completed high school, pursue licenses, credentials, or associate degrees with a specific concentration or major to pursue an occupation or career with transferable and portable skills. As part of the Spouse Education and Career Opportunities program, all military spouses are offered coaching to assist with: Career Exploration, Education & Training, Career Readiness and Career Connections. You can learn more about MyCAA at mycaa.militaryonesource.mil/mycaa.



ASK YOUR EMPLOYER ABOUT WORKING REMOTELY

Many employers are allowing employees to work remotely to keep good employees.

HAVE A FREELANCE CAREER


Freelancers are specialized independent contractors who work for clients often on a temporary basis. Top freelance careers include: Information Technology, Accounting/Finance, Human Resources, Project Management, Administrative Duties & Data Entry.

SPOTLIGHT

North Carolina recognizes the value military spouses bring to the workplace and the challenges they face. To help ease the transition, the state works to recognize occupational licenses issued in other states, "State agencies shall issue licenses to licensed military spouses from states with substantially equivalent education/training requirements.

Military spouse applicants must demonstrate competence as determined by the state agency, such as professional experience (for instance, professional experience for two of the last five years prior to application) or the completion of continuing education. Some licensing fees are waived."

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