

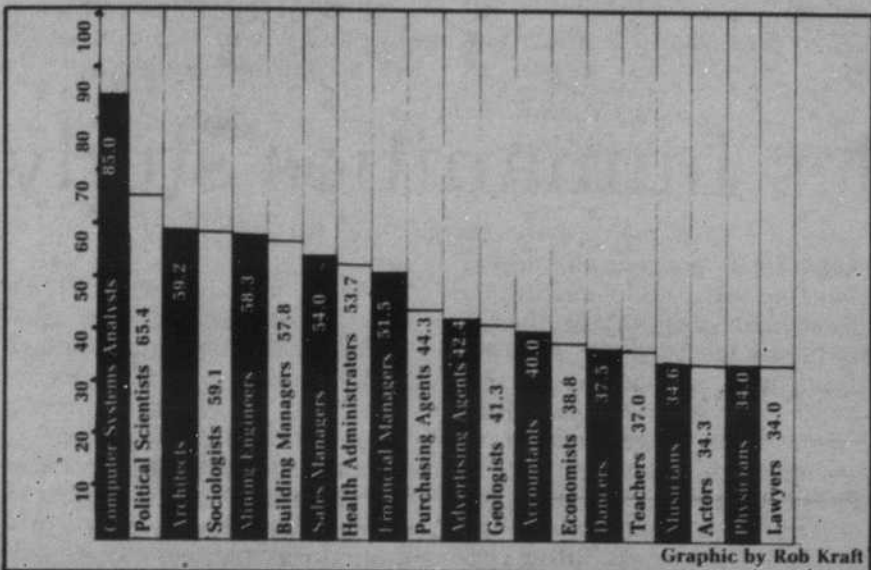
# Preparing for your career

College graduates entering the labor force through the mid-1990s are expected to exceed job openings by as much as 4 million, according to the Bureau of Labor Statistics.

Larry Smith, director of the University's Career Planning and Placement Service, offers the following suggestions to improve the chances of landing an "ideal" job:

- Think in terms of types of work instead of job titles.

The Bureau of Labor Statistics projects that job openings will increase by 25 percent between 1982 and 1995. The graph below reflects the forecasted percentage increase of the number of workers in some fields that will expand more than the average 25 percent.



Deciding to work at solving complex problems that primarily deal with interpersonal relationships may pose fewer limitations upon the job hunt than declaring a career in family counseling, for example.

- Upon deciding the types of work that are interesting, talk with professionals in those occupations. Pay special attention to the kinds of people in the field and try to imagine working

with them. Does the atmosphere seem enjoyable?

- During the undergraduate years, focus more on learning transferable skills rather than training in technical specifics. Transferable skills are ability to think well, communicate clearly and concisely, cooperate well within groups and understand human relations in terms of historical and contemporary context, Smith says.

Many companies are realizing that it's easier to teach an employee the specifics of a trade than to instill the fundamental qualities found in transferable skills.

- Regardless of an occupation's growth potential, if it seems appealing set your sights and "go for it."

- The CPP office offers workshops throughout the year to give students a boost up the career ladder. At 1 p.m. Nov. 12 in Room 12 Hendricks Hall, Smith will conduct a workshop entitled "Job Outlook for the '80s."

For more information on upcoming workshops and other job searching services, call 686-3235 or visit the office at 244 Hendricks Hall.

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## Expert Continued from Page 6

ing business complexity, rising incomes, more leisure time, technological advances, growing energy demands, the information explosion, and an aging population.

Some of the fields that will expand because of these changes will be architecture, journalism, geology and mining, retirement industries, biological research, robotics, applied sciences, the performing arts, health care services and business, Smith says.

Meanwhile, certain fields

will witness a decline in the need for workers due to technological advances, services shifting from one industry to another, low attrition among people in an occupational area, and reduced public demand, Smith says.

Some positions predicted for low or negative growth by the Bureau of Labor Statistics are astronomers, judges, librarians, bakers, bus drivers, funeral directors, railroad conductors, telephone operators and college administrators.

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Your college training qualifies you to handle more of these problems than you might think. Such as teaching nutrition and health practices; designing and building bridges and irrigation systems; working on reforestation and fisheries pro-

grams; introducing better agricultural techniques; advising small businesses and establishing cooperatives; or teaching math and science at the secondary level.

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### INFORMATION BOOTH:

Tues.-Wed. Oct. 23-24  
9:00 a.m. - 4:00 p.m.; E.M.U Lobby

### INTERVIEWS:

Nov. 5-7, 9:00 a.m. - 4:00 p.m.

Career Planning & Placement Office, Hendricks Hall

Sign up in advance for your interview at Placement Office & bring completed application to the interview.