

Jobs in Demand in Northwest Georgia

Northwest Georgia Workforce Investment Board

A

Accounts Receivable Clerk
 Accountant & Bookkeeper
 Accounting Clerk & Assistant
 Administrative Assistant
 Automotive Automatic
 Transmission/Transaxyl Technician
 Automotive Mechanic
 Automotive Structural Repairer



B

Bill & Account Collectors
 Biomedical Instrumentation Specialist
 Brick Mason
 Business Office Technology

C

CAD Operator & Technician
 Cardiovascular Technology
 Carpenter
 Carpet Installer
 Cashier
 Certified Internet Webmaster Certifications
 Certified Manufacturing Specialist
 Certified Novell Engineer
 Child Care Worker
 Clerical Supervisor
 Combination Food Preparers/Service Worker
 Computer Engineer
 Computer Graphics Technician
 Computer Information Systems Specialist
 Computer Programmer & Aide



Computer Repair Technician
 Computer Support Specialist
 Correction Officer
 Cosmetologist
 Culinary Arts
 Customer Service Representative - Utilities

D

Data Processing Equipment Repair
 Delivery & Route Truck Driver
 Dental Assistant & Dental Hygienist
 Dental Laboratory Technician
 Drafter
 Drywall Installer



E

Echocardiography
 Electronic Technician
 Emergency Medical Technician
 Environmental Safety Specialist

F

Fiber Optics Line Installers & Repairers
 Fire Science Technology
 Food Preparation Worker
 Freight Conductor



G

General Manager & Top Executive
 General Office Clerk
 Glazier

H

Hand Packers & Package
 Hard Tile Setter
 Health Care Assistant
 Heating/AC Technician
 Heavy Equipment Operator
 Home Health Aide
 Horticulture
 Human Service Worker



I

Industrial Electronics
 Industrial Machinery Mechanic
 Industrial Maintenance Technician
 Industrial Trainer
 Industrial Truck & Tractor Operator
 Information & Office Technology
 Instructor & Coach, Sports
 Interpreter

L

Laborer, Landscaper/Groundskeeper
 Large Truck & Tractor Trailer Driver
 Law Enforcement Officer
 Licensed Practical Nurse (LPN)
 Lineman



M

Machine Tool Technician
 Machinery Mechanics: Textile
 Machinist
 Maintenance Repairer, General Utility

Marketing/Sales Supervisor
Meat, Poultry, Fish Cutter
Mechanic & Repairer Helper
Medical & Clinical Laboratory
Technician



Medical Assistant
Medical Billing/Insurance Specialist
Medical Coding - Advanced
Medical Office Worker
Medical Records Technician
Medical Secretary & Transcriptionist
MS Certified Systems Engineer

N

Nail Technician
National Park Service Seasonal Law
Enforcement Ranger
Networking NT
Network Technical Certifications
(Microsoft CI SCO)
Neuromuscular Therapy
Nondestructive Testing Technician
Nursing Aide & Orderly



O

Occupational Safety Specialist
Occupational Therapist



P

Painter & Paperhanger
Paralegal
Paraprofessional Teacher's Aide/Assistant
Patient Care Technician
Phlebotomy Technician
Physical. Correction Therapy Assistant
Physical Therapist

Physician Assistant
Plasterer & Stucco Mason
Plumber, Pipefitter & Steamfitter
Preschool Teacher
Print Graphics Technician
Project Management PMP Test Prep
Public Worker Civil Technician

R

Radiological Technician
Reception/Information Clerk
Registered Nurse
Respiratory Therapist
Roofer



S

Sales Representative [Exc Retail & Science]
Salesperson, Retail
Secretary
Sewing Machine Operator, Garment
Small Engine Repair
Special Education Teacher
Surgical Technician
Systems Analyst



T

Teacher
Technology Management
Team Manager
Telecommunications
Textile Machine Operator/Tender
Therapeutic Massage Technician
Truck Driver, Heavy

V

Vocational Education Teacher & Instructor

W

Waiter & Waitress
Web Designer
Welder & Cutter



X

X-Ray Technician

Preparing for a Job Interview

Preparation:

- Learn something about the company
- Have specific job in mind
- Fill in Pocket Resume
- Review your qualifications for the job
- Be prepared to answer broad questions about yourself

Appearance

- Well groomed
- Appropriate clothing
- Make-up in good taste
- Smile

Take with you

- Black ink pen
- Pencil with good eraser
- Small pad or notebook on which to take notes
- Extra copies of your resume

Workforce Investment Program

Coosa Valley RDC
PO Box 1798
Rome, GA 30162-1793
706.295.6485 ~ 800.332.1965

An equal opportunity/affirmative action program.