

## **Entry-Level Openings with a Future**

September 2021

Some positions require a special degree or training; many do not. Certificates and/or college courses do open more possibilities. Select a field that interests you. Useful websites for ideas based on your interests are [My Next Move](#), O\*NET [O\\*NET OnLine \(onetonline.org\)](#), [California CareerZone \(cacareerzone.org\)](#), & [Explore new career options and expand your job search | mySkills myFuture |](#)

**Airlines** – Airlines hire [Flight Attendants](#), [Customer Service Agents](#), [Baggage Service Agents](#), [Maintenance Support](#), [Ground Crew](#) and [Ramp Agents](#).

**Animals** – [Dog Groomer](#), [Animal Care Technician](#)

**Arts, Media & Entertainment** – Consider [Photographer’s Assistant](#), [Electronic Equipment Operator](#), [Videographer](#), [Make-up Artist](#), [Camera or Sound Technician](#)

**Biotech** – Half of the jobs in drug manufacturing are in production, maintenance or material-moving occupations including both low-skilled and high-skilled jobs. Try [www.biospace.com](#)

**Business Operations** – [Administrative Assistant](#) work is often the door to higher-level jobs in the business world. Software, communication, time management & organizational skills, along with ongoing education and certifications will provide access to career ladders

**Building Trades** – [Apprentice programs](#) can get you on the payroll while you master a trade. Union opportunities can be found at [www.calapprenticeship.org](#).

**Computer Technical** – [Help-desk Support](#), [Computer Repair Technician](#), [Computer Network Technician](#) can be entry positions with career technical school certifications.

**Driving** - Bus companies and school districts will sometimes train people with good driving records as [Bus Drivers](#). [Delivery driver](#) is another entry position. Companies such as FedEx and UPS may offer opportunities for growth in logistics. Go to [www.justruckingjobs.com](#) or [www.layover.com](#) for jobs if you have a Class A license.

**Education** – [Special Education Aides](#) requires high school graduation or AA degree plus one year of experience working with school age children and/or those with disabilities in an organized setting. There are opportunities as [Preschool Aides](#) in private and public settings. Counties hire [Family and Children’s Services Infant/Toddler Associate Teachers](#). Usually you need ECE units which can be obtained at a community college.

**Environment** - Green is in. Look for jobs such as: [Solar Installer](#), [Hazardous Waste Technician](#), [Recycling Technician](#), [Soil Sampler](#), [Pest Control Technician](#). Take a position with an Alternative Energy provider or a Clean Tech manufacturer or Green Builder.

**Finance** – [Teller](#), [Personal Banker](#), [Online Customer Service Representatives](#), [New Account Clerk](#), [Brokerage Clerk](#), [Records Processor](#), [Claims Clerk](#), & [Account Clerk](#)

**Healthcare** – The following professions require short-term training: Medical Assistant, Phlebotomist, Medical Records Technician, Personal and Home Care Aide, Emergency Medical Technician. Look at [www.explorehealthcareers.org](http://www.explorehealthcareers.org) for more ideas.

**Hospitality** – Catering Staff, Meeting Planner, Front Desk Clerk are some entry titles. Try [Hospitality and Hotel Jobs](#), | [Hcareers](#) or local hotel chains or resorts that interest you.

**Insurance** – Claims Agent, Customer Service Representative, Insurance Biller and Underwriting Assistant are possibilities; [Job Search, Career & Hiring Resources | iHireInsurance](#) is one search engine.

**Library** – Look for Library Assistant and Library Clerk positions in your county library system.

**Legal** – Legal Assistant, Legal Intern and Law Clerk are entry job titles in the legal field. Go to [Legal Jobs - Hiring for Attorney, Legal Assistant, and Paralegal Jobs | iHireLegal](#)

**Mechanic** – Auto shop training can lead to entry positions as Auto Mechanic or Smog Technician. Starting as a Lube and Oil Technicians is another entry point. Equipment rental companies hire those with mechanical skills to keep their equipment in running order.

**Manufacturing** – Refinery Technicians, Pipe Fitters and Industrial Electricians are in demand. Career ideas and job leads for manufacturing jobs can be found on [www.manufacturingjobs.com](http://www.manufacturingjobs.com).

**New Media** – Game Tester is a title used by video game manufacturers. Try staffing agencies like ZipRecruiter or Indeed. [ZipRecruiter® Job Search: Find Jobs Near You](#) or [Job Search | Indeed](#)

**Property Management** – Take a position as a Property Management Assistant to learn the basics of real estate management. Look at [www.apartmentjobs.com](http://www.apartmentjobs.com) for other job titles and open positions

**Retail** – Retail Salespeople are the face of any business. Retail work develops skills that are transferable to virtually any business activity: planning and teamwork skills, fluency with technology, marketing, customer service, managing and more. Go to [Job Search,& Hiring Resources | iHireRetail](#)

**Security/Law Enforcement** - Security Guards can move into Loss Prevention Agent positions. The California Highway Patrol recruits U.S. citizens between the ages of 20-35 with a high school diploma or the equivalent to become Officers. Call 1-888-4A CHP JOB. Homeland Security hires U.S. Border Patrol Agents. Apply at [Homeland Security | Home \(dhs.gov\)](http://Homeland Security | Home (dhs.gov)). The California Dept. of Corrections hires Correctional Officers and local counties hire Deputy Sheriffs. An AA degree may be helpful.

**Social Work** – Community Outreach Worker is a title used by some social agencies. Eligibility Work Specialist is an entry position through most county Social Service Departments. Go to [www.211database.org](http://www.211database.org) or [211alamedacounty.org](http://211alamedacounty.org) to search for nonprofit agencies that hire.

**Technicians** – Those with mechanical skills and some training can be hired as Appliance Repair Technicians, Industry Facilities Technicians, Power Plant Technicians, Utilities Operators, & HVAC Installers.

**United States Military** – The Army, Navy, Air Force, Marine Corps and Coast Guard provide training that can transfer to civilian careers.