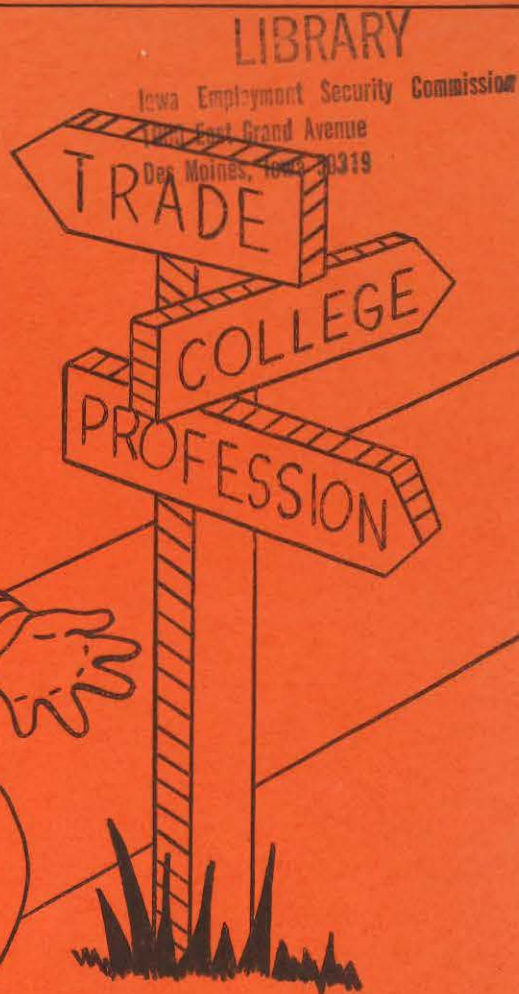


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Where do I go
from here?



THE GUIDE TO VOCATIONAL EXPLORATION

To help you answer this question, the Iowa State Employment Service presents this "Guide to Vocational Exploration".

Carefully used, this guide will help you obtain the information you need about yourself and the world of work and enable you to choose the right job.

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Part 1 Fields of Work

CONSIDER CAREFULLY THE BROAD FIELDS OF WORK LISTED BELOW AND CHECK THOSE FIELDS THAT APPEAR TO BE OF INTEREST TO YOU.

LIBRARY

Iowa Employment Security Commission
1000 East Grand Avenue
Des Moines, Iowa 50319

AGRICULTURAL WORK ☐

This type of work would include using initiative and independent judgment in planting, raising and harvesting crops, or in breeding and caring for poultry, livestock or other farm animals. This work need not require college training, but it would be helpful. Persons who are interested in forestry work should check the technical field.

ARTISTIC, MUSICAL OR LITERARY ☐

This type of employment requires a talent for this work and the better jobs require training ranging from several months of "art school" to four years of college.

BENCH CRAFTS ☐

This type of work involves assembling, fitting, grinding, carving, molding, forming or accurate inspection of relatively small parts and materials using hand tools and small power equipment. Jewelers, cabinet makers and sheet metal workers are examples of workers in this area. The same type of training would be required as listed for structural crafts.

CLERICAL WORK ☐

Work of this nature deals with computing, recording, sorting, classifying, reproducing, typing, and working with office records and other types of "paper work". A high school education is required, and business college training is helpful.

ELECTRICAL REPAIRING ☐

This field involves working with electrical circuits, relays, switches, etc. to install, maintain or repair electrical equipment. Apprenticeship, on-the-job, or trade school training would be required.

GRAPHIC ART WORK ☐

Work in this field deals with the commercial reproduction of designs, illustrations or typed material by means of painting, printing or photography. Apprenticeships are the most usual type of training for this work although trade schools do exist.

MACHINE TRADES ☐

This occupation would involve planning and performing tasks that require skillful use of tools and equipment and understanding how the machines operate. Mechanical repairing would also be included in this field. Training would be obtained through apprenticeship programs, on-the-job training or trade schools.

MANAGERIAL ☐

This work involves dealing with people in planning, supervising, and coordinating the activities of an organization. Training ranges from a high school education to four or more years of college.

OBSERVATIONAL, MANIPULATIVE AND ELEMENTAL WORK ☐

Inspecting, machine tending and operating, heavy equipment and simpler assembly line work are typical of jobs that would be included in this field. Most of the training required would be provided by the employer on the job.

PROCESSING ☐

Extracting, refining, mixing, compounding, chemically treating or heat treating materials are the types of work involved in this field. The metal processing, food processing and refining industries are the ones engaged in processing. Most of the training in this field would be of an on-the-job type.

PROFESSIONAL ☐

These occupations consist of dealing with people and objects in a highly trained and skillful manner. Education required consists of a minimum of four or more years of academic training.

SALES & PUBLIC CONTACT WORK ☐

Liking to deal with people and a good personality are the main requirements of this type of work, which consists of dealing with the public to make sales, demonstrate merchandise, supplying services and information. No set amount of education is required on many jobs, but for positions with the larger companies with future management possibilities, a college education is helpful.

SERVICE WORK ☐

Occupations in this field include work that involves dealing with the personal tastes, needs and wishes of others. No specified amount of formal education is required. Some trade school training is necessary in some cooking, barbering and beauty operation jobs in this field.

STRUCTURAL CRAFTS ☐

Work in this field includes working with wood, metal and plastics to construct buildings and to perform skilled work with hand and power tools, create buildings or component parts for use within these buildings. To become a skilled worker in this field would require training on-the-job, through apprenticeships, or trade schools.

TECHNICAL ☐

This field requires a person to be able to acquire and apply knowledge in scientific study, research and technical phases of drafting, engineering, medical or legal practice etc. Work in this field requires two or more years of academic training.

NOW THAT YOU HAVE PICKED THOSE FIELDS THAT INTEREST YOU THE MOST, GO THROUGH THE FOLLOWING LISTS AND CHECK THE SPECIFIC OCCUPATIONS THAT YOU WOULD LIKE TO LEARN MORE ABOUT. MOST OF THESE OCCUPATIONS ARE LISTED IN THE OCCUPATIONAL OUTLOOK HANDBOOK AND YOU CAN FIND OUT ABOUT THEM BY LOOKING THEM UP IN THIS BOOK. USE THE ALPHABETICAL INDEX (INDEX II) TO FIND THE PAGE NUMBER.

AGRICULTURAL WORK

General Farming

- Farm operators
- Farm workers, hired

Animal Care

- Dairy farmers
- Livestock farmers
- Poultry farmers
- Hatchery man
- Stable man

Crop farming

- Cotton growers
- Grain farmers
- Horticulturalists
- Peanut growers
- Tobacco growers
- Fruit farmer
- Vegetable farmer
- Truck farmer

Other agricultural occupations

- Nursery operators and flower growers
- Nursery and landscaping laborers
- Gardeners and grounds keepers

Other miscellaneous occupations

- Fisherman and oysterman
- Sponge and seaweed gatherers
- Forestry occupations
- Hunting and trapping guides
- Hunters and trappers

ARTICTIC LITERARY or MUSICAL

Artistic Work

Commercial artist
Designers, clothing
Interior designers and decorators
Makeup artist
Scenic designers
Cartoonist

Artists, sculptors and teachers
of art
Hand letterer
Show card printer
Window decorator

Literary work

Newspaper reporters
News reporter radio and TV
Copy-writer radio and TV
Author and editors

Entertainment work

Announcers, radio and TV
Musical directors, radio and TV
Program directors, radio and TV
Actress, stage and screen
Singer
Musicians and teachers of music

BENCH CRAFTS

Benchwork, assorted materials

Instrument repairmen

Metal benchwork

Blacksmiths
Chemical millers, aircraft,
missiles and spacecraft
Die sinkers, forge shop
Instrument makers
Instrument repairmen and technicians
Jewelers and jewelry repairmen
Machinists, all round
Metermen, electric light and power
Sheet-metal workers
Tool and die makers
Watch repairmen

Wood benchwork

Cabinet makers and finishers,
electronics manufacturing
Diemakers, paper and allied prod.
Jig and fixture builders
aircraft, missiles and spacecraft
Patternmakers, foundry

Benchwork, plastic materials

Cabinet finishers, electronics
manufacturing
Coremakers, foundry
Glass blowers, electronic mfg.
Molders, foundry
Shakeout men, foundry

Benchwork, fabric, leather and related materials

Bushelman, men's tailored clothing industry
Cutters, automobile manufacturing
Pattern graders, men's tailored clothing
Patternmakers, men's tailored clothing
Tailors
Trimmers, automobile manufacturing

Benchwork, misc.

Bookbinders
Bench hands, baking industry
Hand icers, baking industry

Inspecting and testing

Inspectors, aircraft and missile
Inspectors, Electronics mfg.
Inspectors, Men's clothing
Meter testers, electric light and power
Testers, Automobile manufacturing occupations
Testers, electronics manufacturing occupations

CLERICAL WORK

Computing work

- Calculating machine operators
- Central office clerks, telephone
- Comptometer operators
- Console operators
- Payroll clerks

General Recording Work

- Accounting clerks
- Bank tellers
- Bookkeepers
- Bookkeeping machine operators
- Cashiers
- Central office clerks, telephone
- Railroad and airline clerks
- Office clerks

Typing

- Billing machine operators
- Mortgage clerks
- Policy writers, insurance
- Teletypists
- Transcribing machine operators
- Typists

Stenographic Work

- Court reporters
- Secretaries
- Stenographers
- Stenotype operators

Equipment and material checking

- Checkers, automobile mfg.
- Food checkers, restaurant
- Grocery checkers
- Music library clerks, radio and TV
- Railroad clerks
- Receiving checkers and clerks, department store
- Routers and sorters, department store
- Markers, department store
- Sheet writers, department store
- Stock boys and girls, department store
- Stock chasers, garages and auto mfg.
- Stock clerks
- Tool crib attendants

Routine Recording Work

- Adding machine operators
- Insurance checkers
- Insurance underwriter clerks
- Keypunch operators
- Meter readers, electric light & power
- Order clerks
- Policy-change checkers & clerks, ins.
- Proof machine operators, banking

Routine recording work (continued)

- Railroad clerks
- Reservation clerks, hotels
- Sorting machine operators

General Clerical work

- Central office clerks
- File clerks
- Mail clerks
- Transit clerks, banking
- Addressing machine operators
- Card-tape converter operator
- Duplicating machine operator
- High-speed printer operators
- Mailing machine operators
- Tabulating machine operators
- Bank messengers
- Office girls
- Rack clerks, hotel
- Correspondence clerks
- Library assistants and attendants
- Messengers, office boys
- Telegraph messengers
- Paymasters, payroll clerks
- Timekeepers
- Post office clerks
- Mail carriers
- Express messengers
- Physicians and dentists' assist.
- Telegraph operators
- Weighers
- Proof Reader
- Mail sorter
- Employment Clerk
- IBM coder
- Audit clerk
- Underwriter, insurance
- Claims adjuster, insurance

ELECTRICAL REPAIRING

Wiring and related work

- Cable splicers
- Central office equipment installers and repairman
- Construction electricians
- District representatives, elec. lt.
- Electrical assemblers
- Electricians
- Electronics checkout men, aircraft
- Electronic servicemen and technicians
- Frameman, telephone
- Groundmen, electric light and power
- Linemen, electric light and telephone
- Maintenance electricians
- Meter installers, electric light
- PBX installers and repairmen, telephone
- Power linemen, electric light and power
- Signal workers, railroad
- Telephone installers and repairman
- Testboardman, telephone
- Troubleman, electric light and power

Electrical equipment repairing

- Appliance servicemen
- Automobile mechanics
- Elevator mechanics
- Maintenance electricians
- Signal workers, railroad

Radio repairing and related work

- Electronic servicemen and technicians
- Electronics checkout men
- Maintenance electricians
- Radio repairmen and technicians
- Television repairmen and technicians

Electric power plant operation, repairing

- Control room operators, electric light and power
- Electric power technicians
- Load dispatchers, electric light and power
- Maintenance electricians
- Power men, telephone
- Powerplant operators, electric light
- Substation operator, electric light & power
- Switchboard operators, electric light and power

GRAPHIC ART WORK

Art work

- Etchers, printing
- Lithographic artists
- Silk screen operators
- Commercial artist
- Hand letterer
- Show card printer
- Window decorator

Typesetting and related work

- Electrotypers
- Hand compositors
- Linotype operator
- Monotype operator
- Monotype caster operators
- Monotype keyboard operators
- Stereotypers
- Typesetting machine operators

Photographic work

- Cameramen, printing
- Photographer, commercial
- Photographer, news
- Photographer, portrait
- Photoengravers
- Photographer, lithographic occupations
- Gravure photoengravers
- Photocompositors
- Platemakers, printing

MACHINE TRADES

Metal machining

Engine lathe operators
Instrument makers
Layout men
Machine tool operators
Machinist, all-round
Patternmakers
Roll turners, iron and steel industry
Setup men (machine tools)
Tool and die makers

Wood machining

Lathe operators
Woodworking machine operators

Glass machining

Benchmen, optical goods
Surface men, optical goods

Mechanical Repairing

Industrial machinery repairman
Maintenance mechanics
Millwright
Auxiliary equipment operators
Boiler operators
Oilers, iron and steel industry
Operating engineers, building const.
Pumpers, petroleum production
Pumpmen, petroleum refining
Stationery engineers
Turbine operators, elec. light & power
Airplane mechanic
Automobile mechanics
Chief mechanics, aircraft, missiles and spacecraft
Enginemen, petroleum production
Flight line mechanics
Accounting-bookkeeping machine serviceman
Accounting-statistical machine serviceman
Adding machine serviceman
Calculating machine serviceman
Cash register machine serviceman
Dictating machine serviceman
Electronic data machine serviceman
Business machine serviceman
Electronic serviceman and technician
Typewriter serviceman
Body and fender repairman
Refrigeration mechanic

Printing press operating

Cylinder pressman
Lithographic pressman
Offset pressman
Platen and job pressman

Power press forming and related work

Forging press operators
Hammerman & drop hammer operators
Hammersmiths
Manipulators, iron and steel ind.
Power sheer operators
Rollers, iron and steel ind.
Stretch press operators
Tube benders
Upsettermen, forge shop
Wire drawers, iron and steel ind.

Hauling machine operating

Brakemen, railroad
Flagmen, railroad
Hostlers, railroad
Intercity busdrivers
Local transit busdrivers
Local truck drivers
Locomotive engineers, railroad
Locomotive firemen
Operating engineers, build. const.
Over-the-road truck drivers
Portable equipment operators, R.R.
Routemen
Switchmen, railroad
Towermen, railroad
Trainman, railroad
Petroleum Transport driver
Fork-lift truck driver

Hoisting machine operating

Crane operators, building const.
Ingot strippers, iron and steel
Ladle craneman, iron and steel
Molten metal craneman, iron and steel
Portable equipment operator, RR
Skipmen, iron and steel industry
Soaking pit craneman, iron and steel
Bridge crane operator

Drilling machine operating

Cable-tool dressers, petro. prod.
Cable-tool drillers, petro. prod.
Derrickmen, petro. prod.
Earth-boring machine oper.
Prospecting drillers, petro. prod.
Rotary drillers, petro. prod.
Rotary floormen, petro. prod.

MANAGERIAL

Clerical, administrative, fiscal and sales work

- Bank officials
- Credit analysts
- Program producers, radio and TV
- Sales managers
- Station agents, railroad
- Station and operators agents, air transportation
- Production manager
- Buyers and department head, stores
- Advertising agents
- Credit men
- Purchasing agents
- Manager, Industrial Organization

Personal service work

- Headwaiter restaurant
- Hostesses, restaurant
- Housekeepers and assistants, hotel
- Managers and assistants, hotel
- Managers and assistants, restaurant

Farming supervision and related work

- Managers, farm
- Managers, farmer cooperative

Transportation and related work

- Airline dispatchers and assistants
- Chief operators, telephone
- Railroad conductors
- Train dispatchers, railroad
- Train directors, railroad
- Yard foremen, railroad

OBSERVATIONAL, MANIPULATIVE and ELEMENTAL WORK

Inspecting and testing

Gagers
Inspectors, various industries
Testers, automobile manufacturing

Machine tending

Drill press operators
Lathe operators
Machine tool operators
Milling machine operators
Punch press operators
Tumbler operators, foundry
Moldermen, baking industry
Slicing machine operators, Baking
Wrapping machine operator, Baking

Bulldozer operator

Crane operators, building const.
Earth-boring machine oper.
Larrymen, iron and steel
Operating engineers, building

Processing equipment tending

Back tenders, paper & allied ind.
Core oventenders, foundry
Driers, industrial chemical ind.
Evaporators men, ind. chem.
Greasers, iron and steel
Mixers, industrial chemical ind.
Rotary firemen, petroleum prod.
Sandmixers, foundry
Automatic rolling mill attendants
Charging machine operators
Hydrogen furnace firers, electron.
Melters and pourers
Picklers, forge shop
Tinnners, electronics mfg.
Icing mixers, baking industry

Structural Work

Cablemen, petroleum production
Riggers, iron and steel
Trackmen, railroad
Assemblers, automobile mfg.
Lathers, building construction
Ornamental iron workers
Reinforcing iron workers
Resistance-welding operators
Riveters, aircraft, missiles & Spacecraft

Benchwork

Assemblers
Core assemblers, foundry
Grid lathe operators, electronic mfg.
Markers, department store
Wrappers, department store

Benchwork (continued)

Assemblers, automobile mfg.
Blasters, forge shop
Chippers and grinders
Metal finishers, Auto, mfg.
Polishers, auto. mfg.
Sand blasters, foundry
Sprayers, auto. mfg.
Assemblers, men's clothing
Cutters
Fitters, men's clothing
Hand sewers
Markers, men's clothing
Pressers
Sewing machine operators
Shapers
Spreaders, men's clothing
Ticketers, men's clothing
Threat trimmers, men's clothing

Machine operating

Corrugating operators, paper
Exhaust operators, electron mfg.
Glass lathe operators
Sealers, electronics mfg.
Supercalendar operators, paper
Grinders
Metal finishers
Polishers
Power brake operators
Punch press operators
Stretch press operator, aircraft
Tube benders, aircraft
Coaters, plastic prod. mfg.
Compression molding machine oper.
Extruder operators, plast. prod.
Injection molding oper., plastic
Laminating press operators, plastic production
Machine coremakers, foundry
Machine molders, foundry
Mandrel men, plastics prod. mfg.
Setup man, plastic prod. mfg.
Pressers, men's clothing
Printer-slotter oper., paper prod.
Machine icers, baking ind.
Hammerman forge shop
Piercer machine operators,
Power hammer oper.
Shearmen, iron and steel ind.
Trimmers, forge shop

PROCESSING

Processing, assorter materials

Autoclave operators, industrial chem.
Chemical operators, indust. chem.
Grainers, Industrial

Metal processing

Annealers, foundry
Anodizers, electronics manufacturing
Blowers, iron and steel
Electroplaters
Heaters, forge shop
Heat treaters, forge shop
Keepers, iron and steel
Melters, foundry
Platers
Regulators, iron and steel
Stove tenders, iron and steel

Processing, foods and related products

Bakers, all-round
Mixers
Ovenmen

Refining and related work

Chemical operators, industrial chemical ind.
Filterers, industrial chemical industry
Stillmen
Treaters

PROFESSIONAL

Instructive Service Work

Agricultural extension service workers
Film librarians, television
Home economists
Librarians
Medical record librarians
Occupational therapist
Teachers, college and university
Teachers, kindergarten and elementary school
Teachers, secondary school
Vocational agriculture teachers

Social Service Work

Agricultural economists Caseworker
Anthropologists
Economists
Historians
Political scientists
Psychologists
Sociologists
Social workers
Protestant clergymen
Rabbis
Roman Catholic priests
School Counselors
Youth Workers

Protective Service Work

FBI agents

Medical Work

Chiropractors
Dentists
Osteopathic Physicians
Physicians
Veterinarians

Legal Work

Lawyers and judges

Engineering (Listed under TECHNICAL)

Other professional work

Architects
Librarians

SALES WORK

Public Contact Work

- Executive Secretaries
- Hotel room and desk clerks
- Insurance claims adjusters
- Insurance underwriters
- Railroad cashiers
- Ticket agents
- Reservations clerks

Selling

- Dispensing opticians
- Hotel sales managers
- Life insurance agents
- Manufacturers' salesmen
- Property and casualty insurance agents and brokers
- Real estate salesmen and brokers
- Routemen
- Salesmen and saleswomen, retail store
- Salesperson, department store
- Time salesmen, radio and TV
- Traffic representatives, air trans.
- Wholesale salesmen
- Auctioneers
- Salesmen, brokerage and commission firms
- Canvassers and solicitors
- Demonstrator
- Salesmen stock and bond
- Shoppers

Customer Service work

- District representatives, electric light and power
- Driver salesmen, baking
- Hotel floor clerks and supervisors
- Restaurant cashiers
- Routemen
- Salesmen and saleswomen, retail store
- Salesperson, department store
- Telephone operators

SERVICE WORK

Cooking

Railroad dining car cooks and chefs
Restaurant cooks and chefs

Personal service

Bus boys and girls, restaurant
Dining car waiters, railroad
Waiters and waitresses, restaurant
Counter girl, counterman
Barbers
Beauty operators
Hospital orderlies
Practical nurses and nurse aids
Stewardess and stewards, air trans.
Ward attendant
Fireman
Policeman and police women
Radiation safety representatives,
Atomic energy
Bellman, hotel
Elevator Operators
Linen room attendant, hotel
Maids, hotel
Porters, hotels
Pullman porters, railroad
Redcaps, railroad
Taxi drivers
Janitors
Charwomen and cleaners
Ship stewards
Kitchen helpers, restaurant
Doormen
Ushers
Armed Forces occupations

Domestic Service work

Cleaning ladies
Laundresses
Housekeepers
Housemen and yardmen
Cooks, domestic
Maids general
Baby sitters

STRUCTURAL CRAFTS

Structural work, assorted materials

- Carman, railroad
- Elevator constructors
- Rig builders, petroleum

Metal structural work

- Assembly mechanics, aircraft, missiles and spacecraft
- Boilermakers
- Carmen, railroad
- Fitup men
- Gas fitters
- Layout men
- Ornamental iron workers
- Pipefitters
- Plumbers
- Reinforcing iron workers
- Sheet-metal workers, building construction
- Steam fitters
- Structural iron workers

Wood structural work

- Carpenters
- Roofers
- Cabinetmakers

Structural work, stone or glass

- Bricklayers
- Glaziers
- Marble setters
- Roofers
- Stonemasons
- Terrazzo workers
- Tile setters

Structural work, plastic materials

- Asbestos and insulating workers
- Cement finishers
- Painters and paperhangers
- Plasterers
- Roofers

Welding and related work

- Arc welders
- Gas welders
- Oxygen cutters
- Profile cutting torch operators, aircraft, missiles, and spacecraft

Excavating, mining, grading and related work

- Acidizers, petroleum production
- Cementers, petroleum production
- Perforator operators, petro. prod.
- Sample-taker operators, petro. prod.
- Shooters, petroleum production
- Switchers, petroleum production

TECHNICAL

Nursing and Medical work

Dental hygienists
Medical X-ray technicians
Optometrists
Physical therapists
Registered professional nurses
Embalmer

Biochemical work

Biochemists
Biological scientists
Botanists
Dietitians
Health physicists, atomic energy
Health physics technicians
Medical technologists
Nutritionists
Pharmacists
Plant pathologists
Soil scientists
Zoologists

Materials analysis and related work

Chemical technicians
Chemists
Decontamination technicians, atomic
Laboratory technicians
Mathematicians
Mathematics aids
Metallurgical engineers
Metallurgical technicians
Metallurgists, iron and steel industry
Physicists
Radiation safety representative

Business Relations and related work

Accountants
Actuaries
Statisticians
Landmen, petroleum production
Leasemen, petroleum production
Department store buyers

Geographical Science work

Agricultural engineers
Foresters
Geologists
Geophysicists
Meteorologists
Observers, petroleum production
Soil Conservationists

Industrial Engineering and related work

Ceramic engineers
Chemical engineers
Engineering aids
Industrial engineers
Industrial technicians
Mining engineers
Scouts, petroleum production

Structural engineering and related

Aeronautical engineers
Aeronautical technicians
Agricultural engineers
Architects
Civil engineers
Construction technicians
Contractors, building construction

Mechanical engineering and related

Air-conditioning, heating and
refrigeration technicians
Agricultural engineers
Automotive engineers
Automotive technicians
Diesel technicians
Laboratory technicians
Mechanical engineers
Technical writers, aircraft,
missiles and spacecraft

Electrical Engineering and related

Broadcast technicians
Development engineers, Radio and TV
Electrical engineers
Electronic technicians
Engineering aids, electronics mfg.
Ground radio operators, air trans.
Laboratory technicians
Sound effect technicians
Specifications writers
Technical writers, electronic mfg.

Technical Control Work

Air traffic controllers, air trans.
Electronic computer programmers
Film editors, television
Flight engineers, air transportation
Pilots and copilots, air trans.

Drafting and related work

Computers, petroleum production
Draftsmen
Industrial Designers
Plane-table operators, petro. prod.
Rodmen, Petroleum production
Rodman, survey crew
Technical artist
Technical illustrators
Tool designers

Other technical work

Director, Funeral
Employment interviewer

Part 2 Self Information

ON THE FOLLOWING PAGES WILL BE ENTERED INFORMATION REGARDING YOU. THE BETTER INFORMED YOU BECOME REGARDING YOURSELF THE BETTER ABLE YOU WILL BE TO MATCH THE QUALIFICATIONS YOU HAVE AGAINST THE JOB YOU SEEK. THE GREATER CARE AND DETAIL WITH WHICH YOU FILL IN THE FOLLOWING SECTIONS, THE MORE INFORMATION YOU WILL HAVE.

Date of birth: _____ Height: _____ Weight: _____

Physical Limitations: (If none, write none) _____

Education:

Name of school: _____ Date graduated _____

College or other specialized training: _____

Subjects: (Enter number of semesters)

Algebra _____	Biology _____	Shorthand _____
Geometry _____	Chemistry _____	Typing _____
Trigonometry _____	Physics _____	Bookkeeping _____
Solid geometry _____		

Industrial arts or shop courses: _____ List any other courses that you
Mechanical drawing _____ feel would help you in a job:

Woodworking _____

Metalworking _____

Auto mechanics _____

List any further training you plan to take: _____

_____ How will you finance this training? _____

Subjects liked best: _____

Subjects liked least: _____

Overall grade average (if known): _____

Extra-curricular activities: _____

Which hobbies and extra-curricular activities die you like best: _____

_____ Why? _____

Skills: Shorthand: _____ wpm estimated, Typing: _____ wpm estimated

Other skills: _____

Part 3 Sources of Information

IN PART 1 YOU HAVE LISTED THOSE OCCUPATIONS THAT NOW SEEM TO BE OF INTEREST TO YOU. IN PART 2 YOU HAVE LISTED INFORMATION ABOUT YOURSELF AND YOUR QUALIFICATIONS. IT IS NOW IMPORTANT THAT YOU SEEK INFORMATION ABOUT THOSE OCCUPATIONS SO THAT YOU WILL BE ABLE TO MAKE AN INFORMED VOCATIONAL DECISION. BELOW YOU WILL FIND A LISTING OF QUALIFIED SOURCES OF JOB INFORMATION. USE THESE SOURCES TO LEARN ABOUT THE JOB(S) YOU HAVE CHECKED IN PART 1. IF YOU VISIT WITH AN INDIVIDUAL REGARDING OCCUPATIONS THE INFORMATION LIST IN PART 2 WILL BE OF VALUE DURING THE INTERVIEW.

Parents

Public Library

(Ask to see the Reference Librarian)

Iowa State Employment Service

School Guidance Office

Chamber of Commerce

Minister of your choice

Boy Scout Merit Badge Counselor

Friends and relatives

Managers and workmen in the industry
of your choice.

Teachers (Especially shop and Vocations
teachers)

Occupational Outlook Handbook by the
U.S. Department of Labor

Guide to Career Information, by
New York Life Insurance Co.

Armed Services Recruiting Offices

Civil Service Clerk in Post Office

County Ag. Extension Service

Trade and technical schools

Colleges and universities

Telephone directory (Phone Company will
have a library of other Iowa phone
directories)

City Directory (Chamber of Commerce
will have library of these directories
of other Iowa cities)

Bankers

Lawyers

Doctors

High School Supt. or principal

YMCA or YWCA director

Personnel offices of local industries

Industrial training directors

Local business men

President or Vocational Guidance
Committee Chairman of Service Clubs
such as Rotary, Kiwanis, Lions or
Toastmasters

Newspaper want-ad page

Union representative (Look in "yellow-
pages" under LABOR ORGANIZATION)

Part 4 Local and State Information

BY THIS TIME, YOU ARE READY TO CONSIDER WHERE YOU WILL LOOK FOR AN OPPORTUNITY TO WORK IN THE OCCUPATION(S) THAT YOU HAVE TENTATIVELY SELECTED. IT WILL HELP YOU TO KNOW WHAT TYPES OF INDUSTRIES EXIST IN IOWA.

LISTED BELOW ARE THE 34 LOCAL OFFICES OF THE IOWA STATE EMPLOYMENT SERVICE. BESIDE EACH TOWN'S NAME () IS THE NUMBER OF MANUFACTURING INDUSTRIES THAT ARE LOCATED IN THE COUNTIES SERVED BY THE LOCAL OFFICE. UNDER THE NAME OF THE TOWN IS A LIST OF THE TYPES OF INDUSTRIES THAT EMPLOY A SIZABLE NUMBER OF PEOPLE.

Farm employment exists in all areas.

Ames (54)

Electrical Machinery
Food Processing
Non-durable Manufacturing
Communications
Retail Trade
Finance, Insurance & Real Estate
Service Industries
Miscellaneous

Atlantic (35)

Service Industries

Boone (36)

Utilities
Food Processing
Retail, General Mdse.
Other Retail Trade
Service Industries

Burlington (110)

Machinery except electrical
Electrical Machinery
Durable Industries
Non-durable Industries
Transportation
Utilities
Retail, General Mdse.
Other Retail Trade
Service Industries

Carroll (94)

Communications
Other Retail Trade
Service Industries

Cedar Rapids (296)

Contract Construction
Fabricated Metals
Machinery Except Electrical
Electrical Machinery
Durable Manufacturing
Food Products
Meat Packing
Non-durable Manufacturing

Cedar Rapids (Continued)

Transportation
Communications
Utilities
Wholesale trade
Retail General Mdse.
Other retail trade
Finance, Insurance & Real Estate
Service Industries
Other Industries

Centerville (63)

Communications
Utilities
Other Retail Trade

Charles City (85)

Durable Manufacturing
Non-durable Manufacturing

Clinton (58)

Fabricated Metals
Durable Manufacturing
Food Production
Non-durable Manufacturing
Transportation
Utilities
Retail General Mdse.
Other Retail Trade
Finance, Insurance & Real Estate
Service Industries
All Others

Council Bluffs (99)

Contract Construction
Durable Manufacturing
Transportation
Communications
Utilities
Wholesale Trade
Retail General Mdse.
Other Retail Trade
Finance, Insurance and Real Estate
Service Industries
All Others

SEE REVERSE SIDE

Mason City (120)

Contract construction
Durable Manufacturing
Food Products
Meat Packing
Non-durable Manufacturing
Transportation
Communications
Utilities
Wholesale Trade
Retail General Mdse.
Retail Trade
Finance, Insurance & Real Estate
Services

Muscatine (58)

Durable Manufacturing
Food Products
Non-durable Manufacturing
Communications
Wholesale Trade
Retail General Mdse.
Other Retail Trade
Service Industries

Newton (56)

Electrical Machinery
Communications
Utilities
Wholesale Trade
Retail General Mdse.
Other Retail Trade

Oelwein (40)

Communications
Retail Trade
Service Industries

Oskaloosa (83)

Durable Manufacturing
Non-durable Manufacturing

Ottumwa (53)

Machinery except Electrical
Food Products
Meat Packing
Transportation
Communications
Utilities
Wholesale Trade
Retail General Mdse.
Other Retail Trade
Finance, Insurance & Real Estate
Service Industries
Other Misc. Industries

Perry (39)

Retail Trade

Shenandoah (55)

Communications
Nuseries
Retail Trade
Service Industries

Sioux City (277)

Contract Construction
Machinery Except Electrical
Electrical Machinery
Durable Manufacturing
Food Products
Meat Packing
Non-durable Production
Transportation
Communication
Utilities
Wholesale Trade
Retail General Mdse.
Other Retail Trade
Finance, Insurance & Real Estate
Service Industries

Spencer (149)

Communications
Wholesale Trade
Retail General Mdse.
Other Retail Trade
Other Misc. Industries & Business

Storm Lake (69)

Food Products
Meat Packing
Communications
Retail Trade
Service Industries

Waterloo (253)

Contract Construction
Fabricated Metals
Machinery Except Electrical
Electrical Machinery
Durable Manufacturing
Food Production
Meat Packing
Non-durable Manufacturing
Transportation
Communications
Utilities
Wholesale Trade
Retail General Mdse.
Other Retail Trade
Finance, Insurance & Real Estate
Service Industries

Webster City (58)

Food Production
Other Misc. Industries & Business

Should you desire employment in the Mason City, Iowa area the following information will be of interest to you.

Because of its geographic location on two major highways and four railroad lines, Mason City enjoys a very large retail and wholesale business, and as far as numbers of people employed, this is our largest industry.

In the manufacturing industries, job opportunities are present in the following types of firms:

Livestock feed	Lithographic Plate Making
Sugar and Molasses	Photoengraving
Ready Mixed Concrete	Portland Cement
Ice Cream Manufacturing	Fresh Bakery Products
Neon Signs	Brick, Building & Drain Tile
Fluid Milk Products	Foundry and Castings
Printing	Millworks
Carbonated Beverages	Hides and Tannage
Egg Cases	Steel Tanks & Steel Sheet Fabricating
Tents, Awnings and Canvas Products	Name Plates (Metal)
Meat Packing	Women's Lingerie
Ice (Artificial)	Soybean Oil and Meal
Poultry Feeds	Lumber Yards and Milling
Newspaper	Misc. Building Products
Leather Novelty Items	Fungicide for Feet
Crushed Stone	Wax and Polishes
Commercial Fertilizer	Poultry and Egg Processing
	Packaging Metal Fasteners

The communications, construction, transportation and agricultural industries also provide employment opportunities.

Training can be obtained at the Junior College and Area Technical School, the local business college, auctioneering school, beauty school, through apprenticeships programs and by informal on-the-job training programs with local employers. Medical service training includes three year nurses training program, X-ray technician training, and the first two years of training required to become a Medical Technologist.

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TO USE THIS GUIDE EFFECTIVELY WILL REQUIRE CONSIDERABLE WORK, THOUGHT AND EFFORT ON YOUR PART. IF YOU WILL GIVE THIS MATERIAL CAREFUL CONSIDERATION THE END RESULT WILL BE A WISE AND PROFITABLE CHOICE OF OCCUPATIONS. AS YOU USE THIS GUIDE, IF YOU FEEL THE NEED OF ANY ADDITIONAL ASSISTANCE OR INFORMATION, PLEASE FEEL FREE TO ARRANGE AN APPOINTMENT WITH THE COUNSELOR WHO GAVE YOU THIS MATERIAL.

Should you desire employment in the Waterloo, Iowa, area, the following information will be of interest to you.

Because of its geographic location on three major highways and railroad lines, Waterloo enjoys a large retail and wholesale business. Employment opportunities are available in clerical, sales, sales trainee, managerial and managerial trainee jobs in many diversified business establishments.

In the manufacturing industries, job opportunities are present in the following lines:

WATERLOO

Bakery
Job Printing
Fertilizer
Venetian Blinds
Bronze Markers
Ice
Prefab. Concrete Products
Concrete Block Unloaders
Soy Bean Processing
Car-Wash, Upholstery Cleaner
Fluid Milk Products
Dairy, Commercial
Sheet Metal Products (Misc.)
Soft Drink Bottling
Rendering Works
Truck-mounted Concrete Mixers
Job Foundries
Mfg. Jewelers
Signs
Boxes (Shipping & Packing)
Feed
Truck-mounted Power Shovels

Refrigerators
Fabric Products
Fur Garments
Tractors
Job Machine Shop
Dental Prosthetics
Job Pattern Shop
Caskets
Burial Vaults
Petroleum Products Warehouse
Combination Windows & Doors
Meat Packing
Farm Equipment
Structural Steel Fabrication
Newspaper Printing
Concrete Silos
Wood Products
CEDAR FALLS
Barnyard Equipment
Newspaper Printing
Rotary Pump Mfg.
Industrial Conveyors
Golf Course Equipment
Seat Covers

Waterloo also provides employment opportunities in the communications, construction and transportation industries. The professions are well represented; especially in the legal and medical fields.

Several training opportunities are available. State College of Iowa, a nationally recognized teachers and liberal arts college, is nearby in Cedar Falls. Also, a fine business college, beauty school and barber college are located in Waterloo itself. The three hospitals in Waterloo provide training programs for a limited number in the field of nursing and medical technology. Apprentice openings are available in the building trades and machine trades through local firms.

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