

As you can see, accountants have a bewildering number of job options to consider. And so do you.

THE 1,000+ JOBS LIST

This chapter includes a list of more than 1,000 job titles. You can find descriptions for all these jobs in standard career reference sources, covered later in this chapter. The jobs are organized into 16 major interest areas developed by the U.S. Department of Education followed by a brief description. Each interest area is then subdivided into work groups of related jobs. Within each work group are jobs from the *Occupational Outlook Handbook (OOH)* in italic type and related job titles from the O*NET. When the *OOH* and O*NET job titles are the same, the list includes only the *OOH* title. The *OOH*, O*NET, and other career references are explained later in this chapter.

Steps for Using The 1,000+ Jobs List

Follow these five steps to get the most out of the list:

1. Scan the major groups to find the one or more that most likely contain the jobs that interest you, and put a check mark by each.
2. Underline the one or more work groups that interest you most within that major group.
3. Underline *OOH* or O*NET job titles that interest you within these work groups.
4. Quickly review the other major groups for similar jobs within those groups, and underline any that interests you.
5. Review the jobs you underlined, and circle up to five jobs that interest you most.

TIP: *If you are enrolled in a career training program or know the sort of job you want:* If you are pretty clear about the sort of job you want, it will usually be easy to locate the jobs that most closely fit your objective. For example, if your training is in accounting, you will find most of the related jobs in the major group titled Business and Administration. After you underline the most closely related work groups and job titles, scan the other major groups for jobs requiring similar skills, training, and experience. For example, someone who has training in accounting might be interested in a related job in the Arts and Communication group, such as those found in the Managerial Work subgroup there.

If you have not decided on a job objective yet and are exploring career options: If this is your situation, plan to spend more time browsing the major groups and looking at the subgroups and job titles within them. Some of the major groups will interest you more than others, so try to select two or three major groups that interest you most and focus more of your attention on jobs in these groups. But also look over all the major groups; you may find jobs within them that also interest you.



The 1000+ Jobs List

AGRICULTURE AND NATURAL RESOURCES

An interest in working with plants, animals, forests, or mineral resources for agriculture, horticulture, conservation, extraction, and other purposes

Managerial Work in Agriculture and Natural Resources: *Conservation Scientists and Foresters–Park Naturalists•Farmers, Ranchers, and Agricultural Managers–Agricultural Crop Farm Managers; Farmers and Ranchers; Fish Hatchery Managers; Nursery and Greenhouse Managers•Grounds Maintenance Workers–First-Line Supervisors and Manager/Supervisors—Landscaping Workers; Lawn Service Managers•Purchasing Managers, Buyers, and Purchasing Agents–Purchasing Agents and Buyers, Farm Products*

Resource Science/Engineering for Plants, Animals, and the Environment: *Agricultural and Food Scientists–Animal Scientists; Plant Scientists; Soil Scientists•Biological Scientists–Zoologists and Wildlife Biologists•Conservation Scientists and Foresters–Foresters; Range Managers; Soil Conservationists•Engineers–Agricultural Engineers; Environmental Engineers; Mining and Geological Engineers, Including Mining Safety Engineers; Petroleum Engineers*

Resource Technologies for Plants, Animals, and the Environment: *Agricultural and Food Scientists–Food Scientists and Technologists•Science Technicians–Geological Sample Test Technicians; Agricultural Technicians; Environmental Science and Protection Technicians, Including Health; Food Science Technicians; Geological Data Technicians*

General Farming: *Agricultural Workers–General Farmworkers; Farmworkers, Farm and Ranch Animals; Agricultural Equipment Operators*

Nursery, Groundskeeping, and Pest Control: *Agricultural Workers–Nursery Workers•Grounds Maintenance Workers–Landscaping and Groundskeeping Workers; Pesticide Handlers, Sprayers, and Applicators, Vegetation; Tree Trimmers and Pruners•Pest Control Workers*

Forestry and Logging: *Forest, Conservation, and Logging Workers–Fallers; Forest and Conservation Workers; Log Graders and Scalers; Logging Tractor Operators•Science Technicians–Forest and Conservation Technicians*

Hunting and Fishing: *Fishers and Fishing Vessel Operators–Fishers and Related Fishing Workers*

Mining and Drilling: *Material Moving Occupations–Loading Machine Operators, Underground Mining; Shuttle Car Operators; Wellhead Pumps; Excavating and Loading Machine Operators*

ARCHITECTURE AND CONSTRUCTION

An interest in designing, assembling, and maintaining components of buildings and other structures

Managerial Work in Architecture and Construction: *Construction Managers*

Architectural Design: *Architects, Except Landscape and Naval•Landscape Architects*

Architecture/Construction Engineering Technologies: *Construction and Building Inspectors•Drafters–Electrical Drafters; Architectural Drafters; Civil Drafters•Surveyors, Cartographers, Photogrammetrists, and Surveying Technicians–Surveyors*

Construction Crafts: *Boilermakers•Brickmasons, Blockmasons, and Stonemasons•Carpenters–Boat Builders and Shipwrights; Brattice Builders; Construction Carpenters; Rough Carpenters; Ship Carpenters and Joiners•Carpet, Floor, and Tile Installers and Finishers–Floor Sanders and Finishers; Tile and Marble Setters; Floor Layers, Except Carpet, Wood, and Hard Tiles; Carpet Installers•Cement Masons, Concrete Finishers, Segmental Pavers, and Terrazzo Workers–Segmental Pavers; Terrazzo Workers and Finishers; Cement Masons and Concrete Finishers•Construction Equipment Operators–Grader, Bulldozer, and Scraper Operators; Operating Engineers; Paving, Surfacing, and Tamping Equipment Operators; Pile-Driver Operators•Drywall Installers, Ceiling Tile Installers, and Tapers•Electricians•Glaziers•Hazardous Materials Removal Workers•Insulation Workers–Insulation Workers, Floor, Ceiling, and Wall; Insulation Workers, Mechanical•Material Moving Occupations–Crane and Tower Operators; Dragline Operators•Painters and Paperhangers–Painters, Construction and Maintenance; Paperhangers•Pipelayers, Plumbers, Pipefitters, and Steamfitters–Pipe Fitters; Pipelayers; Pipelaying Fitters; Plumbers•Plasterers and Stucco Masons•Roofers•Sheet Metal Workers•Structural and Reinforcing Iron and Metal Workers–Structural Iron and Steel Workers; Reinforcing Iron and Rebar Workers*

Systems and Equipment Installation, Maintenance, and Repair: *Electrical and Electronics Installers and Repairers–Electrical and Electronics Repairers, Powerhouse, Substation, and Relay•Elevator Installers and Repairers•Heating, Air-Conditioning, and Refrigeration Mechanics and Installers–Heating and Air Conditioning Mechanics; Refrigeration Mechanics•Home Appliance Repairers–Home Appliance Installers•Line Installers and Repairers–Electrical Power-Line Installers and Repairers; Telecommunications Line Installers and Repairers•Maintenance and Repair Workers, General–Maintenance and Repair Workers, General•Radio and Telecommunications Equipment Installers and Repairers–Telecommunications Facility Examiners; Station Installers and Repairers, Telephone; Central Office and PBX Installers and Repairers; Communication Equipment Mechanics, Installers, and Repairers; Frame Wires, Central Office*

Construction Support/Labor: *Carpenters–Carpenter Assemblers and Repairers•Construction Laborers•Material Moving Occupations–Grips and Set-Up Workers, Motion Picture Sets, Studios, and Stages*



ARTS AND COMMUNICATION

An interest in creatively expressing feelings or ideas, in communicating news or information, or in performing

Managerial Work in Arts and Communication: *Actors, Producers, and Directors*—Producers; Program Directors; Technical Directors/Managers • *Advertising, Marketing, Promotions, Public Relations, and Sales Managers*—Public Relations Managers • *Artists and Related Workers*—Art Directors

Writing and Editing: *Writers and Editors*—Technical Writers; Poets and Lyricists; Editors; Copy Writers; Creative Writers

News, Broadcasting, and Public Relations: *Interpreters and Translators* • *News Analysts, Reporters, and Correspondents*—Broadcast News Analysts; Reporters and Correspondents • *Public Relations Specialists* • *Writers and Editors*—Caption Writers

Studio Art: *Artists and Related Workers*—Sketch Artists; Sculptors; Painters and Illustrators; Cartoonists

Design: *Commercial and Industrial Designers* • *Fashion Designers* • *Floral Designers* • *Graphic Designers* • *Interior Designers*

Drama: *Actors, Producers, and Directors*—Actors; Directors—Stage, Motion Pictures, Television, and Radio • *Announcers*—Public Address System and Other Announcers; Radio and Television Announcers • *Barbers, Cosmetologists, and Other Personal Appearance Workers*—Makeup Artists, Theatrical and Performance

Music: *Actors, Producers, and Directors*—Talent Directors • *Musicians, Singers, and Related Worker*—Music Arrangers and Orchestrators; Music Directors; Musicians, Instrumental; Singers; Composers

Dance: *Dancers and Choreographers*

Media Technology: *Artists and Related Workers*—Multi-Media Artists and Animators • *Broadcast and Sound Engineering Technicians and Radio Operators*—Sound Engineering Technicians; Audio and Video Equipment Technicians; Broadcast Technicians; Radio Operators • *Photographers*—Professional Photographers • *Photographic Process Workers and Processing Machine Operators*—Photographic Hand Developers; Photographic Reproduction Technicians; Photographic Retouchers and Restorers • *Television, Video, and Motion Picture Camera Operators and Editors*—Camera Operators, Television, Video, and Motion Picture; Film and Video Editors

Communications Technology: *Air Traffic Controllers* • *Communications Equipment Operators*—Central Office Operators; Directory Assistance Operators • *Dispatchers*—Dispatchers, Except Police, Fire, and Ambulance; Police, Fire, and Ambulance Dispatchers

Musical Instrument Repair: *Precision Instrument and Equipment Repairers*—Keyboard Instrument Repairers and Tuners; Stringed Instrument Repairers and Tuners; Percussion Instrument Repairers and Tuners; Reed or Wind Instrument Repairers and Tuners

BUSINESS AND ADMINISTRATION

An interest in making a business organization or function run smoothly

Managerial Work in General Business: *Human Resources, Training, and Labor Relations Managers and Specialists*—Compensation and Benefits Managers; Human Resources Managers; Training and Development Managers • *Top Executives*—General and Operations Managers; Private Sector Executives

Managerial Work in Business Detail: *Administrative Services Managers* • *Building Cleaning Workers*—Housekeeping Supervisors; Janitorial Supervisors • *Meeting and Convention Planners* • *Office and Administrative Support Worker Supervisors and Managers*—First-Line Supervisors, Customer Service; First-Line Supervisors, Administrative Support

Human Resources Support: *Human Resources, Training, and Labor Relations Managers and Specialists*—Compensation, Benefits, and Job Analysis Specialists; Employment Interviewers, Private or Public Employment Service; Personnel Recruiters; Training and Development Specialists

Secretarial Support: *Secretaries and Administrative Assistants*—Executive Secretaries and Administrative Assistants; Legal Secretaries; Medical Secretaries; Secretaries, Except Legal, Medical, and Executive

Accounting, Auditing, and Analytical Support: *Accountants and Auditors* • *Budget Analysts* • *Engineering Technicians*—Industrial Engineering Technicians • *Management Analysts* • *Operations Research Analysts*

Mathematical Clerical Support: *Billing and Posting Clerks and Machine Operators*—Billing, Cost, and Rate Clerks; Statement Clerks • *Bookkeeping, Accounting, and Auditing Clerks* • *Brokerage Clerks* • *Payroll and Timekeeping Clerks*

Records and Materials Processing: *File Clerks* • *Human Resources Assistants, Except Payroll and Timekeeping* • *Meter Readers, Utilities* • *Office Clerks, General* • *Postal Service Workers*—Postal Service Mail Sorters, Processors, and Processing Machine Operators; Postal Service Clerks • *Procurement Clerks* • *Production, Planning, and Expediting Clerks* • *Shipping, Receiving, and Traffic Clerks* • *Stock Clerks and Order Fillers*—Marking Clerks; Order Fillers, Wholesale and Retail Sales; Stock Clerks, Sales Floor; Stock Clerks—Stockroom, Warehouse, or Storage Yard • *Weighers, Measurers, Checkers, and Samplers, Recordkeeping*

Clerical Machine Operation: *Billing and Posting Clerks and Machine Operators*—Billing, Posting, and Calculating Machine Operators • *Communications Equipment Operators*—Switchboard Operators, Including Answering Service • *Data Entry and Information Processing Workers*—Word Processors and Typists; Data Entry Keyers