

**Classifications of Available Jobs In Minot, North Dakota
January 2009**

Occupational Group	Open Jobs	Average Salary (2007)
Sales & Related	111	\$28,267
Retail Mgrs. – Ad Agents – Sales Clerks – Imaging Clerk		
Food Prep & Serving	176	\$17,721
Chefs - Restaurant/Lounge Workers – Shift Mgrs. – Dietary Aids		
Construction & Extraction	32	\$36,732
Oil & Gas Personnel – Heavy Equipment Operators – Carpenters		
Transportation & Material Moving	38	\$30,243
Vehicle Operators – Packers, Loaders, Stockers, Crane Operators		
Building & Grounds Cleaning & Maintenance	36	\$21,362
Housekeepers – Landscapers – Janitors		
Healthcare Practitioners & Technical	118	\$53,539
Chiropractors – Physicians - RNs – Therapists – EMTs/Paramedics		
Education, Training & Library	16	\$39,686
Elementary & Postsecondary Teachers – Graduate Assistants – Library Workers		
Protective Service	26	\$35,651
Police Detectives – Game Wardens – Security Guards		
Healthcare Support	86	\$23,420
Home Health Aids – Medical Transcriptionists – CNAs		
Office & Admin Support	192	\$27,248
Office Mgrs. – Bookkeeping/Accountants – Loan Clerks – Postal Workers		
Personal Care & Service	35	\$20,904
Daycare Workers – Beauticians – Activity/Admitting Aides		
Production	40	\$31,116
Cabinetmakers – Cooks – Assembly Technicians		
Installation, Maintenance & Repair	35	\$38,667
Maintenance Supervisors - Mechanics – Service Technicians		
Farming, Fishing & Forestry	11	\$26,041
Meat Cutters – Farm Workers – Grain Elevator Workers		
Management	46	\$78,956
Chief Executives – Managers of All Types – Administration President		
Community & Social Service	29	\$37,585
Counselors – Social Workers – Job Coaches		
Architecture & Engineering	12	\$56,014
Architects – Engineers of All Types – Environmental Aides		
Business & Financial Operations	15	\$50,294
Purchasing Agents – School Business Mgr. – Financial Specialists		
Legal Occupations	3	\$67,475
Lawyers – Title Examiners – Abstractors		
Computer & Math	9	\$49,816
Programmers – Software Engineers and Technicians		
Arts, Design, Entertainment, Sports, Media	8	\$33,571
Artists – Designers – Production Assistants		
Life, Physical & Social Science	6	\$48,900
Clinical Research Associate – Marketing Specialist – Meteorologist		
TOTAL	1080	

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**For instructions on how to search Minot's available jobs and
submit your resume**

How to Find Jobs in Minot, ND



Step 1: Log on to www.jobsnd.com

Job Search

Creating a **Job Search Account** gives users access to more job search tools and information on jobsnd.com. Registration also helps Job Service customize its services to benefit individual users.

- Click **Find a Job.**
- Click **Not Registered?**
- Click **Register** and **Individual.**
- Create a User Name and Password.
- Enter your information into the online form. (Items with an asterisk (*) must be completed).

Once you are signed in...

Step 2: Search for Jobs

- Click the **Find A Job** button or **Find A Job** in the Quick Menu.
- On the next page click **A City in the State of North Dakota** –
- Enter your search criteria. You may search by keywords, occupation group, minimum acceptable salary, source of the job posting, date of the posting, or ...
- Click **Continue** under Other Search Options. You will have options to search for jobs by employer or job order number, or...
- Click Search under Advanced Search for more custom options.

Step 3: Create a Resume and Help Minot Track Progress

Creating a resume enables employers to find you among other job seekers based on your skills. You can save up to 20 resumes on jobsnd.com to better highlight your different skills.

- Click **Resume Builder** in the Quick Menu in the upper left corner of the screen.
- Click **Create new Resume** or click a resume's title to edit an existing resume.
- Select whether or not you want employers to be able to see your resume online.
- Select the type of resume you wish to create and enter a title. (Employers search resumes by title, so your resume should be titled to indicate the type of work you are seeking.)
- Choose a layout template for your resume and click **Next>>** to begin entering/updating your information, beginning with education history, certifications and licenses, employment history, etc.
- Once complete, resumes will remain active for **90 days**. It is your responsibility to update your resumes to keep them active.
- You may print resumes to apply for jobs by clicking **Print View** at the bottom of the resume.

All the jobs you're looking for are at jobsnd.com