



Solving the Career Puzzle

A Resource Guide

- Exploring Careers
- Creating Your Plan for the Future
- Skills for Lifelong Success

Pennsylvania CareerLink® Berks County
501 Crescent Avenue, Reading, PA 19605
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Equal Opportunity Employer/Program
Language assistance services are available free of cost.
Auxiliary aids and services are available upon request to individuals with disabilities

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Pennsylvania CareerLink[®] Berks County is your local workforce development office. Our partner agencies bring together a variety of services and resources to meet the workforce development needs of both individuals (employed and unemployed) and businesses (large and small). Some of our services are targeted to helping youth and students.

If you are reading this, you probably fit into one of these groups:

- Youth (individuals under 25)
- Students
- Parents, Guardians and/or concerned family members
- School Professionals (Teacher, Counselor, etc.)
- Workforce Development Professionals.

WOW, do you have your work cut out for you.

Making good career decisions takes research, thought and time. We've assembled this Resource Guide to assist you in your quest to help yourself or the youth and students in your working or personal life.

At the time of publication, all URL's provided here were fully functional. Should any one cease functioning, use your favorite Internet search engine to find the service.

We hope you will find the resources useful. Good luck in your quest.

Sincerely,

Patricia J. Adamczyk
Administrator

P. S. I'd like to extend a special thank you to the following Pennsylvania CareerLink staff members who provided materials, time and energy to this project: Patricia Murr, Customer Information and Resources Team Manager; Gordon McNamara, Youth Services Team Manager; Glenda Lopez, Youth Services Specialist; and Rocio Damato, Workshop Facilitator.



Exploring Careers

- **Assess yourself**
- **Explore different occupations**
- **Discover high priority jobs and jobs in demand**
- **Identify which skills match different jobs**
- **Research pay rates and salaries**
- **Identify where jobs are located**



Help Is A Keystroke Away!

BERKS CAREER PATHWAYS...PENNSYLVANIA CAREER GATES...

NEXT MAGAZINE...PENNSYLVANIA CAREERZONE...CAREER CRUISING...BRIDGES...

PA WORKFORCE DEVELOPMENT...CENTER FOR WORKFORCE INFORMATION AND ANALYSIS...O*NET...CAREER VOYAGES... CAREER ONESTOP...

AMERICA'S CAREER RESOURCE NETWORK...U. S. BUREAU OF LABOR STATISTICS... WALL STREET WEST...

BERKS CAREER PATHWAYS <http://www.berkscareerpathways.com/bbec.asp>

The mission of Berks Business Education Coalition is to coordinate the resources of the business community in partnership with the education community, toward selective initiatives which will improve student competency. Berks Career Pathways is designed to help students explore and make career choices. Information is organized to reach three target groups:

- Educators
- Parents/Students
- Business/Industry

PENNSYLVANIA CAREER GATES (four-disc set included in this binder)

<http://webcast.wlvt.org/wlvtmedia/AllMedia/SearchMediaListDETAIL.cfm?SeriesID=CG-1>

Sponsored by the PA Department of Labor and Industry, Pennsylvania Career Gates is a multi-episode educational media series for the high school classroom. Each six to nine minute episode is accompanied by a lesson plan linked to Pennsylvania's Academic Standards for Career Education and Work. These episodes feature highlights of careers in Pennsylvania's emerging industries for which employees are projected to be in high-demand into the future.

NEXT MAGAZINE <http://www.PAnext.com>

High Schools across Pennsylvania have received the 2007-2008 edition of **PA Next: A Guide to Life After High School**. It's a magazine packed with tips and information to help students make the tough decisions about life after high school. Geared toward juniors, **Next** focuses on topics such as hot jobs, growing industries and where the money is. The articles will also help students learn more about higher education and training options and the many ways to pay for those higher education options. The magazine is sponsored by PHEAA and PA CareerLink; the 2007-08 edition is included in this binder.

PENNSYLVANIA CAREERZONE <http://www.pacareerzone.org>

Pennsylvania CareerZone is modeled after another successful and established career exploration web site, New York CareerZone. Developed by the Pennsylvania Department of



Labor & Industry, Pennsylvania CareerZone is ideal for job seekers, educators, and counselors who will benefit from a wealth of information on 900 occupations. CareerZone is the place to learn about many exciting careers in Pennsylvania. The top navigational bar contains these links:

- Assess Yourself: Quick Assessment, Interest Profiler, Work Importance Profiler
- Explore Careers: select from career clusters
- Search Occupations: use keywords to explore occupational information
- Budget your life: determine the amount of money you will need to live your lifestyle.
- Resources: State links, national job banks, professional networking, scholarships and financial aid, college prep tests.

CAREER CRUISING <http://www.careercruising.com/Default.aspx>

The site requires a login and password to access the resources of the site. The Berks Business Education Coalition purchased licenses for Berks County schools. Please contact your school district guidance department for this information. Career Cruising's career exploration products include:

- The Complete Guidance System
- World Class Assessments
- Intuitive Career Exploration.

BRIDGES <https://access.bridges.com>

This site requires a login and password to access the resources of the site. Your school district may utilize this resource. Please contact your school district guidance department to inquire if they currently subscribe to this resource and obtain the necessary logon information. Products are categorized to assist the following target groups: Parents, Educators, Support, Products and Services, Corporate, Post-Secondary Students and Adults..

PA WORKFORCE DEVELOPMENT www.paworkforce.state.pa.us

Welcome to the home of Workforce Development in Pennsylvania! Our Web site will help you easily find the resources you need to work and do business in Pennsylvania. We hope you will find this an indispensable tool for exploring everything the Commonwealth of Pennsylvania can do to help you remain competitive in the 21st century. There are several links across the top navigation bar targeted to different audiences: Job Seekers, Employers, Education, Workforce Professionals, PA Workforce Investment Board, and Newsroom.

- CLICK "JOB SEEKERS", THEN "YOUTH, or enter the URL below
<http://www.paworkforce.state.pa.us/portal/server.pt/community/youth/12907>
From this portal you can access information and online resources that will assist in your career preparation and employment. This site will provide you with the tools you need as you begin your quest for employment and training including a career guide, an occupation outlook handbook and workforce projections.



- Pennsylvania Dropout Prevention Reports
 - The Long-Term Labor Market Consequences of Dropping Out of High School in Pennsylvania.
 - The Tax and Transfer Fiscal Impacts of Dropping Out of High School in Pennsylvania
- Explore Occupational Data
 - Careers In Demand
 - Statewide and Regional High Priority Occupations
 - Career Descriptions
 - Fastest Growing Occupations
 - Occupational Charts and Graphs
 - High Priority Occupations
 - Statewide and Regional High Priority Occupations
 - Occupational Wages

CENTER FOR WORKFORCE INFORMATION AND ANALYSIS

<http://www.paworkstats.state.pa.us>

With professional statisticians and data analysts on hand, the Center for Workforce Information & Analysis (CWIA) is Pennsylvania's leading source of innovative workforce information. There are several links across the top navigation bar targeted to different purposes: Data, Services for Individuals, Services for Employers, Workforce Professionals, and Products.

- Scroll the home page for links to
 - High Priority Occupations
 - PA New Hires
 - Job Spidering
 - Green Reports and Research
 - Pennsylvania Fast Facts
 - Marcellus Shale Fast Facts
 - CWIA Presentations

O*NET (Occupational Information Network) <http://online.onetcenter.org>

The O*NET system serves as the nation's primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. The O*NET database houses this data and O*NET OnLine provides easy access to that information.

- Find Occupations: Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more. (Bright Outlook, Career Cluster, Green Economy Sector, Industry, Job Family, Job Zone, STEM Discipline).
- Advanced Search: Focus on occupations that use a specific tool or software. Explore occupations that need your skills. (Browse by O*NET Data: Abilities, Interest,



Knowledge, Skills, Work Activities, Work Context, Work Values, Skills Search, Tools & Technology).

- Crosswalks: Connect to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation. (Apprenticeship, DOT, Education, Military, Occupational Handbook, O*NET-SOC 2010, SOC).

MY NEXT MOVE <http://www.mynextmove.org>

My Next Move is created for the U.S. Department of Labor, Employment & Training Administration, by the National Center for O*NET Development. Search careers with key words; browse careers by industry; answer questions about the type of work you might enjoy.

CAREER ONESTOP <http://www.careeronestop.org>

Your source for employment information and inspiration. The place to manage your career. Your pathway to career success. Tools to help job seekers, students, businesses, and career professionals. Sponsored by the U. S. Department of Labor. Services specific to Career Exploration include: Explore Careers; Salary and Benefits; Education + Training; Resumes + Interviews; Job Search; People + Places to help

MY SKILLS MY FUTURE <http://www.myskillsmyfuture.org>

Your future is wide open. Explore new career options based on the skills you've used in a past job. With MySkillsMyFuture you can compare careers, find training, and search for jobs. Watch the help video to learn more.

U. S. BUREAU OF LABOR STATISTICS <http://www.bls.gov/k12>

The Bureau of Labor Statistics' Web site for kids provides introductory career information for students in Grades 4-8. Most of the material on the site has been adapted from the Bureau's *Occupational Outlook Handbook*—a career guidance publication for adults and upper-level high school students that describes the job duties, working conditions, training requirements, earnings levels, and employment prospects of hundreds of occupations.

On the kids' site, wording and labor market concepts have been simplified and some statistical detail has been eliminated. In addition, the occupations on the site are categorized according to interests and hobbies common among students. The twelve categories and their corresponding occupations are shown at the end of this Teacher's Guide. To help students continue their career exploration, each occupational description on the kids' site links to related information in the *Handbook*. The Bureau's Web site for kids is updated every 2 years with each new edition of the *Occupational Outlook Handbook*.

PERKIN COLLABORATIVE RESOURCE NETWORK

<http://cte.ed.gov/nationalinitiatives/guidanceandcounseling.cfm>

Perkins IV encourages states and local programs to provide access for students (and parents, as appropriate) to information regarding career awareness and planning with respect to an individual's occupational and academic future; and provide information with respect to career options, financial aid, and postsecondary options, including baccalaureate degree programs.



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BERKS COUNTY

Creating Your Plan for the Future

- **Public Service and Military Opportunities**
- **Education and Training after Graduation**
- **Perfecting Your Job Search**

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Public Service and Military Opportunities

In this fast-paced world, it's surprising there's time for you to attend classes, do homework, take part in extracurricular activities, and still manage to relax and have fun with family and friends. Yet despite busy schedules, many young people like you are concerned about what's going on in their neighborhoods and communities, and are looking for ways to get involved. Here are some facts:

- In a survey of nearly 1,000 young people commissioned by Prudential, 95 percent of those interviewed said they felt it's important for people to volunteer.
- Almost two-thirds of those respondents said that individual responsibility is the best way to address community problems.
- 67 percent indicated that they devote some of their time to volunteer activities.

Why Volunteer?

Why are so many students interested in serving their communities? Because they want to:

- Make a difference
- Develop new skills
- Prepare for college
- Explore career paths
- Have fun working with friends
- Feel good about themselves

Although the efforts of one person may seem small, every act of service can have an important impact on someone ... and millions of individual volunteers can create a revolution of sorts. Whatever your reason for volunteering, once involved, it's easy to get hooked—to “catch the spirit” of community involvement. Volunteering can expand your horizons and become a satisfying, lifelong commitment.

What's Right for Me?

You may make an instant decision to volunteer in your community. But don't be hasty in selecting a project or organization. First, take time to think about what problems or issues in your neighborhood or community concern you. Then, as you search for the “right” volunteer activity, ask yourself:

- How much time do I have to commit?
- What talents or skills do I offer?
- What do I want to get out of my involvement?
- Will I enjoy this type of service?

There are many reasons to volunteer. But one should be universal—volunteer for something you can enjoy.

Don't limit your thinking. You may want to volunteer in the structured environment of a large organization, or you may prefer the more informal “family” feeling of a smaller group. Perhaps you want to create your own volunteer activity by engaging your friends or family, or maybe just work alone on a project. When you've selected or narrowed your volunteer interests, you may want to talk to your parents, friends, a teacher or club sponsor, a counselor, or someone at your church or synagogue. They might have suggestions on how to go



about making it happen. Call organizations and local government offices that offer services to the public. Read your local newspaper. Watch and listen to the television and radio news for ideas. After you've made a choice, commit yourself to it. Give it your energy—and adequate time—to determine if it's a good fit.

Do's & Don'ts of Successful Volunteering

- Do be flexible. It is rare to find the “perfect” fit right away. Keep an open mind—you might discover something new that interests you.
- Do be persistent. Volunteer coordinators are often busy, so don't assume they're not interested in you if they don't call you right away.
- Do attend orientation meetings. Keep in mind that informed volunteers are the best volunteers. These meetings will help you do the best job possible.
- Do take necessary training classes. Ask about them before you decide to get involved and be prepared to learn what will be needed.
- Do be responsible. Show up on time and follow through with your commitments. People will be depending on you.
- Don't expect to start at the top. You have to work hard and prove your worth before you are given more responsibility.
- Don't think that volunteering has to be a group effort. You can start your own volunteer program and do it on your own time.
- Do expect to get plenty of personal enjoyment and satisfaction from your volunteer experiences.

Local Resources for Volunteer Ideas

- Principal, counselor, teacher
- Churches and synagogues
- Organizations such as the United Way—and their many affiliates
- Mayor's office
- Civic service groups, such as the Elks, Rotary, Kiwanis, Lions clubs
- Local arts centers, community theaters
- Food pantries, shelters for battered women and the homeless
- Zoos, animal shelters, conservation groups
- Hospitals, hospices, nursing homes
- Residential facilities for disabled persons or abused children
- Newspapers, television and radio
- Schools and libraries
- Local community and volunteer centers

National Organizations with Information for Young Volunteers

The Prudential Spirit of Community Initiative
751 Broad Street, 16th Floor
Newark, NJ 07102
www.prudential.com/spirit

Corporation for National and Community Service
1201 New York Avenue, NW
Washington, DC 20525
www.serve.gov



America's Promise

1110 Vermont Avenue, N.W., Suite 900
Washington, DC 20005
www.americaspromise.org

Network for Good

7920 Norfolk Avenue, Suite 520
Bethesda, MD 20814
www.1.networkforgood.org

Points of Light Foundation and Hands On Network

600 Means Street, Suite 210
Atlanta, GA 30318
www.pointsoflight.org
www.handsonnetwork.org

Do Something

24-32 Union Square East
4th Floor South
New York, NY 10003
www.dosomething.org

Volunteer Match

385 Grove Street
San Francisco, CA 94102
www.volunteermatch.org

Youth Service America

1101 15th Street, N.W. Suite 200
Washington, D.C. 20005
www.ysa.org

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Investigate **AmeriCorps** at www.americorps.org for local and national opportunities.

Local Organizations with Information for Young Volunteers

Volunteer Center, United Way of Berks County

501 Washington Street
Reading, PA 19601
<http://www.uwberks.org>

Goggle Works

201 Washington Street
Reading, PA 19601
www.goggleworks.org

Junior Achievement

35 531 Canal Street, Suite 403
Reading, PA 196012
www.juniorachievementreadinghigh.org

Military Opportunities

Military enlistment and service offers many opportunities for youth, both during their service time and afterward when utilizing many of the post-discharge benefits. These benefits may include:

- Compensation, including pay, health care, subsidized housing, food and education
- Education monies through the GI Bill, a college fund, or a college loan repayment fund
- Enlistment incentives
- Retirement plans

Local recruiters' offices or official websites are good places to start to gather information about whether or not military service is right for you.



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CREATING YOUR PLAN

U.S. Air Force

Fairgrounds Mall, 3050 North 5th Street
Reading, PA 19605
(610) 921-2456

www.airforce.com

U.S. Marine Corps

Fairgrounds Mall, 3050 North 5th Street
Reading, PA 19605
(610) 373-5210

www.marines.com

U.S. Coast Guard

(877) NOW-USCG

www.gocoastguard.com

U.S. Army

Fairgrounds Mall, 3050 North 5th Street
Reading, PA 19605
(610) 939-1040

www.goarmy.com

U.S. Navy

Fairgrounds Mall, 3050 North 5th Street
Reading, PA 19605
(610) 921-4553

www.usnavy.com

U.S. Army National Guard

(800) GO-GUARD

www.1800goguard.com



Education and Training after Graduation

Opportunities abound for Berks County high school graduates to continue their education or training right in their own backyard. Five colleges and several other post-secondary schools offer programs that will lead to Bachelor's degrees, Associate's degrees, certificates or diplomas for careers as diverse as health care, engineering, teaching, administrative assistant, or accounting.

Planning to attend post-secondary education or training should begin early in a student's middle school or high school career. Numerous resources are available, as mentioned in the **Exploring Careers** section of this guidebook, to help students and their parents, teachers and guidance counselors develop their interests and talents into potential career goals. These can serve as a guide to selecting high school classes and activities to prepare students for post-secondary school success.

Local post-secondary schools include:

Albright College

1800 North 13th Street

P.O. Box 15234

Reading, PA 19612

www.albright.edu

Degree programs in Accounting, Business Administration, Computer Science, History, Mathematics, Political Science, Psychology, Sociology, and many others

Alvernia University

400 St. Bernardine Street

Reading, PA 19607

www.alvernia.edu

Degree programs in Addictions Studies, Athletic Training, Business, Computer Information Systems, Education, Forensic Science, Nursing, and many others

Berks Technical Institute

2205 Ridgewood Road

Wyomissing, PA 19610

www.berks.edu

Diploma and degree programs in Administrative Office Support, Internet/Network Engineer, Drafting Technology, Medical Assistant Sciences, Graphic Design, and many others

Kutztown University

P.O. Box 730

Kutztown, PA 19530

www.kutztown.edu

Degree programs in Art Education, Communication Design, Education, Environmental Science, Library Science, Marketing, Physics, Special Education, and many more



PACE Institute

606 Court Street #305

Reading, PA 19601

www.paceinstitute.edu

Diploma and degree programs in Accounting, Computer Programming/Network Operations, Legal Assistant/Paralegal, Medical Office Assistant/Administrator, and many more

Pennsylvania State University Berks Campus

Tulpehocken Road, P.O. Box 7009

Reading, PA 19610

www.bk.psu.edu

Degree programs in Agricultural Business, Electro-Mechanical Engineering Technology, Kinesiology, Organizational Leadership, Occupational Therapy, and many more

Reading Area Community College

10 South 2nd Street, P.O. Box 1706

Reading, PA 19603

www.racc.edu

Certificate, diploma and degree programs in Business Administration, Practical Nursing, Bookkeeping/Accounting, Web Site Development, Human Services Worker, and many more

The Reading Hospital School of Health Sciences

Sixth Avenue and Spruce Streets, P.O. Box 16052

Reading, PA 19612

www.readinghospital.org

Diploma programs in Nursing, Paramedic Education, Radiologic Technology and Surgical Technology

Information about training provided through Job Corps is available through the local admissions counselor at 48 North 11th Street, Reading, PA 19601

Opportunities beyond the borders of Berks County are too numerous and diverse to mention. There are countless websites that can serve as the starting point for students interested in attending post-secondary school out of the area. These include:

www.petersons.com – Click on “Colleges and Universities” under Quick Links and search for schools by subject, college name, alphabetical list, or do a detailed search based on school characteristics. Has links to schools’ websites and forms to request more information.

www.collegeboard.com – From the Site Map, click on “Find a College – Where to Start” for links to research options and perform a college search.

www.edref.com – Use the EdRef Navigator™ College Search Tool to narrow choices by state, campus setting and degree programs.



Financial Aid

No discussion of college and post-secondary school consideration would be complete without examining the costs of such an education. These can range from the relatively inexpensive options of local community colleges and career schools to the very costly elite colleges and universities. Prospective students and their parents are advised to research all related expenses, such as tuition, room and board, books and fees, and transportation, as early as possible in their school search. Investigate financial aid options available through federal and state grant and loan programs, academic and athletic scholarships, work-study programs, direct aid from schools, and other sources to help in setting a realistic budget.

Websites such as these may help you get started in gathering the information you'll need to create your financial plan:

www.fafsa.ed.gov – Complete an on-line application for a Free Application for Federal Student Aid, used to determine eligibility for federal student aid and also state and school aid

<https://studentaid2.ed.gov> – A portal with links to topics like Applying for College and Applying for Financial Aid

www.ed.gov – Click on the “Students” tab for topics such as a college navigator and publications on financial aid

www.pheaa.org – Information on the Pennsylvania Higher Education Assistance Agency and its grants to eligible students, with links to the on-line FAFSA application and college planning tools

www.pdehighered.state.pa.us – Links to numerous college planning and financial aid sources

www.fastweb.com – Provides a free customized scholarship search feature

www.college-scholarships.com – Provides links to more than 40 free on-line scholarship search sites



Apprenticeships

Another important source of training and job opportunities for young adults are apprenticeships. Available in numerous trade specialties, apprenticeships offer participants classroom training along with real-world experience and wages, a winning combination for any job seeker. To learn more, contact any of the organizations listed below for information about preparing for these specific skilled trades:

Asbestos Worker/Insulator job consists of insulating piping systems, HVAC and refrigeration systems and boilers; removal of asbestos products; and fire stop installations

Contact Heat & Frost Insulators and Asbestos Workers Union Local #23
3263 Schoolhouse Road, Middletown, PA 17057
(717) 930-0443

Boilermaker makes, assembles, and repairs boilers, steel, pressure vessels, vats and tanks; erects and fabricates duct, smoke stacks, towers and heat exchangers

Contact Boilermaker Local #13
New Falls Road, Newportville, PA 19056
(215) 785-5536

Bricklayer lays stone, brick, structural tile, marble, concrete block and other masonry materials to build or repair various structures

Contact Bricklayers & Allies Craftworkers Local #5 of Pennsylvania
2163 Berryhill Street, Harrisburg, PA 17104
(717) 526-4832

Carpenter cuts, fits and assembles wood and other materials to construct highways, buildings, bridges, docks, and many other structures

Contact 1718 Heilmandale Road, Lebanon, PA 17046
(800) 932-2163

Cement Mason places and finishes concrete surfaces; applies coatings; patches and repairs concrete structures

Contact Jack Barnhart
2163 Berryhill Street, Harrisburg, PA 17104
(717) 564-8945

Electrician installs wiring in newly constructed buildings; installs, maintains and repairs wiring in existing buildings

Contact Reading Division Penn-Del-Jersey Chapter NECA&LU #743, IBEW
20 Morgan Drive, Reading, PA 19608
(610) 777-8388

Contact Bureau of Apprenticeship and Training
610-372-5173



Glazier fabricates and installs architectural metal and all types of glass and plastic products in buildings

Contact I.U.P.A.T. District Council #21 Training Center
66 Azalea Drive, Drums, PA 18222
(570) 708-2918

Iron Worker erects structural steel bridges, subways, tunnels and roof decking; applies sheeting to steel frames; installs metal stairways, catwalks, floor gratings and other structures

Contact Iron Workers Local Union #420
1645 Fairview Street, Reading, PA 19606
(610) 373-7090

Construction Craft Laborer supports other construction trades by performing work in utility, highway, general building and environmental construction

Contact Jim Wethington
6740 Allentown Blvd. #2, Harrisburg, PA 17112
(800) 478-0058

Mechanical Equipment Serviceman maintains commercial air conditioning, refrigeration, ventilation and heating equipment

Contact Steamfitters Joint Apprenticeship Committee Local Union 420
14420 Townsend Road, Suite C, Philadelphia, PA 19154
(267) 350-2615

Operating Engineers operates and maintains heavy construction equipment while performing excavations, demolition, paving, and bridge and highway construction

Contact Operating Engineers Local #542
1 Main Street, Virginville, PA 19564
(610) 562-3900

Plasterer finishes interior walls and ceilings; applies stucco to exterior walls and ceilings; and installs Dryvit

Contact Jack Barnhart
2163 Berryhill Street, Harrisburg, PA 17104
(717) 564-8945

Plumber installs and repairs piping systems and equipment

Contact Plumbers Union Local 690
2791 Southampton Road, Philadelphia, PA 19154
(215) 677-6900



Sheet Metal Worker fabricates, installs and repairs heating, air conditioning and ventilation systems, metal roofing and siding, and exhaust and air pollution control systems

Contact Sheet Metal Worker's Local #19 Apprentice Training
539 West Main Street, Shoemakersville, PA 19555
(610) 562-5306

Steamfitter installs and services steam and hot water heating systems by soldering, brazing and welding

Contact Steamfitters Joint Apprenticeship Committee Local Union 420
14420 Townsend Road, Suite C, Philadelphia, PA 19154
(267) 350-2615

Wallcoverer/Painter/Drywall Finisher applies paint, varnish, stain, enamel and lacquer; prepares and covers interior walls with wallpaper and other materials; finish drywall surfaces

Contact I.U.P.A.T. District Council #21 Training Center
66 Azalea Drive, Drums, PA 18222
(570) 708-2918



Solve the Career Puzzle

Perfecting Your Job Search

Sooner or later, whether it's a part-time job during their high school years, a full-time job right after graduation, or employment after college, students need effective job search and job keeping skills and strategies to be successful. Start now to build awareness of the steps to success in the world of work.

Youth and their parents and teachers need to have an understanding of the steps necessary to prepare for work while under the age of 18. Consider the following factors and gather information through these sources:

Child Labor Laws

<http://youthrules.dol.gov> – In easy-to-understand language, this site provides information on child labor laws related to the hours and jobs a teen can work. It also provides links to the Child Labor Laws for each state and safety and health topics.

The Pennsylvania Child Labor Law (CLL) was enacted to “provide for the health, safety, and welfare of minors by forbidding their employment or work in certain establishments and occupations, and under certain specified ages.” The CLL requires minors to obtain work permits prior to beginning work.

A summary of the CLL is available online at:

<http://www.dli.state.pa.us/landi/lib/landi/pdf/dept/posters/l1c-5.pdf>.

Answers to Frequently Asked Questions about the CLL be found at:

<http://www.pde.state.pa.us/k12/cwp/view.asp?A=165&Q=105983>

Each school district is responsible for issuing **Work Permits (aka Working Papers)** to all minors who reside in the district including those who attend non-public schools or are participating in a home education program.

APPLICATION FOR EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT		Date of Issuance _____
no. _____		Certificate/Permit number _____
_____		Date issued _____
A. To be completed by issuing officer:		
Name of minor _____	Sex _____ Color of hair _____ Color of eyes _____	Signature of issuing officer _____
Any distinguishing characteristics _____		SCHOOL DISTRICT - Name and Address _____
Place of Residence _____		
Date of Birth _____	Evidence of age accepted and filed _____	Evidence shall be required in the order designated. *Cross out all but one accepted.
Month _____ Year _____	a. Transcript of birth certificate b. Other documentary evidence	i. Baptismal certificate or transcript j. Passport k. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor
B. To be completed by parent/guardian or legal custodian in presence of issuing officer:		
I, the parent/guardian/legal custodian of the above named minor, request the issuance of an employment certificate as indicated below. Mark only one _____		
General Employment Certificate _____	Transferable Work Permit (in lieu of General Employment Certificate) _____	
Vacation Employment Certificate _____	Transferable Work Permit (in lieu of Vacation Employment Certificate) _____	
Signature of parent/guardian or legal custodian _____	Name and Address of parent/guardian or legal custodian _____	
C. To be completed by prospective employer:		
The undersigned expects to employ the minor as _____ (type of work) in the industry of _____ (type of industry)		
The minor will work during such times and in accordance with the maximum hours permissible by law as established by Section 4 and 5 of the Child Labor Law, Act of May 13, 1935, P. L. No. 177, as amended.		
Hours of Employment - Ages 14-15	Hours of Employment - Ages 16 & 17	Employer - Within the limitations as identified in "Hours of Employment," please fill out the following:
Maximum 3 hours on school days	Maximum 8 hours on any given day	Days _____
Maximum 8 hours on Saturday	Maximum 20 hours (not P.M.) plus an additional 8 hours on Sunday	_____
Maximum 8 hours per non-school week	Maximum 44 hours per week	_____
Summer Vacation	Summer Vacation	Maximum hours per day _____ per week _____
Maximum 8 hours per day	Maximum 8 hours per day, 44 hours per week	_____
Maximum 40 hours per week	_____	_____
Special Hours	Special Hours	Name, address and telephone number of employer: _____
May not work after 7 p.m. or before 7 a.m. Exception - Summer vacations until 9 p.m. but not before 7 a.m.	May not work after midnight on Friday, Thursday or before 8 a.m. any day. Exception - preceding non-school day a.m. No limits during summer.	Zip _____
Federal Law		Signature of Owner or Manager: _____
D. To be completed by examining physician, certified nurse practitioner or certified registered nurse practitioner employed by the school or school district, or by the minor's family physician designated by the prospective employer:		
I hereby certify that the minor named on this form has been thoroughly examined and: _____		
_____ is physically qualified for the period of _____ after which time a new examination is required.		
_____ is physically qualified with the following limitations: _____		
Signature of Examiner: _____	Address of Examiner: _____	



Documenting Credentials

Armed with the right tools, skills and credentials, students can prepare to meet with prospective employers. Today's youth may have a high school diploma, GED, Career and Technology Center diploma, and work-related skill certificates which document their preparation for work. Pennsylvania CareerLink Berks County can assist in-school and out-of-school students to earn the WorkKeys® Career Readiness Certificate to demonstrate additional skills that are critical to job success.

WorkKeys® Career Readiness Certificate

Can you prove your workplace skills?

Now you can.

Do you stand out from other applicants?

Now you will.

Finding and keeping a job requires higher skill levels than ever before.
Employers want to hire people with documented real world skills.

Over 85% of all jobs require the use of these **REAL WORLD SKILLS**
that employers believe are critical to job success

- Reading for Information
- Applied Mathematics
- Locating Information

Why should an applicant go through all this trouble if he/she already has a high school diploma, GED, or a college degree?

- While all of those credentials are important and valued, the addition of a WorkKeys Career Readiness Certificate gives applicants the documentation they need to PROVE REAL WORLD SKILLS to employers. The certificate is customized to include descriptions of an applicant's level in each of the three skill areas
- PA CareerLink Berks County is working with area businesses to help them understand the benefit of hiring the WorkKeys Certified applicant.



**Solve the
career
puzzle**

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Skills for Lifelong Success

- **Keep your job**
- **Manage your money**
- **Make smart insurance choices**
- **Find quality child care**
- **Locate community resources**
- **Advance at work**

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Getting Ahead at Work, Paying Bills, and MORE...

Whether out on their own or living at home, young adults need to learn to make good decisions about advancing in their careers, managing money, and choosing quality child care (to name a few!). We are not born with these skills, we need to learn them. Fortunately there are many, many good resources available to help us.

PENNSYLVANIA CAREER GATES (four-disc set included in this binder)

<http://webcast.wlvt.org/wlvtmedia/Career/SearchMediaListDETAIL.cfm?SeriesID=CG-1>

Sponsored by the PA Department of Labor and Industry, Pennsylvania Career Gates is a multi-episode educational media series for the high school classroom. Each six to nine minute episode is accompanied by a lesson plan linked to Pennsylvania's Academic Standards for Career Education and Work. These episodes feature highlights of careers in Pennsylvania's emerging industries for which employees are projected to be in high-demand into the future. *Disc Three includes episodes on Leadership and Soft Skills necessary for succeeding on the job.*

PENNSYLVANIA OFFICE OF FINANCIAL EDUCATION <http://www.moneysbestfriend.com>

On this site you can find resources to help deepen your understanding of financial issues, deal with major milestones in life, and connect with state and local services to help you make the most of your hard-earned money. The navigation bar on the left includes these topics:

- Money: Talking About Money, Budgets & Cash Flow, Banking Basics, Saving & Investing, Borrowing, Credit, Bankruptcy, Insurance, Taxes, Protecting Your Money, Kids & Money, Right on the Money.
- Life: High Education, Jobs, Housing, Family, Retirement, Death
- Tools: Calculators, Glossary

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC) MONEY SMART

<http://www.fdic.gov/consumers/consumer/moneysmart>

- The FDIC's Money Smart for Young Adults
 - The curriculum helps youth ages 12-20 learn the basics of handling their money and finances, including how to create positive relationships with financial institutions. Equipping young people in their formative years with the basics of financial education can give them the knowledge, skills, and confidence they need to manage their finances once they enter the real world. Money Smart for Young Adults consists of eight instructor-led modules. Each module includes a fully scripted instructor guide, participant guide, and overhead slides. The materials also include an optional computer-based scenario that allows students to complete realistic exercises based on each module. The curriculum is distributed on CD and can be ordered for free from the website.



SKILLS FOR LIFELONG SUCCESS

- Computer Based Instruction
 - The Money Smart Computer-Based Instruction (CBI) is a friendly and easy to use learning tool that teaches the 10 modules of the Money Smart curriculum through a computer. The CBI can complement formal classes or enable people to study independently at their own pace. Each module generally takes between 20-30 minutes to complete. Students receive ongoing feedback and, upon successful completion of each module, can print out a personalized certificate of completion.

PENNSYLVANIA INSURANCE DEPARTMENT <http://www.insurance.pa.gov>

The Pennsylvania Insurance Department is an objective source of information that can help you understand the complexities of your insurance coverage. When it comes to insurance, knowledge is your best policy. The *Resources for Consumers* section provides a wealth of information on different insurance products. You can learn how to find a licensed agent and compare rates. Free brochures and facts sheets provide information on topics such as renter's insurance, identity theft, life insurance and more. Consumer Liaisons are available to speak directly with community groups. Phone: 717-787-0636

CHILD CARE INFORMATION SERVICES

http://www.berksiu.org/Pages/ProgramsServices_CCIS.aspx

CCIS helps families find, select, and pay for quality child care. CCIS is funded by the Pennsylvania Department of Public Welfare and is housed at the Berks County Intermediate Unit.

PENNSYLVANIA CHILD CARE PROVIDER SEARCH

<https://www.humanservices.state.pa.us/compass/ProviderSearch/PGM/PSWEL.aspx>

Quality child care will offer your child a stimulating, nurturing environment which should help your child reach his or her full potential in school and life. Quality care environments far exceed minimum standards set by the state and provide an enriching, caring atmosphere in which your child will thrive mentally, socially, emotionally, and physically. Use the NEW SEARCH link on the left to find a provider that is convenient to your home or work.

BERKS HELPLINK (may be replaced by Call 211 service www.211.org late in 2011)

<http://cg.servicept.com/berks/findhelp/findhelp.php>

This website is a service of the United Way of Berks County. You can find general information about local agencies and their programs and find help for your specific need. There are two search options:

- *Basic Search* allows you to search for providers by keyword, name, city, state, and ZIP.
- *Decision Tree* helps you narrow down your choices to help you find the resources for which you are eligible.



BERKS COUNTY SOCIAL SERVICES DIRECTORY <http://www.racc.edu/BCSS/default.aspx>

This directory is hosted by Reading Area Community College. You can search by Agency, Service, or use the Cross Reference Directory.

PENNSYLVANIA HEALTH & HUMAN SERVICES RESOURCE GUIDE

<http://www.dsf.health.state.pa.us/health/cwp/view.asp?a=186&Q=243883>

Please take the time to read about the resources available to you in this guide. Use the contact information to obtain more details about resources that could improve your quality of life.

MONSTER CAREER ADVICE: ON THE JOB <http://career-advice.monster.com>

This well-known job board includes a section devoted to helping people stay on the job and move up in their careers.

CAREER BUILDER ADVICE AND RESOURCES

<http://www.careerbuilder.com/JobSeeker/Resources/CareerResources.aspx>

Owned by Gannett Co, Inc., Tribune Company, The McClatchy Company, and Microsoft Corp., CareerBuilder.com offers a vast online and print network to help job seekers connect with employers. The left-side navigation bar includes a link to Career Testing and Salary Calculator.

- The Career Vision Job Satisfaction Survey
<http://www.careerpath.com/career-tests/careertestingcenter.aspx>
- The CB Salary Calculator
<http://www.cbsalary.com/?siteid=cbsrcnav>



PENNSYLVANIA CAREERLINK WORKSHOP HANDOUTS

- Exploring Careers
- Creating Your Plan for the Future
- Skills for Lifelong Success

Young people exploring career options and/or looking for their first part-time or full-time job go through much the same process experienced workers follow when they are interested in career advancement or when they are searching for a new position after a layoff. Job seekers must develop effective skills for identifying prospective employers and marketing their assets to employers in writing and in person.

Pennsylvania CareerLink Berks County provides a number of short workshops to teach job seekers the skills they need to succeed as they compete in the job market. Some of these workshops can be presented to school groups either at CareerLink or at the home school. They are available on request, subject to the current schedule of staff time and resources. These include Career Decision Making, Labor Market Information, Resume Writing Skills, Tips for Completing Job Applications, and Interviewing Skills.

Instructional materials from some of these workshops are included on the following pages for use by school and agency staff offering similar programs of their own.

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Career Decision Making

What to consider when making a career decision?

- 1. What is your interest in this job/career?**
 - Realistically match interests, skills, and abilities
 - Your decision or the recommendation of others
 - Review job descriptions and discuss the job with current professionals

- 2. What are the responsibilities of the job/ career?**
 - Physical, mental, and social aspects
 - Nature of work, conditions, shift/hours, people/machinery/processes
 - Location, travel, atmosphere, full or part-time, flexible schedule

- 3. What are the salary and benefits?**
 - Research pay (salary, bonus, incentive, raises) and benefits
 - Medical Coverage, education/training, savings/investments
 - Parking, vehicle, uniforms, food, travel

- 4. What are the educational or training requirements?**
 - Type of education/training- formal (college), trade, hands-on
 - School, location, length of training, costs, results
 - Will education/training result in increased income or career opportunities

- 5. What are the time considerations for education / training?**
 - Length of training- weeks, months, years
 - Income/ Support during training period
 - Placement/networking opportunities after training

- 6. What jobs/ careers are expected to grow? (High Demand Occupations).**
 - See *High Priority Occupations for Berks County* Handout!
 - See *Statewide High Priority Occupations* Handout!

- 7. Where can you find Career & Labor Market Information?**
 - Occupational Outlook Handbook – www.bls.gov/oco
 - PA Dept. Labor & Industry – www.dli.state.pa.us
 - PA Publications– <http://www.paworkstats.state.pa.us/gsipub/index.asp?docid=352>
 - Career One Stop – www.careeronestop.org
 - America's Career InfoNet – www.acinet.org
 - Commonwealth of Pennsylvania- <http://www.scsc.state.pa.us>

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GENERAL RESUME DO'S AND DON'TS



DO

Be concise, accurate and positive.

List your most recent job first.

Stress skills, accomplishments.

Use action verbs.

Make your resume attractive to read.

Have someone proofread before mailing.



DON'T

Lie or exaggerate.

Include salary history.

Use pronouns or abbreviations.

Use excessive bold or italics.

Use small type or overcrowd margins.

Include references.

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Tips for Completing Job Applications

- Don't apply for a job in a pack. Go alone.
- Neatness and accuracy definitely count!
- Read the application over once first, before you complete it. If you are going to complete the application at home, make a copy first for practice. Ask someone you trust to check it for neatness and spelling.
- Keep important information written down on a piece of paper with you to get it right (Social Security Number, previous employers, telephone numbers, etc.).
- Make sure you ask for permission to use someone as a reference. Have the names, addresses, and phone numbers of your references with you.
- List your most recent job first when completing employment information.
- List your most recent education first. Include vocational school and training programs as well as college and high school.
- Don't forget to sign your application!



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How to Complete a Job Application

When you apply for a job you are typically asked to complete an application for employment. You may be asked to complete a job application even if you have already submitted a resume and cover letter. That way, the employer has a record of your personal and employment history, verified and signed by the applicant. It's important for your job applications to be complete, correct (no errors) and accurate. Here is the information you will need to complete an application for employment and tips and suggestions for writing applications that make a great impression.

Job Application Form Details

Personal Information:

- Name
- Address
- City, State, Zip Code
- Phone Number
- Eligibility to Work in US
- Felony convictions
- If under age, working paper certificate

Education:

- Schools/Colleges Attended
- Major
- Degree/Diploma
- Graduation Dates(s)

Position Applied For Information:

- Title of the job you are applying for
- Hours/days available to work
- When you can start work

Employment Information:

- Names, addresses, phone numbers of previous employers
- Supervisor's name
- Dates of employment
- Salary
- Reason for Leaving

References: List of three references – names, job title or relationship, addresses, phone numbers

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WHAT IS THE PURPOSE OF AN INTERVIEW

Interviewers have two major questions in mind:

- 1) How well suited are you for the job?
- 2) Are you truly interested in the employer and the position?

*The employer is trying to find out about your background, strengths and level of interest with their company. It is also important that you learn about the position and workplace to decide if this company is what you want.

WHAT CAN I EXPECT IN AN INTERVIEW?

*There are many styles of interviewing, just as there are many styles of teaching. This is why you will feel more comfortable talking with some recruiters than others!

WHAT IS THE INTERVIEWER LOOKING FOR?

The following are suggestions that will most impress an interviewer:

✓ **PREPARED**

How well do you show knowledge of the employer and interest in the employer?

✓ **PERSONALITY**

Do you demonstrate confidence, friendliness, enthusiasm, good posture, and assertiveness?

✓ **CAREER GOAL**

How much interest in this field do you have and have you researched the company/employer well enough?

✓ **COMMUNICATIONS**

Do you have good communications skills, good posture, eye contact, and appropriate tone of voice?

✓ **APPEARANCE**

Do you look neat, professionally dressed, and have no outstanding tattoos or anything out of the ordinary?

✓ **EXPERIENCE**

How much related work experience do you have for the real world and how much can you contribute to the employer?

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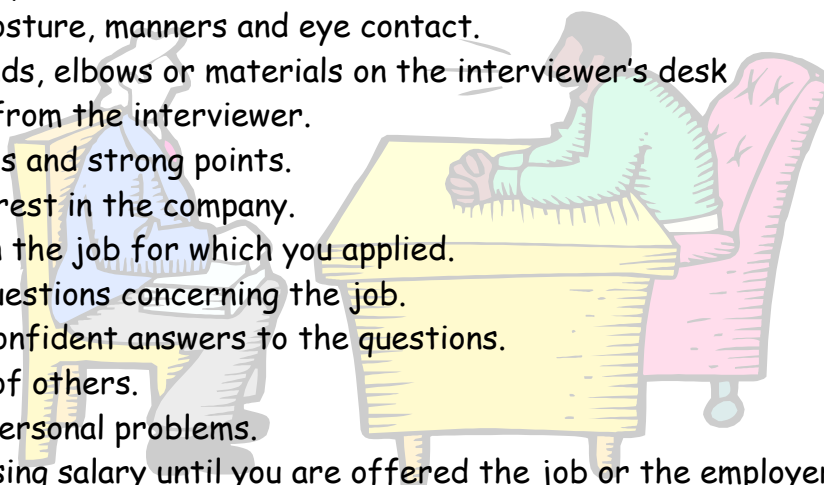
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I'M GOING TO AN INTERVIEW...

...NOW WHAT?

- Arrive for the interview early and alone.
- Be well groomed and dress appropriately for the occasion
- Let the interviewer take the lead
- Introduce yourself and your purpose for being there.
- First Impressions - Do not chew gum, smoke or accept drinks.
- Give interviewer your resume
- Maintain good posture, manners and eye contact.
- Do not place hands, elbows or materials on the interviewer's desk
- Take your cues from the interviewer.
- Stress your skills and strong points.
- Indicate an interest in the company.
- Show interest in the job for which you applied.
- Ask pertinent questions concerning the job.
- Give clear and confident answers to the questions.
- Avoid criticism of others.
- Do not discuss personal problems.
- Postpone discussing salary until you are offered the job or the employer brings up the subject.
- Avoid using slang expressions or improper language.
- Volunteer any important information, which you felt, was being overlooked
- Ask when the final decision will be made and request a business card.
- Thank the interviewer for their time and consideration
- Leave promptly when the interviewer indicates the interview is over (unless there is additional business to cover - tour, test, physical, another interview or meeting.)
- Bring I.D. cards, social security numbers, and driver's license



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