

# Wage Conversions

Conversions based on a 40-hour work week, 2,080 hours per year.

Per Hour	Per Week	Per Month	Per Year
\$7.25	\$290	\$1,257	\$15,080
\$7.50	\$300	\$1,300	\$15,600
\$8.00	\$320	\$1,387	\$16,640
\$8.50	\$340	\$1,473	\$17,680
\$9.00	\$360	\$1,560	\$18,720
\$9.50	\$380	\$1,647	\$19,760
\$10.00	\$400	\$1,733	\$20,800
\$10.50	\$420	\$1,820	\$21,840
\$11.00	\$440	\$1,907	\$22,880
\$11.50	\$460	\$1,993	\$23,920
\$12.00	\$480	\$2,080	\$24,960
\$12.50	\$500	\$2,167	\$26,000
\$13.00	\$520	\$2,253	\$27,040
\$13.50	\$540	\$2,340	\$28,080
\$14.00	\$560	\$2,427	\$29,120
\$14.50	\$580	\$2,513	\$30,160
\$15.00	\$600	\$2,600	\$31,200
\$16.00	\$640	\$2,773	\$33,280
\$17.00	\$680	\$2,947	\$35,360
\$18.00	\$720	\$3,120	\$37,440
\$19.00	\$760	\$3,293	\$39,520
\$20.00	\$800	\$3,467	\$41,600
\$21.00	\$840	\$3,640	\$43,680
\$22.00	\$880	\$3,813	\$45,760

**Labor Market & Career Information**  
**Texas Workforce Commission**  
 101 East 15th St. Rm 252  
 Austin, Texas 78778  
[www.lmci.state.tx.us](http://www.lmci.state.tx.us)  
 1-800-822-7526



*Counselors!*  
 Each of the panels  
 in this brochure  
 is available as an  
 18" x 24" poster!

# TOP 10 CAREER TIPS

for a  
**SUCCESSFUL  
 FUTURE**

- \* How To Search for a Job
- \* Job Interviewing
- \* How To Earn Good Money From Your Employer
- \* Wage Conversions



## How to Search for a Job

- 1. Consider your interests**  
Identify activities you like to do and the challenges they offer.
- 2. Assess your skills**  
Evaluate school, volunteer, work or leisure experiences.
- 3. Research occupations**  
Develop a list of possible careers based on your particular combination of skills and interests.
- 4. Devote time to your job search**  
Expect to spend several hours a day looking for a job.
- 5. Be patient finding a job**  
A thorough job search is hard work. The more money you expect to earn, the longer it will likely take to find a job.
- 6. Involve friends and family**  
They are a great source for support, assistance and encouragement.
- 7. Conduct field interviews**  
Meet with people in the field you are interested in pursuing.
- 8. Use the Texas Workforce Commission**
  - Register with your local Workforce Center.
  - Take advantage of training seminars.
  - Prepare a resume and cover letter.
  - Consult WorkInTexas.com, classified ads, and other nationwide job search websites.
- 9. Organize your job search and resources**  
Record the places you've applied to, people you've talked with, and the responses you have received.
- 10. Rejection is part of the process**  
Maintain a positive, optimistic attitude. Your efforts will pay off as you get closer to landing your "ideal job".

## Job Interviewing

- 1. Bring a copy of your resume**
- 2. Gather information about the company**
- 3. Bring transcripts and references**
- 4. Bring a pen and some paper**
- 5. Dress for success:**
  - Conservative two-piece business suit (solid dark blue or gray is best)
  - Conservative long sleeve shirt/blouse (white or pastel is best)
  - Clean, polished, conservative shoes
  - Well-groomed hairstyle
  - Clean, trimmed fingernails
  - Minimal cologne or perfume
  - Empty pockets—no large objects or loose coins
  - Light briefcase or portfolio case
  - No gum, candy or cigarettes
  - No visible body piercing (nose rings, eyebrow rings, etc.)
- 6. Arrive 10 minutes early**
- 7. Get a good night's sleep before an interview**
- 8. Eat a small snack before an interview to maintain your energy.**  
Make sure you brush your teeth and freshen your breath afterward
- 9. Go alone**  
Do not bring children to an interview
- 10. Use a firm handshake**

## How to Earn Good Money From Your Employer

- 1. Attendance and punctuality**
  - Do not take off work unless absolutely necessary.
  - Be on time and ready to start.
  - Call if you can not keep your appointments.
- 2. Work ethic**  
Time is money. When at work, WORK.
- 3. Meet deadlines**  
Make sure all work is turned in on time.
- 4. Demonstrate effective oral communication**  
Speak clearly. Do not use slang.
- 5. Demonstrate self-control**  
Stay calm under pressure.
- 6. Attention to details/quality**  
Follow instructions, proof all work, check for mistakes.
- 7. Work well independently**  
Demonstrate your ability to work with little or no supervision.
- 8. Adapt well to change**  
Be willing to accept new assignments.
- 9. Respond well to constructive criticism**  
Take criticism positively, not negatively.
- 10. Team work**  
Collaborate and get along with co-workers.