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Iowa Employment Security Commission
1800 East Grand Avenue
Des Moines, Iowa 50319

WHERE ARE YOU GOING? WHAT WILL YOU DO?

prepared by:

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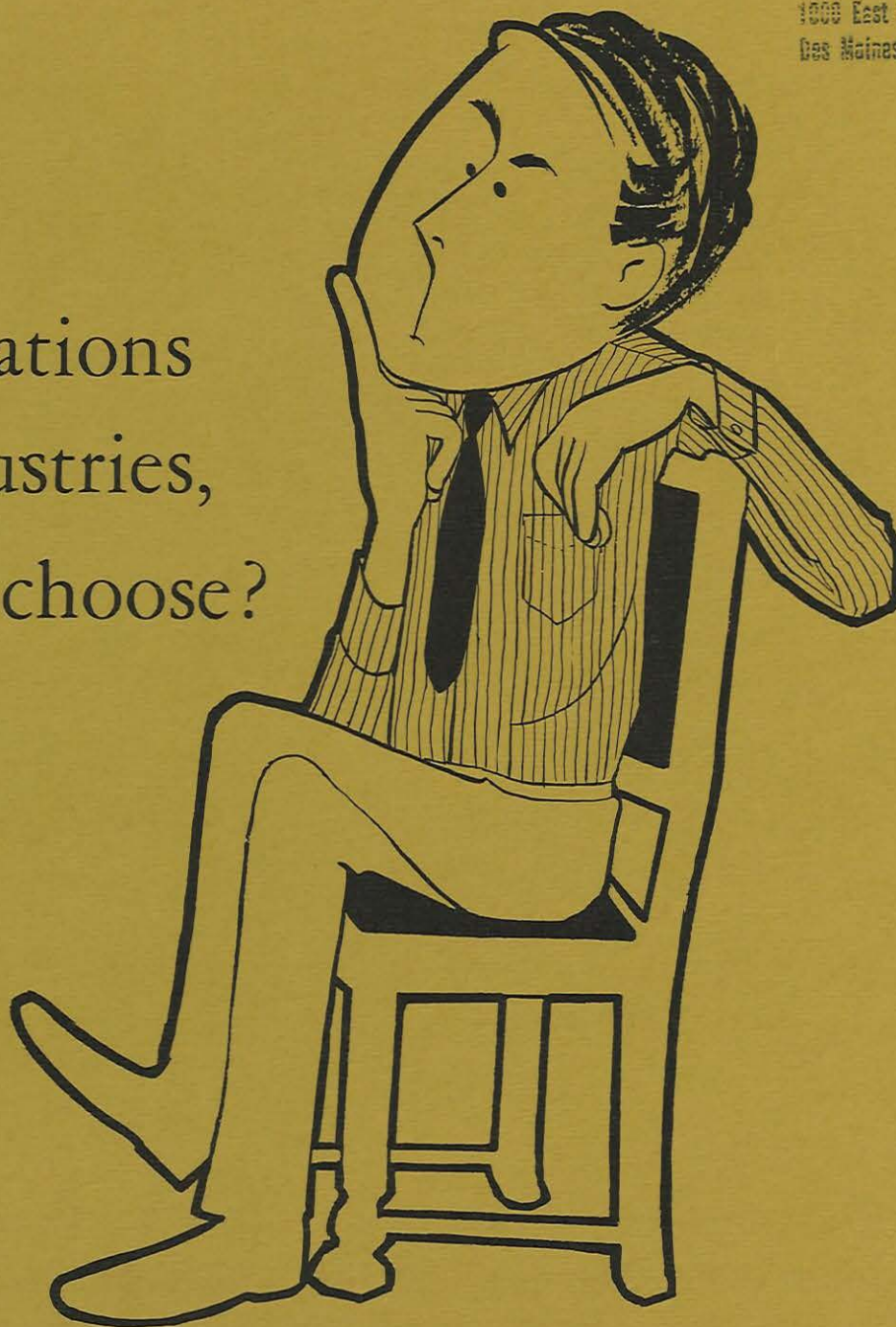
Waterloo Iowa State Employment Service

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Out of 23,000 occupations
in 230 different industries,
which one will you choose?



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Jobs can be divided
into fields of work.



Laboring
Service
Clerical
Sales
Semi-Skilled
Skilled
Professional

Some typical jobs in the laboring field.

Construction workers

Laborers in a plant or business

Warehouse men

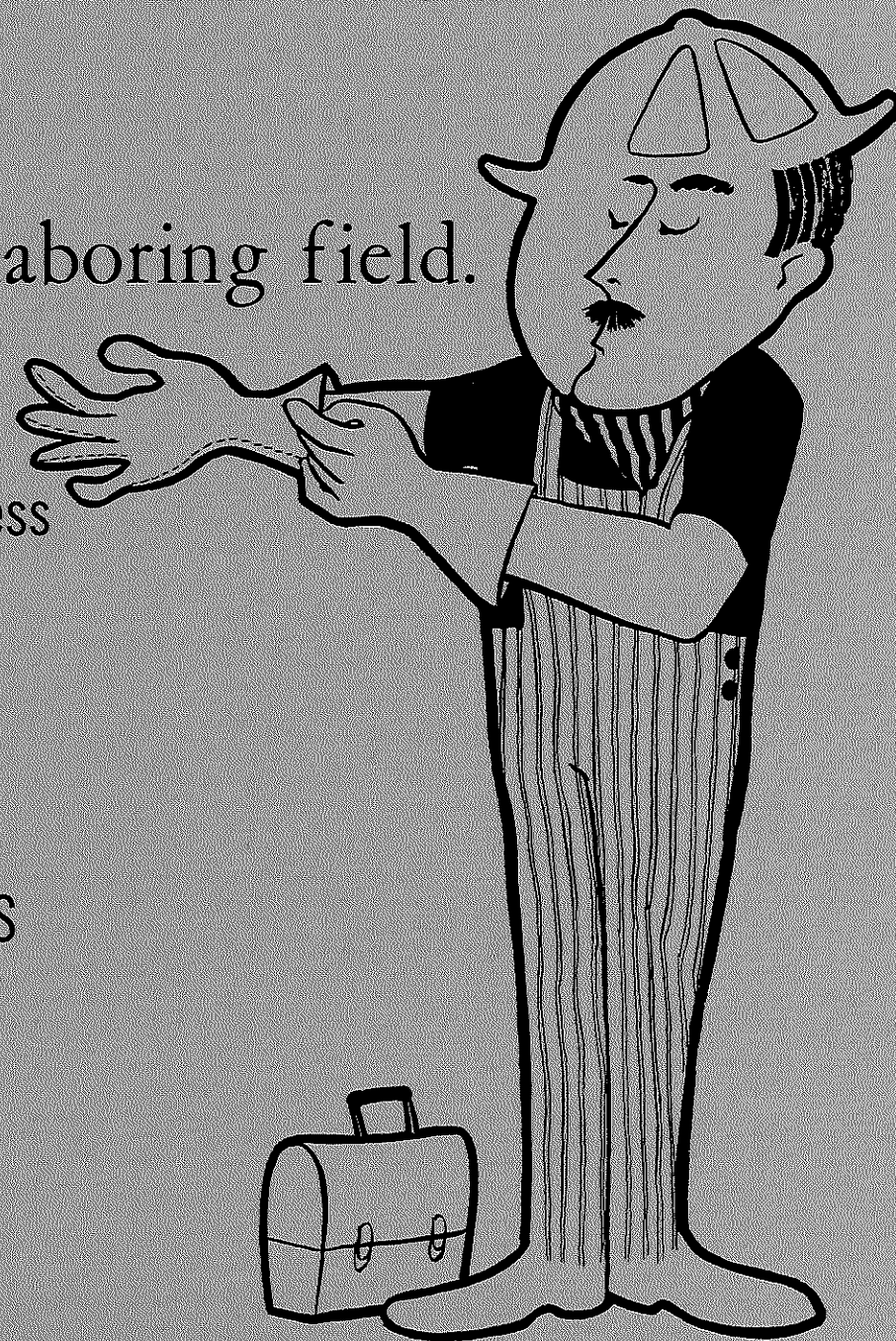
Vehicle unloaders

Car washers

GENERAL JOB REQUIREMENTS

Good physical health

Reliability





Some typical jobs in the service field.

Nurse aides

Hospital attendants

Waitresses

Car hops

Babysitters

Maids

Housekeepers

Watchmen

Janitors

Policemen

Kitchen helpers

Deliverymen

GENERAL JOB REQUIREMENTS

Courteous Manner

Cleanliness & physical stamina

The better jobs may require a high school diploma.

Some typical jobs in the clerical field.

General office worker

Receptionist

Switchboard operator

Secretary

Bookkeeper

Stock clerk

Shipping or receiving clerk

GENERAL JOB REQUIREMENTS

Most jobs require a high school diploma

May need to type or take shorthand

Good appearance



Some typical jobs in the sales field.

Sales clerks

Wholesale sales

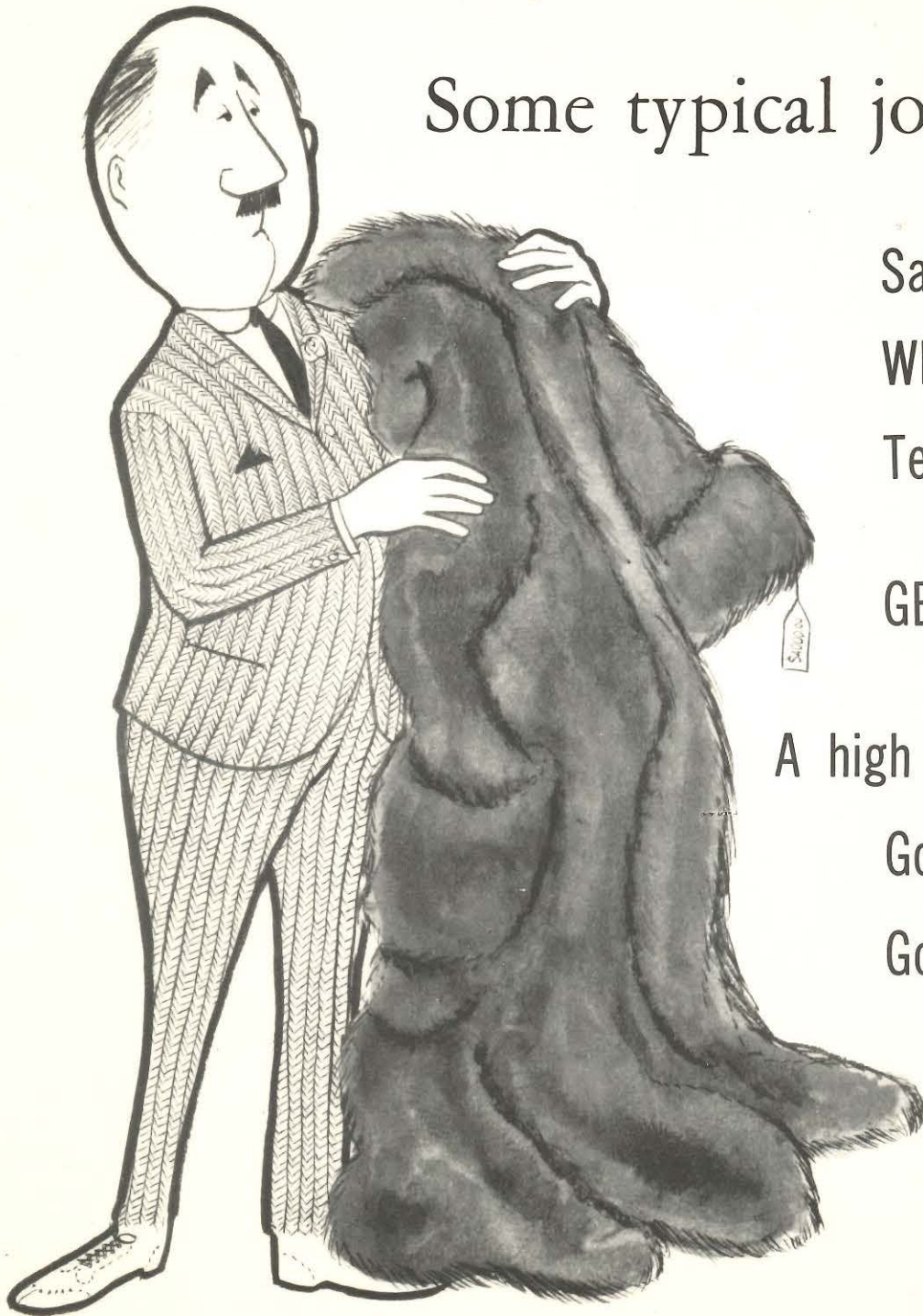
Telephone soliciting

GENERAL JOB REQUIREMENTS

A high school diploma is often necessary

Good personality

Good appearance



Some typical jobs in the semi-skilled and skilled field.

Carpenters Assemblers Truck drivers
Auto mechanics Bricklayers Plumbers
Machine operator Electricians Welders

GENERAL JOB REQUIREMENTS

Some jobs may require a high school diploma

Hand dexterity Mechanical aptitude

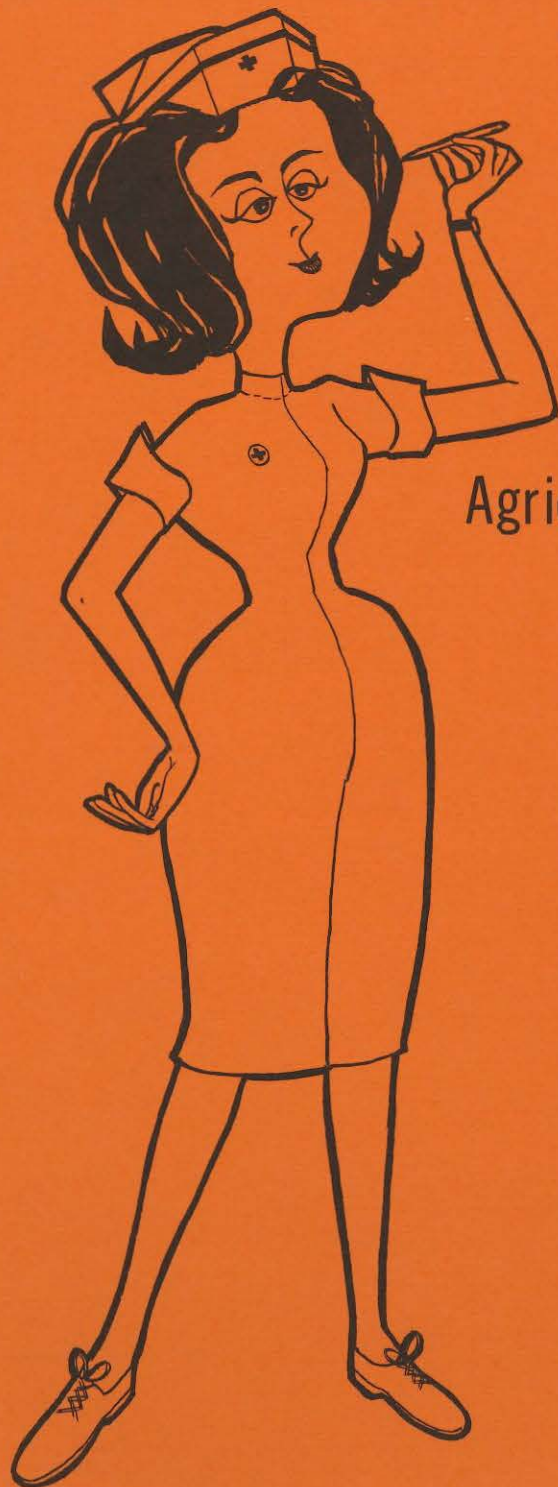
Machine shop training necessary

Training may be obtained through

Trade schools On-the-job training MDTA training programs

Apprenticeships Job Corps Youth Opportunity Center





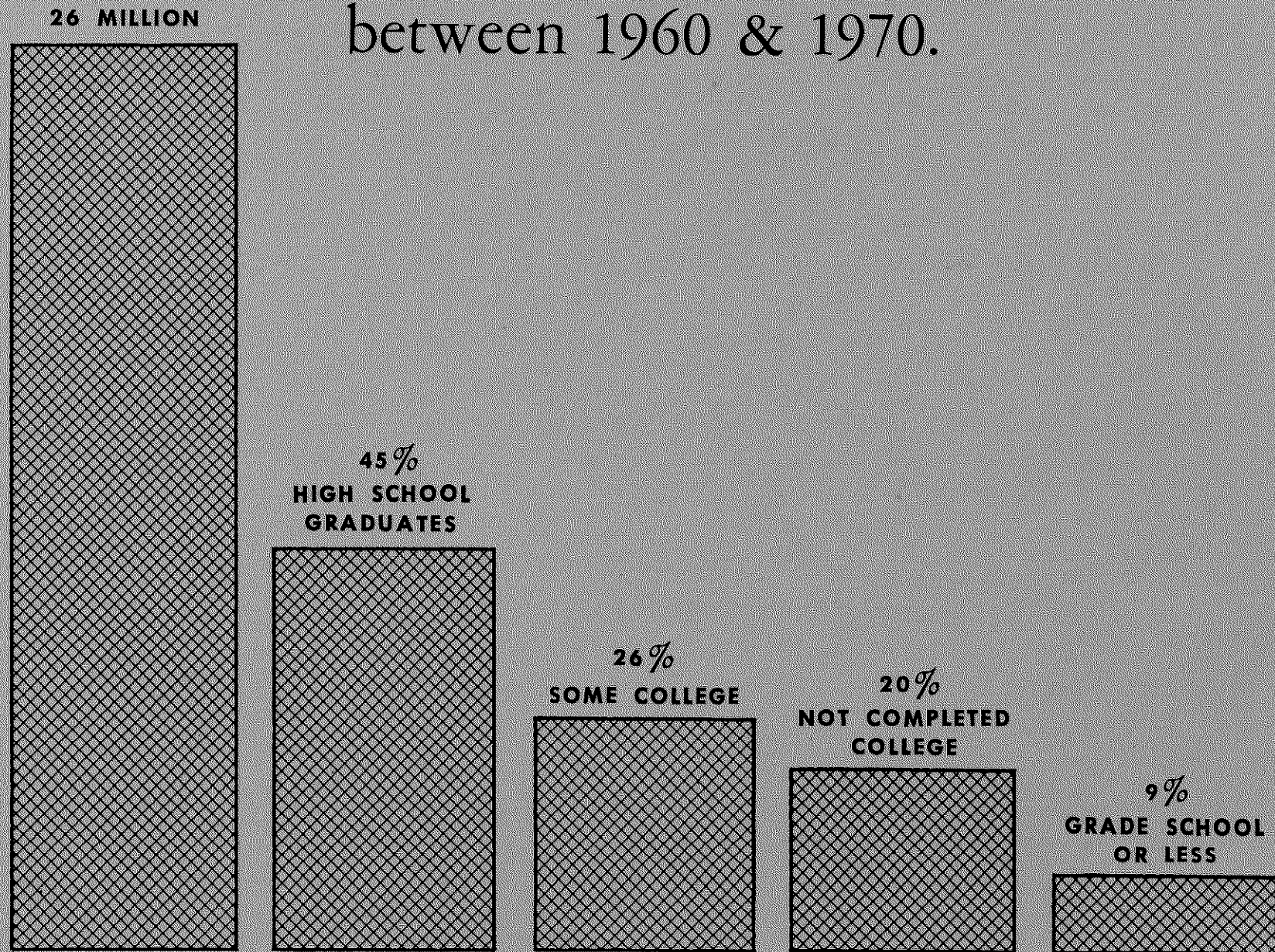
Some typical jobs in the
professional and technical field.

Counselors	Nurses	Electrical technicians
Agricultural technicians	Doctors	Psychologists
Labor technicians	Journalists	Social Workers
Accountants	Teachers	Engineers
Managers	Lawyers	Medical technicians

GENERAL JOB REQUIREMENTS

At least two or more years of education
beyond high school is required for most jobs.

26 million young people will begin their careers
between 1960 & 1970.



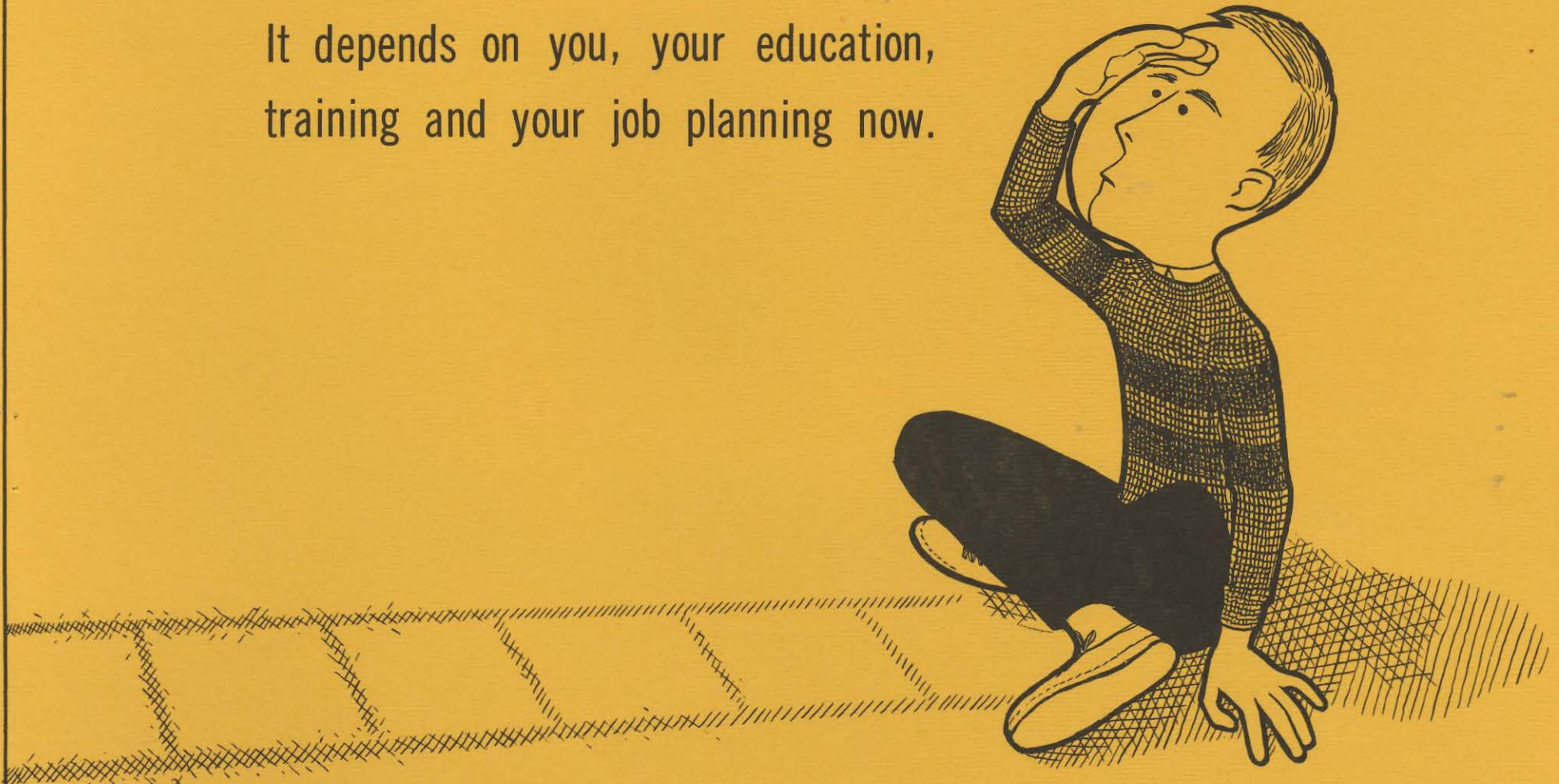
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How far up the job ladder will you go?

It depends on you, your education,
training and your job planning now.



Where are you going?
What will you do?

