

## Conventional - “The Organizers”

Are you interested in professions involving working with data and have clerical or numerical abilities? Do you like to carry things out in detail or follow through on instructions? Do you prefer structured situations to ambiguous ones?

<p><b>Do You Like...</b></p> <ul style="list-style-type: none"> <li>- Collecting memorabilia</li> <li>- Studying Tax Laws</li> <li>- Arranging and organizing your household or workshop</li> <li>- Writing family history</li> <li>- Playing computer or card games</li> <li>- Volunteering with civic organizations</li> <li>- Collecting any related objects</li> <li>- Exercising</li> <li>- Keeping club or family records and files</li> <li>- Developing Websites</li> <li>- Reading home magazines</li> </ul> <p>Managing your finances</p>	<p><b>Do You Tend to Be...</b></p> <ul style="list-style-type: none"> <li>- Well-organized</li> <li>- Accurate</li> <li>- Numerically inclined</li> <li>- Methodical</li> <li>- Conscientious</li> <li>- Efficient</li> <li>- Conforming</li> <li>- Orderly</li> <li>- Practical</li> <li>- Thrifty</li> <li>- Systematic</li> <li>- Structured</li> <li>- Polite</li> <li>- Ambitious</li> <li>- Obedient</li> <li>- Organized</li> <li>- Careful</li> <li>- Precise</li> <li>- Controlled</li> <li>- Responsible</li> <li>- Conservative</li> <li>- Dependable</li> <li>- Loyal</li> <li>- Preserving</li> <li>- Self-controlled</li> </ul>	<p><b>Are You Drawn to Skills Involving...</b></p> <ul style="list-style-type: none"> <li>- Organization</li> <li>- Finance</li> <li>- Data Analysis</li> <li>- Record Keeping</li> <li>- Details, precision and defined tasks</li> <li>- Efficiency in organizational activities</li> <li>- Precise accounting and speaking</li> <li>- Using computer and business technology</li> <li>- Achieving material possessions and status</li> <li>- Business and economic achievement</li> <li>- Using mathematical abilities and manual dexterity</li> <li>- Organizing &amp; maintaining office procedures</li> <li>- Writing business reports and making charts or graphs</li> <li>- Regular work hours</li> <li>- Following strong leaders</li> </ul>
<p><b>Do You Value...</b></p> <ul style="list-style-type: none"> <li>- Order</li> <li>- Accuracy</li> <li>- Precision</li> <li>- Predictability</li> <li>- Stability</li> <li>- Practicality</li> <li>- Dependability</li> <li>- Security</li> <li>- Organization</li> </ul>		<p><b>Would You Rather Avoid...</b></p> <ul style="list-style-type: none"> <li>- Ambiguity</li> <li>- Undefined Tasks</li> <li>- Degree of Uncertainty</li> <li>- Vague Directions</li> <li>- Disorder</li> <li>- Unreliability</li> </ul>

<p><b>Occupational Areas to Explore...</b></p> <p>Accountants Actuaries Administrative Services Managers Air Traffic Controllers Archivists Assessors Astronomers Audio-Visual Collections Specialists Audio and Video Equipment Technicians Auditors Bill and Account Collectors Bookkeeping, Accounting, and Auditing Clerks Cashiers Computer and Information Systems Managers Computer Science Teachers, Postsecondary Counter and Rental Clerks Billing, Posting, and Calculating Machine Operators Budget Analysts Cargo and Freight Agents Cartographers and Photogrammetrists City and Regional Planning Aides Claims Examiners, Property and Casualty Insurance Computer Operators Computer Programming Construction and Building Inspectors Cost Estimators Court Clerks Credit Analysts Credit Checkers Customer Service Representatives Data Management Dental Hygiene Economists Electrical Drafters Eligibility Interviewers, Government Programs</p>	<p>Executive Secretaries and Administrative Assistants Financial Analysts First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand First-Line Supervisors/Managers of Non-Retail Sales Workers Fire Inspectors Food Service Management Freight and Cargo Inspectors Gaming Managers Gaming Supervisors Hotel, Motel, and Resort Desk Clerks Hotel, Restaurant, and Institutional Management Industrial Production Managers Information Systems and Technology Insurance Appraisers, Auto Damage Insurance Claims Clerks Insurance Underwriters Interviewers, Except Eligibility and Loan Immigration and Customs Inspectors Job Printers Lawyers Legal Secretaries Library Assistants, Clerical Library Technicians Licensing Examiners and Inspectors Mail Clerks and Mail Machine Operators, Except Postal Service Mapping Technicians Marking Clerks Mathematical Science Teachers, Postsecondary Mathematicians Medical Records and Health Information Technicians Municipal Clerks Medical Secretaries Meter Readers, Utilities Office Clerks, General</p>	<p>Office Machine Operators, Except Computer Paralegal Parking Enforcement Workers Payroll and Timekeeping Clerks Pharmacists Pharmacy Technicians Physicists Police Identification and Records Officers Postal Service Clerks Postal Service Mail Carriers Procurement Clerks Proofreader Purchasing / Materials Management Receptionists and Information Clerks Reservation and Transportation Ticket Agents and Travel Clerks Secretaries, Except Legal, Medical, and Executive Ship Engineers Shipping, Receiving, and Traffic Clerks Statisticians Stock Clerks- Stockroom, Warehouse, or Storage Yard Switchboard Operators, Including Answering Service Tax Examiners, Collectors, and Revenue Agents Tax Preparers Telephone Operators Tellers Title Examiners, Abstractors, and Searchers Transcriptionist Treasurers and Controllers Underwriter Webmaster Wholesale and Retail Buyers, Except Farm Products</p>
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