

NEW MEXICO CAREER GUIDE

TOP 5
REASONS TO
INTERN

**YOUR MAJOR
MATTERS**

NETWORKING
TIPS TO FOLLOW THAT
COULD HELP YOU
LAND A JOB

**EXPLORING
CAREERS**
WHERE TO BEGIN,
WHERE TO GO

artist
programmer
accountant engineer
nurse physical therapist
marketing manager public relations
representative advertising lawyer
it analyst doctor medical
secretary computer systems
analyst athletic trainer health
care geographer coach
financial advisor banker
software
developer
architect
technical
writer

**YOUR ONLINE
REPUTATION**

Making the Most of
Social Networks &
Avoiding a Negative
Online Reputation

**MAKING
JOB FAIRS
WORK
FOR YOU!**

**NEW MEXICO'S
HOTTEST
ENTRY-LEVEL
JOBS**

By Education Level

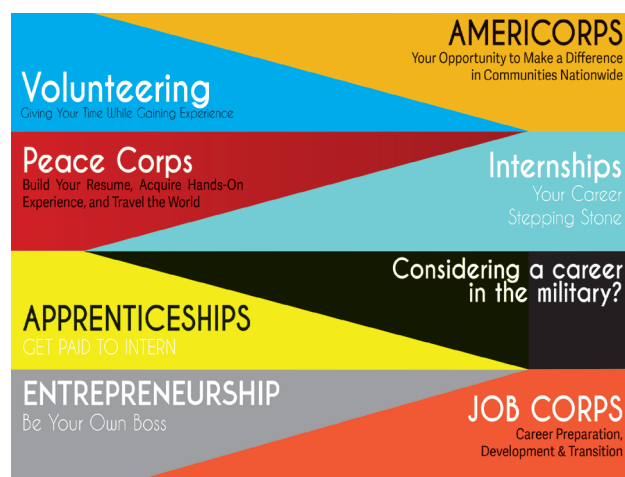


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NEW MEXICO WORKFORCE CONNECTION WEBSITE

YOUR #1 CAREER AND JOB SEARCH RESOURCE



Take control of your career and job search today by visiting the NM Workforce Connection website!

The NM Workforce Connection website—www.jobs.state.nm.us—provides a tremendous number of services and information to persons looking for work. This is the first site you should visit; it can serve as your launch pad for career exploration, job readiness, and the job search. The website is your one-stop online resource for information on identifying your career path and looking for, applying for, and getting a job. The resources and services on the site are provided at no cost. You can access this site on your own or visit your local NM Workforce Connection office for assistance.

Start by creating an account. The benefits of creating an account on the site include access to all of the information and assistance available and the ability to store your resume and other important documents, as well as historical information on your job search, applications, and contacts with specific employers. The value of using this website cannot be overstated. Visit www.jobs.state.nm.us today to get started!

Assessments

- Interest Analyzer
- Work Values Analyzer

Tools

- Resume Builder
- Cover Letter Builder
- Virtual Recruiter

Exploration

- Skills Matching
- Interest & Work Values Matching
- Career Informer
- Career Explorer

Education

- Training Providers & Schools
- Training & Education Programs
- Education Program Completers
- Online Learning Resources
- Veteran Services
- Youth Services
- Senior Services
- Financial Services
- Overall Budget Planning
- Training Budget Planning
- Transition Budget Planning
- Financial Aid for Training

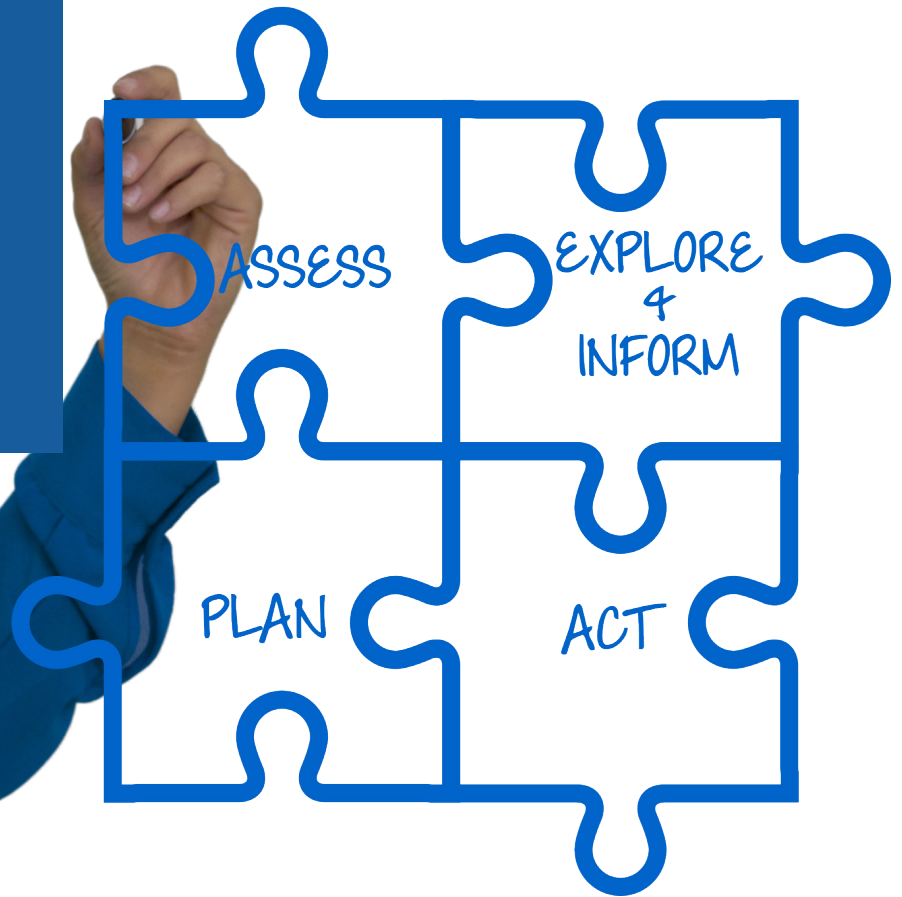
CAREER PLANNING AND EXPLORATION





KNOWING YOURSELF

WHY CAREER PLANNING IS SO IMPORTANT



Identifying a career that's right for you is rarely easy, and it takes time, patience, and effort. It is possible to quickly choose a career, especially if you are unfamiliar with how to figure out what you ultimately want to do. But it's important to slow down, take the time, and really think about who you are, what you enjoy doing, and what it will ultimately take to start you on your career path. The most important thing to remember is that it is better to make a choice, even if it ultimately ends up not being the best choice, than making no choice at all.

The process of identifying a career that is best for you is called *career exploration*, and the steps you take to pursuing that career fall under the *career planning* process. Career exploration and planning include four general steps.

ASSESS

Assess your interests, strengths, goals, experiences, and priorities to identify a career path or paths that would be right for you.

EXPLORE & INFORM

Explore careers that align with the different aspects of your assessment. Find information on the education you need, the wages you might expect to earn, and the potential for future job opportunities for that career. Reach out to different sources to learn about the realities of the career and what to really expect.

PLAN

Once you explore and educate yourself on the details of a career and still feel that it is a good fit for you, plan how you will get the education and experience needed to enter that field. Create goals to help you move forward through the various steps it takes to get where you ultimately want to be.

ACT

Begin taking the steps outlined in your plan to get the education and experience to enter into and advance in your career. Submit that college application, apply for that job, volunteer at that organization.

Career exploration and planning are different than searching for a job. The job search is a short-term effort that ultimately gets you a position that currently matches your financial and career goals. Career exploration and planning is usually a long-term effort of identifying education, training, and experience that moves you forward towards a career that fits your interests and abilities. Career exploration is something you may go through as you enter the job market for the first time, and may be something you go through many times in the future as your career changes.

Exploring career options helps you to get a head start on pursuing the necessary education, training, and experience. If you take the time now to identify your interests, strengths, and priorities, you are also less likely to change your career and direction later on, when you may have already invested a lot of time and financial resources into following a path that isn't right for you. At that point in time, there may be larger barriers to changing your career. Starting from the

A JOB IS WORK THAT YOU DO FOR MONEY, WITHOUT MUCH THOUGHT FOR FUTURE ADVANCEMENT OR HOW THE JOB PLAYS INTO YOUR LONG-TERM GOALS AND SKILLS SET. A CAREER, ON THE OTHER HAND, IS ACTUALLY A SERIES OF JOBS AND RELATED OPPORTUNITIES, DEVELOPED OVER A LONGER PERIOD OF TIME, THAT BUILD YOUR SKILLS AND EXPERIENCE AND EVENTUALLY ADVANCES YOU INTO HIGHER PAYING AND MORE COMPLEX POSITIONS.

beginning again can be difficult. You may have a family to support or other financial obligations, such as a mortgage or student loan debt, that make it difficult to return to school, relocate to a different city or state, or earn less money as you enter into a new career field. In addition, your overall happiness may suffer because you end up in a career that you do not like. Sure, you may be making money that pays the bills, but do you really want to be doing work you don't like for 30 or more years? Career exploration and planning gives you the control in creating a career that is rewarding.



Career exploration and planning can be daunting because it requires you to delve into your interests and priorities and think about what you're looking for from your career in the long term. This is particularly difficult when you're young and entering the job market for the first time. You may say to yourself, "Who knows what I'll want to do in 5, 10, or 15 years?" You may not be sure of what interests you the most. And, even if you know what you're interested in, you may not know what you need to do to pursue that path. There are many resources available, however, to help you with career exploration and planning. The following article provides information on those resources and how you can get a jump start on your career.

Career OneStop

US Department of Labor

WWW.CAREERONESTOP.NET

Explore Careers | Resumes & Interviewing | Education & Training | Salary & Benefits | Job Search

What is Career OneStop?

CareerOneStop is a group of web sites that help businesses, job seekers, students, and workforce professionals find employment and career resources.

Websites:

America's Career InfoNet

Provides national, state, and local career information and data using career tools, reports, videos, and a career resource library, and other web-based tools.

www.CareerInfoNet.org

America's Service Locator

Maps you to a range of services including work centers and information on unemployment benefits, job training, and education opportunities.

www.ServiceLocator.org

Other Tools Available:

mySkills myFuture

My Next Move

Worker ReEmployment

Veteran's ReEmployment





Exploring Careers

Where to Begin, Where to Go

ASSESS

The first, and probably the most important step in career exploration is to assess yourself. Sit down and begin writing down your accomplishments so far. In what areas were you successful in school? What about volunteering? Did you volunteer or take leadership roles in

your community? Did you excel in extra-curricular activities or maybe previous jobs? List these accomplishments, categorize them by work or other experience, and list them in chronological order (from most recent to oldest). Then, try to identify which accomplishments would be desirable to an employer.

In doing a self assessment, you also want to identify what types of work environments and tasks are important and interesting to you. Think about situations in which you are most motivated and engaged. Do you find yourself wanting to interact with people and work on teams, or do you prefer working on tasks by yourself? Do you get excited about more creative opportunities, or do you lean towards tasks that are more analytical or technical? Do you like being really active or do you enjoy sitting down at a desk to write or solve problems? You may also want to ask yourself how important flexible schedules, travel, wage, and benefits are to you. Is money more important than location? Is location more important than job tasks?

There are many assessments you can take online that can help you evaluate your skills, interests, and priorities, including two key career assessments available through the NM Workforce Connection website—the *Interest Analyzer* and *Work Values Analyzer* assessments. These assessments help you identify your interests and work values, and they help translate your interests and values into career choices.

Next, take some time to think about the skills necessary for most jobs, such as time management, working in teams and groups, professional conduct, and communication.

Assess how strong you are with those skills. This may be intuitive to some, but they are extremely important to not only demonstrate in your interviews, but to apply at your job. Other articles in this guide can help you to hone in on these skills and identify what employers are really expecting. The NM Workforce Connection website, CareerOneStop, and other sites can help you identify how to build and develop these skills.

EXPLORE & INFORM

Once you've completed your self assessment, it's time to see what types of careers match what you are ultimately looking for. Through your assessment, you might have identified some occupations you already know about (doctor, architect, teacher, etc.) and you might be interested in. Now

it's time to take a look at different occupations and how they fit within your assessment. This is also a really good time to explore the details of the occupations in which you're interested.

Begin by using the NM Workforce Connection website. The *Career Explorer* and *Career Informer* tools (found under *Career Services*) provide information on different types of occupations, including wages, educational requirements, and number of job openings. Within the Career Explorer link you will find the *skills matching* and *occupation matching* tools, which take your skills and previous work experience and match them to occupations.

When you look at different occupations, ask yourself if the requirements and details of the job match what you identified during your self assessment. Will you be satisfied with the typical wage? Will there be few or many openings? What are the education requirements for the occupations you're interested in? Do you have the necessary education now? Do you need to enter certain programs to get a degree or certification? It's easy to find information on occupations through the NM Workforce Connection website. You

INTEREST ANALYZER

The Interest Analyzer asks you to answer questions that represent six interest areas. Knowing your work interests can help you decide what kinds of jobs and careers you want to explore.

WORK VALUES ANALYZER

The Work Values Analyzer asks you to rank different aspects of work that represent six important work values. This assessment helps you learn more about your work values and determine what is important to you in a job.

OTHER ASSESSMENTS

Additional assessments can be found at www.CareerOneStop.net, including the Skills Profiler, Ability Profiler, and Employability Checkup. There are countless other websites that provide assessment tools. Do some research and find out which are right for you!

can even find information specific to certain regions and counties in New Mexico. But, exploring and informing yourself of certain occupations can go beyond the internet. This is a great time to conduct informational interviews with people in the occupations for which you're interested. The *"Informational Interviews: Want to Know About a Career? Just Ask"* article provides more information on informational interviews and why they are so valuable.

PLAN

Once you've explored your list of top occupations, begin planning your route to entering the career field in which you're most interested. You've already identified the experience, training, and education you need, so now, it's time to take the steps necessary to meet those requirements. Do you need to apply for college or graduate school? Do you need to begin working in more entry-level jobs? Begin preparing a plan and setting personal goals. Lay out the steps you need to take to get the necessary education, experience, and training, and identify how long it will take you to get what you need, as well as the financial responsibilities related to your path.

The planning phase of career exploration is also a great time to network and gain experience through avenues other than work. Volunteering, joining public service organizations, apprenticing at certain businesses, and even joining the military are all options to gain more experience in your areas of interest. These opportunities will not only help in further exploring a career or occupation

and whether it's right for you, but will provide additional experience that will ultimately give you a competitive edge when you enter the workforce and begin your career. This is also the time to join professional organizations and school groups and clubs, and to participate in extracurricular activities. Reach out to any contacts you may have: family, friends, teachers, professors, and people at organizations where you volunteer or serve. There are several articles in this guide that provide more information on the many opportunities to gain experience outside of school and the workplace.

ACT

Congratulations! You've completed your self assessment, identified some occupations you're interested in, and have a plan to meet the necessary requirements to enter into an occupation that will begin your career path. This is when you start school, volunteer, join the military or another service organization, and/or begin applying for jobs. Several articles in this guide provide in-depth information on your educational opportunities and the job search. *Keep in mind, however, that your career exploration isn't over.* Identifying what you value and what you want from your career (and work life in general) is a process that develops over your entire life. It is a process that will move you forward and will ensure that your work reflects what's important, meaningful, and rewarding to you.



Understanding Jobs, Occupations & Careers

Jobs, occupations, and careers all reference the same thing—earning money through work. However, there are some subtle differences:

- A job is often somewhat temporary in nature. You're working to make money but you have not necessarily established specific long-term commitments or opportunities.
- An occupation, on the other hand, references not just a specific position, but a sector or category of jobs that you and your experience fit into. For example, the occupation of "electrician" refers to a more broad set of skills and experience that is not limited to just one type of job.
- Finally, a career refers to your overall work experience, built and developed over time through a path of jobs and experience. A career is long-term and focuses on developing your skills within one or more occupations, and often through multiple job opportunities.

New Mexico's Hottest Entry-Level Jobs by Education Level

Choosing a Career – What Jobs are Out There?

When you are fresh out of high school or college, you may find yourself wondering where you can start. With all the changes that have happened in the economy and in the job market, choosing that starting point (even if it is a college major) can be daunting. Not only do you want to choose something that will continue to have great job availability over the long term, but you may also want to find something that pays well.

Your options will depend on your personal level of experience and education, but there are good occupations out there for all different levels. As you have probably heard, the more education you pursue, the better your prospects tend to be. For more information on how education pays, see the article [“Where Does Education Get You?”](#) The following jobs are great starting points because they do not generally require a lot of job experience to start, and they have strong projected growth over the next 10 years. For information on educational programs leading to these (and many more) occupations, see the [“New Mexico School Listing”](#) in the back of this publication. The following section provides information on some of the best entry-level jobs available based on your education level.

If your starting point is less than a high school diploma

Landscaping and Groundskeeping Workers

Entry level	\$17,190
Average	\$23,730
Experienced	\$27,000

What do they do? Grounds maintenance workers provide a pleasant outdoor environment by ensuring that the grounds of houses, businesses, and parks are attractive, orderly, and healthy.

What is the work environment like? Many jobs are seasonal, available mainly in the spring, summer, and fall. Most of the work is done outdoors in all kinds of weather. The work can be repetitive and physically demanding, requiring frequent bending, kneeling, lifting, and shoveling.

How do I learn? Most workers need no formal education and are trained on the job. Most states require licensing for workers who apply pesticides.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 12 percent, with over 250 openings annually.

Oil, Gas, and Mining Service Unit Operators

Entry level	\$38,260
Average	\$52,660
Experienced	\$59,860

Jobs in this industry are an option for those who live in an area of New Mexico that is involved in oil and gas mining. For information on how your county of residence influences job prospects, see the [“Where You Live Matters: How Location Affects Your Employment Options”](#) article later in this publication. Bear in mind that business needs in this industry may fluctuate often.

What do they do? Oil, gas, and mining service unit operators operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells.

What is the work environment like? Workers often work in remote locations outdoors and around heavy machinery, so they must follow precautions. Most work full time, and often overtime.

How do I learn? Workers usually must be at least 18 years old, be in good physical condition, and pass a drug test. A high school diploma is not necessarily required, but is preferred by some employers.

What are the future job prospects in New Mexico? Overall employment of service unit operators is projected to grow by 14 percent, with over 130 openings annually.

Home Health Aides

Entry level	\$17,030
Average	\$22,040
Experienced	\$24,540

What do they do? Home health aides help people who are disabled, chronically ill, or cognitively impaired. They often help older adults who need assistance. In some states, home health aides may be able to give a client medication or check the client's vital signs under the direction of a nurse or other healthcare practitioner.

What is the work environment like? Most home health aides work in a client's home; others work in small group homes or larger care communities. Some go to the same home every day, while others visit four or five clients in the same day. They help people in hospices and day services programs and also help people with disabilities go to work and stay engaged in their communities. Most home health aides work full time.

How do I learn? There are no formal education requirements for home health aides, but most aides have a high school diploma. Home health aides working in certified home health or hospice agencies must get formal training and pass a standardized test.

What are the future job prospects in New Mexico?

Overall employment is projected to grow by 45 percent, with over 340 openings annually.

Institution and Cafeteria Cooks

Entry level	\$17,150
Average	\$21,310
Experienced	\$23,400

What do they do? An institution and cafeteria cook works in the kitchens of schools, cafeterias, businesses, hospitals, and other institutions. For each meal, they prepare a large quantity of a limited number of entrees, vegetables, and desserts, according to preset menus. Because meals are usually prepared in advance, cooks seldom take special orders.

What is the work environment like? Cooks usually must stand for long periods and work under pressure in a fast-paced environment. Although most cooks work indoors in kitchens, some may work outdoors at food stands, at catered events, or in mobile food trucks. Most cooks work full time.

How do I learn? Most cooks learn their skills through short-term on-the-job training, usually lasting a few weeks. Training generally starts with learning kitchen basics and workplace safety and continues with handling and cooking food. Independent and vocational cooking schools, professional culinary institutes, and college degree programs provide training for aspiring cooks.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 17 percent, with over 120 openings annually.

Parts Salesperson

Entry level	\$20,060
Average	\$31,970
Experienced	\$37,920

What do they do? A parts salesperson sells spare and replacement parts and equipment. Most deal with car parts, by working in either automotive parts stores or automobile dealerships. They take customers' orders, inform customers of part availability and price, and take inventory.

What is the work environment like? Most retail sales workers work in clean, comfortable, well-lit stores. However, they often stand for long periods and may need permission from a supervisor to leave the sales floor. If they sell items such as cars, plants, or lumberyard materials, they may work outdoors. Many sales workers work evenings and weekends. About one in three retail salespersons worked part time in 2012.

How do I learn? Typically, workers do not need a formal education. However, some employers prefer applicants who have a high school diploma or equivalent.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 14 percent, with over 65 openings annually.



If your starting point is with a high school diploma or equivalent

Correctional Officers and Jailers

Entry level	\$25,630
Average	\$32,740
Experienced	\$36,300

What do they do? Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been sentenced to serve time in a jail or prison.

What is the work environment like? Working in a correctional institution can be stressful and dangerous. Correctional officers and jailers have one of the highest rates of injuries and illnesses, often resulting from confrontations with inmates. Because jail and prison security must be provided 24 hours a day, officers work all hours of the day and night, weekends, and holidays.

How do I learn? Correctional officers go through a training academy and then are assigned to a facility for on-the-job training. Although qualifications vary by state and agency, all agencies require a high school diploma. Some federal agencies also require some college education or related work experience.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 18 percent, with over 190 openings annually.

Hotel, Motel, and Resort Desk Clerks

Entry level	\$17,260
Average	\$19,760
Experienced	\$21,010

What do they do? Hotel, motel, and resort desk clerks provide customer service to guests at the establishment's front desk. They check guests in and out, assign rooms, and process payments. They also keep occupancy records; take, confirm, or change room reservations; and provide information on the hotel's policies and services. In addition, front desk clerks answer phone calls, take and deliver messages for guests, and handle guests' requests or complaints. For example, when guests report a problem in their rooms, clerks must coordinate with maintenance staff to resolve the issue.

What is the work environment like? The work of clerks who provide customer service can be stressful, particularly when dealing with difficult or irate customers. Clerks may work evenings, holidays, and weekends.

How do I learn? Clerks typically need a high school diploma and learn their skills on the job. Employers may prefer to hire candidates with some college education, depending on the specialty. Most clerks receive short-term on-the-job training, usually lasting a few weeks. Training typically covers procedures and computer use.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 16 percent, with over 180 openings annually.

Social and Human Service Assistants

Entry level	\$20,310
Average	\$29,200
Experienced	\$33,650

What do they do? Social and human service assistants help people get through difficult times or get additional support. They assist other workers, such as social workers, and they help clients find benefits or community services.

What is the work environment like? Social and human service assistants work for nonprofit organizations, for-profit social service agencies, and state and local governments. They generally work full time, and some work nights and weekends.

How do I learn? The minimum requirement is a high school diploma or equivalent, but some employers prefer to hire workers who have additional education or experience. Without additional education, advancement opportunities are limited.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 17 percent, with over 130 openings annually.

Medical Secretaries

Entry level	\$22,890
Average	\$29,730
Experienced	\$33,150

What do they do? Medical secretaries transcribe dictation and prepare reports or articles for physicians or medical scientists. They also take simple medical histories of patients, arrange for patients to be hospitalized, or process insurance payments. Medical secretaries need to be familiar with medical terminology, medical records, and hospital or laboratory procedures.

What is the work environment like? Most secretaries and administrative assistants work in office settings.

New Mexico's "Hot" occupations are identified using 2012-2022 projections. Hot occupations have a 10 percent or higher projected growth rate over the 10-year period, have 50 or more total annual openings projected per year, and have no experience requirements. Categories containing general or non-descriptive occupations, such as "All Other" categories, have been excluded, along with management positions.

Occupational details are from the Occupational Outlook Handbook from the Bureau of Labor Statistics www.bls.gov/ooh. Growth and annual openings are from the Economic Research & Analysis Bureau of NMDWS. Wages are from the OES Wage Program and are from 2013 (the most recent data available). <http://www.dws.state.nm.us/eds/index.html>.

Virtual assistants typically work from a home office. Most secretaries and administrative assistants work full time.

How do I learn? Many medical secretaries require several months of training to learn industry-specific terminology. Some learn industry-specific terminology and practices by attending courses offered at community colleges or technical schools.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 24 percent, with over 100 openings annually.

Industrial Machinery Mechanics

Entry level	\$31,230
Average	\$48,350
Experienced	\$56,910

What do they do? Industrial machinery mechanics maintain and repair factory equipment and other industrial machinery, such as conveying systems, production machinery, and packaging equipment. Millwrights install, dismantle, repair, reassemble, and move machinery in factories, power plants, and construction sites.

What is the work environment like? Workers in this occupation must follow safety precautions and use protective equipment, such as hardhats, safety glasses, and hearing protectors. Most work full time; however, they may be on call and work night or weekend shifts. Overtime is common.

How do I learn? Industrial machinery mechanics typically need a high school diploma and one year or more of training after high school.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 28 percent, with over 60 openings annually.

If your starting point is some college, technical certificate, or associate's degree

Registered Nurses

Entry level	\$51,400
Average	\$64,900
Experienced	\$71,650

What do they do? Registered nurses (RNs) provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

What is the work environment like? Registered nurses work in hospitals, physicians' offices, home healthcare services, and nursing care facilities. They also work in correctional facilities, schools, summer camps, and with the military.

How do I learn? Registered nurses usually take one of three education paths: a bachelor's degree in nursing, an associate's degree in nursing, or a diploma from an

approved nursing program. Registered nurses must also be licensed.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 14 percent, with more than 500 openings annually.

Preschool Teachers, Except Special Education

Entry level	\$18,890
Average	\$28,860
Experienced	\$33,850

What do they do? Preschool teachers educate and care for children, usually ages 3 to 5, who have not yet entered kindergarten. They teach reading, writing, science, and other subjects in a way that young children can understand.

Q&A BREAK: Ashley, Registered Nurse

Q: What made you choose a career in nursing?

A: There are many reasons why I chose a career in nursing. First and most importantly, I wanted a rewarding career where I would be able to help people in their time of need. Second, I wanted a career where I was not sitting at a desk all day. Third, nursing provides great career opportunities and job security. Fourth, the schedule for a nurse is very flexible. You can work 3 days a week and have 4 days off each week. Lastly, a nurses' income is very good.

Q: What steps did you have to take to get where you are, both during school and after?

A: I got my associate's degree in nursing and took my licensing exam after graduating. By taking the appropriate coursework and passing the licensing exam, I became an RN

(registered nurse). During school, a nursing student will take many difficult classes and also must be competent in clinicals. Clinicals are the hands-on learning where a nursing student actually cares for a patient on a nursing unit (under the direction and guidance of a nursing instructor). Nursing school requires a time commitment and is very challenging. After school, I got my first nursing job and had to work hard at learning the specifics of the unit I was on. Nursing school taught me an overview of all areas of nursing. Once I got a career in nursing, I had to narrow my focus to the specific conditions and needs of the patients on that unit.

Q: What advice would you give to aspiring students?

A: My number one piece of advice is to not

give up. As stated before, nursing school and nursing in general can be difficult. It takes time to get really comfortable in your role as a nurse. Take every opportunity you can to learn and experience something new. It will only help you in the end. Also, never be afraid to ask questions.

Q: What do you like best about being a nurse in New Mexico?

A: The thing I like best about being a nurse in New Mexico is the diversity of people you get to care for. People in New Mexico speak many different languages and come from different cultures. It is always rewarding to find out what they value in their culture and to provide them with care that correlates with it.

What is the work environment like? Many preschool teachers work in public and private schools or in formal childcare centers that have preschool classrooms. Others work for charitable or religious organizations that have preschool programs or Head Start programs. Preschool teachers in public schools generally work during school hours. Many work the traditional 10-month school year, which includes a 2-month break during the summer.

How do I learn? In childcare centers, preschool teachers generally are required to have at least a high school diploma and a certification in early childhood education. Preschool teachers in Head Start programs are required to have at least an associate's degree. However, at least 50 percent of all preschool teachers in Head Start programs nationwide must have a bachelor's degree in early childhood education or a related field. In public schools, preschool teachers are generally required to have at least a bachelor's degree in early childhood education or a related field. In public schools, preschool teachers must be licensed to teach early childhood education.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 17 percent, with more than 70 openings annually.

Dental Assistants

Entry level	\$23,940
Average	\$31,840
Experienced	\$35,790

What do they do? Dental assistants have many tasks, ranging from assisting dentists, patient care and preparation, to record keeping in a dental office. Their duties vary by state and by the dentists' offices where they work.

What is the work environment like? Almost all dental assistants work in dentists' offices. Most work full time.

How do I learn? There are several possible paths to becoming a dental assistant. Some states require assistants to graduate from an accredited program and pass a state exam. In other states, there are no formal educational requirements. Most states regulate what dental assistants may do, but that varies by state.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 14 percent, with over 70 openings annually.

Emergency Medical Technicians and Paramedics

Entry level	\$22,790
Average	\$36,240
Experienced	\$42,960

What do they do? Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

What is the work environment like? EMTs and paramedics work both indoors and outdoors, in all types of weather. Their work is physically strenuous

and can be stressful, sometimes involving life-or-death situations and patients who are suffering.

How do I learn? All emergency medical technicians (EMTs) and paramedics must complete a postsecondary educational program. All states require EMTs and paramedics to be licensed; requirements vary by state.

What are the future job prospects in New Mexico? Overall employment is projected to grow 15 percent, with over 60 openings annually.

Computer Support Specialists

Entry level	\$30,850
Average	\$44,120
Experienced	\$50,750

What do they do? Computer support specialists provide help and advice to people and organizations using computer software or equipment. Some, called technical support specialists, support the information technology (IT) employees within their organization. Others, called help-desk technicians, assist non-IT users who are having computer problems.

What is the work environment like? Computer support specialists work in many different industries, including IT, education, finance, health care, and telecommunication. Most computer support specialists have full-time work schedules; however, many do not work typical 9-to-5 jobs.

How do I learn? Because of the wide range of skills for different computer support jobs, there are many paths into the occupation. A bachelor's degree is required for some computer support specialist positions, but an associate's degree or postsecondary classes may be enough for others. After being hired, many workers enter a training program that lasts for several months.

What are the future job prospects in New Mexico? Overall employment is projected to grow 16 percent, with over 100 openings annually.



If your starting point is a bachelor's degree

Systems Software Developers

Entry level	\$58,990
Average	\$90,870
Experienced	\$106,810

What do they do? Software developers may develop the applications that allow people to do specific tasks on a computer or other device. They may also develop the underlying systems that run the devices or control networks.

What is the work environment like? Many software developers work for computer systems design and related services firms or software publishers. Others work in computer and electronic product manufacturing industries. Most work full time, and nearly one-fourth worked more than 40 hours per week in 2010.

How do I learn? Software developers usually have a bachelor's degree in computer science and strong computer-programming skills.

What are the future job prospects in New Mexico? Overall employment is projected to grow by 15 percent, with 60 openings annually.

Computer Systems Analysts

Entry level	\$47,670
Average	\$77,140
Experienced	\$91,880

What do they do? Computer systems analysts study an organization's current computer systems and procedures and make recommendations to management to help the organization operate more efficiently and effectively. They bring business and information technology together by understanding the needs and limitations of both.

What is the work environment like? Although 1 in 4 are employed by computer systems design firms, systems analysts work in many different industries. Most systems analysts work full time.

How do I learn? A bachelor's degree in a computer or information science field is common, although not always a requirement. Some firms hire analysts with business or liberal arts degrees who have skills in information technology or computer programming.

What are the future job prospects in New Mexico? Overall employment is projected to grow 25 percent, with over 50 openings annually.



CONSIDER A CAREER IN COMPUTING...

Many occupations in New Mexico are growing fast, but few enjoy as much growth AND as high of wages as some of the highly-demanded computer occupations mentioned here. Employers are having a harder time than ever trying to fill these specialized occupations, which is great for those of you interested in a career in computers.

If you like working with computers, enjoy problem solving, and have an aptitude for mathematical and scientific thinking, consider a career in computing! Many junior colleges offer technical coursework certification or an associate's degree, and most universities offer degrees in Computer Science or Management Information Systems.

The coursework is rigorous, and the field is constantly changing, requiring regular upkeep of knowledge and skills, but the reward is being in a field that is in very high demand and enjoying some of the highest wages among 4-year degree holders.

Note: Visit www.jobs.state.nm.us <Labor Market Services> <Occupational Profile><Occupation Summary> to explore different occupations and wages, career paths, and projected outlooks.

Civil Engineers

Entry level	\$55,980
Average	\$77,570
Experienced	\$88,370

What do they do? Civil engineers design and supervise large construction projects, including roads, buildings, airports, tunnels, dams, bridges, and systems for water supply and sewage treatment.

What is the work environment like? Civil engineers generally work indoors in offices. However, they sometimes spend time outdoors at construction sites so they can monitor operations or solve problems at the site. Most work full time.

How do I learn? Civil engineers need a bachelor's degree, either in civil engineering or civil engineering technology. They typically need a graduate degree and licensure for promotion to senior positions. Though licensure requirements vary within the U.S., civil engineers must usually be licensed in the locations where they provide services publicly.

What are the future job prospects in New Mexico? Overall employment is projected to grow 10 percent, with over 40 openings annually.

Child, Family, and School Social Workers

Entry level	\$26,060
Average	\$40,560
Experienced	\$47,820

What do they do? Child and family social workers protect vulnerable children and help families in need of assistance. They help parents find services, such as child care, or apply for benefits, such as food stamps. They intervene when children are in danger of neglect or abuse. Some help arrange adoptions, locate foster families, or work to get families back together. Clinical social workers provide mental health care to help children and families cope with changes in their lives, such as divorce or other family problems.

What is the work environment like? Although most social workers work in an office, they may spend time visiting clients. School social workers may be assigned to multiple schools and travel around the school district to see students. Understaffing and large caseloads may cause the work to be stressful. Social workers generally work full time. They sometimes work evenings, weekends, and holidays to see clients or attend meetings.

How do I learn? Although most social workers need a bachelor's degree in social work, clinical social workers must have a master's degree and two years of post-master experience in a supervised clinical setting. Clinical social workers must also be licensed in the state in which they practice. All states have some type of licensure or certification requirement, which varies by state.

What are the future job prospects in New Mexico? Overall employment is projected to grow 21 percent, with over 50 openings annually.



Q&A BREAK:

Lisa, Civil Structural Engineer

Q: What made you choose a career in civil engineering?

A: It was luck – all my fellow calculus students were going into engineering. I went to the UNM Engineering Open House and thought the water model looked interesting. When I started taking classes, I ended up really liking structural.

Q: What steps did you have to take to get where you are, both during school and after?

A: Probably the best step was to get involved in my student chapter of civil engineering in college. I then joined and participated in the state chapter for many years. I got to know my fellow engineers while also giving back to my profession.

Q: What advice would you give to aspiring students?

A: Get involved, don't just go to class. If you can, find something to get involved in related to what you're studying. Find a

volunteer non-profit that you can relate to your studies to get involved with. You'll get more out of helping others than if you were getting help, and it might help you figure out if your studies are what you want to do.

Q: What do you like best about being a civil engineer in New Mexico?

A: The people. The engineering community and the community in general. And you've got to love the weather!

Elementary, Middle, and Secondary School Teachers

Elementary

Entry level	\$37,970
Average	\$51,470
Experienced	\$58,220

Middle

Entry level	\$37,370
Average	\$48,640
Experienced	\$54,270

Secondary

Entry level	\$37,000
Average	\$50,380
Experienced	\$57,070

With many teachers reaching retirement age within the next 10 years, the growth of teaching occupations is picking up. Additionally, the demand for math and science teachers at the mid- and high-school levels continues to be of utmost importance here in New Mexico.

What do they do? Kindergarten and elementary school teachers prepare younger students for future schooling by teaching them the basics of subjects such as math

and reading. Middle school teachers educate students typically in sixth through eighth grade. Middle school teachers help students build on the fundamentals taught in elementary school and prepare students for the more difficult curriculum they will face in high school. High school teachers help prepare students for life after graduation. They teach academic lessons and various skills that students will need to attend college and to enter the job market.

What is the work environment like? Kindergarten, elementary, middle, and high school teachers work in public and private schools. They generally work school hours when students are present and use nights and weekends to prepare lessons and grade papers. Most school teachers do not work during the summer.

How do I learn? Kindergarten, elementary, middle, and high school teachers must have at least a bachelor's degree. In addition, public school teachers must have a state-issued certification or license.

What are the future job prospects in New Mexico? Overall employment for elementary school teachers is projected to grow by 28 percent, with over 430 openings annually. Employment for middle school teachers is projected to also grow by 28 percent, with over 170 openings annually. Employment for secondary school teachers is projected to grow by 20 percent, with over 260 openings annually.



\$\$ Reality Check \$\$

STARTING SALARY VS. EXPERIENCED SALARY

How realistic are your salary expectations? While there are many factors other than salary to consider before pursuing a certain occupation, salary is unarguably important.

Many career sites often list simply the average earnings for occupations, but that value takes into account experienced workers who have been employed in that occupation for years. Save yourself (and your future employer) some frustrations by researching your intended occupation's average *starting* salary. Bear in mind that a number of factors affect a starting salary offer, but the starting wage is often markedly lower than an occupation's average or experienced wage.

The bottom line is this: don't be discouraged by a relatively "low" starting wage. Examining the difference between a starting wage and an experienced wage will give you an idea of future earnings growth potential over time (Growth%).

Below is a list of selected occupations with relatively high starting wages compared with their experienced wages. Note the last five occupations are included to demonstrate their small growth percentage. Not much salary growth can be expected, no matter how long you stay in these kinds of jobs.

For a list of wages for all occupations, visit www.dws.state.nm.us/eds/index.

	Entry	Experienced	Growth %
General & Operations Managers	\$47,520	\$121,020	155%
Wholesale & Manufacturing Sales Representatives	\$28,750	\$67,720	136%
Lawyers	\$53,240	\$120,610	127%
Coaches & Scouts	\$17,230	\$38,920	126%
Fitness Trainers & Aerobics Instructors	\$18,220	\$39,250	115%
Management Analysts	\$40,100	\$83,980	109%
Administrative Services Managers	\$42,450	\$88,490	108%
Financial Managers	\$56,500	\$116,800	107%
Medical & Health Services Managers	\$60,670	\$125,340	107%
Educational, Guidance, School & Vocational Counselors	\$28,430	\$57,660	103%
Family & General Practitioners	\$102,940	\$202,740	97%
Bus & Truck Mechanics & Diesel Engine Specialists	\$26,250	\$51,360	96%
Supervisors of Mechanics, Installers & Repairers	\$37,060	\$72,060	94%
Light Truck or Delivery Services Drivers	\$18,290	\$35,500	94%
Computer Systems Analysts	\$47,670	\$91,880	93%
General Maintenance & Repair Workers	\$21,430	\$40,900	91%
Parts Salespersons	\$20,060	\$37,920	89%
Emergency Medical Technicians & Paramedics	\$22,790	\$42,960	89%
Supervisors of Construction Trades & Extraction Workers	\$37,700	\$70,670	87%
Automotive Service Technicians & Mechanics	\$24,030	\$45,000	87%
Cafeteria, Food Concession & Coffee Shop Counter Attendants	\$17,090	\$19,370	13%
Restaurant, Lounge & Coffee Shop Hosts & Hostesses	\$17,150	\$18,920	10%
Nonrestaurant Food Servers	\$17,090	\$18,680	9%
Food Preparation & Serving Workers, Including Fast Food	\$17,110	\$18,520	8%
Fast Food Cooks	\$17,110	\$17,790	4%

Other Top Jobs in New Mexico



Navigating Beyond Entry-Level Opportunities

If you're reading this publication, you're probably getting ready to start your career or are in the early years of your career development. If you have some experience under your belt already, you may be looking to see what other opportunities are available to you beyond entry-level jobs. Job opportunities, wages and income, and minimum job requirements are all major factors to consider in any stage of career exploration, not just in the start of your career.

So, which jobs are going to grow the most and pay the best? To answer these questions, NMDWS has identified New Mexico's top jobs based on projected growth and higher wages over the next 10 years. For additional information on the methodology used, visit www.jobs.state.nm.us.

Top Occupations in New Mexico

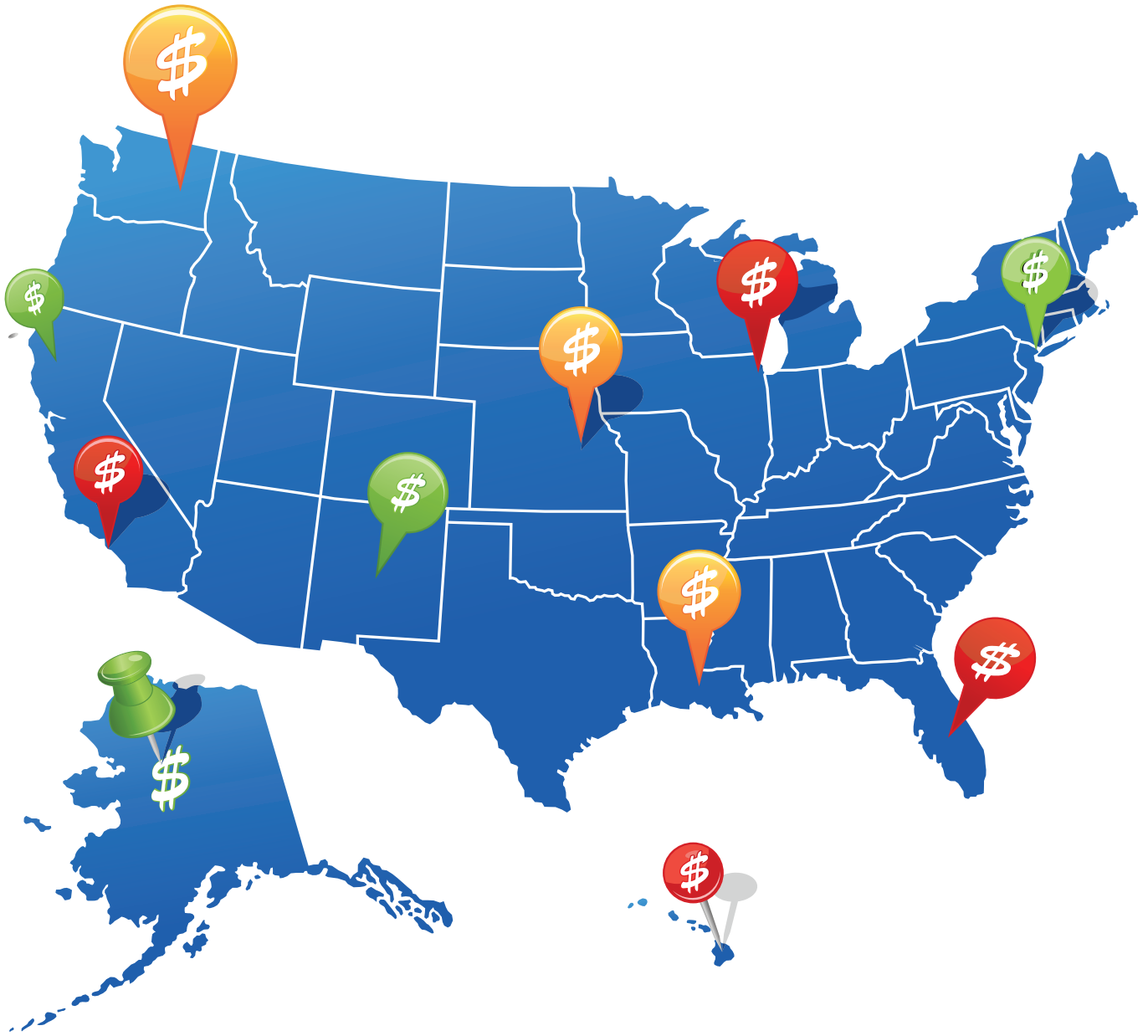
Projected Job Openings for 2012 to 2022

Occupation	Average Annual Growth		Annual Wage (2013)			Education, Work Experience & Training Requirements		
	Job Openings	Rate	Entry	Average	Experienced	Education	Work Experience	Training
5-STAR								
Elementary School Teachers, Ex. Special Education	440	2.5%	\$37,970	\$51,470	\$58,220	Bachelor's	None	Internship/Residency
Middle School Teachers, Ex. Special & Career/Technical	180	2.5%	\$37,370	\$48,640	\$54,270	Bachelor's	None	Internship/Residency
Physical Therapists	60	2.5%	\$62,960	\$84,710	\$95,590	Doctoral/Prof.	None	None
Medical & Health Services Managers	90	1.6%	\$60,670	\$103,780	\$125,340	Bachelor's	None	None
Secondary School Teachers, Ex. Special & Career/Technical	270	1.8%	\$37,000	\$50,380	\$57,070	Bachelor's	None	Internship/Residency
Registered Nurses	540	1.3%	\$51,400	\$64,900	\$71,650	Associate's	None	None
General & Operations Managers	500	1.2%	\$47,520	\$96,520	\$121,020	Bachelor's	Less than 5 yrs	None
Management Analysts	140	1.4%	\$40,100	\$69,350	\$83,980	Bachelor's	Less than 5 yrs	None
Kindergarten Teachers, Ex. Special Education	80	2.4%	\$32,680	\$46,300	\$53,100	Bachelor's	None	Internship/Residency
Industrial Machinery Mechanics	70	2.5%	\$31,230	\$48,350	\$56,910	High Sch/Equiv.	None	Long-Term OJT
4-STAR								
Computer Systems Analysts	60	2.3%	\$47,670	\$77,140	\$91,880	Bachelor's	None	None
All Other Postsecondary Teachers	60	**	\$31,360	\$53,260	\$64,200	Doctoral/Prof.	None	None
Clinical, Counseling & School Psychologists	70	1.7%	\$41,370	\$62,360	\$72,860	Doctoral/Prof.	None	Internship/Residency
Oil, Gas & Mining Service Unit Operators	140	1.3%	\$38,260	\$52,660	\$59,860	Less than High Sch	None	Moderate-Term OJT
Elementary & Secondary School Education Administrators	60	1.7%	\$62,770	\$77,540	\$84,930	Master's	5 yrs or More	None
Educational, Guidance, School & Vocational Counselors	70	2.3%	\$28,430	\$47,920	\$57,660	Master's	None	None
Medical & Clinical Laboratory Technicians	80	2.3%	\$25,170	\$36,740	\$42,520	Associate's	None	None
Systems Software Developers	60	1.4%	\$58,990	\$90,870	\$106,810	Bachelor's	None	None
Computer User Support Specialists	110	1.5%	\$30,850	\$44,120	\$50,750	Some College	None	Moderate-Term OJT
3-STAR								
Fitness Trainers & Aerobics Instructors	80	1.9%	\$18,220	\$32,240	\$39,250	High Sch/Equiv.	None	Short-Term OJT
Supervisors of Office & Administrative Support Workers	340	1.2%	\$29,950	\$45,860	\$53,820	High Sch/Equiv.	Less than 5 yrs	None
Licensed Practical & Licensed Vocational Nurses	120	1.2%	\$34,430	\$44,970	\$50,230	Postsec. Award	None	None
Kindergarten & Elementary School Special Edu. Teachers	50	1.8%	\$37,510	\$50,480	\$56,960	Bachelor's	None	Internship/Residency
Child, Family & School Social Workers	60	1.9%	\$26,060	\$40,560	\$47,820	Bachelor's	None	None
All Other Services Sales Representatives	70	1.2%	\$28,020	\$57,620	\$72,420	High Sch/Equiv.	None	Short-Term OJT
Emergency Medical Technicians & Paramedics	70	1.4%	\$22,790	\$36,240	\$42,960	Postsec. Award	None	None
Dental Assistants	70	1.4%	\$23,940	\$31,840	\$35,790	Postsec. Award	None	None
Bill & Account Collectors	70	1.3%	\$25,010	\$34,170	\$38,750	High Sch/Equiv.	None	Moderate-Term OJT

Source: NMDWS, Employment Projections and Occupational Employment Statistics programs.

Notes: "****" represents non-disclosed data. Openings and wages are rounded. "OJT" refers to On-the-Job Training. Education level represents the minimum education needed to enter into the job. Training and work experience represents the minimum requirements to become proficient in the job. Postsec. Award includes non-degree awards, such as a certification.

Methodology: All listed occupations meet the same criteria--total annual openings are greater than 50, employment growth is greater than the average for all occupations, and the median wage is greater than that for all occupations. The order in which occupations are listed is based on a weighted measurement of all three criteria. The higher ranked the occupation is in all three criteria, the more it is categorized as a top occupation.



Where You Live Matters

How Location Affects
Your Employment Options

Economic conditions are not the same across the United States or in all areas of New Mexico. Local economies can have a large impact on job availability and wages. Job hunters will find a lot of competition for job openings in counties with high unemployment and low population. In New Mexico's rural counties, there are generally fewer employers with fewer job openings. Keep in mind, however, that while job opportunities are extremely important, it is not the only factor when considering where to live.

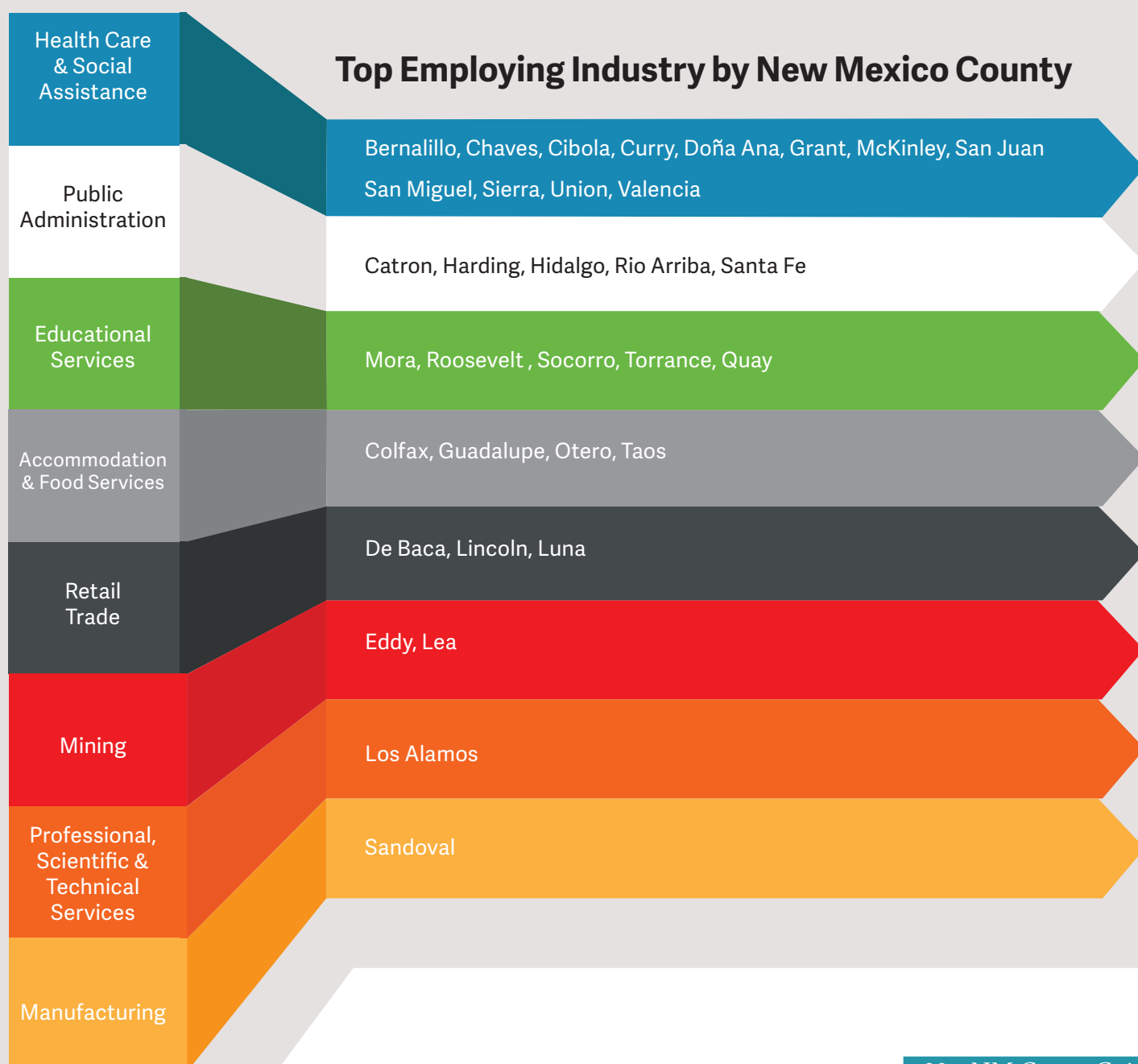
The availability of job opportunities in any local area is based on the area's employers. *Basically, where you live matters because it is this local area that shapes the businesses, and thus job openings and jobs available to you.* For example, the mining industry will provide the greatest employment opportunities in rural counties that have natural resources. Areas in New Mexico that attract a larger number of tourists will have greater opportunities in arts, entertainment, and recreation; retail trade; and accommodation and food services. Urban areas tend to have a greater variety of openings because they have more diversity in industry employment. In the accompanying table, the top-emplying industries are listed for every county in New Mexico.

There is one industry that employs the most people statewide. The health care and social assistance industry employed 128,195 people statewide as of the fourth quarter

of 2013 and was the largest employing industry in 12 of New Mexico's 33 counties.

When the local job opportunities are not enough, when do you consider moving to find better employment options? Moving is always a big step and needs to be carefully considered. Think about where you would move and ask yourself if you know anyone there. Having a support network of friends and family can be very important to your success. Moving is also expensive. So, before you decide to move, research the other cities and states you are considering and evaluate whether or not they have better job opportunities than your local area. Read financial and other publications to help identify cities or states where jobs may be more plentiful. Compare employment and wage data in your local area to the area you are considering moving to.

You will also want to research housing costs and living expenses to see if you will be able to afford to live in the new location with the wages you will likely be earning. One useful tool is the Employability Checkup at www.careerinfonet.net. The Employability Checkup tool will build your Employability Profile when you answer questions on area, education level, wage level desired, and occupation. You can compare your local area Employability Profile to one for an area you are interested in moving to.





INFORMATIONAL INTERVIEWS

WHAT IS AN INFORMATIONAL INTERVIEW?

The best way to really find out what a career is like is to ask someone in that career. Yet a lot of people don't ever think to take this step. Asking people about their career and getting advice is called informational interviewing. Don't let the "interview" part scare you. This is not an interview for a job, but a conversation you have simply to gather information on the ins and outs of a career and what to expect.

Informational interviews are also one of the best tools for career exploration. Charts, graphs, and articles can tell you a lot about a career, but they don't always tell you about the real day-to-day tasks, the challenges in the workplace, the best methods for moving up, or the keys to getting your foot in the door. Informational interviews can open your eyes to career options you hadn't considered, or never even knew about. They can also help you learn something just as valuable—specific careers that you are definitely not interested in. In other words, the information and advice you get from someone working in that career is invaluable. And it is easy to get—just ask!

WHO DO I INTERVIEW?

While you can just ask friends and acquaintances about their careers, an informational interview is most often more prepared and official. Typically, an informational interview is a scheduled 20- to 30-minute meeting. Before you begin scheduling interviews, decide which occupations and career fields you are interested in. The article *"Looking for Work & Landing the Job"* provides some career exploration tips, and the NM Workforce Connection website has many tools to help you along the way. Once you've identified one or more occupations, you must find people that are in those occupations and corresponding career fields. You can interview supervisors and people with more experience to gain a more long-term perspective on entering the field.

You might also consider interviewing less-experienced workers for a good understanding of how to prepare for the occupation and jump start your career. The best way to identify specific people is to ask people you know. Does anyone in your family know someone you could interview? For example, if you're interested in accounting, maybe your uncle knows an accountant. Maybe you remember your old English teacher is married to an electrician. Think about friends, family, teachers, old co-workers, and supervisors, and others that may have a contact for you. If you do not know of anyone, consider career centers and alumni offices at your old high school or college. They often keep records of graduates and listings of persons willing to mentor and provide informational interviews. You might also try professional organizations and associations. They maintain membership listings and often have a system for referring people for informational interviews.

HOW DO I MAKE CONTACT?

Once you've identified some professionals, reach out. While you might be anxious about contacting a stranger, most people are very willing to help those that are getting started in their career. Here are some tips for requesting an informational interview.

- 1** When you make contact, make sure it's clear that you are looking for information and advice, not a job.
- 2** Always mention how you learned the person's name and contact information (mutual contact, professional association, etc.).
- 3** When making the request, consider whether it would be appropriate to have your mutual acquaintance request the interview for you, or whether you should send an email or call the person on the phone.



Quick Etiquette Tips

- Avoid chewing gum.
- Avoid cursing or using unprofessional language.
- DO shake hands when you first meet.
- DO listen actively and stay focused on the conversation.

4

Check to see if the person has a profile on a professional networking site, such as LinkedIn. Consider connecting with them and getting their contact information through that network, particularly if your mutual contact is also on the site.

5

Since the person you will be interviewing is likely busy, specify the interview length of time, and keep it to a half hour or less. If the person would like to take longer, that's great, but manage the interview length otherwise.

HOW SHOULD I PREPARE?

It is very important to prepare for an informational interview. Preparation demonstrates professionalism, focus, and enthusiasm and will help you get the most out of the interview. You should begin by researching the person and his/her company, organization, or department. Find out what the key functions of the company are and where the person is in the organizational structure, if possible. You might also see if you can identify where the person went to school, if he/she is a member of any professional organizations, or if they hold positions in the community. Next, make sure that you have your resume prepared. While you are not looking for a job, a resume may help you discuss how your experience relates to what you need in order to enter into the career field and how to further prepare.

The most critical part of preparing for an informational interview is to prepare a set of questions you will ask. When preparing your list of questions, always refer back to what you are looking for in a job and your interests. Keep your questions open-ended to encourage the flow of conversation and to ensure that you get the most information possible about the occupation and career. Here are some example questions.

- ? What types of everyday tasks do you spend the most time doing?
- ? What do you like the most about your career, and what are the most challenging aspects of your career?
- ? Do you typically work as part of a team or by yourself?
- ? What kind of hours do you work?
- ? What types of specialties are available in this career field and what does it take to specialize?
- ? What types of entry-level jobs provide the best opportunities for learning and for future career advancement?
- ? Can you recommend anyone else that I might ask for information? Can I tell them that I was referred by you?

FOLLOW-UP & EVALUATION

It is important that you follow up with the person with a thank you email or written note within 24 hours of the interview. Informational interviews are an excellent networking opportunity, so make sure you leave a good impression and create a relationship that might be helpful to you again in the future. This is also the best time to evaluate what you learned from the interview. List the aspects of the career and/or occupation that you liked and those that you didn't. Are you more or less interested in the career based on the information and advice you received? What did you learn that you did not know previously? Did the information change the way you would approach preparing for and entering the career? Did you discover a new career you'd like to learn more about?

You don't have to stop at just one informational interview. It's good to get perspectives from a few people in one occupation or career before you make any major decisions. You can also learn more about a career, and whether it's right for you, with hands-on experience through internships and volunteering. And always remember: whenever you're curious about a career and want to learn more—just ask!



NETWORKING

LEARN HOW YOU CAN CONNECT WITH OTHERS TO FURTHER YOUR CAREER

Tips to Follow that Could Help You Land a Job

The key to having a successful network is to start now! Networking is an ongoing process that continues throughout your career. Whether it's your neighbor, professor, or colleague, these people are invaluable sources of information for job postings, recommendations, references, and advice. Networking involves building personal relationships with the people you meet early on and nurturing them (i.e. keeping in touch) over time. Since it takes time, you shouldn't wait until you're looking for a job to begin this process. Once you expand your network, remember that the assistance goes both ways. You want your network to be a long-term investment for future opportunities rather than a one-time use for your current job search.

If you are just beginning your career, you can't expect to have a big network right off the bat. Make a list of people that you know and start there. Set up meetings and get involved socially to help expand your network. Make networking a habit and part of your regular routine.

Successful networking involves showing genuine interest in others, as well as advancing your career. It's not about simply being self-interested and pushy in your own career search. People are more willing to help when they meet an engaging person whom they like personally, *and* a person is more likely to be hired by a company if he/she is referred by someone who already works there.



3 TIPS TO AID YOU IN BUILDING AND MAINTAINING YOUR NETWORK

Where to Network

Places to network can be anywhere from school organizations, volunteer opportunities, extracurricular activities, or even a friend's house that has a parent in the industry you're interested in. Generally, any occasion where you're around other people is an opportunity to strike up a conversation. The person sitting next to you on the plane or in class could turn out to be the link to the career opportunity you've been looking for.

Meeting people who work in the field that you're interested in can help focus your search for future opportunities. Attending career fairs, forums, or informational interviews are all great opportunities to have a one-on-one conversation with a person or recruiter in the company. If you don't know anyone in your field of interest, don't give up hope! Continue networking and meeting professionals because they often already have a network established and may have someone that they can connect you to in your field.

Do Your Research

You've chosen to attend your next networking event. Now research the companies that you're interested in, especially if you're going to something like a career fair. Be educated, and know what they do before you start asking questions. The last thing you want to do is waste valuable one-on-one conversation time with a recruiter or representative of the company with questions that can easily be answered with a quick Google search. Time is valuable, so make the most of your conversation by preparing some specific questions you have ahead of time.

When it comes to more personal events, you should research who else will be attending prior to going. If you have a common interest or friend, it's easy to start a conversation. Most people have a LinkedIn profile or Facebook page for you to quickly search. Maybe your hometowns are the same or perhaps you majored in the same subject in college. Having a conversation starter prepared ahead of time improves your confidence and decreases the chance of that awkward silence. When using one of these conversation starters, don't be obvious about it. Having a stranger walk up to you and say "I saw that you majored in Economics and enjoy playing racquetball—me too!" can come across as too aggressive and imposing.

Be Visible & Engaging

It's difficult to build a network and connect with people if you blend into the background. Be sure to put yourself out there and make yourself memorable. Simply joining a professional society or attending a forum will not make a difference if you aren't having conversations with other people. Depending on your personality, it can be intimidating to start a conversation with a person you don't know. But, as with anything, "practice makes perfect." It will get easier! Always have in mind a bullet point list of accomplishments and skills that you can highlight when talking with a potential contact. Don't be afraid to brag about yourself, but do so in a non-obvious way. Having a unique story that summarizes your qualities will help to ensure that you stand out. Be confident, show that you're interesting, and get them to remember you!

Another easy way to begin a conversation when networking is by simply asking a question. People love to talk about themselves, so take advantage of that! To be remembered, you must have a conversation that lasts longer than a 30-second introduction and a hand shake. Engage yourself in the conversation and get that person to be interested in you to the point where they are asking you questions. If you collect a business card at an event, follow up with the contact afterwards. Send him/her a note or email if you have more questions, or give them a call. Remind them of who you are and they will keep you in mind!



SOCIAL NETWORKS

A Guide to Online Job Hunting!

Online social networks have evolved into more than just places to post status updates and photos. Today, they're used as a valuable recruitment tool by employers and as an efficient job searching engine for job hunters everywhere.

Social networks enable employers to recruit candidates who would be a good fit for a new job opening. With a few keyword searches, employers can get access to an endless pool of talent and potential future employees. They can target their search to people with a very specific set of skills and experience. Likewise, social networks aid job seekers by providing important information on companies, connecting people in similar fields, and helping to find job postings all over the world. It's also a very effective way to network and let others know that you are actively job hunting.

One of the best ways you can increase your professional exposure on social networking sites is to use all of the networks! The more sites you're on, the more visible you are to potential employers. Facebook, LinkedIn, Twitter, and Google+ have all been cited as social networks used by recruiters.

Companies most commonly use LinkedIn. It provides quick and easy access to millions of online resumes for

hiring managers. Additionally, it provides the job seeker that extra benefit of networking. A person can easily find mutual friends and new contacts in the same field or at specific companies of interest. When job hunting, make the most of your social network by reaching out to companies, potential hiring managers, alumni, professional groups, and career services that can aid in your job search.

Always remember to keep your online image appropriate. To maximize the benefits of online job hunting, it's important to keep your profile professional and up to date. Take the time to learn all the built-in applications available on these websites and take advantage of them! It's important to make sure that your online profile matches the qualifications you've put on a resume.

While social networking gives many advantages to the thoughtful job hunter, it can also hurt the careless. Company recruiters and human resource managers constantly use social networks to research applicants. Many candidates have been rejected due to information the hiring manager found on social sites—anything from inconsistent qualifications to a poor depiction of your personal and professional self. See the article "[Your Online Reputation](#)" for further advice on making the most of your electronic profile.

5 Tips to Remember When Using Social Media

1

Be keyword savvy.

To get noticed in the cyber world, you need to make sure your profile is seen. Impress a recruiter by

having your profile be the first to appear on a search for your name or for specific qualifications. The best way to do that is to have all the relevant industry and job-related words in your profile. Also, incorporate some words or phrases that you find on job postings or profiles that you're interested in. Get noticed, and make a strong impression before you even meet the employer in person!

2

Reach out.

Connect on LinkedIn, Facebook, Twitter, and Google+ with everyone you know – friends,

family, professors, acquaintances, colleagues, and neighbors. Network with the contacts in your field of interest that are friends of your connections. The transparency of social networks allows you to see who your mutual friends are, so take advantage of it. Once you're connected with these people, you

have the opportunity to send a message asking them to keep an eye out for jobs and to let them know that you're interested in advancing your career.

3

Get noticed.

Stay on people's radar by sharing your status, updating your profile, and interacting with individuals in your circle. Share

links to articles, announcements of events you're attending, and opportunities.

4

Take time.

Opportunities constantly come and go, so take a few minutes every day to browse job listings.

Work on expanding your network by searching new people or companies that you're personally connected to. Social media allows you to "follow" companies so that the activities of that organization will appear on your homepage. This is where you'll see job postings and announcements, as well as news about the company. If you're interested in working for that

company, it's best to stay up to date on their business activity.

5

Be persistent.

Engage yourself in group discussions and message boards. All social media networks have

their own version of these groups, which allow other like-minded individuals to meet online to exchange advice and personal experiences. Join groups related to your field and interests. This could be a professional association, alumni group, or industry-related organization. Use the discussion groups to expand your knowledge and engage with members. You never know where and when an opportunity will arise, so put yourself out there and keep trying!



EXTRA TIP: Make sure you are conscious of your online profile and online reputation and manage the information that is available through social networks. For more information on maintaining a professional online profile that will be helpful in exploring and entering jobs and career fields, see *"Your Online Reputation: Making the Most of Social Networks and Avoiding a Negative Online Reputation."*



Opportunities to Explore

Volunteering

Giving Your Time While Gaining Experience

Peace Corps

Build Your Resume, Acquire Hands-On Experience, and Travel the World

APPRENTICESHIPS

GET PAID TO INTERN

ENTREPRENEURSHIP

Be Your Own Boss

re & Gain Experience

AMERICORPS

Your Opportunity to Make a Difference
in Communities Nationwide

Internships

Your Career
Stepping Stone

Considering a Career in the Military?

JOB CORPS

Career Preparation,
Development & Transition



Volunteering

Giving Your Time While Gaining Experience

Why Volunteer?

Volunteering is a great way to acquire valuable skills while helping others in need. Employers tend to favor job applicants who volunteer. Volunteering helps you gain experience, keep busy, engage yourself in the community, and build your resume. Regardless of whether you are employed or out of work and searching for a job, volunteering can help you reach your career goals.

Build your confidence

If you're unemployed and looking for a job, volunteering is a great way to help boost your confidence and keep your spirits high. It's easy to become discouraged after months of job hunting with no luck. Keep your skills sharp, your confidence up, and your mind open to new challenges! Volunteering gives you that sense of accomplishment that comes out in job interviews. Even if you're employed or not currently looking for a job, volunteering helps to improve social skills when in a new and foreign environment.

Explore new fields

Confirm your interest in a specific industry or occupation by sampling it first through volunteer opportunities.

If you do end up going into the field, the skills you learn while volunteering will boost your resume above other competing applicants. Likewise, you could find out that you don't really enjoy that particular field. Volunteering first will save you from spending time and money in a field that you would not be happy in. For example, if you are considering a career in veterinary work, volunteer at your local animal humane society. Take advantage of any opportunity to acquire related experience and job skills to help you achieve your career goals!

Connect to others

Volunteers share a connection with each other because they value the work that they are doing. Spending time with people who share your passion is a great way to make new contacts that will be useful in the job search and throughout your career! Try to find a volunteer opportunity that's within your field and that you can participate in on a regular basis. The people you volunteer with and the organization you volunteer for can be used as professional references to attest to your abilities. If you're unemployed, volunteering is a great way to account for any gaps in your employment history. It maintains your presence in the community and illustrates to

future employers a good work ethic. Employers value people that are passionate in both their professional and personal lives.

Turn it into a career

Make the most of your volunteer experience and it could turn into a full-time job. However, you can't pay bills with good deeds, so keep in mind that your time is valuable if you're still job hunting. Maintain a balance in your professional life and continue to aim for your endpoint goal. Some people may volunteer because they don't have to work, but if you're volunteering because you're passionate about your community and developing new skills, then remember to network and talk to people about job openings and career goals. If you regularly volunteer at an organization in your field and have developed a relationship with the employees there, you will most likely be one of the first to know about any employment opportunities. Volunteering is a great way to get your foot in the door at an establishment that's in your field.

Go to www.volunteermatch.org, www.centerfornonprofitexcellence.org/volunteer-connection/search, or visit your local community center to find volunteering opportunities!



AMERICORPS

Your Opportunity to Make a Difference in Communities Nationwide

AmeriCorps is a nationally run program that connects members with a variety of local and national nonprofit groups. It's a volunteer organization that gives people a chance to apply their skills towards helping others in the community, while providing excellent opportunities to foster, build, and learn new skills that are beneficial in many aspects of your life. You get to help your community while gaining valuable work experience, and, after your service, you receive money to apply towards college! AmeriCorps members work in several fields, from tutoring disadvantaged youth to building affordable housing to managing after-school programs. Additionally, AmeriCorps has a partnership with FEMA to train their members to respond to natural disasters and help communities develop emergency plans.

There are three different programs offering unique opportunities:

AmeriCorps State and National

AmeriCorps members provide service to thousands of nonprofit and community group programs, both locally and nationwide. AmeriCorps members are trained by these organizations and agencies to support

community needs in education, public safety, health, and environmental concerns. Service might involve health education, restoring parks, or assisting in disaster areas. For information, please visit the New Mexico Commission for Community Volunteerism at www.dws.state.nm.us/nmccv.

National Civilian Conservation Corps (NCCC)

NCCC is a full-time assignment for men and women between the ages of 18 and 24. Volunteers live at one of the NCCC's five regional campuses, serve communities in every state, and are required to make a 10-month commitment to the project. This is a residential program created to strengthen communities by developing these volunteers to become leaders through education and training.

Volunteers in Service to America (VISTA)

This program is specifically designed with the goal of fighting poverty. Members serve at nonprofit or local government organizations to improve health services, strengthen community groups, and fight illiteracy. Here you can find fulfillment in using

your skills to help others while you make a tangible difference in the lives of Americans. Each program has separate qualifications and lengths of service. For more information visit the AmeriCorps website at www.americorps.gov, or call 1-800-833-3722.

AmeriCorps Fast Facts

800,000 people have served as AmeriCorps members since 1994.

5.2 million disadvantaged youths were tutored, mentored, or served by AmeriCorps members in fiscal year 2011.

15,000 nonprofit, faith-based, and community organizations are served by AmeriCorps members each year.

1 billion hours have been served by AmeriCorps members since 1994.

4.0 million community volunteers were managed or mobilized by AmeriCorps members in fiscal year 2011.

\$480 million in cash and in-kind donations were leveraged by AmeriCorps members in fiscal year 2010.

\$2.4 billion in Segal AmeriCorps Education Awards have been earned by AmeriCorps members since 1994.

\$7.6 billion in AmeriCorps funds have been invested in nonprofit, educational, faith-based, and community groups since 1994.

Peace Corps

Build Your Resume, Acquire Hands-On Experience, and Travel the World



The Peace Corps can build your resume and give you the skills to succeed in your profession. Peace Corps is a federal agency established to promote peace and help individuals all over the world build a better life for themselves and their communities. The Peace Corps traces its roots back to the 1960s, with over 200,000 Americans having served in over 130 countries. Volunteers make a 27-month commitment to the agency. During that time, they live, work, and are immersed in the country to which they are assigned. Volunteers are given a small stipend that enables them to live in a manner similar to the local community. In their assignments, volunteers work on a variety of projects with the community, small businesses, local governments, and schools.

What to expect

Volunteers are given a 3-month intensive preparation course taught in the country they will be living in for the next 2 years. During that time, they learn the language, culture, and lifestyle of their host country. Most volunteers will live with a host family as part of the training program to help adjust to daily life in the community. Volunteers are also given technical training specific to the field they will be working in. Volunteer participation can range from HIV/AIDS education to projects that promote sustainable development; it all depends on the needs of the community they serve. Projects and programs are continuously changing to address global needs as they arise.

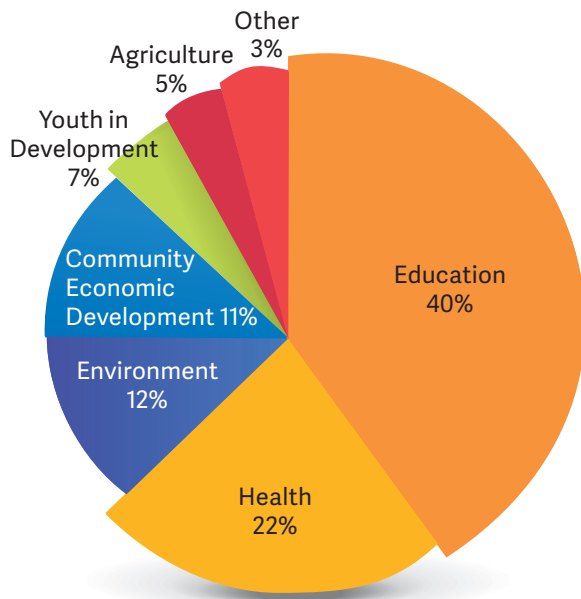
How to become a volunteer

Peace Corps volunteers must be at least 18 years of age. The entire process of becoming a volunteer takes anywhere from 6 to 12 months to complete. The selection process is very competitive and, although a bachelor's degree is not specifically required, it does increase an applicant's chance of being selected. Ninety percent of volunteers have at least a bachelor's degree. Those without one may qualify with 3 or more years of work experience. Visit the Peace Corps website at www.peacecorps.gov for a detailed list of how to become a more competitive applicant.

Benefits

Volunteers receive foreign language education, international experience, and technical training while serving in the Peace Corps. These skills are valuable and can serve as a foundation to a successful career, regardless of the career you pursue. Additionally, volunteers receive a living allowance, full health benefits, vacation time, and deferment of student loans while abroad. When volunteers return to the U.S. after their service, they receive a readjustment allowance and are given one year of noncompetitive eligibility for employment in the federal government.

PROGRAM SECTORS



Where Volunteers Serve:

Africa: 43%
Latin America: 21%
Eastern Europe/Central Asia: 15%
Asia: 10%
The Caribbean: 4%
North Africa/Middle East: 4%
Pacific Islands: 3%

Source: Peace Corps, Fast Facts

For more information on the program, visit the Peace Corps website at www.peacecorps.gov or call 1-800-424-8580 to speak to the local recruit.



Internships

Your Career Stepping Stone

Thinking of getting an internship? Stop thinking and start looking! The number of internship opportunities is increasing, and these opportunities are a great way to get the experience employers often expect entry-level applicants to have. Just take a look at a job search engine for entry-level jobs. Almost all of them require some experience in a professional setting. Don't fall into the frustrating situation of needing experience to get a job, but needing a job to get experience. An internship is your chance to prepare for the job market and get an edge on the rest of the applicants. Even if the internship is unpaid, the experience, networking, and skills learned will be invaluable when it comes time to finding a permanent job. Listen, observe, and participate in as many projects as you can while interning. This is your chance to learn, so take advantage of it! You can use these experiences as examples of tasks you've completed when you are in a future interview for a full-time permanent position.

TOP 5 REASONS TO INTERN

1 GAIN EXPERIENCE
Experience is incredibly valuable in the real world. The average starting salary of students with internships compared to those without, as shown in the accompanying graph, is higher. Studying a subject and practicing one are two completely different things. Many skills are best learned while on the job.

DID YOU KNOW THAT EVERY SUMMER THE NEW MEXICO GOVERNOR'S OFFICE SPONSORS A FULL-TIME, PAID INTERNSHIP PROGRAM WORKING WITH STATE AGENCIES? FOR MORE INFORMATION, VISIT www.governor.state.nm.us

With an internship, you can slowly adjust to a professional environment while learning the ins and outs of the industry that you're working in. At the same time, you have a chance to develop good work habits and career-related skills.

The process of applying for internships is part of the professional learning process as well. The steps you take to get an internship require you to write a cover letter, prepare a resume, and interview for the position. These are all skills you need when it comes time to apply for a permanent position.

2 IMPROVE YOUR SKILLS SET
Interaction in an office setting with other professionals helps to improve your communication skills,

which are very important to employers. The ability to communicate with colleagues, coworkers, and clients is one of the "soft-skills" that employers look for. Soft skills are qualities that relate to a person's personal attributes and are highly valued in the work setting. Some examples of soft skills include having a positive attitude, working well in a team, having good communication skills, and contributing to a productive work environment by improving the way you interact with coworkers.

These types of skills increase the potential for your success and, unlike other hard skills, are not usually taught on the job. The internship gives you a chance to prove yourself and excel through practice at improving such skills.

3 GET INSIGHT
Maybe you aren't sure in which direction you want to go for your career. Maybe you are thinking of switching career fields. An internship gives you a chance to test the waters in a field before committing to a permanent position. Find out now if the industry you're interested in provides an environment that you can work in on a daily basis. For example, if you're getting a degree in journalism, an internship at a television station may help you realize the work is too fast-paced for you. Maybe a career at a magazine would be better suited for you. Finding out what fits your interests now is important before you accept a permanent position that you may not be happy with.



4

EXPAND YOUR NETWORK

People you work for and people you work with

will likely serve as your references for future job applications. Most jobs require professional references. Without experience in the working world, you may not be able to provide the kind of reference that matters to employers. During your internship, make sure you demonstrate that you're a good employee. Your supervisors and coworkers will be able to give a first-hand account of your work ethic to other professionals for networking and employment purposes. Expand your network by introducing yourself to employees outside of your specific department. When networking and building your professional relationships, ask your coworkers and other employees for career advice. Even the interns you work with could turn out to be a valuable resource. Remember that you should always be networking!

5

FUTURE POSSIBILITIES

When you intern, you have your foot in the

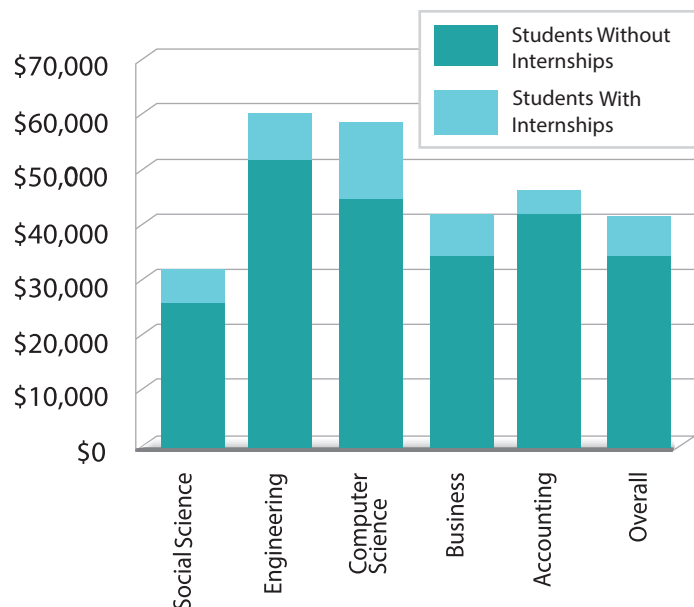
door and are no longer just a name on a resume. With that said, many companies use their interns as their main hiring pool! Having someone intern is the best way for the employer, before making a job offer, to decide if the candidate will be a good fit for the company. So make the most of it! Be ambitious from the start, and stand out among the other interns. Let your boss know about your future career goals and keep in touch after the internship ends. If you like the company and you use your time wisely to display your skills and potential, you could very possibly turn an internship into a career!

TOP SKILLS/QUALITIES EMPLOYERS LOOK FOR:

1. Ability to work in a team
2. Leadership
3. Communication skills (written)
4. Problem-solving skills
5. Strong work ethic
6. Analytical/quantitative skills
7. Communication skills (verbal)
8. Initiative
9. Technical skills
10. Being detail-oriented

Source: National Association of Colleges and Employers (NACE)

Average Starting Salary by Major



Jacquelyn, Marketing Communications Specialist

Q: What made you decide to get an internship?

A: In college, I had a mentor who sat me down with two other students and gave me a checklist of items I needed to complete before I graduated. For a Public Relations degree, the list consisted of an unpaid internship, a paid internship, an out-of-state internship, a student award, and a feature in a publication. With a horrible economic downfall and competitive job market, I was determined to check each item off if that meant I would more than likely get a job.

Q: Was it difficult to find one?

A: Surprisingly, no. I found that if you are willing to start from the bottom and work your way up, it pays off. I used my connections and offered to intern for free. After I had one internship on my resume, it was easier to land a paid internship, and so on. Before I graduated college, I had six internships.

Q: How did having an internship help prepare you for your first job after graduation?

A: Having an internship gave me a sense of what "being in the real world" meant. I was required to wake up at 8:00 a.m. and leave work at 5:00 p.m., and it helped me learn how valuable coffee was. On a serious note, I was able to learn how to effectively communicate between members throughout the organization, which I feel is truly an invaluable skill to learn.

Q: What is the best advice about interning you would give to a student?

A: There is a huge learning curve when you land your first job—at least there was for me. Try to learn as much as you can during your internships and apply those experiences to your first job. Even if you don't know it all, executives and upper management always notice hard work and your willingness to improve, and eventually it will pay off.



APPRENTICESHIPS

GET PAID TO INTERN

An apprenticeship is an opportunity for hands-on training with a business and with workers that are already experienced in a field. An apprenticeship is one of the best opportunities to get both on-the-job training and classroom education. Apprentices work and learn their skills while completing a registered program typically lasting between one and five years. At the end of the program, they receive a certificate of completion validating their proficiency in an apprenticeship occupation. During your apprenticeship, you will be learning from the best. You will either be trained by a master craftsman in your trade or an expert in the field. Apprenticeships do not require any experience in the occupation, so it is an excellent opportunity for individuals looking for a long-term career path who do not possess any specific training.

In addition to obtaining on-the-job training and related technical instruction, apprentices receive incremental wage increases as skills are attained and they become more proficient on the job. They start working from day one, and sponsors or the employer cover the costs of training, wages paid to apprentices, and the costs of managing the program. In many cases, these programs provide apprentices with the opportunity to simultaneously obtain secondary and post-secondary credit and/or degrees. After completing an apprenticeship, individuals are prepared to enter the job market in their field. With over 850 apprenticeable occupations, job seekers can choose the apprenticeship that best aligns with their interests and find the one that is right for them. In 2012, over 59,000 participants nationwide graduated from a registered apprenticeship program. For the full list of registered apprenticeship programs currently available in New Mexico, visit

www.dws.state.nm.us/JobSeeker/JobsandCareers/Apprenticeship.

Considering a Career in the Military?



Considering a career in the military? Military service provides training and education for hundreds of occupations that can transfer over to the civilian sector or remain a lasting career as part of our national defense. A career with the military gives you the opportunity to make a living, and a difference, in the world.

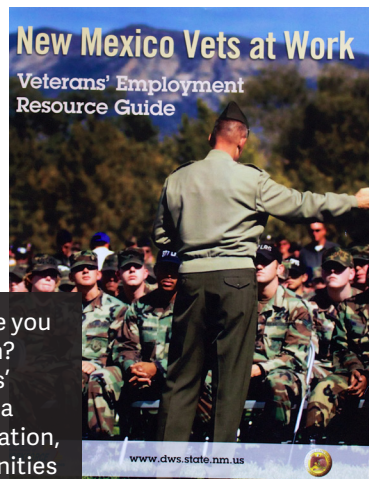
If you think the military is a good fit for you, take a look at the different branches to see which will offer opportunities that best fit your career goals. Additionally, the Armed Services Vocational Aptitude Battery (ASVAB) Career Exploration Program can help you to decide which career area you might best be suited for.

The military offers many benefits, including job security, college assistance, career advancement, and health insurance. If you're interested in military service or a career in the military, talk it over with friends and family, including some that have served in the armed forces. Entering the military is a big decision and service in it requires commitment and self-discipline.

To join the military, applicants must meet age, educational, aptitude, physical, and character requirements. These requirements and the enlistment periods, basic training,

occupational training, and programs all vary by branch of service. Contact a local recruiter for details or visit their website.

U.S. Army: www.goarmy.com
U.S. Navy: www.navy.com
U.S. Marines: www.marines.mil
U.S. Air Force: www.airforce.com
U.S. National Guard: www.nationalguard.com
U.S. Coast Guard: www.uscg.mil



Are you a veteran looking for work? Are you interested in furthering your education? The New Mexico Vets at Work Veterans' Employment Resource Guide provides a variety of information on career exploration, the job search, and education opportunities that is specific to veterans. Visit www.dws.state.nm.us to download the guide today!

ENTREPRENEURSHIP



Be Your Own Boss

An entrepreneur is someone who takes an idea and transforms it into an opportunity. As an entrepreneur you start your own business. Some businesses start with two guys in a garage (for instance, Steve Jobs and Steve Wosniak of Apple Computer), others as an effort to make a hobby pay for itself. Entrepreneurs are risk-takers and have to take into account those risks prior to launching their company. If you have an idea that you think could make money, here's where to start:

Research and Plan

A big part of any business startup is developing a business plan. A business plan involves stating your idea in terms of a business description and then detailing demand, competition, marketing, operating procedures, and financial needs for equipment, supplies, and personnel. There are a lot of good resources for writing a business plan. Start with the Small Business Planner provided by the U.S. Small Business Administration (SBA). For more research on business plans, consider checking out books from the library or investigating the SBA website, www.sba.gov.

Find Resources for Assistance

It takes a lot of capital to start up a business. A 2009 study estimated the average cost of starting a new business at over \$30,000, but it can be a lot higher or lower depending on the industry you are looking at (source: www.sba.gov). This could include your personal savings, applying to your bank for a loan, or applying to other types of financing programs. Good resources in funding are New Mexico Small Business Development Centers or ACCION (www.accion.org). For more information on starting a small business and registering a new company, visit the New Mexico Workforce Connection or SBA websites.

JOB CORPS

Career Preparation, Development & Transition



Job Corps is the Federal Government's FREE education and training program for economically challenged youth ages 16 to 24. Job Corps' mission is to teach young adults the skills they need to become employable and independent, and place them in meaningful careers or higher education.

Job Corps provides a positive opportunity for young men and women to prepare for the working world. This is achieved through realistic educational and job training experiences, such as basic academic education classes, GED/high school programs, and career training programs. Job Corps offers hands-on training and work-based learning opportunities in over 100 technical career areas. Students who qualify may take advanced training courses at their community college or at Job Corps Center sites.

Job Corps Centers offer many benefits to their students, such as: residential living; childcare assistance; recreational activities; ESL; driver's education; basic medical and dental care; clothing allowances; spending

money every two weeks; all meals; improvements in social skills and employability skills; self-paced academic and career training to meet individual needs; and 12-month career transition services to assist graduates. Graduates also earn a transition bonus to assist them in getting started in an exciting new career.

Eligibility Requirements:

- Be between the ages of 16 and 24
- Meet low-income guidelines
- Be out of school (either graduated or dropped out)
- Have no outstanding or pending court matters
- Be a U.S. citizen or have the right to work in the United States
- If a minor, you must have parental or legal guardian permission to attend

There are two Job Corps centers in New Mexico: Albuquerque and Roswell. To get information on how to enroll, call 1-800-992-2992 today or visit www.jobcorps.gov/home.aspx.

Your Educational Opportunities

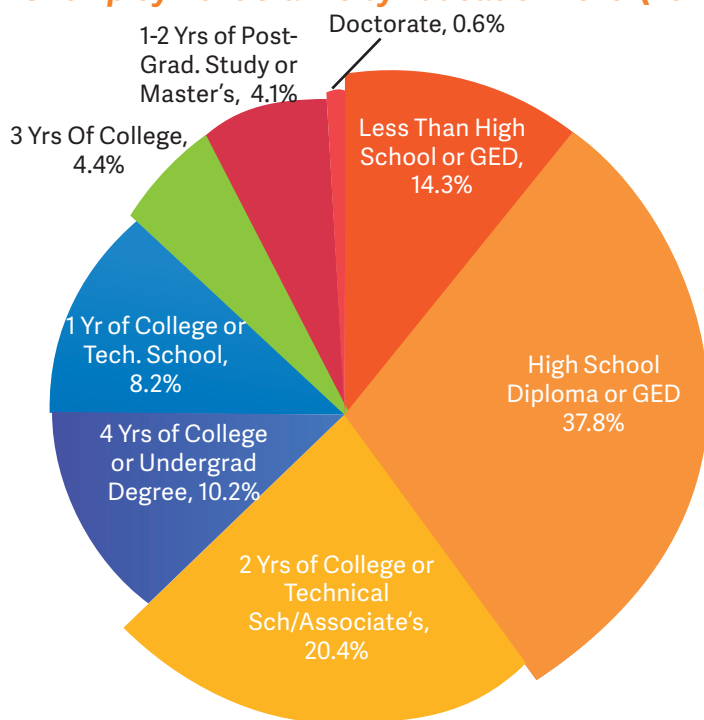


Where Does Education Get You?

With the recent recession and its lingering effects, job seekers are facing more competition than ever before. Now, more than ever, workers who have lost their jobs and have more credentials and experience are competing for what would normally be considered entry-level jobs. Many of the booming jobs that haven't specifically required college coursework in the past are starting to prefer applicants with some kind of post-secondary education. Having some college education is becoming key to landing a stable and higher-wage job.

If you're in doubt, check out the article ["New Mexico's Hottest Entry-Level Jobs by Education Level."](#) Not only will you see that your options can be quite limited unless you have some kind of higher education, but the difference in earning potential is HUGE! Your education could mean the difference between frequently being in and out of work, to earning an extra \$1 million or more over your lifetime

Unemployment Claims by Education Level (2013)



(depending largely on what major you choose). (Sources: US Census Bureau, "Education and Synthetic Work-Life Earnings Estimates," September 2011 and Georgetown University, "The College Payoff: Education, Occupations, Lifetime Earnings.") For more information on choosing a major, see the article ["Your Major Matters."](#)

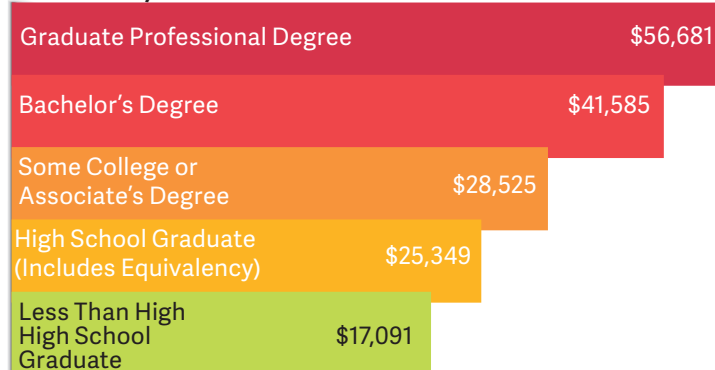
Check out the difference in median annual earnings by education level. Even some college or a technical certificate has the capability of increasing your wages substantially. If that isn't convincing enough, the accompanying pie chart shows the education level of all New Mexicans who claimed unemployment benefits in 2013. Notice that more than 50 percent of those who claimed unemployment were high-school graduates or did not have a high school diploma. This information is nothing new. The impact, however, has been significantly increased for these groups, particularly considering the recent economic downturn; in early 2010, the U.S. saw unemployment levels for people without a high school degree and those with a diploma or GED climb to the highest since 2008. (Source: US Census Bureau, "Educational Attainment in the United States: 2009," February 2012.)

HERE'S A TIP

Flip to the ["New Mexico School Listing"](#) to see what education you need for your career and where to get that education!

Median Earnings in the Past 12 Months

New Mexico, 2011



YOUR MAJOR MATTERS

5 Steps to Choosing
the Best Major for You



So you've decided you're going to college. That is a great decision – but it may not even be the most important one you will make in your college career. The most important decision you must now make is choosing the right major! It sounds simple enough, but if you don't have a particular field in mind already (and even if you do) there are many considerations to make before choosing, and the choice you make will affect you for the rest of your life. Remember, the sooner you choose, the better! Because different programs require different preparation coursework, just taking any class that is available or changing your major many times will waste precious time, effort, and money. Below are the 5 steps you should take before deciding on your future career path.

1 Get admitted into college!
While this may seem obvious, what is NOT obvious is that this process should start early in your senior year. If you have a certain college in mind, and are planning on choosing a major after admittance, getting all of your paperwork in order should be first priority. See the ["Countdown to College: Senior Year Checklist"](#) for a calendar timeline of all the steps you should take to prepare for college applications during your senior year, starting in September. If you are going to choose a college based on your major, continue on to Step 2, but be sure to have it narrowed down soon enough so that you will not miss any admission application deadlines!

2 Figure out what you like and what skills you possess.
If you faint at the sight of blood, it would not make much sense to go into nursing. You want to pick something that you will be good at, but, more importantly, you want to pick something you will enjoy! The best way to figure this out is to make a list of all the things that you enjoy, things you don't enjoy, and things you believe you would like in a job. Refer to the article ["Exploring Careers: Where to Begin, Where to Go"](#) for in-depth information on how to figure out what you're looking for. You can also visit www.jobs.state.nm.us.

3 Research information like wages, job outlook, and education options.
You will obviously want to choose a job that pays well, but there are other considerations. The highest-paying jobs will not always have a lot of demand or new openings. And some jobs that pay a little less may have many more openings, making it much easier to find a job after you graduate. This is why you will not only want to look at the salary statistics, but the projected outlook (number of openings) of your occupation of interest, and the local options you have for acquiring the education needed to enter that field. Refer to ["Exploring Careers: Where to Begin, Where to Go"](#) to find out how to research this information.

Often, it is much easier to find information on specific occupations rather than college majors because a specific college major can lead to a number of occupations. Still, some studies have been released regarding college major. For instance, consider the accompanying table from the National Association of Colleges and Employers showing the average starting salaries for different education disciplines.

The Wall Street Journal provides an interactive table called "From College to Career" that shows the unemployment rate by major and also ranks college majors by popularity. It is amazing what a difference majoring in psychology or english can make from majoring in engineering or nursing, in terms of earnings and unemployment rate! This is why researching a career ahead of time can help you understand what you can expect upon graduation so that you are not faced with any unwelcomed surprises after you've invested all that time!

4 Find out which schools offer a program of study that fits your future goals.
If you want to be a veterinarian, you might need to go out of state for your advanced degree, but most 4-year colleges offer an undergraduate degree in Biology. If you want to be a lawyer, which undergraduate degree would be the best to improve your chances of acceptance into law school? Registered nurses can either take a 2-year or a 4-year program—what is the difference? Knowing this kind of information beforehand allows you to properly plan for the future, as far as what you need to do and where you may go to prepare for your career or field of choice.

5 Schedule an appointment with a college advisor to plan your schedule.
Now that you've decided what area or field you are interested in and what college you would like to attend, your very next step should be to contact your college advisor. They can help you to plan the sequence of courses to take so that you can complete your degree within a certain time period and take all the required coursework in the correct and optimal sequence. Because many programs of study often require that courses be taken in a specific order, knowing this information ahead of time can impact when you graduate by a year or more. While it is common for a person to change majors, the sooner you find something you like and commit to, the faster you will reach your ultimate career goals! Your career advisor can also help you identify clubs, organizations, internships, and volunteer opportunities suited to your major.

Average Starting Salary in 2013 by Education Discipline

Business	\$54,234
Communications	\$43,145
Computer Science	\$59,977
Education	\$40,480
Engineering	\$62,535
Health Sciences	\$49,713
Humanities & Social Sciences	\$37,058
Math & Sciences	\$42,724
Overall	\$44,928

Source: April 2013 National Association of Colleges and Employers, Salary Survey Report



Furthering Your Education

Tuition Information & Financing Your Education

Now that you've explored careers that interest you and identified the necessary education, skills, and experience needed to enter that career, you must think about how to get the additional training and, in many cases, that college degree. Looking at attending specific colleges and universities can be really overwhelming. Which program is right for you? Which programs can you get into? What are the things you need to do to apply for admittance? There's a lot that goes into applying for schools and it's especially stressful with quickly approaching application deadlines. There is one additional piece of the process that you must also consider—costs and financing your education.

Tuition is a major barrier for many New Mexicans, especially as tuition rates increase. Tuition also often plays a major role in your decision on which colleges and universities you apply to. There are a lot of financial aid options available. The best options include scholarships and grants, which do not place financial responsibility on the recipient. However, most students who receive financial aid receive it in the form of educational loans. Here are tips on applying for and evaluating your need for financial aid:

There is more than \$207 billion in financial aid available through four main sources:

Federal Government
State Governments
Colleges & Universities
Private Organizations
Source: www.maxfinaid.org

Tip #1: Identify the tuition rates for all of the colleges and universities to which you are applying. The accompanying table provides some annual expenses for New Mexico 2- and 4-year institutions.

Tip #2: Fill out the Free Application for Federal Student Aid (FAFSA). Submitting your FAFSA means you are applying for scholarships and grants, work-study jobs, and federal student loans. While the FAFSA is meant for federal aid, many states and educational institutions also use the form to determine aid eligibility. Soon-to-be-graduating high school students can fill out the FAFSA with their school counselors.

Tip #3: Check with the institution or the specific program you are applying to (if applicable) to get information on the availability of and application process for financial assistance through the college/university/program.

Tip #4: Spend time identifying private scholarships and grants that might be available to you and apply!

Tip #5: Don't be afraid to contact the institution's financial aid office and speak directly with a financial aid officer. You can also reach out to your high school's guidance counselor or career office for information on college financial aid.

The “*Budgeting & Financial Literacy: The Basics of Understanding and Managing Income, Debt, and Financial Decisions*” article towards the end of this guide provides excellent information on how to manage your financial responsibilities, including student loan debt.

Average Annual Expenses to Attend College in New Mexico

So how much does it cost to go to college here in New Mexico? Average annual expenses and tuition rates vary by institution and public and private schools. Average annual expenses for in-state students at New Mexico’s 4-year institutions (living off-campus for the 2012/2013 academic year) ranged from \$14,805 (Northern NM College) to \$20,774 (University of New Mexico, Main Campus). On-campus expenses ranged from \$15,765 (Eastern New Mexico University, Main Campus) to \$19,577 (New Mexico State University, Main Campus). Expenses for out-of-state students living off campus ranged

FAFSA4caster
The Financial Aid Estimator Tool
 The FAFSA4caster provides students with an early estimate of their eligibility for federal student aid
www.fafsa.ed.gov

from \$20,696 (NM Highlands) to \$35,412 (University of New Mexico, Main Campus).

Average annual expenses for in-state students at 2-year institutions (living off-campus for the 2012/2013 academic year) ranged from \$11,952 (Luna Community College) to \$19,869 (Santa Fe Community College). Expenses for out-of-state students living off campus ranged from \$12,984 (Luna Community College) to \$22,605 (Northern New Mexico College).

New Mexico’s Native American-specific higher education institutions include the Institute of American Indian and Alaska Native Culture in Santa Fe, Navajo Technical College in Crownpoint, and the Southwestern Indian Polytechnic Institute in Albuquerque. The New Mexico Military Institute, located in Roswell, is also unique in that it requires students to live on-campus.

How Much Will College Cost Me in New Mexico?

Average Annual Expenses (Before Aid)
 2- and 4-Year Public Institutions in New Mexico

	<u>In-State</u>			<u>In-District</u>			<u>Out-of-State</u>		
	On Campus	Off Campus	Off with Family	On Campus	Off Campus	Off with Family	On Campus	Off Campus	Off with Family
Public 4-Year Institutions									
Eastern New Mexico University-Main Campus	\$15,765	\$17,325	\$9,675	-	-	-	\$21,276	\$22,836	\$15,186
New Mexico Institute of Mining and Technology	\$17,630	\$18,040	\$11,326	-	-	-	\$28,501	\$28,911	\$22,197
New Mexico Highlands University	\$16,096	\$18,528	\$8,324	-	-	-	\$18,264	\$20,696	\$10,492
New Mexico State University-Main Campus	\$19,577	\$19,577	\$11,539	-	-	-	\$32,132	\$32,132	\$24,094
Northern New Mexico College	-	\$14,805	\$6,417	-	-	-	-	\$22,605	\$14,217
University of New Mexico-Main Campus	\$19,074	\$20,774	\$10,762	-	-	-	\$33,712	\$35,412	\$25,400
Western New Mexico University	\$18,638	\$17,461	\$9,436	-	-	-	\$26,838	\$25,661	\$17,636
Public 2-Year Institutions									
Central New Mexico Community College	-	\$13,538	\$4,442	-	-	-	-	\$18,692	\$9,596
Clovis Community College	-	\$16,696	\$5,526	-	\$16,768	\$5,598	-	\$17,896	\$6,726
Eastern New Mexico University-Roswell Campus	\$14,261	\$13,552	\$7,010	\$14,202	\$13,493	\$6,951	\$17,967	\$17,258	\$10,716
Eastern New Mexico University-Ruidoso Campus	-	\$14,129	\$6,479	-	\$13,827	\$6,177	-	\$16,145	\$8,495
Luna Community College	-	\$11,952	\$4,900	-	\$11,640	\$4,588	-	\$12,984	\$5,932
Mesalands Community College	-	\$14,686	\$9,144	-	-	-	-	\$15,670	\$10,128
New Mexico Junior College	\$8,882	\$17,132	\$4,932	\$8,426	\$16,676	\$4,476	\$9,074	\$17,324	\$5,124
New Mexico Military Institute	\$14,200	-	-	-	-	-	\$18,874	-	-
New Mexico State University-Alamogordo	-	\$15,320	\$7,282	-	\$14,960	\$6,922	-	\$18,152	\$10,114
New Mexico State University-Carlsbad	-	\$14,772	\$6,734	-	\$14,100	\$6,062	-	\$16,596	\$8,558
New Mexico State University-Dona Ana	-	\$14,912	\$6,874	-	\$14,600	\$6,562	-	\$17,936	\$9,898
New Mexico State University-Grants	-	\$15,020	\$6,982	-	\$14,846	\$6,808	-	\$16,760	\$8,722
Northern New Mexico College	-	\$14,805	\$6,417	-	-	-	-	\$22,605	\$14,217
San Juan College	-	\$14,774	\$5,074	-	-	-	-	\$16,502	\$6,802
Santa Fe Community College	-	\$19,869	\$9,533	-	\$19,509	\$9,173	-	\$21,264	\$10,928
University of New Mexico-Gallup Campus	-	\$16,428	\$6,416	-	-	-	-	\$18,828	\$8,816
University of New Mexico-Los Alamos Campus	-	\$16,332	\$6,320	-	-	-	-	\$19,128	\$9,116
University of New Mexico-Taos Campus	-	\$16,428	\$6,416	-	-	-	-	\$19,027	\$9,015
University of New Mexico-Valencia County Campus	-	\$15,685	\$6,091	-	-	-	-	\$18,306	\$8,712
Native American Institutions									
Inst. of American Indian and Alaska Native Culture (4-year)	\$15,088	\$19,666	\$7,580	-	-	-	-	-	-
Navajo Technical College (2- & 4-year)	\$13,040	\$9,240	\$5,850	-	-	-	\$14,240	\$10,440	\$7,050
Southwestern Indian Polytechnic Institute (2-year)	\$11,040	\$18,975	\$9,975	-	-	-	-	-	-

Source: Institute of Education Sciences (IES), National Center for Education Statistics.

All student expenses data apply to full-time first-time degree/certificate-seeking students for academic year 2012-2013.

COUNTDOWN TO COLLEGE

September

Due	Task	In Progress	Done
	Take at least four courses, including those needed to get into the college of your choice.		
	Ensure that you are on track for graduation and college requirements.		
	Review your final list of college application deadlines with your counselor and parents.		

October

Due	Task	In Progress	Done
	Register/take the ACT or SAT for the 2 nd time, if necessary.		
	Mail early-decision applications.		
	Request your transcripts and results be sent to your colleges.		
	Continue researching and working on scholarships.		

November

Due	Task	In Progress	Done
	Apply to colleges by Thanksgiving. The sooner, the better. Have your parents or counselor proofread essays.		
	If you have applied for Early Decision, notify the college of any honors received since then and send updated transcripts.		

December

Due	Task	In Progress	Done
	Register yourself and your parents for a free PIN# that is required for the Free Application for Federal Student Aid (FAFSA).		
	Begin working with your parents to fill out your FAFSA.		

January

Due	Task	In Progress	Done
	Remind your parents to finish their taxes early, as the FAFSA will want a copy of their return with the application.		
	Complete your FAFSA.		
	Check with your high school to ensure 7 th semester transcripts have been submitted.		

March

Due	Task	In Progress	Done
Mar 1	ATTENTION! Most NM colleges have a March 1 priority deadline. Work closely with the Financial Aid Department to ensure all documents are completed.		
	Verify that your 7 th semester transcripts have been received by the colleges to which you've applied.		

April

Due	Task	In Progress	Done
	Almost finished! Follow up with colleges that you haven't received an answer from yet.		
	If you have been wait-listed, contact the admission office to express interest.		
	Compare financial aid award letters/offers and make your final decision.		

May

Due	Task	In Progress	Done
May 1	Inform the colleges that accepted you whether you plan to attend or not.		
	Send your deposit to the college you selected.		
	Send thank you cards to those who helped you with letters of recommendation or other means of help.		
	Decide details related to your housing situation.		

June/Summer

Due	Task	In Progress	Done
	Take Advanced Placement tests, if eligible.		
	It's not too late! Take the June ACT, SAT, or SAT II Subject Tests if you want to apply to selective schools.		
	Continue researching scholarships. Review the Legislative Lottery Scholarship requirements.		
	Find a summer job that will boost your skills and college savings.		
	Check that the college registrar has received your high school transcripts.		
	Review all college-related material to ensure that everything is completed and all questions answered.		

THE JOB SEARCH



Looking for Work & Landing the Job

8 Steps to Follow on Your Job Search



Choosing Your Career or Occupation

Finding the Ideal Job

Preparing Your Resume

Writing Your Cover Letter

Contacting Your References

Preparing for the Interview and Interviewing

Following Up with Employers

Negotiating a Job Offer



SUCCESS

Looking for a job can be overwhelming. Searching for employment requires patience, work, and motivation from anyone. There are many resources available to help you identify opportunities and move forward on your individual path. Here are eight steps to take in searching and applying for jobs. The steps and the specific services listed in these steps are provided in detail on the NM Workforce Connection website.

Step 1: Choosing Your Career or Occupation

The first step to take in your job search is to choose your career and/or occupation. You may think that this is an easy step or one that most people have already taken, but this step can be very difficult for people of all ages and levels of expertise, experience, and education. Because this is such an important step, the article [“Knowing Yourself: Why Career Planning is So Important”](#) takes an in-depth look at career exploration—why it’s important, specific exploration tools, and what to do. Take a look at that article, and then move on to Step 2.

Step 2: Finding the Ideal Job

Once you have a better idea of the occupations you are interested in and that match your experience and training, it’s time to start looking for job openings. There is a wide variety of online resources for job postings. NMDWS has a job search engine that eliminates the need for you to visit every job hunting website out there and allows you to search for jobs in New Mexico. What may be the best part about the NM Workforce Connection job search engine is that it “spiders” to almost every other search engine website, including Monster, Indeed, USAJobs, and CareerBuilder. What this means is that you can find job openings from all of these sites in one location. There are many options to set parameters for your job search from location to wage to experience level. Creating an account through the system makes it even easier to track the job openings you’re interested in and those for which you’ve applied. Plus, all of the other tools mentioned in this article are located on the site for you to utilize through your job search process.

Step 3: Preparing Your Resume

One-on-one personal interaction with a potential employer is the best bet to making a good impression and receiving a job offer. In today’s technology-based world, where it seems like everything is done electronically, one-on-one networking is not as common and is not as open of an avenue for many job seekers. Your first opportunity to sell your abilities, experience, and potential is typically through your resume. This is a tool that you should always have prepared. *The key goal of your resume is to motivate an employer to invite you to an interview and, if interviewed, serves as a primary reference point as you discuss, examine, and evaluate your qualifications and skills.* While it may be fairly simple to list your previous

employment, education, and primary skills, it is not always so easy to phrase and compile this information into a resume that is organized, complete, clear, and accurate, and that highlights your greatest strengths and qualifications in a straightforward and precise way.

5 Key Tips to a Successful Resume:

Tip #1: Tailor your resume to the position for which you are applying. Include skills and activities that are most relevant, describe how you can contribute to the position, and use keywords from the job posting. Some employers actually use software that ranks your resume based on how it uses keywords and phrases from the job posting.

Tip #2: Limit your resume to no longer than two pages.

Tip #3: Avoid misrepresentation of your abilities.

Tip #4: Provide examples of challenges you’ve faced and problems you’ve solved. Emphasize the positive and quantify your achievements.

Tip #5: Make your resume easy to read. Proofread your resume several times, and have others review it. The NM Workforce Connection website provides a Resume Builder Tool that can assist you in preparing your resume so that it is focused and structured. Specialists in your local NM Workforce Connection office can also assist you.

Step 4: Writing Your Cover Letter

A cover letter should always accompany your resume when applying for a job (unless otherwise specified). In general, a cover letter is your introduction and should draw the employer into looking at your resume. Cover letters vary more in style and content than resumes, but there are certain guidelines you should follow in developing your cover letter.



5 Key Tips to a Successful Cover Letter

Tip #1: Your cover letter should be typed, addressed to a specific individual or department, and closed with your signature.

Tip #2: While your resume sticks to information on your skills and experience, your cover letter can convey some of your personality.

Tip #3: Keep your cover letter concise, interesting, informative, professional, and courteous. Your cover letter should not repeat details provided in your resume, but outline high-level abilities and skills in context with your personality and work ethic.

Tip #4: Much like your resume, your cover letter should be tailored to the specific position and employer.

Tip #5: Keep your cover letter brief. Your letter should be less than one page, and don't forget to proofread!

The NM Workforce Connection website provides a *Letter Builder Tool* similar to the *Resume Builder*, along with numerous sample cover letters. The site can also help you develop a list of "action words" that you can use to draw attention to your cover letter.

Step 5: Contacting Your References

Nearly every job you apply for will require references at some point in the hiring process. It is very important that you contact your references prior to providing their information to a potential employer and that these references are fully capable of portraying you and your capabilities. You should not provide personal references unless required to do so. References are typically contacted via phone, but letters of recommendation can also be provided. Also, make sure that you avoid placing your reference information on your resume or cover letter. You should provide references by request through separate communication with your potential employer.

Step 6: Preparing for the Interview and Interviewing

While the purpose of your resume is to get an interview, the purpose of the interview is to get a job offer. Preparing for an interview is incredibly important because if you take the time to thoroughly prepare, the employer will notice. The interview is a key opportunity for you to present yourself as organized, punctual, and professional. You want to be able to discuss your qualifications in more detail and with specific examples based on the

information you provided in your cover letter and resume. The interview is also an opportunity for you to ask specific questions about the position and employer to ensure that the opportunity is the right fit for you.

5 Steps to Prepare for Your Interview:

Step #1: Gather work samples, whether they are writing samples, a portfolio of design or construction work, letters from former employers, or news articles highlighting your work. Not all jobs require samples, but this can be an excellent way to show your preparation and quantify your accomplishments.

Step #2: Think about questions you will probably be asked and prepare answers prior to the interview. Talk to friends and family about their interview experiences and the questions they were asked. The interviewer may say "Tell me about yourself" or ask "Why do you think you are the best candidate for this position?" Have your responses prepared and ready to be tailored once actual questions are asked in the interview. Your answers should always highlight your skills and abilities.

Step #3: Learn as much as you can about the employer, including an understanding of their website and employment structure.

Step #4: Prepare a list of detailed questions you would like to ask to show your interest and get additional information on the position and employer. Avoid questions regarding compensation until the employer mentions the topic.

Step #5: Make sure you have an accurate set of directions to the interview location. Make sure you always have a telephone contact. Arrive at the interview location early (no more than 20 minutes but no less than 5) dressed appropriately, with copies of your resume, work samples, and references.

Now that you're prepared for the interview, you will hopefully be feeling more comfortable and less anxious. Even with preparation, however, the interview can still induce some anxiety. It's important to enter the interview with "active confidence." This means neither acting too confident nor being too passive by only responding to the employer's questions, but instead contributing to the conversation of the interview. The interview is a two-way street where you ask questions and bring up topics along with the employer. It's a conversation where both players are asking questions and actively listening.

5 Key Interview Tips:

Tip #1: Identify and discuss ways in which your experience relates to the position. Mention unique strengths you gained through your experience that other candidates may not possess.

Tip #2: Ask questions you've previously prepared throughout the interview and adjust those questions based on the flow of the conversation. Take a notebook and write down interviewer names and answers to your questions.

Tip #3: Display your best external qualities—for example, maintain eye contact, maintain active posture, and use the names of interviewers when appropriate to show you are engaged.

Tip #4: Make sure to show some of your best internal qualities when discussing your qualifications—for example, positive experiences working in teams, leading groups, adapting to a changing environment, and motivation.

Tip #5: Use your common sense to determine the best times to ask questions or make comments about your qualifications, the position, or the employer.



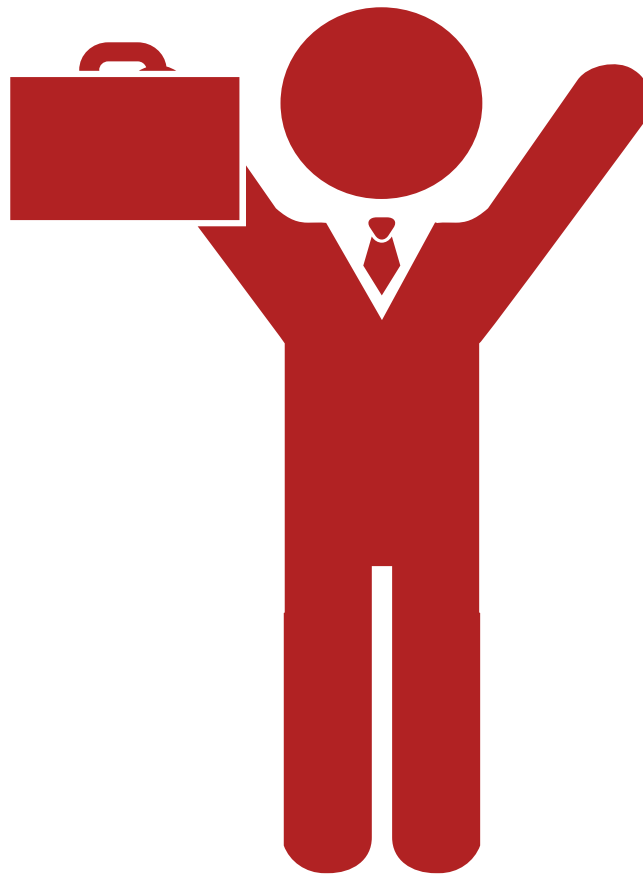
Step 7: Following Up with Employers

Failing to follow up with an employer after an interview is a mistake many people make. It is imperative that you follow up with an employer quickly after an interview, regardless of how you feel the interview went. You should send the employer a follow-up letter and make sure to include any ideas or remarks that you may have forgotten to discuss, provide information the employer requested during the interview, briefly remind the employer of the high points of the interview, thank the employer for his/her time and consideration, and invite him/her to contact you with additional questions or to schedule another meeting. The NM Workforce Connection website provides a Letter Builder Tool that helps you construct a good follow-up letter and provides sample follow-up letters and a list of action words.

Step 8: Negotiating a Job Offer

Success! You have a job offer. Your work, however, is not done. You should carefully consider the offer that is made and really evaluate whether the position meets your own criteria of what you're looking to get out of the job. Make sure that you have a general idea of the average wages for the occupation (wages can be found through the NM Workforce Connection website) to help guide how you respond to the offer and to know whether the offer is in an acceptable range. And even if you feel confident that the position is right for you, remember that both you and the employer have needs and that there is almost always room for negotiation. Don't just accept it because you want to "take what you can get." Both you and the employer should be willing to search together for mutual agreement on the terms and conditions of your working relationship.

Before you begin negotiating, know and be able to clearly state your needs and expectations (for example, salary requirements, flexible-hour needs) and make sure to listen carefully to the employer's response when you state them. You should be able to justify your requirements and always be honest with yourself and the employer. If you are not prepared to discuss the fine points of the offer, let the employer know that you will need time to consider the offer and that you will contact him/her soon. Once the negotiating process begins, be prepared to compromise somewhat on your needs and expectations. If the salary is not what you were looking for, is there a way to negotiate in another area (such as benefits, bonuses, flexible work hours, etc.) that would help the offer meet your needs? Also, while you may be disappointed with the salary or wage offered, make sure you consider other opportunities available to you by accepting the job. If there are opportunities for quick advancement in the position, bonuses, or other non-financial compensation, it may be worth additional consideration. Ask the employer what other future opportunities may be available and how you can take advantage of those opportunities.



What if I just need a job NOW to pay the bills?

There are times when you are exploring careers but really need a job right away to just pay the bills. The job you will get right now may not necessarily be within the career field you're interested in.

First, take a look at the jobs discussed in *"New Mexico's Hottest Entry-Level Jobs by Education Level."* This provides information on entry-level jobs that may be good for you while you explore your long-term goals. You will also want to visit www.jobs.state.nm.us and look up any job postings in your area. Are there any postings that interest you and that you are qualified for? While the jobs you apply for may not fall within your long-term career plan, think about the entry-level jobs that will provide you with basic skills that will help you overall, such as time management, budgeting, and customer service.

When you select some jobs to apply for, you will still want to prepare your resume and cover letter. Read this article for information on preparing a resume, contacting your references, and helpful tips for the interview process.

It is often really helpful to reach out to the companies at which you are applying, especially when applying for an entry-level position. Simply showing interest and the willingness to make contact can go a long way in making a great first impression and gaining a competitive edge.

Q&A BREAK

Mandy, 28 Human Resources Manager

Q: What does an employer look for the most when first seeing a resume?

A: Their job history is important. If a person has multiple jobs where their length of employment is a year or less, that is a red flag.

Q: What are some common resume no-no's?

A: Making your resume too long and detailed is a common mistake. People tend to like to write more than 2-3 sentences for their brief job description under each employment; however most employers only briefly skim resumes. The employer will ask more in depth questions about previous employment during the interview.

Q: What is the most important piece of advice you would give a job seeker from an HR standpoint?

A: Don't apply for every position that is open in the company. You need to focus on one certain position and where you want to start with the company. If you apply for more than one position in different divisions you could come off looking uncertain of yourself.

Q: Do you recommend that a job seeker contact the HR department or hiring manager after submitting an application?

A: Yes. But you should wait 2-3 days after applying and then do a follow up call to the employer. I would not call multiple times. If they are interested in you and you meet all qualifications for the position, they will contact you!



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- **REDUCE** turnover & overtime
- **INCREASE** productivity
- **REDUCE** employee training



New Mexico
Workforce Connection

Assessing Your Skills

There are many skills assessments available at your local NM Workforce Connection office. So, why take an assessment? Can't you just tell potential employers what you're good at? Well, skills assessments are actually very valuable for several reasons. Two of the many reasons you should consider skills assessments are:

Understand your skills when exploring careers.

If you know what your strengths are, you can encourage your future success by matching those strengths to particular careers with the required skills.

Have proof of your skills to help market yourself to potential employers.

While it's essential to have a well thought-out and professional resume, if you can prove that you have the key skills employers are looking for, employers will be impressed. Being able to back up your resume with assessments only strengthens your application.

NM Workforce Connection offices provide many skills assessments. What's even better is that NM Workforce Connection offices have worked with local businesses to identify the basic and key skills that they need for many of the positions for which they hire. So in taking these assessments, you are measuring your level of the skills employers are actually looking for. These assessments are available to you whether you're exploring careers, searching for work, or for any other reason.

WorkKeys: An Assessment of Workforce Readiness

The WorkKeys Assessment System (WorkKeys) is a job skills assessment system that the NM Workforce Connection utilizes to help employers select, hire, train, develop, and retain a high-performance workforce. For the job seeker, WorkKeys is an important first step to prepare for your career. By taking

the WorkKeys assessments, you can compare your skills to the skills jobs require. Test questions are based on situations in the everyday work world and focus on three main categories—Applied Mathematics, Locating Information, and Reading for Information. You may also be able to take assessments for Applied Technology, Business Writing, Listening for Understanding, Teamwork, Workplace Observation, and Fit, Performance, and Talent. WorkKeys scores can be a marketing tool when you apply for jobs, as it shows employers you have the skills they are looking for. Some employers even use the assessment as part of their hiring process.

KeyTrain: Improving Your WorkKeys Skills

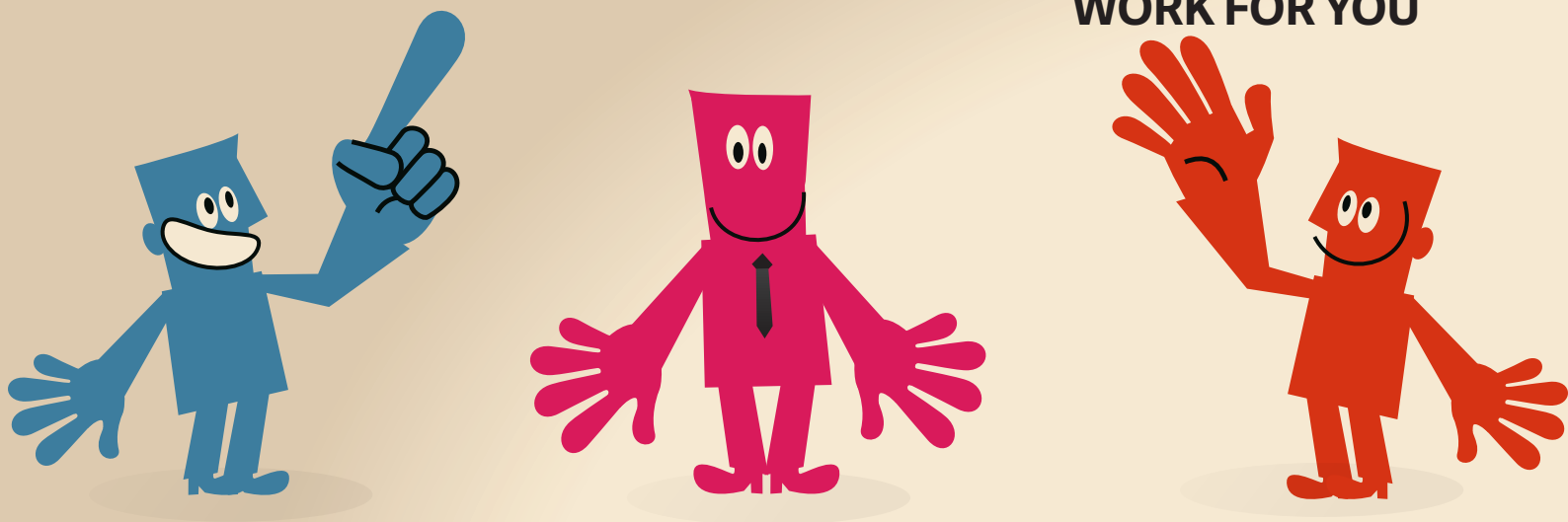
KeyTrain is a system used by NM Workforce Connection offices to help you improve the basic skills measured by the WorkKeys Assessment System. You can use KeyTrain to assess your potential WorkKeys score, review topics in each skills area, and practice problems similar to those you will face in WorkKeys. The system uses targeted, self-paced instruction, along with pre- and post-assessments, a learning management system, and job profiles to individualize your path to improving your skills prior to the WorkKeys assessment.

Provelt!: Behavioral Assessments for the Workforce

Provelt! is an assessment that evaluates personality traits, biographical history, and problem solving ability. When you take the Provelt! assessment, your information is translated into a candidate profile of strengths and development needs to help you identify where additional training would be useful in improving your skills and ultimate employment opportunities. Some of the jobs and skills for which Provelt! provides assessments include:

- | | |
|--------------------------|---------------------------|
| • Bank Tellers | • Customer Service |
| • Health Care Associates | • Sales |
| • Hospitality Associates | • Leadership |
| • Administrative Support | • Teamwork |
| • Management | • Microsoft Office Skills |

MAKING **JOB FAIRS** WORK FOR YOU



How to Get the Most Out of Networking & Job Searching Face-to-Face

Job fairs are an excellent way to develop your professional network and find job opportunities because you have the chance to meet and network with so many employers at one time. The large number of employers and conversations that are part of the nature of job fairs can make some people uneasy. It's almost like having an interview before you apply for a job. But, job fairs are also a unique opportunity to highlight and sell your skills, experience, and overall professional character face-to-face, instead of having to catch their interest solely through a resume and cover letter.

Before you start preparing for job fairs, you must first find out where and when job fairs will be held in your area. A simple search on the Internet will produce information on upcoming job fairs. Many job fairs are organized by business associations, educational institutions, and governmental entities (cities, counties, and states). Keep in mind that many organizations and institutions host recurring job fairs, oftentimes annually.

To find job fairs in New Mexico, visit the Job Fairs link at www.dws.state.nm.us.

Get Prepared

The best way to make job fairs work for you is to be as prepared as possible. Follow these tips to get ready to network and sell your skills and abilities the moment you walk in the door.



Gather information on the job fair and register to attend in advance.

Many job fairs have websites that post logistical information and a listing of the employers that will be in attendance. Once you've identified a job fair you would

like to attend, visit the job fair website and make sure you are clear on the specifics of the job fair location and operating hours. If the job fair does not have a website, make sure you gather logistical information from fliers or other sources prior to the event. If at all possible, register before attending the event. This enables you to hit the ground running once you arrive.



Identify employers that will be in attendance, research those employers, and list how you might contribute to their business.

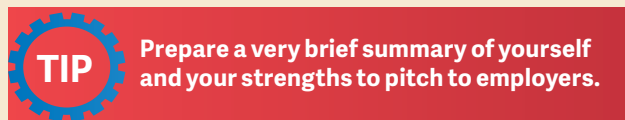
It's usually possible to obtain a list of employers that will be participating in the job fair ahead of time. Spend time researching each business, including their main business operations, their organization, different departments, open job opportunities posted on their website or other job sites, and how you might contribute to their business. You will not have a lot of time to make an impression on employers, so if you can eliminate time learning about their company you will impress the business representative. Demonstrating you took the time to familiarize yourself with various aspects of the business will highlight your interest and your ability to be organized and professional. While researching the employer, if there is an opening you want to apply for, APPLY! Keep notes on the positions for which you applied so that you can refer to them when you meet the employer at the job fair.



Prepare several versions of your resume and take hard and electronic copies with you.

Once you've researched the employers participating in the job fair, tailor your resume based on the types of employers that you are interested in speaking with. Use your general resume, but prepare a few different versions that highlight different skills, abilities, or objectives based on the employer. The resumes should be brief and no more than one page. While two-page

resumes are common, it is important to keep a shorter resume for job fairs. Print copies of each resume to distribute as appropriate. The number of copies will depend on the size of the event. You may also want to have a copy of your resume on a portable drive (thumb/flash drive). Some job fairs have computers available if you'd like to customize and print your resume on site. You can also prepare copies of your cover letter to accompany your resume, although it isn't necessary. Your employer research should help you determine how to customize your cover letter.



You've put in the time to research the job fair's participating employers and have customized your resume, so don't get stuck just handing out resumes. This is your opportunity to make a lasting impression, and the ball is in your court. When you hand your resume to an employer, be ready to expand upon the major points your resume outlines. Share some basic history on your skills and experience, and discuss your career interests. Your "pitch" should be very brief (1 to 2 minutes). Providing this information will engage the employer, enabling you to learn more about job opportunities and what the employer is looking for, while also identifying and elaborating on how you might contribute to their business/organization.

You're at the Job Fair—Making Connections

How you present yourself and your ability to make connections with employers are keys to your success at a job fair. Make sure that you are dressed at least business casual attire and that you're ready to be forward and to interact with employers. Introducing yourself and asking questions of employers can be intimidating. While doing your homework and being prepared should help you shake any nerves, it's important that you stay positive, introduce and talk

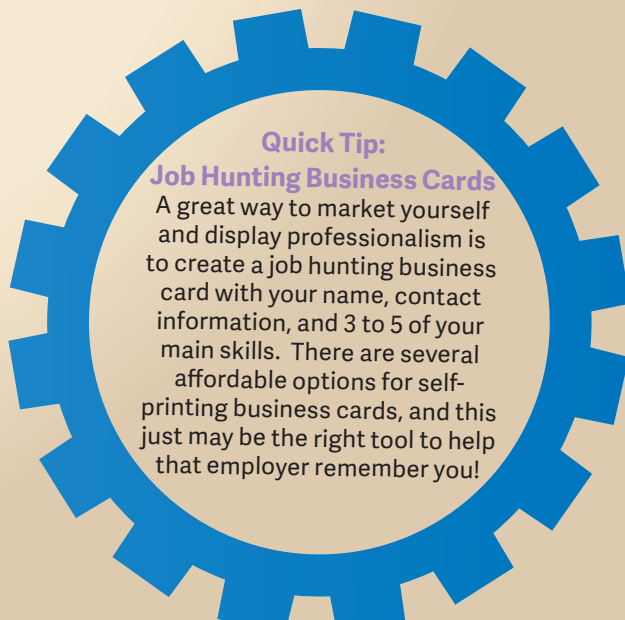
about yourself, and keep your energy up. Remember to show confidence and a genuine interest in the person with whom you're speaking. If you are attending the job fair with others, make sure you interact with employers on your own so that you can make an individual impression. You'll also want to attend the job fair in its earlier hours, as some employers leave early due to travel.

Always ask for the business card of the representative you are speaking with so that you can follow up once you leave. Carry a notepad with you to take down any contact information if employers do not have business cards and to make notes from your conversations. This will be useful in following up with key employers after the job fair.

Following Up With Your Connections

Hopefully, by the time you've left the job fair, you have at least a few promising contacts and potential opportunities. Job fairs by nature do not allow for extensive interaction. This is why it's so important to follow up with the connections you make. Email or mail a follow-up note within 24 hours of the job fair, much like you would after an interview. If you come away with information on specific positions available, alter your resume to better fit the position and send the updated and customized version to the business representative.

One key thing to remember throughout the job fair process is that even if an employer does not have an immediate job opening that you qualify for or are interested in, that doesn't mean a position will not be open in the future. Making connections, even without a specific job opening available, strengthens your overall network and can greatly improve your chances in finding a position with that employer or other related employers in the future. If a specific position is not available, stay in contact with the employer representative you spoke with. Email once a month to demonstrate your continued interest and to see if new positions are available.



Your Online Reputation

Making the Most of Social Networks and
Avoiding a Negative Online Reputation



You may have heard it before, but some employers look at the social profiles and online reputation of job applicants before they make a job offer. Maybe they check out your Facebook profile, find your blog, or look at your tweets. You also may have heard that some employers follow their employees' online activity, including activity on social and professional networks. One thing is for sure—your online reputation is very important!

Online social and professional networking sites can be great tools. The article *"Social Networks: A Guide to Online Job Hunting"* talks about how to use online networks to help in your job search and professional development. But, just as social networks can be helpful, they can also do a lot of harm, both during the job search, and even after you're employed. It is VERY important to manage your online reputation, and here are some tips on how to do just that.

WHAT IS THE INTERNET SAYING ABOUT YOU?

The first step you need to take is to find out what your online reputation actually is. Type your name into search engines and see what pops up. Visit your social and professional profiles and other sites such as Instagram, Flickr, and Twitter. Find as much information about yourself as you can. You may be surprised at what you find. Information that is placed online is available for a long time and is easily accessed.

Once you've completed your search, think about the picture your online information paints about you. Did posts, pictures, or other information come up that you would not want an employer to see? On the flip side, was there information that you would want an employer to know about you that isn't already available? These are the types of questions you should ask yourself. What isn't there, but should be? What is there, but shouldn't be?

"The video I posted isn't really that bad, I don't think."

When in doubt, remove it! If there's something that you don't think is inappropriate but you're not sure what others would think, it's best to just remove it. While it may be something you really want to share with your friends or family, will it really be that bad to take it down? It's better to be safe than sorry.

THINK BEFORE YOU SHARE!

Keep in mind that a lot of what you do ends up being documented through online sites. When you're getting ready to blog, post, or tweet, or when someone else might reference you, ask yourself whether you would want the information online for all to see. If your answer is no, change the behavior. Don't take that picture, tweet that tweet, or post that comment.

"But my friend posted that picture..."

It can be difficult to control what other's share about you. Let your friends know what you do and do not want shared. If there's something they have posted or uploaded that you do not want available, ask them to remove it from their profiles and accounts.

THINK BEFORE YOU POST!

It's easy to quickly submit a comment, post, picture, video, or tweet without thinking about the long-term implications. Be professional when posting anything. Try and avoid getting into heated arguments online that will encourage inappropriate discussions. Don't post pictures or videos that are inappropriate, even if you're not in them. Remember that if you want others to be mindful about what they are posting about you, you should do the same for them.

"People shouldn't be offended by this joke. It's funny!"

While it's very important to remain true to who you are, avoid posts (including some that are political or religious) that may be offensive to others.

SEPARATE YOUR PROFILES IF NECESSARY.

It may be best to separate your profiles into private social profiles and professional public profiles. It may help you to have particular networks (such as Facebook or Google+) private, sharing information with friends only. Then, designate your other networks, such as LinkedIn, Twitter, and Blogger, to be public, with your content geared more towards your professional profile.

"My Google+ account is private, so it doesn't matter what's on my profile."

Keep in mind that nothing online is ever completely private. While it may seem impossible for employers to see anything on your private accounts, there are ways that information becomes available (for example, through a friends profile that isn't private or through linked sites). Educate yourself on privacy options for your accounts and always be aware of the information that is available about you. Sign up for personal alerts through search engines that notify you when your name pops up.

POST POSITIVE INFORMATION ABOUT YOURSELF!

Control the message your online profile sends! There are a lot of things you can (and should) post that will help you create a strong, professional, and impressive online profile. List and discuss any training and education you're pursuing, publications you've authored, or blogs that you have written that focus on your profession and industry. Comment on and discuss current events, books, blogs, research, and other information. If appropriate, create a website about yourself and the work you do in your profession.

"Should I really post all of this information about myself? I don't want to seem like I'm bragging."

The nice thing about including positive information about yourself online is that it doesn't always have to be in the context of "selling" yourself. For example, when you're commenting on interesting and important developments in your field, you're not "bragging" about your abilities or experience. You're just showing, much like you would in a conversation with other professionals, that you're interested, motivated, and engaged. Mentioning your experience, training, and accomplishments is really just about providing information on who you are and what you've done. It's what you do through online networks anyway.

BEYOND YOUR ONLINE REPUTATION - YOUR ELECTRONIC PROFILE

Don't forget that there are other situations where you are making an impression with employers...even if they seem insignificant.

Your ring back tone: If you use a ring-back tone, make sure that the song you choose is appropriate and would not leave a bad impression with the employer (for example, foul language or explicit content).

Your voicemail: Employers may be contacting you for interviews or questions. Your voicemail should state

your name and ask callers to leave a message. This tells the employer that they have the correct number and encourages them to leave a message. You can use automated recordings if you feel you need to, but above all, try to avoid any recorded messages that may be inappropriate.

Your email address: Yes, even your email address is something to consider. It is helpful to have your email address include your first or last name. Avoid any abbreviations that may be ambiguous or unprofessional (for example, "x89tyz@..." or "wildpartier@....")



Looking for Work While Unemployed

Staying Positive & Taking the Right Steps Forward



Regardless of how difficult you think it may or may not be to find work after finishing school, it is important to keep in mind that the job search can be challenging in many ways. *First*, finding a job can often take longer than you think, particularly in a tough job market like the one we have right now. *Second*, looking for a job is a lot of work—you might say “looking for a job is a full-time job.” It takes a lot of time to look for job openings, customize your application materials, perform informational interviews, network, and keep in contact with your resources. That isn’t even mentioning any career exploration you may need to undertake. You should be prepared to spend several hours each day working on applying for jobs. *Third*, it is often more difficult to get a job when you do not have one already and you face greater challenges if you are trying to start your career, but do not have experience that is specific to the jobs for which you’re applying. *Finally*, it is easy to get discouraged when you do not get hired for jobs. The current job market is very competitive, and it is not uncommon to be turned down for jobs that you are qualified for because someone else is more qualified or has networks that give him or her an edge.

So, how do you navigate this process? It may seem overwhelming, but there are some general tips that will help you take advantage of this time, focus your energy on applying for jobs that will be right for you, and stay positive.

1 **Dedicate a set amount of time each day to looking for jobs, working on application materials, networking, and following up with contacts.** This time could vary but it is likely you will be spending at least a few hours each day on these activities. You don’t want to be applying for every job you see—keep in mind your career goals and priorities when looking for work—but you should be visiting multiple job search engines and other job search resources to find as many job postings that you may be interested in. You should also be customizing your resume and cover letter to each position and educating yourself about companies at which you are applying.

2 **Don’t neglect networking.** With more time on your hands, this is a key time to build your professional network and research different jobs and careers. Attend professional association functions (social functions, lectures, and meet and greet events, for example) and speak with other people in the field. Don’t ask about job openings immediately. Focus

on getting information and sharing your perspectives and experiences with others.

Also, spend time reaching out to other professionals on your social networking websites. Keep your profiles current and gather information on other professionals and businesses that you’d like to connect with. This is also a great time to schedule informational interviews. Even if you know what career you’re interested in, it’s always helpful to hear perspectives from people who have been working in that field.

3 **Clean up your online profile.** While you begin to network through online social networks, go through your online profile or profiles and make sure that your image is portrayed in a professional way. Remove inappropriate photos or posts, update your biography, and make your profiles private if necessary. Networking through social media can hurt you if your profile is not appropriate.

4 **Stay active and engaged through volunteering or interning.** Having a large gap of unemployment on your resume can sometimes hurt you in your application process. An excellent way to fill that gap is to volunteer or intern. You don’t have to volunteer/intern in your career field (although that is always a good thing); you can volunteer/intern with any type of organization. The key is to stay active and engaged with others so that you keep your attitude positive and your skills sharp. Volunteering/interning also shows that you are motivated to continue developing your skills, even when you are not working. Don’t forget to network with people at the organization with which you are volunteering or interning—you never know what opportunities may arise.

5 **Make sure you continue to do things you enjoy.** It is important to stay positive throughout the job search, both for your own sanity and for the impression you make on employers. Spend the time needed to apply for jobs, but make sure you have stress relievers as well. Continue your work-out routine, spend time with friends and family, and participate in activities you enjoy. This will help your attitude through a challenging job search.

Things to Think About After You Get Your Job Landing Your First Job...What Now?

You've landed your first job, and it should be easy from here on out, right? Wrong! The first year in your new job is extremely critical to your success in your new organization and overall career advancement. The first year is a unique period for several reasons. You're likely transitioning from school or outside the workforce and are often less experienced in the professional world than your colleagues. Co-workers will recognize that you are working in your first professional job and this recognition can change their expectations and the way they interact with you.

During the critical first year, and potentially beyond that year, you will need to not only learn the tasks that you are expected to complete, but also how the office culture works, the hierarchy, and things you need to do to earn credibility and respect among your co-workers. You may be thinking that it is unfair or demeaning for you to have to go through this period. But learning your way and figuring out the culture and atmosphere is something one has to do anytime they enter into an established group of people, whether it is social or professional.

Once you've established a place in your new work environment, you will solidify yourself as a key and valued part of the team. This period can greatly impact your opportunities for success and advancement at the company or business.

The learning curve in your first year of work is going to be very steep. You'll be learning tasks and responsibilities along with how to successfully fit into your work environment. Remember, you are responsible for creating opportunities for success and advancement, both in your new job and in your overall long-term career. It's going to be challenging, but keep in mind that, while you work hard at the company's success, this is ultimately an opportunity for you. While you work to fit into the culture, learn the ropes, and enhance your variety of hard and soft skills, you're helping yourself gain and demonstrate the skills needed to advance, get your next job, and be even better in future positions.





How do you make your first year a success? How do you learn the ropes? Here are some tips to keep in mind as you become a valued part of your workplace team.

TIP
1

Demonstrate your skills and your eagerness to contribute, BUT don't go overboard. Listen more than you speak, and remember that this is a time for you to learn expectations and show yourself as a team player. Be creative and forward but make sure your ideas are in context with the work you're doing.

TIP
2

Have a "can-do" attitude and make sure your work habits demonstrate your motivation, reliability, team work, and initiative. Set a goal to fully understand the work of the company/agency. Be flexible with requests and assignments and always represent yourself and the business in a professional and positive light. Keep in mind that the business has a bottom line and that you are part of meeting it.

TIP
3

Never stop learning. Show an eagerness to learn about the business and all of its work and product lines. Solicit feedback on how you can improve and present creative solutions to problems.

TIP
4

Learn the company culture including appropriate attire, decision making, and the chain of command. Strive to identify with people in your office who have been successful and are advancing. Be visible, accountable, and dependable.

TIP
5

Actively seek new opportunities within the company. It's easy to get trapped at the bottom if you don't strive to broaden your knowledge, work, and training. Volunteer for unique and challenging assignments, take on additional responsibility, and be involved in office functions, both social and professional.

(Source: NMDWS and National Association of Colleges and Employers, "Job Choices 2012")

Budgeting & Financial Literacy

The Basics of Understanding and Managing Income, Debt, and Financial Decisions



Making money seems pretty straight forward. Let's talk about your first job. Your first job provides you with a source of money that you can spend. If you've already had your first job, you probably realized that spending is very easy. In fact, retailers and marketing make it so easy that you may have found that your paycheck disappeared and you're not sure where it went.

At some point in time, you will also be facing your first big long-term expense, such as a car and/or college. You may also find that these decisions will have a large impact on your future, like what college to go to, or where to move to find a job. And just as you're facing these big decisions (and big expenses), you will start to realize how many "little" expenses there are, such as car insurance, cell phone contracts, or an apartment lease. Managing these financial obligations can be overwhelming, and that's when knowledge of money management becomes invaluable. A budget is the most basic tool used for money management. Other topics which are important to money management include banking, savings, investing, credit, loans, and taxes.

Budgeting

Budgeting means tracking the money that you bring in (income), the money

you spend (expenses), and balancing income and expenses while prioritizing what you need and want to spend your money on. To create your own budget, add up all of the income you receive in a month (most likely your paycheck, but it can include other money). Then add up all of the expenses you had for that same month. Now subtract your expenses from your income. What is the balance? Is anything leftover? This is the basis of a monthly budget.

You should also categorize your monthly expenses (rent, groceries, gas, cell phone, electric bill, savings, or investments) so that you can track your spending habits. Some expenses are fixed (rent, cell phone) and other expenses vary (food, clothes, utilities). Other items, such as movies and travel, are discretionary expenses. Fixed, variable, and discretionary expenses are ways of categorizing and analyzing your spending habits. A written monthly budget is a good way to gain perspective on your spending decisions and whether they are sustainable over time.

There are many reasons why keeping a budget is so important. Tracking your budget keeps you from spending more than you make and potentially landing you in debt. Budgets are also helpful in planning for the future, particularly

when you are saving for a large expense. Look at areas in your budget where you can cut expenses and apply extra income to savings (maybe for college, travel, a car, or a house).

What if your budget shows you're spending more than you're earning? Look at the categories in your budget. Are any of them surprising to you? Some items like clothes and doctor visits don't occur every month but still need to be accounted for in your monthly budget. Saving on a monthly basis is important for not only future big-ticket items, but to cover short-term emergencies. Any good plan should address how to handle shortfalls and unexpected costs, such as a speeding ticket or replacing a broken cell phone. It's really important to pay attention to your budget and your bank account to avoid overspending and accruing overdraft fees. A budget can help prevent overdrawing on your bank account. Keeping a savings buffer (at least a small amount in a savings account) can also help if this situation occurs. Update your budget as new income and/or expenses come up, as well as when you change your long-term financial goals. You should track your budget monthly.



Banking

When you're setting up bank accounts, whether it's checking, savings, money market accounts, or certificates of deposit (CDs), keep in mind that not all banks offer the same services and that you have options. Be aware of the different types of banks (traditional, credit union, virtual). Any banking institution you choose should be insured by either the Federal Deposit Insurance Corporation (FDIC, www.fdic.gov) or National Credit Union Administration (NCUA, www.ncua.gov). Also, be aware of services the banks offer and educate yourself about any fees that might apply when opening accounts, using debit/credit cards, overdrawing on your account, or when drawing from interest earning accounts. Your goal should be to maximize bank services while paying the smallest amount of fees. Once you have chosen a bank and set up an account, utilize any other free financial education services that the bank offers. Many banks provide monthly budgeting tools and future planning tools as well as financial planning services.

Loans, Credit Cards & Debt Management

One of the major financial decisions you will likely be faced with (if you haven't already) is whether to accrue

some level of debt, through credit cards and/or loans, to cover expenses. Credit cards and loans are a reality for most people. With that said, another reality is many people accrue debt to levels that become unmanageable. Having debt doesn't have to be a bad thing, but it also requires a great level of management and planning to prevent you from getting into a bad situation that is extremely difficult to get out of.

Let's talk about loans first. People typically apply for loans to cover very large expenses. Two very common loans for high school and college students are car loans and education loans. A car may be necessary for you to get to school and work, and you will most likely need a loan to cover the cost. For specifics on how to buy a car check out the NM Attorney General's College Consumer Guide - www.nmag.gov/consumer/publications/collegeconsumerguide.

The other loan you might be facing is an education loan to pay for college tuition and related expenses. As mentioned in *"Furthering Your Education: Tuition Information & Things to Know About Financing Your Education,"* there are many financial resources for college funding. You may need to consider a loan to cover expenses not covered by other aid (family, scholarships, and

Credit Tip

You're going to be getting a lot of credit card companies offering you what seem like great deals on interest rates. You'll be offered "0% interest for 1 year" or "No fee for balance transfers." These can be good deals, but before you apply for another credit card or move balances around, make sure that you would be able to really take advantage of the offer. Will you be able to pay off your balance in one year? Do your existing credit cards charge a fee for transfers? Will the interest rate spike after one year? Keep in mind how the offer will ultimately help in the long run before you apply for that new card.

Student Tip

Remember that if you have money from educational loans, that money has to last you the entire semester/quarter/year. You'll need to budget to spread that money across a long period of time. Spending too much earlier in the school term could leave you seriously strapped for cash long before your next loan payment comes through.

grants) or by earnings from any jobs you have. It is important to note that not all loans have the same borrowing criteria or interest rates. Take a look at the ["Furthering Your Education"](#) article to get information on applying for financial aid, including loans, and always work with your college's financial aid office.

Credit cards are basically loans as well. The credit card company allows you to charge the amount of the purchase today and you pay them back later with interest. The amount of interest charged is based on the Annual Percentage Rate (APR). Different credit cards have different terms of use. It is important to be aware of any additional transaction fees or finance charges that might apply when you use the card (for example cash advances, ATM use, and balance transfers). Fees and charges can add up significantly over time, despite being relatively small each month.

Credit card interest rates are generally higher than other types of loans. This leads to the question of when to use credit cards and when to get a loan instead. Credit cards can be used for daily purchases such as food, clothes, gas, and bills that you pay off every month. Also, credit cards can be used

for slightly larger purchases (such as furniture, car repairs, or medical bills) which you plan to pay off in a few months without accruing a lot of interest. Don't fall into the trap of using your credit card(s) freely, without managing your spending or the time it will take to pay off the balance! This is a trap many people fall into. In fact a good rule to follow is to keep your credit card balance less than 10 percent of your monthly income. Once the amount of your purchase is large enough to take you more than one year to pay off, it's time to talk with a bank about a loan or think of other strategies to save money for that purchase.



Your ability to obtain a loan with good interest rates (and even an apartment lease or credit card) is based on your credit score. A credit score is a number from 300 to 850, with a higher score being better.

This score is based on a variety of measures including positive payment histories on bills, remaining balances on debt (loans, credit cards, or mortgages), length of credit history, and types of credit used. It can also include your income to debt ratio. There are several actions that you should be aware of that can build your credit history and score. Opening a bank account will add to your credit score, as will paying off credit card balances (or any debt balances) each month. Renting an apartment and

making timely payments is another action that positively affects your score. No credit history, late payments, or defaults hurt your score. You can obtain a copy of your credit report for free by visiting www.annualcreditreport.com.

So how do you manage your debt? First, when getting a loan, you should borrow the minimum amount of what you need to cover your expenses. Don't use your loans for discretionary spending! Once you begin to pay back your loan, consider paying more than the minimum payment in order to pay the loan off faster and decrease the overall interest you pay. If you find yourself having difficulties making a payment on time, call your lender before the payment will be late. Understand what repayment options are available to you. Many lenders can make adjustments to a loan plan based on income, family size, and situation. For issues related to debt, visit the Federal Trade Commission's website www.consumer.ftc.gov

Credit Terms You Should Know

- Annual Fee
- Annual Percentage Rate (APR)
- Balance
- Credit History
- Credit Limit
- Credit Scoring
- Finance Charge
- Introductory Rate

Links for Financial Management Resources and Money Advice

360degrees of Financial Literacy American Institute of CPAs - www.360financialliteracy.org

NMSLGC Money Matters – <http://moneymatters.nmslgc.org>

Financial Literacy & Education Commission - www.mymoney.gov

Consumer Financial Protection Bureau – www.consumerfinance.gov

The Jump\$tart Coalition for Personal Financial Literacy – www.jumpstart.org

Financial Planning Association (FPA) – www.plannersearch.org



New Mexico School Listing


**TWO-YEAR AND
FOUR-YEAR
INSTITUTIONS**



Public Two-Year Schools

Degree or Certificate Program	School																	
	CNM	Clovis Community College	Diné College	ENMU Roswell	ENMU Ruidoso	Luna Community College	Mesalands Community College	Navajo Technical University	NM Junior College	NM Military Institute	NMSU Alamogordo	NMSU Carlsbad	NMSU Doña Ana	NMSU Grants	Northern NM College El Rito	San Juan College	Santa Fe Community College	SW Indian Polytechnic Inst.
	UNM Gallup	UNM Los Alamos	UNM Taos	UNM Valencia														
Agriculture, General																		
Agricultural Business & Mgmt																		
Agricultural & Domestic Animal Svcs																		
Applied Horticulture & Horticultural Business Svcs																		
Animal Sciences																		
Plant Sciences																		
Agri., Agri. Operations & Related Sciences																		
Natural Resources Conservation & Rsch																		
Natural Resources & Conservation																		
Interior Architecture																		
Architectural Sciences & Tech.																		
Area Studies																		
Ethnic, Cultural Minority, Gender & Group Studies																		
Comm. & Media Studies																		
Radio, Television & Digital Comm.																		
Public Relations, Advertising & Applied Comm.																		
Audiovisual Comm. Tech./Technicians																		
Graphic Comm.																		
Computer & Info. Sciences, General																		
Computer Programming																		
Data Processing																		
Info. Science/Studies																		
Computer Systems Analysis																		
Data Entry/Microcomputer Applications																		
Computer Science																		
Computer Software & Media Applications																		
Computer Systems Networking & Telecomm.																		
Computer/Info. Tech. Administration & Mgmt																		
Computer & Info. Sciences & Support Svcs																		
Cosmetology & Related Personal Grooming Svcs																		
Culinary Arts & Related Svcs																		
Education, General																		
Bilingual, Multilingual & Multicultural Edu.																		
Educational Administration & Supervision																		
Special Edu. & Teaching																		
Teacher Edu. & Prof. Dvpmnt, Sp'fic Levels/Methods																		
Teacher Edu. & Prof. Dvpmnt, Sp'fic Subjects																		
Teaching English/French as 2nd/Foreign Language																		
Teaching Assistants/Aides																		
Education																		
Engineering, General																		
Electrical, Electronics & Comm. Engineering																		
Engineering Science																		
Environmental/Environmental Health Engineering																		
Materials Engineering																		
Materials Science																		
Industrial Engineering																		
Manufacturing Engineering																		
Surveying Engineering																		
Engineering Tech., General																		
Architectural Engineering Tech./Technicians																		
Electrical Engineering Tech./Technicians																		
Electromech. Instrumentation & Maint. Techs																		
Environmental Control Tech./Technicians																		
Industrial Production Tech./Technicians																		
Quality Control & Safety Tech./Technicians																		
Mechanical Engineering Related Tech./Technicians																		

School Information	
Central New Mexico Community College	
Albuquerque Main Campus	ABQ
525 Buena Vista Drive SE	87106
www.cnm.edu	(505) 224-3000
Montoya Campus	ABQ
4700 Morris NE, 87111	87111
www.cnm.edu/campus/montoya/index.php	(505) 244-5520
South Valley Campus	ABQ
5816 Isleta Boulevard SW	87105
www.cnm.edu/svc/index.php	(505) 224-5000
Westside Campus	ABQ
10549 Universe Boulevard NW	87114
www.cnm.edu/campus/westside/index.php	(505) 224-5360
Workforce Training Center	ABQ
5600 Eagle Rock Avenue NE	87113
www.cnm.edu/depts/wtc	(505) 224-5200
Clovis Community College	
Main Campus	Clovis
417 Schepps Boulevard	88101
www.clovis.edu	(575) 769-2811
Diné College	
Crownpoint Center	Crownpoint
Highway 371, Route 9	87313
www.dinecollege.edu	(505) 786-7391
Shiprock Branch	Shiprock
1228 Yucca Street	87420
www.dinecollege.edu	(505) 368-3500
Eastern New Mexico University	
Roswell Campus	Roswell
52 University Boulevard	88203
www.roswell.enmu.edu	(575) 624-7000
Ruidoso Campus	Roswell
709 Mechem Drive	88203
www.ruidoso.enmu.edu	(575) 257-2120
Luna Community College	
Las Vegas Main Campus	Las Vegas
366 Luna Drive	87701
http://luna.edu	(505) 454-2500

Degree or Certificate Program	School 																
	CNM	Clovis Community College	Diné College	ENMU Roswell	ENMU Ruidoso	Luna Community College	Mesalands Community College	Navajo Technical University	NM Junior College	NM Military Institute	NMSU Alamogordo	NMSU Carlsbad	NMSU Doña Ana	NMSU Grants	Northern NM College El Rito	San Juan College	Santa Fe Community College
Mining & Petroleum Tech./Technicians																	
Construction Engineering Tech.																	
Engineering-Related Tech.																	
Computer Engineering Tech./Technicians																	
Drafting/Design Engineering Tech./Technicians																	
Nuclear Engineering Tech./Technicians																	
Engineering Tech./Technicians																	
Linguistic, Comp. & Language Studies & Svcs																	
Romance Languages, Literatures & Linguistics																	
Am. Indian/Ntv Am. Lang's/Literatures/Linguistics																	
American Sign Language																	
Foods, Nutrition & Related Svcs																	
Human Dvpmt, Family Studies & Related Svcs																	
Non-Prof. Gen'l Legal Studies (Undergraduate)																	
Legal Support Svcs																	
Legal Professions & Studies																	
English Language & Literature, General																	
Creative Writing																	
Speech & Rhetorical Studies																	
Rhetoric & Composition/Writing Studies																	
Literature																	
Liberal Arts & Sciences, Gen'l Studies & Humanities																	
Library Science & Administration																	
Library & Archives Assisting																	
Biology, General																	
Biotechnology																	
Biological & Biomedical Sciences																	
Mathematics																	
Military Science & Operational Studies																	
Peace Studies & Conflict Resolution																	
Historic Preservation & Conservation																	
Behavioral Sciences																	
Natural Sciences																	
Intercultural/Multicultural & Diversity Studies																	
Multi/Interdisciplinary Studies																	
Parks, Recreation & Leisure Studies																	
Parks, Recreation & Leisure Facilities Mgmt																	
Health & Physical Edu./Fitness																	
Basic Skills & Dvpmtl/Remedial Edu.																	
Leisure & Recreational Activities																	
Philosophy																	
Religion/Religious Studies																	
Physical Sciences																	
Chemistry																	
Geological & Earth Sciences/Geosciences																	
Physics																	
Biology Technician/Biotech. Lab. Technician																	
Nuclear & Industrial Radiologic Tech./Technicians																	
Physical Science Tech./Technicians																	
Psychology, General																	
Criminal Justice & Corrections																	
Fire Protection																	
Homeland Security																	
Human Svcs, General																	
Community Organization & Advocacy																	
Public Administration																	

School Information	
Santa Rosa Campus 213 South Fourth Street http://luna.edu/santa_rosa	Santa Rosa 88435 (575) 472-1400
Springer Campus 516 Maxwell Avenue http://luna.edu/springer	Springer 87747 (575) 483-5009
Mora Campus Hwy 518, David Cargo Library http://luna.edu/mora	Mora 87732 (575) 387-6760
Mesalands Community College	
Main Campus 911 South Tenth Street www.mesalands.edu	Tucumcari 88401 (575) 461-4413
Navajo Technical University	
Main Campus 911 South Tenth Street www.navajotech.edu	Crownpoint 87313 (505) 786-4100
New Mexico Junior College	
Main Campus 1 Thunderbird Circle http://nmjc.edu	Hobbs 88240 (575) 392-4510
New Mexico Military Institute	
Main Campus 101 West College Boulevard www.nmmi.edu	Roswell 88201 (800) 421-5376
New Mexico State University	
Alamogordo Campus 2400 North Scenic Drive http://nmsua.edu	Alamogordo 88310 (575) 439-3600
Carlsbad Campus 1500 University Drive http://carlsbad.nmsu.edu	Carlsbad 88220 (575) 234-9200
Grants Campus 1500 Third Street http://grants.nmsu.edu	Grants 87020 (505) 287-6678
Doña Ana Community College 2800 North Sonoma Ranch Blvd http://dabcc.nmsu.edu	Las Cruces 88011 (575) 527-7500

Degree or Certificate Program	School															
	CNM	Clovis Community College	Diné College	ENMU Roswell	ENMU Ruidoso	Luna Community College	Mesalands Community College	Navajo Technical University	NM Junior College	NM Military Institute	NMSU Alamogordo	NMSU Carlsbad	NMSU Doña Ana	NMSU Grants	Northern NM College El Rito	San Juan College
Social Work																
Public Administration & Social Service Professions																
Social Sciences, General																
Anthropology																
Criminology																
Economics																
Geography & Cartography																
Political Science & Government																
Sociology																
Construction Trades, General																
Mason/Masonry																
Carpenters																
Electrical & Power Transmission Installers																
Bldg/Construction Finishing, Mgmt & Inspection																
Plumbing & Related Water Supply Svcs																
Construction Trades																
Electrical/Electronics Maint. & Repair Tech.																
HVAC & Refrigeration Maint. Tech./Technician																
Heavy/Industrial Equipment Maint. Tech.																
Vehicle Maint. & Repair Tech.																
Mechanic & Repair Tech./Technicians																
Precision Metal Working																
Woodworking																
Air Transportation																
Ground Transportation																
Transportation & Materials Moving																
Visual & Performing Arts, General																
Crafts/Craft Design, Folk Art & Artisanry																
Dance																
Design & Applied Arts																
Drama/Theatre Arts & Stagecraft																
Film/Video & Photographic Arts																
Fine & Studio Arts																
Music																
Arts, Entertainment, & Media Mgmt																
Health Svcs/Allied Health/Health Sciences, General																
Dental Support Svcs & Allied Professions																
Health & Medical Admin Svcs																
Allied Health & Medical Assisting Svcs																
Health Diagn., Intervention & Treatm't Professions																
Clinical/Med. Lab. Science/Rsch & Professions																
Health/Medical Preparatory Programs																
Mental & Social Health Svcs & Allied Professions																
Nursing																
Ophthalmic/Optometric Supp't Svcs & Professions																
Public Health																
Health Aides/Attendants/Orderlies																
Dietetics & Clinical Nutrition Svcs																
Altern. & Complementary Med. & Medical Systems																
Somatic Bodywork & Related Therapeutic Svcs																
Reg. Nursing, Admin., Rsch & Clinical Nursing																
Practical & Vocational Nursing & Assistants																
Health Professions & Related Clinical Sciences																
Business/Commerce, General																
Business Administration, Mgmt & Operations																
Accounting & Related Svcs																

School Information
Northern NM College
El Rito Campus El Rito
P.O. Box 160 87530
www.nnmc.edu (575) 581-4100
San Juan College
Farmington Main Campus Farmington
4601 College Boulevard 87402
www.sjc.cc.nm.us (505) 326-3311
East Campus Aztec
315 South Ash Street 87410
www.sjc.cc.nm.us/pages/1742.asp (505) 334-3831
West Campus Kirtland
69 Country Road 6500 88435
www.sjc.cc.nm.us/pages/1740.asp (505) 598-5897
Santa Fe Community College
Main Campus Santa Fe
6401 Richards Avenue 87508
www.sfcc.edu (505) 428-1000
Southwestern Indian Polytechnic Institute
Main Campus ABQ
9169 Coors Road NW 87120
www.sipi.edu (800) 586-7474
University of New Mexico
Los Alamos Campus Los Alamos
4000 University Drive 87544
http://losalamos.unm.edu (505) 662-5919
Valencia Campus Los Lunas
280 La Entrada Road 87031
http://vc.unm.edu (505) 925-8500
Taos Campus Ranchos de Taos
1157 County Road 110 87557
http://taos.unm.edu/ (575) 737-6200
Gallup Campus Gallup
705 Gurley Avenue 87301
www.gallup.unm.edu (505) 863-7500

Degree or Certificate Program	School →															
	CNM	Clovis Community College	Dine College	ENMU Roswell	ENMU Ruidoso	Luna Community College	Mesalands Community College	Navajo Technical University	NM Junior College	NM Military Institute	NMSU Alamogordo	NMSU Carlsbad	NMSU Doña Ana	NMSU Grants	Northern NM College El Rito	Santa Fe Community College
Business Operations Support & Assistant Svcs	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Business/Corporate Comm.																•
Entrepreneurial & Small Business Operations		•	•			•	•								•	•
Finance & Financial Mgmt Svcs	•			•				•				•			•	•
Hospitality Administration/Mgmt	•				•	•							•	•	•	•
Human Resources Mgmt & Svcs	•			•			•	•								•
International Business	•															
Mgmt Info. Systems & Svcs		•					•	•			•		•	•	•	
Marketing				•		•										•
Real Estate		•						•					•		•	•
General Sales, Merch. & Marketing Operations	•			•		•		•	•		•					•
Specialized Sales, Merch. & Marketing Operations										•		•				•
Construction Mgmt	•															
Business, Mgmt, Marketing & Related Support Svcs					•											
High School/Secondary Certificate Programs															•	
History	•				•	•	•	•							•	

School Information

Note:

Always verify with the school or branch regarding specific degree offerings, as this list is not all inclusive.

The programs of study are based on Fall 2014 information.

Titles are based on 2010 Classification of Instructional Programs (CIP).



Four-Year Colleges and Universities

Degree or Certificate Program	School												
	Brown Mackie College	Eastern NM University	Embry-Riddle Aeronautical	Institute of American Indian Arts	National American University	New Mexico Highlands University	NM Institute of Mining & Technology	New Mexico State University	Northern New Mexico College	Santa Fe University of Art & Design	Southwestern College	St. John's College	University of New Mexico
Agriculture, General	•						•						
Agricultural Business & Mgmt	•					•	•						
Agricultural Production Operations	•								•				
Applied Horticulture & Horticultural Business Svcs							•						
Agricultural Public Svcs							•						
Animal Sciences	•						•						
Food Science & Tech.							•						
Plant Sciences	•						•						
Soil Sciences							•						
Natural Resources Conservation & Rsch	•						•	•	•			•	•
Natural Resources Mgmt & Policy						•	•						
Forestry						•							
Wildlife & Wildlands Science & Mgmt	•						•						•
Architecture												•	
City/Urban, Community & Regional Planning							•					•	
Environmental Design												•	
Landscape Architecture												•	
Architectural History & Criticism												•	
Area Studies						•						•	
Ethnic, Cultural Minority, Gender & Group Studies			•				•	•				•	•
Comm. & Media Studies	•				•							•	
Journalism							•					•	
Radio, Television & Digital Comm.													•
Audiovisual Comm. Tech./Technicians							•						•
Graphic Comm.							•						
Comm. Tech./Technicians & Support Svcs						•							
Computer & Info. Sciences, General	•		•	•	•	•	•				•	•	•
Computer Programming						•					•		
Data Processing							•						
Info. Science/Studies					•	•	•						
Computer Systems Analysis	•												
Data Entry/Microcomputer Applications					•								
Computer Science												•	
Computer Systems Networking & Telecomm.													•
Computer/Info. Tech. Administration & Mgmt							•						
Computer & Info. Sciences & Support Svcs						•					•		
Cosmetology & Related Personal Grooming Svcs							•						•
Culinary Arts & Related Svcs	•						•						•
Education, General	•						•					•	•
Bilingual, Multilingual & Multicultural Edu.						•							•
Curriculum & Instruction						•	•					•	
Educational Administration & Supervision						•	•					•	•
Educational/Instructional Media Design													•
Educational Assessment, Evaluation & Rsch												•	
Social & Philosophical Foundations of Edu.												•	
Special Edu. & Teaching	•				•	•	•				•	•	•
Student Counseling & Personnel Svcs	•				•	•	•		•		•	•	•
Teacher Edu. & Prof. Dvpmt, Sp'fic Levels/Methods	•				•	•	•		•		•	•	•
Teacher Edu. & Prof. Dvpmt, Sp'fic Subjects	•				•	•	•		•		•	•	•
Teaching English/French as 2nd/Foreign Language						•					•		
Teaching Assistants/Aides							•				•		
Education											•		

School Information	
Brown Mackie College	
Main Campus	Albuquerque
10500 Copper Avenue NE	87123
www.brownmackie.edu/albuquerque/	(505) 559-5200
Eastern New Mexico University	
Portales Main Campus	Portales
1500 South Avenue K	88130
www.enmu.edu	(575) 562-1011
Embry-Riddle Aeronautical University	
Albuquerque Campus	Kirtland AFB
1900 Wyoming Blvd. SE, Room 202	87117
	(505) 846-8946
http://worldwide.erau.edu/locations/albuquerque	
Yale Campus	Albuquerque
2015 Yale Boulevard SE	87106
	(505) 243-2214
http://worldwide.erau.edu/locations/yale	
Clovis Campus	Clovis
110 West 21st Street	88101
	(575) 218-3690
http://worldwide.erau.edu/locations/clovis	
Holloman AFB Campus	Holloman AFB
596 Fourth Street, Suite 203	88330
	(575) 479-6892
http://worldwide.erau.edu/locations/holloman	
Institute of American Indian Arts	
Main Campus	Santa Fe
83 Avan Nu Po Road	87508
www.iaia.edu	(505) 424-2300
National American University	
Albuquerque Campus	Albuquerque
4775 Indian School Road NE, Suite 200	87110
	(505) 348-3700
www.national.edu/locations/new-mexico/albuquerque	
Albuquerque West Campus	Albuquerque
10131 Coors Boulevard NW, Suite I-01	87114
	(505) 348-3750
www.national.edu/locations/new-mexico/rio-rancho	

Degree or Certificate Program	School																	
	Brown Mackie College	Eastern NM University	Embry-Riddle Aeronautical Institute of American Indian Arts	National American University	New Mexico Highlands University	NM Institute of Mining & Technology	New Mexico State University	Northern New Mexico College	Santa Fe University of Art & Design	Southwestern College	St. John's College	University of New Mexico	University of Phoenix	University of St. Francis	University of the Southwest	Wayland Baptist University	Webster University	Western New Mexico University
Engineering, General					•	•	•	•				•						
Aerospace, Aeronautical & Astronautical Engineering							•	•										
Agricultural Engineering								•										
Biomedical/Medical Engineering												•						
Chemical Engineering						•	•					•						
Civil Engineering						•	•					•						
Computer Engineering									•			•						
Electrical, Electronics & Comm. Engineering					•	•	•					•						
Engineering Mechanics						•												
Engineering Physics							•											
Engineering Science						•	•					•						
Environmental/Environmental Health Engineering						•	•					•						
Materials Engineering						•												
Mechanical Engineering						•	•	•				•						
Metallurgical Engineering						•	•											
Mining & Mineral Engineering						•												
Nuclear Engineering												•						
Petroleum Engineering						•												
Systems Engineering							•					•						
Materials Science												•						
Construction Engineering												•						
Industrial Engineering								•	•									
Manufacturing Engineering												•						
Geological/Geophysical Engineering						•	•											
Engineering Tech., General		•						•	•									•
Electrical Engineering Tech./Technicians		•						•	•			•						•
Electromech. Instrumentation & Maint. Techs								•										
Environmental Control Tech./Technicians								•	•									•
Industrial Production Tech./Technicians		•																
Quality Control & Safety Tech./Technicians		•																
Construction Engineering Tech.												•						•
Engineering-Related Tech.								•	•									
Computer Engineering Tech./Technicians									•									
Drafting/Design Engineering Tech./Technicians	•							•	•									•
Engineering-Related Fields						•												
Linguistic, Comp. & Language Studies & Svcs							•					•						
Slavic/Baltic/Albanian Lang's/Literatures/Linguistics												•						
Germanic Languages, Literatures & Linguistics												•						
Romance Languages, Literatures & Linguistics		•			•		•					•						•
Classics/Classical Languages/Literatures/Linguistics												•						
American Sign Language												•						
Family & Consumer Sciences/Human, General		•			•		•					•						
Family & Consumer Economics & Related Studies								•										
Foods, Nutrition & Related Svcs								•	•			•						
Human Dvpmt, Family Studies & Related Svcs		•						•				•						
Apparel & Textiles								•										
Law												•						
Legal Support Svcs	•							•	•									
English Language & Literature, General		•			•		•					•		•				•
Creative Writing								•				•						
Speech & Rhetorical Studies								•				•						
Technical & Business Writing																		
Rhetoric & Composition/Writing Studies			•			•	•					•						

School Information	
New Mexico Highlands University	
Las Vegas Main Campus	Las Vegas
1005 Diamond Street	87701
www.nmhu.edu	(505) 425-7511
Roswell Campus	Roswell
52 University Boulevard	88203
	(575) 624-7457
www.nmhu.edu/statewidecenters/roswell	
Farmington Center	Farmington
3539 East 30th Street	87402
	(505) 566-3552
www.nmhu.edu/statewidecenters/farmington	
Santa Fe Campus	Santa Fe
6401 Richards Avenue, Room 302D	87508
	(505) 424-9185
www.nmhu.edu/statewidecenters/santafe	
Rio Rancho Center	Rio Rancho
1700 Grande Boulevard, Suite 100	87124
	(505) 891-6900
www.nmhu.edu/statewidecenters/riorancho	
Española Campus	Española
1227 North Railroad	87532
	(505) 747-2100
www.nmhu.edu/statewidecenters/espanola	
Raton Campus	Raton
130 Park Avenue	87740
	(575) 445-0445
www.nmhu.edu/statewidecenters/raton	
NM Institute of Mining & Technology (NM Tech)	
Main Campus	Socorro
801 Leroy Place	87801
www.nmt.edu	(575) 835-5424
New Mexico State University	
Las Cruces Main Campus	Las Cruces
1780 East University Avenue	88003
www.nmsu.edu	(575) 646-0111
Albuquerque Center	Albuquerque
4501 Indian School Rd NE, Suite 100	87110
	(505) 830-2856
http://abq.nmsu.edu	

Degree or Certificate Program	School																			
	Brown Mackie College	Eastern NM University	Embry-Riddle Aeronautical	Institute of American Indian Arts	National American University	New Mexico Highlands University	NM Institute of Mining & Technology	New Mexico State University	Northern New Mexico College	Santa Fe University of Art & Design	Southwestern College	St. John's College	University of New Mexico	University of Phoenix	University of St. Francis	University of the Southwest	Wayland Baptist University	Webster University	Western New Mexico University	
English Language & Literature/Letters																				
Liberal Arts & Sciences, Gen'l Studies & Humanities																				
Library & Archives Assisting																				
Biology, General																				
Biochemistry, Biophysics & Molecular Biology																				
Botany/Plant Biology																				
Cell/Cellular Biology & Anatomical Sciences																				
Microbiological Sciences & Immunology																				
Zoology/Animal Biology																				
Genetics																				
Biomathematics/Bioinformatics/Computational Biology																				
Biotechnology																				
Ecology, Evolution, Systematics & Population Biology																				
Mathematics																				
Applied Mathematics																				
Statistics																				
Multi-/Interdisciplinary Studies, General																				
Peace Studies & Conflict Resolution																				
Historic Preservation & Conservation																				
Museology/Museum Studies																				
Natural Sciences																				
International/Global Studies																				
Sustainability Studies																				
Multi/Interdisciplinary Studies																				
Parks, Recreation & Leisure Studies																				
Parks, Recreation & Leisure Facilities Mgmt																				
Health & Physical Edu./Fitness																				
Leisure & Recreational Activities																				
Philosophy																				
Religion/Religious Studies																				
Physical Sciences																				
Astronomy & Astrophysics																				
Chemistry																				
Geological & Earth Sciences/Geosciences																				
Physics																				
Materials Sciences																				
Nuclear & Industrial Radiologic Tech./Technicians																				
Physical Science Tech./Technicians																				
Psychology, General																				
School Psychology																				
Educational Psychology																				
Clinical, Counseling & Applied Psychology																				
Criminal Justice & Corrections																				
Fire Protection																				
Homeland Security																				
Community Organization & Advocacy																				
Public Administration																				
Social Work																				
Public Administration & Social Service Professions																				
Social Sciences, General																				
Anthropology																				
Economics																				
Geography & Cartography																				
International Relations & National Security Studies																				
Political Science & Government																				
Sociology																				
Social Sciences																				
Carpenters																				
Electrical & Power Transmission Installers																				
Bldg/Construction Finishing, Mgmt & Inspection																				
Plumbing & Related Water Supply Svcs																				
Construction Trades																				
Electrical/Electronics Maint. & Repair Tech.																				
HVAC & Refrigeration Maint. Tech./Technician																				
Heavy/Industrial Equipment Maint. Tech.																				
Vehicle Maint. & Repair Tech.																				
Precision Metal Working																				

School Information	
Northern New Mexico College	
Española Main Campus	Española
921 North Paseo de Oñate	87532
www.nnmc.edu	(505) 747-2100
Santa Fe University of Art & Design	
Main Campus	Santa Fe
1600 St. Michaels Drive	87505
www.santafeuniversity.edu	(505) 473-6011
Southwestern College	
Main Campus	Santa Fe
3960 San Felipe Road	87507
www.swc.edu	(505) 471-5756
St. John's College	
Main Campus	Santa Fe
1160 Camino Cruz Blanca	87505
www.sjc.edu	(505) 984-6000
The University of New Mexico	
Albuquerque Main Campus	Albuquerque
The University of New Mexico	87131
www.unm.edu	(505) 277-0111
School of Continuing Education	
1634 University Boulevard NE	Albuquerque
	87131
http://ce.unm.edu	(505) 277-0077
School of Medicine	
The University of New Mexico	Albuquerque
	87131
http://som.unm.edu	(505) 272-8273
University of Phoenix	
Albuquerque Campus	Albuquerque
5700 Pasadena Avenue NE	87113
	(505) 821-4800
www.phoenix.edu/campus-locations/nm/new-mexico-campus/new-mexico-campus.html	
Santa Teresa Campus	
1270 Country Club Road	Santa Teresa
	88008
www.phoenix.edu/campus-locations/nm/new-mexico-campus/santa-teresa-learning-center.html	(575) 874-4600
University of Saint Francis	
Main Campus	Albuquerque
1500 Renaissance NE	87107
www.stfrancis.edu/usf-campuses/albuquerque-new-mexico/	(505) 266-5565
University of the Southwest	
Main Campus	Hobbs
6610 North Lovington Highway	88240
www.usw.edu	(575) 392-6561

Degree or Certificate Program	School																		
	Brown Mackie College	Eastern NM University	Embry-Riddle Aeronautical	Institute of American Indian Arts	National American University	New Mexico Highlands University	NM Institute of Mining & Technology	New Mexico State University	Northern New Mexico College	Santa Fe University of Art & Design	Southwestern College	St. John's College	University of New Mexico	University of Phoenix	University of St. Francis	University of the Southwest	Wayland Baptist University	Webster University	Western New Mexico University
Woodworking																			
Air Transportation		•	•																
Visual & Performing Arts, General				•		•		•	•				•						•
Dance								•	•				•						
Design & Applied Arts						•		•	•	•			•						•
Drama/Theatre Arts & Stagecraft		•						•	•	•			•			•			
Film/Video & Photographic Arts		•		•		•		•	•	•			•						
Fine & Studio Arts		•		•		•		•	•	•			•						•
Music		•				•		•	•	•			•		•				•
Comm. Disorders Sciences & Svcs		•						•					•						
Dental Support Svcs & Allied Professions								•					•						
Health & Medical Admin Svcs		•						•	•									•	
Allied Health & Medical Assisting Svcs		•						•											
Health Diagn., Intervention & Treatm't Professions		•						•	•				•		•				•
Clinical/Med. Lab. Science/Rsch & Professions		•				•		•					•		•				•
Health/Medical Preparatory Programs		•											•						
Medicine													•						
Medical Clinical Sciences/Graduate Medical Studies													•						
Mental & Social Health Svcs & Allied Professions		•				•		•	•				•					•	•
Nursing		•						•	•				•	•	•				•
Pharmacy, Pharmaceutical Sciences & Administration													•						
Public Health								•					•						
Rehabilitation & Therapeutic Professions						•					•		•						•
Health Aides/Attendants/Orderlies								•											
Dietetics & Clinical Nutrition Svcs								•											
Somatic Bodywork & Related Therapeutic Svcs									•										
Reg. Nursing, Admin., Rsch & Clinical Nursing		•				•		•	•				•						•
Practical & Vocational Nursing & Assistants									•										
Health Professions & Related Clinical Sciences									•										
Business/Commerce, General								•											•
Business Administration, Mgmt & Operations		•	•	•	•	•		•	•				•	•	•	•	•	•	•
Accounting & Related Svcs		•	•		•	•		•	•				•	•	•	•			•
Business Operations Support & Assistant Svcs		•				•		•	•				•						•
Business/Corporate Comm.			•										•						
Business/Managerial Economics		•	•																
Entrepreneurial & Small Business Operations			•					•											
Finance & Financial Mgmt Svcs		•				•		•							•				•
Hospitality Administration/Mgmt						•		•	•										
Human Resources Mgmt & Svcs		•				•													
International Business								•											•
Mgmt Info. Systems & Svcs		•	•			•		•					•		•				•
Mgmt Sciences & Quantitative Methods					•										•				•
Marketing		•	•			•		•							•	•			•
Real Estate								•					•						
General Sales, Merch. & Marketing Operations		•						•											
Specialized Sales, Merch. & Marketing Operations								•											
Business, Mgmt, Marketing & Related Support Svcs			•					•											
History		•				•		•					•			•			•

School Information	
Wayland Baptist University	
Albuquerque Campus	Albuquerque
2201 San Pedro Drive NE	87110
	(505) 323-9282
www.wbu.edu/albuquerque	
Cannon AFB Campus	Cannon AFB
110 East Sextant Avenue, Suite 2090	88103
	(575) 784-9750
www.wbu.edu/clovis	
Clovis Campus	Clovis
121 East 4th Street	88101
	(575) 763-0535
www.wbu.edu/clovis	
Kirtland AFB Campus	Albuquerque
1900 Wyoming Boulevard SE	87117
	(505) 262-9282
www.wbu.edu/colleges-in-albuquerque	
Webster University	
Albuquerque Campus	Albuquerque
4775 Indian School Rd NE, Suite 300	87110
	(505) 292-6988
http://webster.edu/albuquerque	
Kirtland AFB Campus	Albuquerque
1900 Wyoming Boulevard SE	87117
	(505) 255-3645
http://webster.edu/albuquerque	
Western New Mexico University	
Main Campus	Silver City
1000 West College Street	88062
www.wnmu.edu	(575) 538-6011

Note:

Always verify with the school or branch regarding specific degree offerings, as this list is not all inclusive.

The programs of study are based on Fall 2014 information.

Titles are based on 2010 Classification of Instructional Programs (CIP).

