

U.S. DEPARTMENT OF LABOR

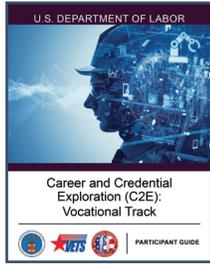


Career and Credential Exploration (C2E): Vocational Track



SUPPLEMENT
to Participant Guide
Version 4.0

C2E 4.0
Participant
Guide



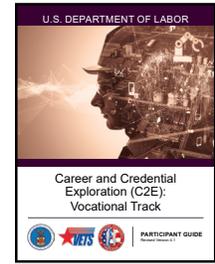
Disregard
Pages 26-52



Supplement to
C2E 4.0 PG
Digital only



C2E 4.1
Participant
Guide



IMPORTANT GUIDANCE FOR THE C2E 4.0 SUPPLEMENT

This supplement is to be used with the Career and Credential Exploration (C2E) version 4.0 Participant Guide.

The 21-page digital supplement **replaces pages 26-52** in Section 3 of the C2E 4.0 Participant Guide document. Both the digital and printed editions of the C2E 4.0 require this supplement, reflecting April 2025 enhancements to the CareerScope® assessment.

The revised C2E Participant Guide version 4.1, available in electronic and printed formats, replaces both the version 4.0 and its Supplement incorporating all updates.

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CareerScope is the Most Widely Used Interest and Aptitude Assessment

We create adaptive software that expands the career options of individuals in transition in an inspiring and methodical way through our assessments, community, and partnerships.

Your Work Email [Request a Demo](#)

Missed Our Latest Webinar?

Rethinking CTE to Meet Today's High-Demand Labor Market
In honor of CTE Month, we hosted a panel discussion to learn about innovative ways CTE programs prepare students for today's complex and ever-changing world of work. CTE is good for students, good for businesses, and good for communities.

[View Our Webinar Library](#)

USING CAREERSCOPE® TO IDENTIFY YOUR APTITUDES

CAREERSCOPE® APTITUDE ASSESSMENT OVERVIEW

When you joined the military, you may recall taking an aptitude test, such as the Armed Services Vocational Aptitude Battery (ASVAB), the Aviation Selection Test Battery (ASTB), or the Air Force Officer Qualification Test (AFOQT). Those tests specifically assess your natural abilities in different areas and find your suitability for various military occupations.

Now, as you are completing your military service, it is worth using a different aptitude assessment to take a fresh look or gain a new perspective at how your strengths align with a broader array of civilian careers.

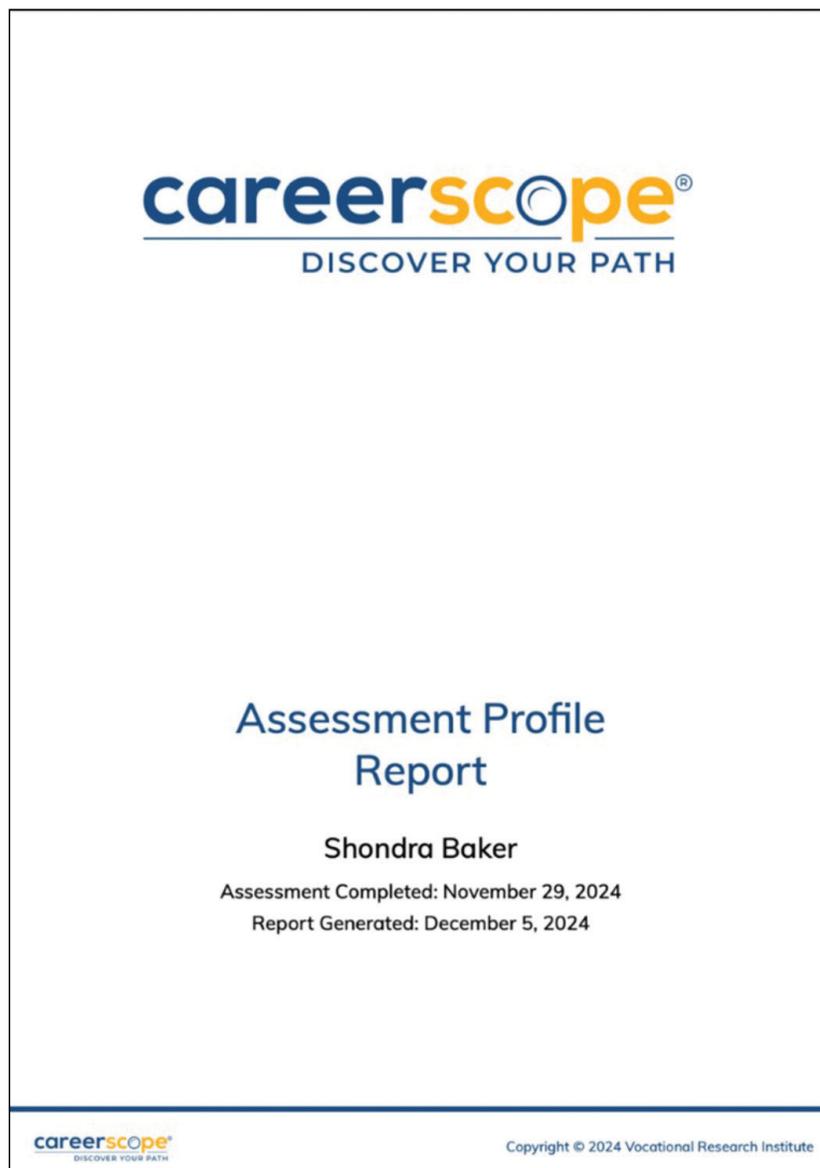
CareerScope® is a career planning tool created by the Vocational Research Institute. Through valid and reliable assessment tasks, it uses a 12-scale interest inventory and a seven-part, timed aptitude battery. This dual measurement feature sets CareerScope® apart from other assessment tools and provides a truer picture of your career potential.

Once you have completed the assessment, CareerScope® sorts through a broad range of categories, from artistic to physical performing, to show you the interests and occupations that most closely match the types of tasks you showed you would enjoy the most. CareerScope® compiles your results into a multi-page report. Because your results are highly personalized, your report may be anywhere from 10 - 40 pages long.

ASSESSMENT PROFILE

The report you receive after completing your assessment is the Assessment Profile Report. The document consists of three sections:

- **INTEREST INVENTORY.** Shows high interest areas that are most attractive to you.
- **APTITUDE ASSESSMENT.** Measures your natural abilities in relationship to tasks and displays your relative strengths.
- **RECOMMENDATIONS.** O*NET® career recommendations follow your interests and natural abilities results.



CAREERSCOPE® ASSESSMENT PREPARATION

Pay attention to any instructions on how to take each assessment.

Complete all practice tasks prompted by CareerScope®. Try to work both accurately and quickly through each task. There will be a section to calibrate the assessment to your responses.

Do not be concerned if you are not able to answer all questions in the time allotted.

As you complete the assessment, keep in mind that:

1. Your phone is on silent and set aside.
2. You may NOT use your phone, calculator, or computer for the math sections.
Using a calculator can alter your aptitude or natural ability results, which in turn can affect the career recommendations you receive. For instance, relying on a calculator might lead to suggestions like becoming a Math Teacher or pursuing math-related careers.
3. CareerScope® typically recommends having 2-3 pages of scratch paper available for notetaking and calculations. Your PG includes scratch paper pages.
4. It is best if you use a mouse instead of a laptop's touchpad.
5. If you are in an open or public area and do not have headphones, ensure you mute your computer and switch to closed captioning.
6. This may feel like a test, but it is a timed assessment. You may wish to take a break before starting.
7. The full assessment will take approximately 50 minutes to complete.

Complete the series of timed tasks. Each section has a specific time allotted to it.

When finished, go to **My Results**, and click the **Download CareerScope Report** button. Your results consist of a CareerScope® Assessment Profile Report.

It is important to note that your results are highly personalized and are not better or worse than anyone else's.

Your results will be available for ONLY one year.

Save your results as a PDF document for future access.



ACTIVITY 3.1: CAREERSCOPE® ASSESSMENT

STEP 1. Go to DOL CareerScope® Assessment Portal, TAP.CareerScope.com

STEP 2. Login to CareerScope®.

If you have previously registered for an assessment with your email address and are logging back into the application, please enter your email and your password in the **Sign In** area and then click the **Submit** button. Reports are available in the **My Results** section for finished assessments.

Note for return logon: If you cannot remember your password, you must use the “Forgot Password” choice below the Sign In area to request a password reset email.

If you are NEW to CareerScope® or retaking the assessment with a new email address:

- Enter the email address and password. Passwords must be a minimum of 6 characters and may have some special characters.
- Write down the email you have used and your password in case you need to return to your assessment.

Email Address: _____

Password: _____

STEP 3. Complete the My Profile section.

Please wait for the facilitator’s guidance to ensure that there are no last-minute questions or interruptions, and everyone can start the assessment together.

Ensure you have taken a break and are prepared for the assessment.



STEP 4. CareerScope® Assessment begins.

Select the section you will begin first, i.e., the Interest Inventory section or the Exercises.

Interest Inventory:

- This section is untimed but should be answered based on your first reaction to each item.

Exercises (aptitude exercises):

- There are two practice items at the beginning of each exercise to help you understand the exercise task.
- The assessment is timed, and aptitude exercises cannot be paused once begun.

Saving and Emailing Your CareerScope® Report

Once you have completed your CareerScope® assessment, you will receive a detailed report outlining your results.

To save your report, click on the “Save” button found at the top right corner of the report screen.

- Choose a location on your computer or device to save the file.
- Give it a recognizable name, such as **CareerScope_Report_YourName**.

To email your report, open your email application and create a new email.



- Attach the saved report file by clicking on the “Attach” or “Paperclip” icon, then navigate to the location where you saved your report and select the file.
- Enter your email address, add a subject line (e.g., “My CareerScope Report”), and include any other information or message you wish to send.
- Finally, click **Send** to share your report.

CAREERSCOPE® INTEREST RESULTS REVIEW

What are your top Interest Area results?

Since the report results are highly individualized, no two reports are alike. However, each report includes all 12 interest areas. The following chart defines the **12 interest areas** measured by CareerScope®. Each area includes a definition along with examples of related occupations.

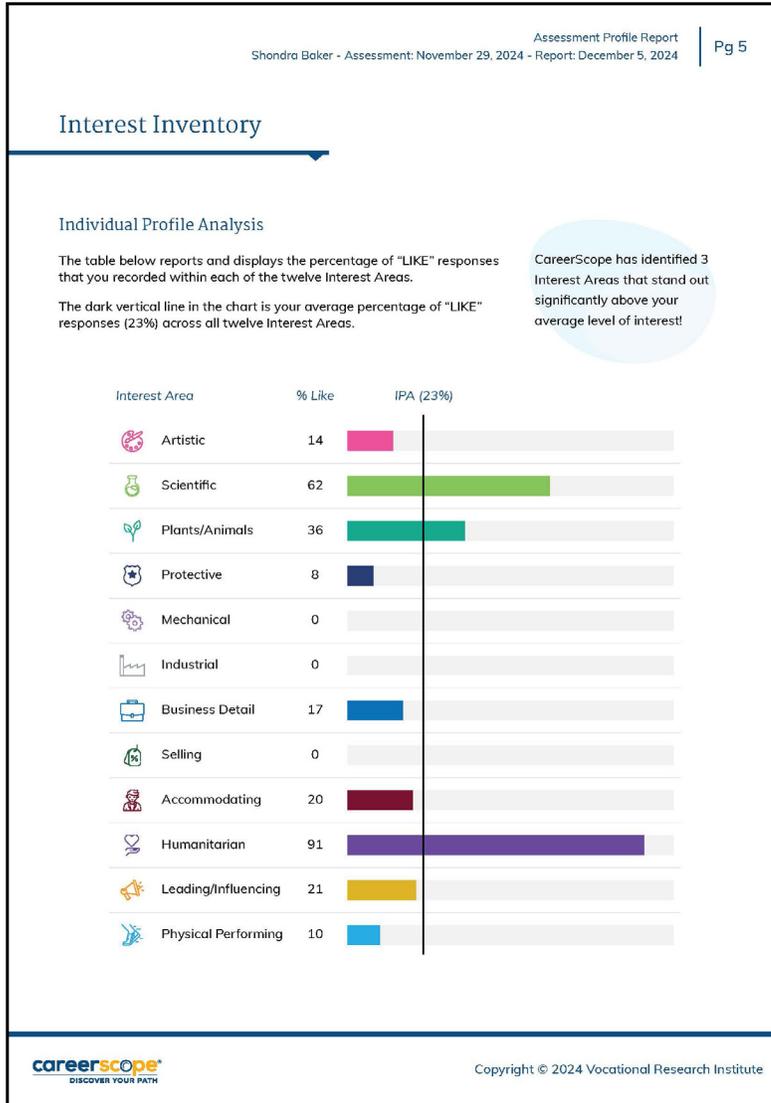
| INTEREST AREA | DEFINITION | OCCUPATIONAL EXAMPLES |
|--|---|--|
|  <p>Artistic</p> | An interest in creative expression of feelings or ideas through literary arts, visual arts, performing arts, or crafts. | Writer, Painter, Actor, Editor, Dancer, Singer, Graphic Designer, Set Designer |
|  <p>Scientific</p> | An interest in discovering, collecting, and analyzing information about the natural world and applying scientific research findings to problems in medicine, the life sciences, and the natural sciences. | Physician, Audiologist, Veterinarian, Biologist, Chemist, Speech Pathologist, Laboratory Technician |
|  <p>Plants / Animals</p> | An interest in activities involving plants and animals, usually in an outdoor setting. | Gardener, Animal Groomer, Landscaper, Forester, Animal Caretaker |
|  <p>Protective</p> | An interest in using authority to protect people and property. | Police Officer, Private Investigator, Security Guard, Bodyguard, Park Ranger, Correctional Officer |
|  <p>Mechanical</p> | An interest in applying mechanical principles to practical situations using machines, hand tools, or techniques to produce, build, or repair things. | Electrical Engineer, Architect, Carpenter, Chef, Mechanic, Ambulance Driver, Project Engineer, Computer Equipment Repairer |
|  <p>Industrial</p> | An interest in repetitive, concrete, organized activities in a factory setting | Machinist, Dry Cleaner, Baker, Welder, Laborer, Lathe Operator, Hand Packager |

| INTEREST AREA | DEFINITION | OCCUPATIONAL EXAMPLES |
|---|--|--|
|  <p>Business Detail</p> | <p>An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.</p> | <p>Bill Collector, Secretary, Receptionist, Customer Service Representative, Health Information Technician</p> |
|  <p>Selling</p> | <p>An interest in bringing others to a point of view by personal persuasion using sales and promotional techniques.</p> | <p>Sales Representative, Stadium Vendor, Clothing Salesperson, Telephone Solicitor, Financial Planner, Travel Agent</p> |
|  <p>Accommodating</p> | <p>An interest in catering to the wishes and needs of others, usually on a one-to-one basis, through hospitality and service work.</p> | <p>Manicurist, Restaurant Host, Waiter, Waitress, Personal Shopper, Flight Attendant</p> |
|  <p>Humanitarian</p> | <p>An interest in helping individuals with their mental, social, spiritual, physical, and vocational concerns through medical or social services, therapy, or nursing.</p> | <p>Home Care Aide, Physical Therapist, Nurse, Medical Assistant, Child Care Worker, Dental Hygienist, Counselor, Probation Officer</p> |
|  <p>Leading / Influencing</p> | <p>An interest in leading and influencing others by using high-level verbal or numerical abilities in business, education, research, or management positions.</p> | <p>Database Administrator, Paralegal, Teacher, Computer Engineer, Lawyer, Stockbroker, Computer Programmer</p> |
|  <p>Physical / Performing</p> | <p>An interest in physical activities performed before an audience, such as sports or daring physical feats.</p> | <p>Athlete, Coach, Movie Stunt Performer, Juggler, Sports Instructor</p> |

Based on your responses to questions about performing different work activities, CareerScope® sorts through these broad options and helps you find those that involve the types of tasks you have shown that you would enjoy the most.

The following graph displays your interests in the 12 areas relative to each other. The vertical black line shows your average percentage of LIKE responses across all areas. You can quickly decide which interest areas stand out as your strongest by finding the bars that extend farthest to the right of the line.

For example, Shondra's top three Interest Areas are Humanitarian (91%), Scientific (62%), and Plants/Animals (36%).



Shondra entered her three highest Interest Areas in her worksheet:

| What are your 3 highest Interest Areas in CareerScope®? | |
|---|----------------|
| 1. | Humanitarian |
| 2. | Scientific |
| 3. | Plants/Animals |



ACTIVITY 3.2: LIST INTERESTS FROM CAREERSCOPE® IN YOUR WORKSHEET

Using your Report, find **your** top Interest Areas.

Enter those in the **Putting the Pieces Together** worksheet section or in the table provided.

| What are your 3 highest Interest Areas in CareerScope®? | |
|---|--|
| 1. | |
| 2. | |
| 3. | |

Now that we've concluded reviewing your interest results, let's review your aptitude results.

CAREERSCOPE® APTITUDE RESULTS REVIEW

To help tailor career recommendations even further, the CareerScope® assessment aligns six major aptitude areas with the specific job tasks required in different occupations.

When making recommendations, CareerScope® matches your relative strengths with the combination of aptitude areas needed for each occupation.

Your performance on tasks is compared to other adults aged 18 and older. The space between the two vertical black lines stands for the average range performance for adults. The bars that extend farthest to the right reflect your strongest abilities.



Quick Tip

Find your top Aptitude areas in the table by searching for your highest scores in the second column labeled Score.



The following chart defines the six aptitude areas measured by CareerScope®. Each area includes a definition and examples of related job tasks. CareerScope® helps you find tasks you would enjoy the most.

| APTITUDE | DEFINITION | SPECIFIC JOB TASK |
|---|---|---|
|  <p>General Learning</p> | <p>The ability to catch on or understand instructions and underlying principles; ability to reason and make judgments. Closely related to doing well in school. Examples: Use logic or scientific facts to define problems and draw conclusions; make decisions and judgments; plan and supervise the work of others.</p> | <p>Diagnose and treat illnesses or injuries; use facts to solve a crime; plan the layout of a computer network; inspect and test engine parts.</p> |
|  <p>Verbal Aptitude</p> | <p>The ability to understand the meaning of words and to use them effectively; ability to comprehend language, to understand relationships between words, and to understand the meanings of whole sentences and paragraphs. Examples: Understand oral or written instructions or guidelines; understand and use training materials; use work-related reference materials.</p> | <p>Write a novel; interview guests on a radio talk show; edit newspaper articles for publication; write captions for magazine photos; take notes during class.</p> |
|  <p>Numerical Aptitude</p> | <p>The ability to perform arithmetic operations quickly and accurately. Examples: Make accurate numeric measurements; perform currency calculations; lay out geometric patterns.</p> | <p>Analyze statistical data; develop budgets for an organization; measure wall openings to fit and install windows; add lists of numbers.</p> |
|  <p>Spatial Aptitude</p> | <p>The ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects; ability to recognize the relationships resulting from the movement of objects in space. Examples: Lay out or position objects; observe and comprehend the movements of objects. Understand the effects of physical stresses on objects.</p> | <p>Design layouts for new highway systems; create diagrams of wiring systems in buildings; use patterns to make clothing; operate a forklift; use a floor plan to find an office.</p> |
|  <p>Form Perception</p> | <p>The ability to perceive detail in objects or in pictorial or graphic material; ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines. Examples: Inspect objects for flaws or scratches; determine whether patterns are the same; observe color, texture, and size of objects.</p> | <p>Examine and compare cells under a microscope; check temperature gauges on machinery; inspect parts on an assembly line; sort merchandise by size.</p> |
|  <p>Clerical Perception</p> | <p>The ability to perceive pertinent detail in verbal or tabular material; ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. Examples: Check work orders and specifications for errors.</p> | <p>Proofread manuscripts for typographical errors; keep inventory records; sort mail by ZIP code; operate a cash register.</p> |

Shondra's top three aptitudes by Score/Percentile are:

- Spatial Aptitude (127 score / 92%)
- Form Perception (119 score / 84%)
- Verbal Aptitude (104 score / 60%)

Consider this:

- An aptitude score of 100 is exactly average. Scores between 80 and 120 can be thought of as "in the average range."
- Percentile (%tile) scores report the percentage of people who scored below you.
- The graph displays your relative strengths.
- Different combinations of aptitudes are important in different Work Groups.



Shondra entered her three highest Aptitude Areas in her worksheet:

| What are your 3 highest Aptitude Areas in CareerScope®? | |
|---|------------------|
| 1. | Spatial Aptitude |
| 2. | Form Perception |
| 3. | Verbal Aptitude |



ACTIVITY 3.3: LIST APTITUDES FROM CAREERSCOPE® IN YOUR WORKSHEET

Using your Report, find your top three Aptitudes.

Enter those in the **Putting the Pieces Together** worksheet section or in the table provided:

| What are your 3 highest Aptitude Areas in CareerScope®? | |
|---|--|
| 1. | |
| 2. | |
| 3. | |

CAREERSCOPE® RECOMMENDATIONS REVIEW



The last section of your Report displays occupations that match your CareerScope® Interests and Aptitude results.

Let's review Shondra's recommendations to learn what is displayed.

| 1 21-0000 COMMUNITY AND SOCIAL SERVICE OCCUPATIONS | | | | |
|--|----------------------------|------------|-------------|--|
| Individuals assist those who require information, support or therapeutic services. | | | | |
| 2 Occupational Unit Title | 3 OU # | 4 Job Zone | 5 Interests | |
| <input checked="" type="checkbox"/> Community Health Workers | 21-1094.00 | 4 | | |
| <input checked="" type="checkbox"/> Community/Social Service Specialists (Other) | 21-1099.00 | | | |

1 **21-0000 COMMUNITY AND SOCIAL SERVICE OCCUPATIONS.** This is the O*NET® Career Cluster that the recommended occupations belong to. A brief description of the Career Cluster is below the title.

2 **Occupational Unit Title.** This column includes the O*NET® name for the recommended occupation. There are over 1,000 occupational titles in the O*NET® database.

● A blue circle shows that your adjusted scores qualify for the recommended job. This means that your aptitude meets the employment and training standards for that occupation.

● A blue circle with a check mark means that your aptitudes qualify for the recommended job. This shows a higher probability that your aptitude meets employment and training standards for that occupation. So, consider the recommended occupations with the circle and the check mark as best fits based on your aptitude results.

3 The **OU #** column includes the Occupational Unit number assigned to that occupation. This number is a hyperlink that will take you directly to the O*NET® occupation report page for that occupation.

4 The **Job Zone** column stands for the educational requirements for that occupation. Your report includes a full description of each of the 5 Job Zones.

5 The **Interests** column includes the icons for the Interest categories.



DEMONSTRATION 3.4: USE O*NET® FOR CAREER RESEARCH

The first occupation Shondra explored was the **Special Education Teachers, Preschool** recommendation, and the secondary exploration was towards the **Postsecondary Architecture Teachers** recommendation.

Shondra decides that she does not want to work in education, particularly related to Plants/Animals, so she instead explores other careers within her scientific and humanitarian areas of interest.

This also aligns with her military experience.

25-0000 EDUCATION, TRAINING AND LIBRARY OCCUPATIONS

Individuals plan, organize and/or provide information resources and educational programs.

| Occupational Unit Title | OU # | Job Zone | Interests |
|---------------------------------------|-------------------|----------|-----------|
| Postsecondary Architecture Teachers | <u>25-1031.00</u> | 5 | |
| Special Education Teachers, Preschool | <u>25-2051.00</u> | 5 | |

29-0000 HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS

Individuals provide diagnostic, therapeutic, reconstructive or preventive medical services to humans or animals.

| Occupational Unit Title | OU # | Job Zone | Interests |
|----------------------------------|-------------------|----------|-----------|
| Cardiovascular Technologists | <u>29-2031.00</u> | 3 | |
| Emergency Medical Technicians | <u>29-2042.00</u> | 3 | |
| Paramedics | <u>29-2043.00</u> | 3 | |
| Surgical Technologists | <u>29-2055.00</u> | 3 | |
| Ophthalmic Medical Technicians | <u>29-2057.00</u> | 3 | |
| Orthotists and Prosthetists | <u>29-2091.00</u> | 5 | |
| Health Technologists (Other) | <u>29-2099.00</u> | | |
| Neurodiagnostic Technologists | <u>29-2099.01</u> | 3 | |
| Ophthalmic Medical Technologists | <u>29-2099.05</u> | 3 | |

Under **O*NET® Recommendations**, Shondra reviews Healthcare Practitioners and Technical Occupations.

She selects the Emergency Medical Technicians OU number hyperlink.

On the **Occupation Report** page, she reviews topics such as occupation-specific information, occupational requirements, experience requirements, worker characteristics, and workforce characteristics.

The screenshot displays the O*NET OnLine website interface. At the top left is the O*NET logo and the text "O*NET OnLine". To the right is an "Occupation keyword search" box with the text "electrician" and a "Go" button. Below the search bar is a navigation menu with links for "Help", "Find Occupations", "Advanced Searches", "O*NET Data", and "Crosswalks". On the right side of the menu are "Share" and "Sites" options.

Emergency Medical Technicians

29-2042.00

Bright Outlook Updated 2024

A subset of this occupation's profile is available. Data collection is currently underway to populate other parts of the profile.

Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.

Sample of reported job titles: Emergency Medical Technician (EMT), First Responder

Summary Details Custom Easy Read Veterans Español

Contents

Occupation-Specific Information

Tasks

5 of 12 displayed

- Administer first aid treatment or life support care to sick or injured persons in prehospital settings.
- Assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.
- Comfort and reassure patients.
- Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of survivors, or to receive instructions for further treatment.

Technology Skills

5 of 7 displayed

- Information retrieval or search software** — Epocrates; HyperTox; Skyscape Rosen and Barkin's 5-Minute Emergency Medicine Consult; TechOnSoftware HazMatCE Pro
- Medical software** — MedDataSolutions Regist*; MEDITECH software
- Office suite software** — Microsoft Office software
- Presentation software** — Microsoft PowerPoint
- Spreadsheet software** — Microsoft Excel

Hot Technologies are requirements most frequently included across all employer job postings.
[See all 5 Hot Technologies for this occupation.](#)

Occupational Requirements

Shondra reviews all positions marked with a blue check mark. After reviewing over 40 positions, she chose the following two careers based on her interests, and their descriptions and alignment with her job zone.

| What are 3 careers of interest that you found in your Assessment Profile? | |
|---|---|
| 1. | Emergency Medical Technicians. OU #29-2042.00 |
| 2. | Paramedics. OU #29-2043.00 |
| 3. | |



ACTIVITY 3.5: USE O*NET® TO CONDUCT FURTHER CAREER RESEARCH

What careers match your Interests and Aptitude Areas in CareerScope®?

STEP 1. Review the occupations of interest in your report. Begin with the occupations marked with a blue check mark, then review those with a blue circle.

- Use the hyperlinks in the digital version of your report to explore detailed job descriptions, needed skills, and career pathways.

STEP 2. Select a job title to review the occupation's information.

- Consider how these roles match your personal goals and values.



ACTIVITY 3.6: LIST YOUR TOP 3 CAREERS FROM CAREERSCOPE® IN YOUR WORKSHEET

Find **your** top three careers that match your interests and aptitudes and that you would like to explore further. Enter those in the **Putting the Pieces Together** worksheet section or in the table provided:

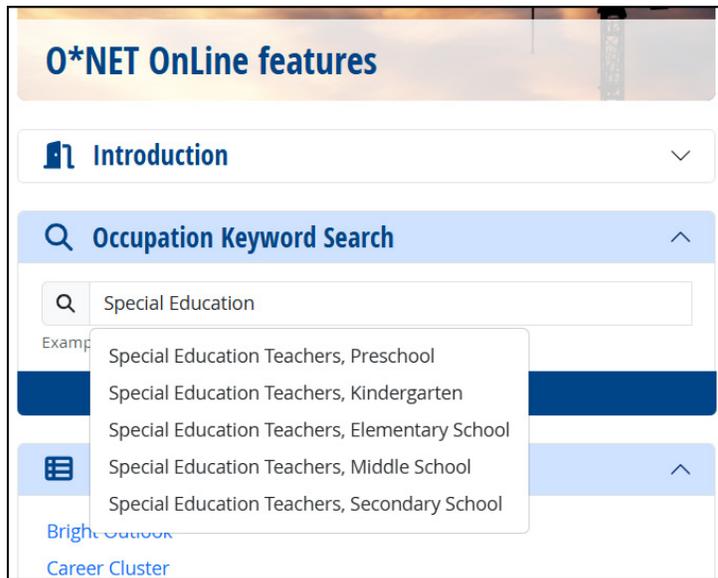
| What are 3 careers of interest that you found in your Assessment Profile? | |
|---|--|
| 1. | |
| 2. | |
| 3. | |

USE O*NET® TO CONDUCT FURTHER CAREER RESEARCH

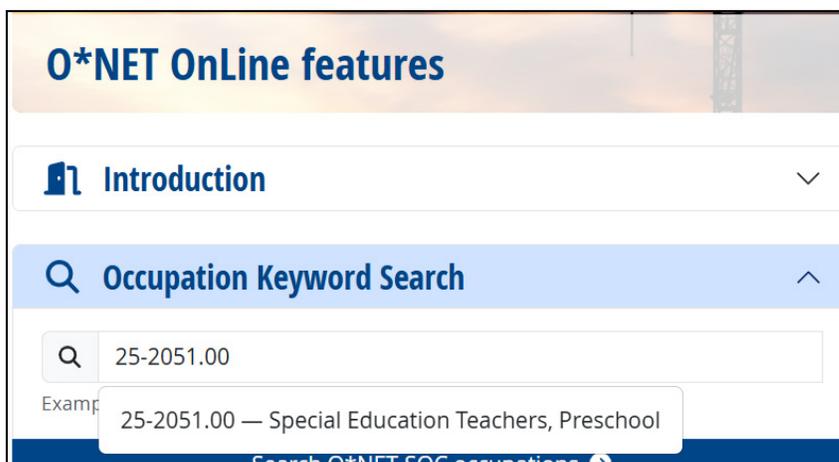
Your CareerScope® report provides career recommendations based upon the overlap of what you enjoy doing with your ability to learn. CareerScope® matches your aptitudes and interest profile with a database of careers and specific job titles to help you discover a best-fit career.

In addition to using the hyperlinks in the digital version of your report, you can explore other career opportunities by conducting an O*NET® Occupation Keyword search.

1. Visit O*NET®, <https://www.onetonline.org/>
2. Find the Occupation Keyword Search section.
 - a. Enter a keyword or a job title, such as Special. Select Special Education Teachers, Preschool or another occupation from the dropdown choice.



- b. When using a printout of your CareerScope® Assessment Profile Report, you can use the six-digit OU number (xx-yyyy.zz) instead of an Occupation Keyword to search on O*NET®. Enter the six-digit OU number exactly as shown (e.g., 25-2051.00). Then, select **Special Education Teachers, Preschool** from the dropdown menu.



3. Review the Occupation Report page.

Special Education Teachers, Preschool

25-2051.00 Updated 2024

Teach academic, social, and life skills to preschool-aged students with learning, emotional, or physical disabilities. Includes teachers who specialize and work with students who are blind or have visual impairments; students who are deaf or have hearing impairments; and students with intellectual disabilities.

Sample of reported job titles: Early Childhood Special Education Teacher (ECSE Teacher), Early Intervention Teacher, Exceptional Student Education Teacher (ESE Teacher), Handicapped Teacher, Preschool Special Education Teacher, Resource Teacher, Severe/Profound Mental Handicaps Special Education Teacher, Special Education Resource Teacher, Special Education Teacher, Teacher

Summary Details Custom Easy Read Veterans Español

Contents

Occupation-Specific Information

Tasks

5 of 36 displayed

- Employ special educational strategies or techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, or memory.
- Teach socially acceptable behavior, employing techniques such as behavior modification or positive reinforcement.
- Communicate nonverbally with children to provide them with comfort, encouragement, or positive reinforcement.
- Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, or social skills, to preschool students with special needs.
- Develop individual educational plans (IEPs) designed to promote students' educational, physical, or social development.

Technology Skills

5 of 10 displayed

- **Device drivers or system software** — Screen magnification software; Screen reader software
- **Electronic mail software** — Email software; Microsoft Outlook 🔥
- **Graphics or photo imaging software** — Drawing software
- **Presentation software** — Microsoft PowerPoint 🔥
- **Spreadsheet software** — Microsoft Excel 🔥

 Hot Technologies are requirements most frequently included across all employer job postings.
[See all 5 Hot Technologies for this occupation.](#)