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“Choose a job you love, and you will never work a day in your life” - Confucious

Save a tree… only print this booklet when absolutely necessary.

Rev. 08/20/13
Career Planning for New CCC Students

- **Complete FOCUS2 computerized self-assessment** to identify your strengths by surveying your skills, values, interests and personality preferences.
- **Schedule an appointment with a Career Counselor,** Advising & Counseling Services, Commons Building - to discuss your FOCUS2 results, academic program, career interest areas and educational and career goals.
- **Use the Advising & Counseling Services Resource Room (M240)** to research and gather additional information on careers, employers, transfer colleges, and job opportunities.
- **Register for CRPL1010 - Career Directions:** A one-credit course that will assist you in clarifying, understanding and achieving self direction in career and college planning.
- **Begin taking courses that are directly related to your career interest area.** Consider your performance level and attitude toward the course content and specific concentration areas.
- **Make sure to include a public speaking class or interpersonal communication class in your schedule.** Employers consistently report year-after-year that verbal communication skills are the most important skills new hires need in the workplace.
- **Explore transfer college options** and schedule an appointment with a Career Counselor, Advising & Counseling Services, to discuss a transfer college plan, including appropriate CCC courses to take and degree requirements.
- **Attend the Fall Transfer College Fair**
- **Attend the Regional Job Fair**
- **Get involved in co-curricular activities.** Student Leadership and clubs, volunteering and exploring part-time work and internships directly related to your career goal.
- **Maintain communication and discuss career issues** with your advisor, professors, friends and relatives.
- **Know that Career Planning is a life-long process** that evolves based on your interests and experiences.

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Career Planning for Continuing CCC Students

- **Schedule an appointment to meet with a Career Counselor** at Advising & Counseling Services, Commons Building, to discuss transfer college choices, non-traditional Bachelor Degree options and employment opportunities.
- **Register for CRPL1020 – Job Search Strategies,** a one credit course that will assist you with networking and interview strategies, developing a professional resume, cover letter and list of references and learn “how to” search for a job.
- **Attend the Fall Transfer College Fair**
- **Create a resume, cover letter and list of references** that emphasize your work experience, skills, and strengths. See the *Job Search Guide* for resume guidelines. Get your resume critiqued at Advising & Counseling Services. Do this during the fall semester so your resume will be ready for the Regional Job Fair (Spring).
- **Attend the Regional Job Fair**
- **Pick up handouts** on interviewing and job search tips. Be well-prepared and knowledgeable about prospective employers prior to interviewing.
- **Establish a good rapport with your academic advisor,** professors, and employment supervisor/manager and begin to build a list of professional references for letters of recommendation for employment/transfer purposes.
- **Take a public speaking or interpersonal communication course.** Employers report time and time again that verbal communication skills and interpersonal communication skills are the top skill sets that employers seek in newly hire recent college graduates.
- **Take a computer course** and begin to develop skills in word processing, databases, spreadsheets, desktop publishing, and internet use and apply these skills to your current coursework. Employers seek those who are computer literate.
Register for a Career Planning Course or Related Course to:

- Gain self awareness of your interests, personality, life goals and values
- Understand your educational and career options
- Research and match yourself with potential career/transfer options
- Prepare for transfer to a four year college and explore majors
- Enhance your education by taking advantage of an experiential education opportunity
- Relate work ethics, workplace relationships, diversity and communication skills to career development
- Learn how to excel at every step of the job search process, including resume and interview preparation
- Make decisions, set goals and plan for the future

Career Planning Courses

CRPL 1010 Career Directions
Help students better understand and achieve self-direction in their career and college planning. The course includes analyzing self, career exploration and research, goal setting, decision making and developing a plan of action (1 credit hour).

CRPL 1020 Job Search Strategies
Students will develop an effective job search plan that includes resume and cover letter writing, networking and interviewing techniques, and using services of the Career Development Center (1 credit hour).

CRPL 1030 Understanding Workplace Expectations and Practices
The course focuses on an in-depth exploration of employer expectations including values, ethical behavior, conduct, first impressions, diversity and problem solving. Importance is directed toward acquiring knowledge and skills in interpersonal relationships and performance on the job to improve job satisfaction and success (2 credit hours).

CRPL 1040 Field Experience
A semester long supervised field experience that provides an opportunity to promote your career development and personal growth in business, education, health, communications/humanities math/science and technology work sites. Placement will vary depending upon employer need and student skill levels (3 credit hours).

Related Suggested Courses

INDI 1000 Volunteering: Service Learning
Requirements, obligations, and strategies for successful volunteering. Historical impact of volunteering in U.S. society. Emphasis on benefits of civic engagement and lifelong community involvement. Setting work and commitment expectations, identifying skills, and learning basic skills essential to volunteer situations. (1 credit hour and may be taken 3 times for a total of not more than 3 credit hours.)
Career assessments are a great way to begin exploring career options. The Advising & Counseling Services Office offers several opportunities and tools for personal career assessment. Some require you to come into the office and others you can take online. With any assessment we strongly encourage students to schedule a one-on-one appointment with a Career Counselor to review the results. FOCUS2 is a self-paced, online career guidance tool used to assist you in self-assessment and career exploration. Users of FOCUS2 learn to make more realistic decisions about their goals and plans, how to self-manage their careers and the importance of adaptability in these times of change. FOCUS2 is available through your MyCCC account.

To access FOCUS on the Web:
- Log into your MyCCC account
- Click on the Student tab
- Go down the page on the left hand side to Student Services
- Click on Career and Transfer Services
- Click on Career Planning
- Click on Exploration and Resources

You will see the following screen:

- Click on FOCUS Online (blue link)

You will see the following screen:
- Click on the image to view the form.

- Complete the form as seen above (bold fields are required).
- The access code is **corning**
- Create your username and password
- When you are finished, click the "Continue" button.
Career Readiness

Career and Educational Goals
Academic Strengths
Your Work Experiences and Accomplishments
Your Career Planning Status
Your Personal Development

Self Assessment

Work Interest Assessment
Personality Assessment
Skills Assessment
Values Assessment
Leisure Interest Assessment

Explore the Possibilities

Search by Occupation Name
Search by Industry
What can I do with a major in…..at Corning Community College?
Explore occupations associated with any major area of study
Compare Two Occupations Side by Side

Personal Career Portfolio

Review & Update Your Saved Careers
Review & Update Your Saved Majors
Review and Print Your Portfolio

Recommended Tools & Websites

Job Boards and Internship Opportunities
An extensive listing of websites available to assist with job and internship searches.
Workshops & Programs

The Advising & Counseling Services Office provides Corning Community College students with a variety of programs throughout the year. Taking advantage of these opportunities will help you get a head start on your career. Check our Events calendar for dates and locations of upcoming workshops and programs.

Programs

Transfer Fair and College Visits
Many students start at Corning Community College knowing that they will transfer on to a bachelor degree program. Through this program CCC students can connect directly with representatives from the many colleges and universities that our students transfer to upon graduation from Corning Community College. A variety of college representatives visit CCC throughout each semester. The Transfer College Fair is scheduled during the fall semester (watch MyCCC for information).

Experiential Education Fair
Whether you are in a career program or transfer program, this program is a positive addition to your resume and portfolio. The Experiential Education Fair is an opportunity for students to participate in an Internship, Field Experience, Practicum, and/or Service Learning in their program area. This program is offered in both the fall and spring semesters (watch MyCCC for information).

Adult Learner Transfer Fair
This program is for students/alumni who are interested in pursuing a Bachelor’s Degree, but going away is not an option. The Adult Learner Transfer Fair is an opportunity for CCC students to speak with college representatives about non-traditional education programs, such as online, distance learning, accelerated, etc., to determine the best option for them. Offered in the spring semester.

Regional Job Fair
Through participation with area partners we bring you the Regional Job Fair. Employers from throughout the region are invited to participate. Corning Community College students and alumni are invited to participate in the Regional Job Fair. The Job Fair gives you the opportunity to interact with a variety of employers in one place at one time. This is a professional event so business attire is expected. Offered in the spring semester.
Get Involved

It is said that you can attend class and get a degree or you can get involved and get an education. Employers and transfer colleges today are looking for students who were involved on their campus through co-curricular programming. These experiences can illustrate clearly to employers that you are serious about your career. Additionally, such involvements may give examples of your work ability on your resume and provide opportunity for meaningful small talk during an interview.

Each year employers around the country are surveyed by the National Association of Colleges and Employers and the results of the survey list the top 10 skills that employers seek in newly hired recent college graduates. The 2013 NACE survey reveals The Top-10 Candidate Skills/Qualities Employers Seek These are:

10. Ability to sell or influence others
9. Ability to create and/or edit written reports
8. Proficiency with computer software programs
7. Technical knowledge related to the job
6. Ability to analyze quantitative data
5. Ability to obtain and process information
4. Ability to plan, organize, and prioritize work
3. Ability to make decisions and solve problems
2. Ability to work in a team structure
1. Ability to verbally communicate with persons inside and outside the organization.

Source: Job Outlook 2013, National Association of Colleges and Employers

Specific job related skills check in at number 11 and employers are seeking first those recent college graduates who gained their job related skills through an internship experience.

Getting involved is easy to do. Corning Community College offers a variety of clubs, organizations, and events. To find out more you can stop by the Office of Student Life in the Commons. There you will find the information you need to connect. There are over 20 student clubs and organizations. If there is not something listed that interests you, you can work with the Student Life team to start or restart a club or organization.

So where does getting involved connect to developing these important critical skills employers seek? When you are involved in the co-curricular activities at Corning Community College you develop these and many other leadership skills. Through developing projects and programs you learn to establish and work toward goals and objectives. You learn to work with others to achieve these goals.
Informational Interviewing

Often the most current information about a career field, especially in a specific geographic location, may not be available in print or online. The best information comes from people who are actually working in that career field. An information interview is an informal conversation with someone working in an area of interest to you who will give you information and advice. It is an effective research tool in addition to reading books, exploring the Internet, and examining job descriptions.

It is not a job interview, and the objective is not to find job openings. At first, you may feel awkward making arrangements to talk with people you do not know about their work. However, remember most people actually enjoy taking a few moments out of their day to reflect on their professional life and to give advice to someone with an interest in their field.

Benefits of Informational Interviewing

- Get first-hand and relevant information about a career field, industry or position. This kind of information is not always available in print.
- Find out about career paths you did not know existed.
- Clarify your initial goals and how a particular career may match your interests, lifestyle and future plans.
- Improve your communication skills by talking informally with an interested professional.
- Develop job search skills.

Five Steps for Informational Interviewing

1. **Identify people to interview**
   - Pursue your own contacts. People you already know, even if they aren’t in fields of interest to you, can lead you to people who are. This includes family, friends, instructors, and former employers.
   - Call organizations directly or visit their website for the name of someone working within a particular area of interest.
   - Visit Advising & Counseling Services to review job listings and other resources.

2. **Initiate contact**
   - Contact the person.
   - Mention how you got his or her name.
   - Emphasize that you are looking for information, not a job.
   - Ask for a convenient time to have a 15 to 20 minute appointment.

3. **Prepare for the interview**
   - Do some initial research on the career field or employer using internet and print resources.
   - Plan open-ended questions to ask.
   - Develop a 30-second overview of yourself, including your reasons for contacting this person.
4. Conduct the informational interview

- Dress neatly and appropriately as you would for a job interview.
- Restate that your objective is to get information and advice, not a job.
- Take notes (if you’d like).
- Listen well and be genuinely interested in what the person has to say.
- Respect the person’s time.
- Always ask for suggestions of other people to talk to.

Questions to Ask During an Informational Interview:

- What do you do as a ....?
- How did you begin your career?
- What is a typical day like for you?
- What entry-level jobs are available in this field?
- What other career areas do you feel are related to your work?
- How does your position fit within the organization/industry/career field?
- What are the rewards/challenges/frustrations of your work?
- What are the major qualifications for success in this particular occupation?
- What career paths are generally available?
- What is the profile of the person most recently hired at my level?
- What kinds of problems do you deal with?
- What kinds of decisions do you make?
- How does your job affect your general lifestyle?
- What are some of the current issues and trends in the field?
- What steps would you recommend that I take to prepare to enter this field?
- What are the most effective strategies for seeking a position in this field?
- Can you suggest anyone else I could contact for additional information?

5. Follow-up

- Keep notes. Right after the interview, write down what you learned (including the suggestions or advice given to you), what more you’d like to know, and your reactions in terms of how this industry, field or position would “fit” with your lifestyle, interests, skills and future career plans.
- Send a thank-you note/email within 1 to 2 days to express your appreciation for the time and information given. Based on your assessment of the nature of your informational interview, whether informal or more businesslike, this may be a brief handwritten note, an email, or business format letter.
- Keep in touch with the person; let him or her know that you followed up on their advice and how things are going as a result. This relationship could become an important part of your network.
Want More Education?

Transferring
You may be considering completing a bachelor degree. As soon as possible you should begin to consider what you need to do here at Corning Community College in order to transfer smoothly. Keep in mind that not all schools will accept credits earned from another school. It is important to begin communicating with those schools you are interested in attending as soon as possible to better align the courses from Corning Community College that will transfer. To do this you will need to talk to your advisor and keep your advisor aware of your academic and career plans and goals. See the Advising & Counseling Services booklet Transferring Successfully for more specific information about the process associated with transferring from Corning Community College to a bachelor degree program. The Advising & Counseling Services Office offers a variety of services to connect Corning Community College students to transfer institutions including counseling and advisement, college on campus visits, and the annual Transfer College Fair.

Graduate School
Believe it or not, it may be important for you to begin considering graduate school. There are several reasons why you may consider graduate school as part of your career plan now. The first is related to professional certifications in order to practice and maintain employment. For example, if you plan to become certified as a teacher in New York State and several surrounding states you may need to complete a master’s degree for permanent certification. To achieve the permanent teaching certificate, you have a specific deadline upon which to complete the master’s degree or you can be removed from your teaching position, even if you have achieved tenure within a district. If your career plans include becoming a school principal or other administrator you will need to complete a master’s degree, or perhaps, even a doctoral degree in order to obtain employment at those levels. Perhaps your plans include becoming a mental health counselor. If so you will need to consider completing a Master of Social Work program in order to become a licensed clinical social worker.

Another reason people consider graduate school is for career advancement or personal academic goals. In these instances the choice to attend graduate school is more optional. If the degree is not required for a specific career field you may choose to delay attendance in graduate school until you have some work experience under your belt.

In preparation to attend graduate school talk to your faculty members and the Advising & Counseling Services counselors. Arrange to take the appropriate entrance exams such as the GRE. Prepare to take any required undergraduate prerequisite coursework or practical experiences. Begin searching out graduate programs and plan to visit the campuses and speak to Graduate School Admissions Counselors and faculty.

In any case, the decision to continue your education beyond the bachelor's degree is an important one and there are many factors to consider. Take time to make the decisions that are best for you and your circumstances. Review your career goals in order to better inform your decision making process.
Career Resources on the Internet

**General Directory:** Contains numerous links to a variety of career resources

- **Search Engines:** Use these by entering key words (name of career, name of employer, name of college) to access websites:
  - Ask: www.ask.com
  - Google: www.google.com
  - Yahoo! Search: www.search.yahoo.com

- **Career Assessment:** If you need help identifying those careers that best suit your personality type, interests and skill areas, try the following sites:
  - FOCUS: see Advising & Counseling Services
  - Keirsey Temperament Sorter II: www.keirsey.com
  - Work Interest Quiz: www.myfuture.com

- **Career Research, Exploration and Planning:** If you are interested in learning more information about specific careers try one of these web-sites. Great for researching possible career/major choice, employment information and descriptions, etc:
  - America’s Career Info Net: www.acinet.org
  - Career Planning: www.careerplanning.about.com
  - Directory of Jobs and Careers Websites: www.careers.org
  - Job Profiles: www.jobprofiles.org
  - Occupational Outlook Handbook: www.bls.gov/oco
  - Quintessential Careers: www.quintcareers.com
  - The Riley Guide: www.rileyguide.com
  - The Wall Street Journal: www.careerjournal.com
  - Vocational Information Center: www.khake.com
  - Job Choices Online: www.jobchoicesonline.com

- **Specific Interest Areas:** The following web sites contain career-related information that is geared toward specific student populations:
  - 100 Best Family-Friendly Companies: www.workingmother.com
  - Advancing Women: www.advancingwomen.com
  - Equal Opportunity Publications: www.eop.com
  - Gay & Lesbian: www.advocate.com
  - Hispanic American: www.saludos.com
  - Internships: www.aftercollege.com/jobseekers/internships
  - Internships: www.internshipprograms.com
  - Job Accommodations Network: http://askjan.org
  - Students with Disabilities: www.business-disability.com
  - The Black Collegian: www.black-collegian.com
  - National Association of Asian American Professionals: www.naap.org
  - Veterans: www.vetjobs.com
  - Women in Engineering & Science: www.mentornet.net

- **Transfer College Information:** To learn about colleges go directly to the institutions website. Below are websites which provide opportunities to research colleges and universities for transfer:
  - College Board: www.collegeboard.com/student/search/index.html
  - College Net: www.collegenet.com
  - CollegeView: www.collegeview.com
  - Peterson’s Four Year Colleges: www.petersons.com
  - Princeton Review: www.princetonreview.com
Career Resources on the Internet (continued)…

- **Specific Careers:** If you are looking for information that relates to a specific CCC program or perhaps a major for transfer planning, you may want to explore the following web-sites:
  
  Architecture & Design .......................................... www.akropolis.net  
  Automotive .......................................................... www.natef.org  
  Business – Accounting, Consulting, and Finance  
  Computing and Technology ........................................ www.acm.org  
  Criminal Justice .................................................... www.lib.msu.edu/harris23/crimjust/assn.htm  
  Education .............................................................. www.nea.org  
  Engineering/Industrial Engineering  
  Environmental ......................................................... www.ecojobs.com  
  Forensics ............................................................. www.aafs.org  
  Health & Medical ..................................................... www.advancehealthcarejobs.com  
  Human Services ...................................................... www.abet.org  
  Office Technology .................................................... www iaap-hq.org  
  Opto-Electronics Technology ...................................... www.optics.org  
  Paralegal ............................................................. www.paralegals.org  
  Philosophy ............................................................ www.apaonline.org  
  Physics ............................................................... www.aip.org  
  Psychology ............................................................ www.apa.org/students/brochure  
  Social Work ........................................................... www.socialworkers.org  
  Travel & Tourism .................................................... www.thetravelinstitute.com

- **Job Search and Resume Posting:** Looking for a job? The following sites are general job search engines which you may find very useful. CCC’s JobFinder is a password protected site specifically reserved for students/graduates of our college:
  
  Internet Business Network .......................................... www.career.com  
  Job Central National Labor Exchange  
  MonsterTrak ........................................................... www.monstertrak.monster.com  
  NYS Dept. of Civil Service .......................................... www.cs.state.ny.us  
  New York Career Zone ................................................. www.nycareerzone.org  
  New York’s Job Bank ................................................ www.ajb.org/ny  
  NYS Dept. of Labor (Workforce New York) ............ www.labor.state.ny.us  
  Online Job Database ................................................ www.nationjob.com  
  Simply Hired ......................................................... www.simplyhired.com

- **Local Resources for Job Search (see Chamber Member/Business Directories/Human Services Directories):**
  
  Chemung County/City of Elmira ........................................ www.chemungcounty.com  
  Corning Area Chamber of Commerce ......................... business.comingny.com/list  
  Chemung County Chamber of Commerce ................... www.chemungchamber.org  
  Schuyler County Chamber of Commerce .................... www.watkinsglenchamber.com  
  Star Gazette Jobs ...................................................... www.stargazette.com  
  Steuben County ....................................................... www.steubencony.org  
  The Institute for Human Services, Inc. ......................... www.ihsnets.org/  
  The Leader Classifieds ............................................. www.the-leader.com  
  Twin Tiers Help Wanted ........................................... www.regionalhelpwanted.com  
  Workforce New York Local Offices  

**Disclaimer:** Advising and Counseling Services lists the above websites as a convenience for its users and is not responsible for the contents of these or any linkable sites.
### Occupations with the most job growth, 2010 and projected 2020 (Numbers in thousands)

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<tr>
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<tbody>
<tr>
<td></td>
<td>2010</td>
<td>2020</td>
<td>Number</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>2,737.4</td>
<td>3,449.3</td>
<td>711.9</td>
</tr>
<tr>
<td>Retail Salespersons</td>
<td>4,261.6</td>
<td>4,968.4</td>
<td>706.8</td>
</tr>
<tr>
<td>Home Health Aides</td>
<td>1,017.7</td>
<td>1,723.9</td>
<td>706.3</td>
</tr>
<tr>
<td>Personal Care Aides</td>
<td>861.0</td>
<td>1,468.0</td>
<td>607.0</td>
</tr>
<tr>
<td>Office Clerks, General</td>
<td>2,950.7</td>
<td>3,440.2</td>
<td>489.5</td>
</tr>
<tr>
<td>Combined Food Preparation and Serving Workers, Including Fast Food</td>
<td>2,682.1</td>
<td>3,080.1</td>
<td>398.0</td>
</tr>
<tr>
<td>Customer Service Representatives</td>
<td>2,187.3</td>
<td>2,525.6</td>
<td>338.4</td>
</tr>
<tr>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>1,604.8</td>
<td>1,934.9</td>
<td>330.1</td>
</tr>
<tr>
<td>Laborers and Freight, Stock, and Material Movers, Hand</td>
<td>2,068.2</td>
<td>2,387.3</td>
<td>319.1</td>
</tr>
<tr>
<td>Postsecondary Teachers</td>
<td>1,756.0</td>
<td>2,061.7</td>
<td>305.7</td>
</tr>
<tr>
<td>Nursing Aides, Orderlies, and Attendants</td>
<td>1,505.3</td>
<td>1,807.2</td>
<td>302.0</td>
</tr>
<tr>
<td>Childcare Workers</td>
<td>1,282.3</td>
<td>1,544.3</td>
<td>262.0</td>
</tr>
<tr>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
<td>1,898.3</td>
<td>2,157.4</td>
<td>259.0</td>
</tr>
<tr>
<td>Cashiers</td>
<td>3,362.6</td>
<td>3,612.8</td>
<td>250.2</td>
</tr>
<tr>
<td>Elementary School Teachers, Except Special Education</td>
<td>1,476.5</td>
<td>1,725.3</td>
<td>248.8</td>
</tr>
<tr>
<td>Receptionists and Information Clerks</td>
<td>1,048.5</td>
<td>1,297.0</td>
<td>248.5</td>
</tr>
<tr>
<td>Janitors and Cleaners, Except Maids and Housekeeping Cleaners</td>
<td>2,310.4</td>
<td>2,556.8</td>
<td>246.4</td>
</tr>
<tr>
<td>Landscaping and Groundskeeping Workers</td>
<td>1,151.5</td>
<td>1,392.3</td>
<td>240.8</td>
</tr>
<tr>
<td>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</td>
<td>1,430.0</td>
<td>1,653.4</td>
<td>223.4</td>
</tr>
<tr>
<td>Construction Laborers</td>
<td>998.8</td>
<td>1,211.2</td>
<td>212.4</td>
</tr>
<tr>
<td>Medical Secretaries</td>
<td>508.7</td>
<td>718.9</td>
<td>210.2</td>
</tr>
<tr>
<td>First-Line Supervisors of Office and Administrative Support Workers</td>
<td>1,424.4</td>
<td>1,627.8</td>
<td>203.4</td>
</tr>
<tr>
<td>Carpenters</td>
<td>1,001.7</td>
<td>1,197.6</td>
<td>196.0</td>
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<tr>
<td>Waiters and Waitresses</td>
<td>2,260.3</td>
<td>2,456.2</td>
<td>195.9</td>
</tr>
<tr>
<td>Security Guards</td>
<td>1,035.7</td>
<td>1,230.7</td>
<td>195.0</td>
</tr>
<tr>
<td>Teacher Assistants</td>
<td>1,288.3</td>
<td>1,479.3</td>
<td>191.1</td>
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<tr>
<td>Accountants and Auditors</td>
<td>1,216.9</td>
<td>1,407.6</td>
<td>190.7</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurses</td>
<td>752.3</td>
<td>920.8</td>
<td>168.5</td>
</tr>
<tr>
<td>Physicians and Surgeons</td>
<td>691.0</td>
<td>859.3</td>
<td>168.3</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>527.6</td>
<td>690.4</td>
<td>162.9</td>
</tr>
</tbody>
</table>

**Source:** Employment Projections program, U.S. Department of Labor, U.S. Bureau of Labor Statistics