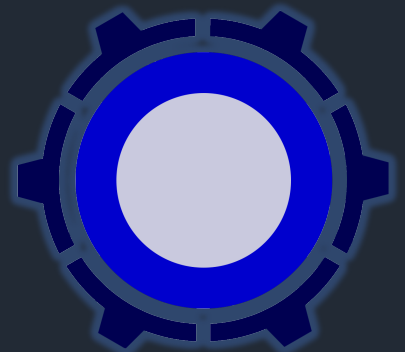


The STC Roundtable **Job Seeker's Guide**

Setting the foundation for career
success

by Alyssa Fox and Alisa Bonsignore
Published May 28, 2019



The best way to **predict** the future is to **create** it.

—Peter Drucker

Is it time to make a change? This guide will get you started down the path to your new opportunity. In this guide, we'll address:

- Where to begin: What every job seeker needs to know
- Independents: What's different for you
- Know your worth: Worksheets to help calculate compensation

Where Do You Begin?

Let's face it: job searches can be a daunting proposition. It's a good idea to start with a plan that will set the foundation for success.

Step 1: Use job sites to your advantage

There are a multitude of job seeker sites out there. Search through them as a starting point — not for finding actual jobs, but for SEO research. Make a list of the common keywords that employers are searching for and apply them to your resume and LinkedIn profile.

Step 2: Update your LinkedIn profile

These days, LinkedIn is your primary resume. This is the first place to start.

But before you begin, be aware that LinkedIn's default is to publicize all of your updates to your connections. If you don't want your current employer to know that you're searching, disable broadcasts.

- Go to the Me icon (your photo) in the upper right
- Click Settings and Privacy
- Scroll down to Share job changes, education changes, and work anniversaries from your profile
- Toggle the switch to Off

Get a custom URL

If you don't already have one, get a custom URL for your profile. It's easier to find the profile for Jane Doe than it is to find the profile for a garbled set of auto-generated characters, plus it looks like you put in a little effort.

- Click the Me icon at the top of your LinkedIn homepage
- Click View profile
- On your profile page, click Edit public profile & URL on the right rail
- Under Edit URL in the right rail, click the Edit icon next to your public profile URL
- Type the last part of your new custom URL in the text box
- Click Save

If you have a common name, use a differentiator to set you apart. A profile for JaneDoeWriter will be more memorable than JaneDoe1234.

Choose a good photo

A professional headshot is ideal and is worth the investment. In lieu of that, a well-lit casual photo will suffice. Please, no sunglasses, hats, alcohol, or awkwardly cropped-out significant others.

Write a strong headline

This is the place to tell people what sets you apart. Which one do you think is more likely to get attention?

- Experienced communicator specializing in accessible documentation for pharmaceutical companies
- Technical writer

The LinkedIn summary is your cover letter

Use that summary space to your advantage. It acts like a cover letter: an introduction to who you are, what you are looking for, and what makes you unique. Keep it to 3-5 paragraphs but give it some personality. Be warm. Be welcoming. Be the person that your future employer wants to work with.

Use strong verbs or numbers

Can you share metrics for a project? Do it! Future employers want to see that you reduced call center volume by 22%, reduced costs by 15%, or increased web traffic through improved documentation.

Request LinkedIn recommendations

Recommendations go a long way. Ideally, you should ask for recommendations in the heat of the moment, when the person is aglow with warm feelings about your performance. But of course, they're welcome at any time.

- Click the Me icon at the top of your LinkedIn homepage
- Select View profile
- Scroll down to the Recommendations section and click Ask to be recommended
- Type the name of the connection you'd like to ask for a recommendation in the Who do you want to ask? field
- Select the name from the dropdown that appears
- Fill out the Relationship and Position at the time fields of the recommendations pop-up window, and click Next
- You can include a personalized message with your request by changing the text in the message field; specify the project that you want the person to mention, and/or the specific skills that you would like them to highlight
- Click Send

Don't forget education, volunteer work, languages, or certifications

Always round out your personality with additional information. Demonstrate ongoing professional development efforts. Show that you've been looking for ways to grow outside your current role.

Make sure that you've included contact information!

It's astonishing how many people leave this out. Always include an email in your contact settings.

**I am not a product of my
circumstances. I am a product of
my decisions.**

—Stephen Covey

Step 3: Your résumé

Because you've finished your LinkedIn profile, you've already done the hard work of thinking about what you want to say. You've identified your action words and metrics. The résumé should fall into place fairly easily from there.

Again, don't forget contact information!

I've seen recommendations against including a home address, for privacy reasons. With that said, there's enough information about you out there on the internet that a determined creeper could find you if they really wanted to. Generally speaking, it's good enough to limit your contact info to your email and phone number.

Have someone proofread for you

The closer you are to a project, the less clearly you see the errors. Résumés are the worst for that. That second set of eyes could save you from the assess/asses issue, the lead/led problem, or a missing word that undermines your credibility.

Get a proper email address

It doesn't matter if you've had the email partygurl69@aol.com* since college. Don't use that on your résumé.

* An only slightly altered example of an actual email seen in a professional context.

Make your résumé a reasonable length

If possible, keep your resume to two pages. The résumé is there to get you the interview, not the job. That's what the interview is for. Your résumé should tell a story that shows how you're different from other candidates to get your foot in the door. Including everything you've ever done in every job you ever had is going to drown people in irrelevant and boring information. Pick the highlights of your career to showcase.

Step 4: Network

Did you know that 75-85% of jobs are filled through networking?*

If that doesn't make a compelling case for networking, I don't know what does. Reach out to your contacts to let people know you're looking and ask for leads at their companies. They also might have connections who are looking to hire that they can connect you to. Ask for introductions – don't be shy.

* Source: <https://www.linkedin.com/pulse/new-survey-reveals-85-all-jobs-filled-via-networking-lou-adle>

Even if you're not job searching, you should continually build relationships for when you do look for a new opportunity.

Some ideas for reaching out to people to add to your network:

- If you're interested in a certain company, find the appropriate leader of the department you're looking at. **Send a connection request with a personal note.**
- **Attend events relevant to your field or the field you're interested in.** Professional organization meetings, topic-focused meetups, and events held in coworking spaces are all great avenues for expanding your network.
- **Invite people to informational coffee meetings** to share ideas around cool things they're working on, projects you're pursuing, and common interests. It's a great way to learn from each other and make a new contact in the meantime. And who knows – the discussion could lead to them realizing they didn't even know they needed someone with your skillset. These meetings could also lead to opportunities later. Even if they don't have an open role now, you want to be forefront in their mind when they *do* get open headcount. So follow up every few months and check in on how things are going with them.
- Connect with someone and send them a useful piece of content or link every so often; **they'll know you're thinking of them.**

Step 5: Prepare for your interview

Even if you're independent, every call with a prospective client is an interview. Check out their website. Know their product line. Research their financial position. Know the latest company news or launch rumors. These efforts alone will put you ahead of 50% of your competition.

If you want to go the extra mile, do a cursory search to learn more about your interviewer to see if you have any shared background or interests. From LinkedIn, you can find out where they grew up, went to school, or worked previously. Google will tell you the personal things: a love of running; a favorite charity; photos of their recent ski trip. It's all out there. You might as well use it to your advantage, because they're doing the same to you.

Treat the interview as a conversation. Not only does it settle your nerves a bit to view the interview as a dialogue, it helps you gauge more closely whether the role, management, and organization will be a good fit for your skill set and interests. Prepare questions ahead of time that dive into important aspects of the company and role.

Some questions to ask about the **company**:

- What has been the **financial performance** for the company over the past 2-3 years and what do you attribute that to?
- What is the **role of [functional team] in this organization**, and how will you know in a year if that's successful?
- How does **communication** happen between the executive team and other levels?
- Do you feel like you have the **budget and resources** you need to do your job well?
- What do you **like most** about working here?
- What's something you'd like to see **improved**?
- What's the **growth plan for the next 2-3 years** and what's the strategy for getting there?
- Does the company invest in employees' **professional development**?

Some questions to ask about the **role**:

- What is the **biggest challenge** for the person in this position?
- What kind of **influence** do you see this role having on the strategy of the business?
- In what areas do you feel you'll step in, and what areas will you let the person in this role have more **autonomy**?

The Freelance Life

How does freelancing differ from a job search? For employees, a job search typically happens every few years. When you're independent, you're always job searching. In addition to the SEO, LinkedIn, and resume information above, there are some freelance-specific considerations to keep in mind.

Your website

"But I don't have a website," you say, skipping over this section. **Don't skip this section.** You need a website. You are a business and should create an online appearance that reflects this. It doesn't have to be complicated, but it should include the following:

- Your background
- Samples of your work
- References pulled from your LinkedIn profile
- Your blog, if you have one
- A copy of your contract
- Contact information

Your LinkedIn recommendations

When you're independent, these are critical. Most companies have been burned by freelancers and agencies in the past. When asking for recommendations, don't just ask them to focus on the magic that you can deliver as a communicator. Also ask them to emphasize the things that companies struggle with:

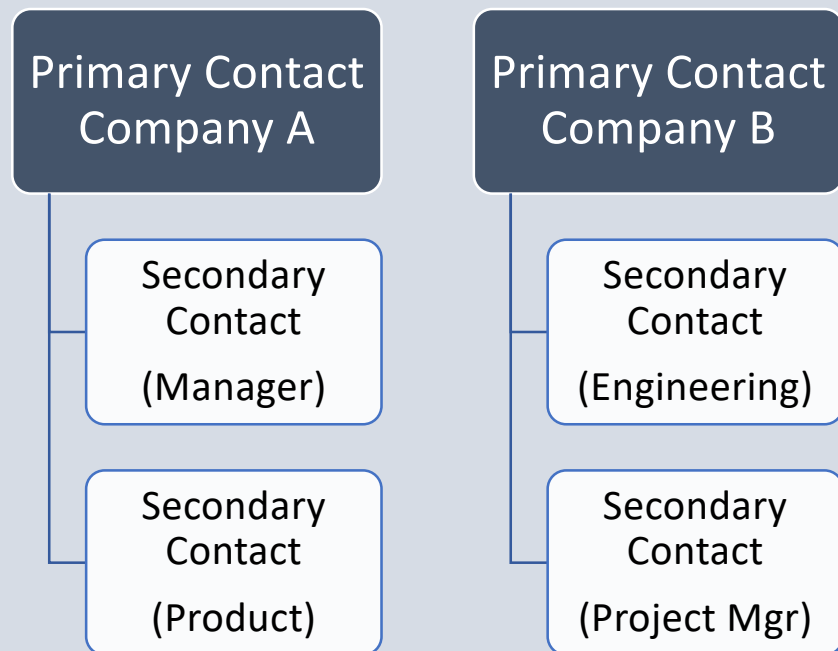
- Responsiveness
- Adherence to deadlines
- Adherence to budgets

Your network

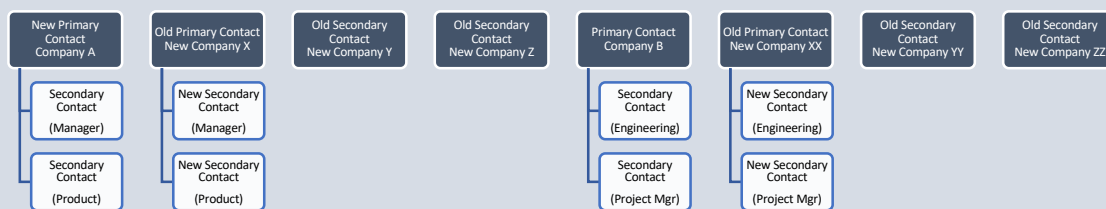
As an independent, maintaining a strong network is critical. On average, people change jobs every two to three years.

The longer you're in business, the bigger your network becomes, simply through others' job changes.

Let's say that you start your freelance business as a side hustle with only two clients. Within each client, you have a primary contact who is your liaison to the project, and probably at least one secondary contact — their manager, a project manager, a product manager, or maybe an engineering or clinical lead.



Fast forward three years. Each of those people has likely moved on to new companies, but because you're in the middle of the project, you're inheriting their replacement. Plus you still have your old clients who love you, and want to bring you on board at their new companies.



Three years beyond that? You'll have three times as many contacts. This is how you build your business: on the foundation of your stellar reputation across an ever-growing network of organizations.

That's what networking is all about.

Networking is never easier than when people are coming to you.

—Tahi Raz



Salary Worksheets

Real-world numbers to help guide your salary negotiations

Know Your Worth

- Recognize that compensation can vary dramatically based on experience and geographic location
- Use these guidelines as a basis for salary negotiations with a current or prospective employer
- Understand how a change of industry or location can affect your earning potential
- Determine if freelance work is right for you

Economic Trends

The overall U.S. economy has shown steady growth since 2009. This is the longest period of economic expansion since World War II, more than twice the historical average. Overall unemployment figures remain low. (BLS)

The profession of technical writing has grown each year since 2013; currently, nearly 50,000 technical writers are employed in the U.S. (BLS)

How To Use This Report

The numbers contained in this report are guidelines, and shouldn't be taken as absolute standards. They are based on data from the Bureau of Labor Statistics, a unit of the United States Department of Labor. The Bureau of Labor Statistics conducts a semi-annual survey of employment levels and wages for more than 1,000 occupations. Questionnaires were completed in 2017 by human resources personnel from a sample of approximately 1.2 million non-farm establishments nationwide.

Job titles may vary greatly from company to company. For this reason, respondents are given occupational descriptions for each occupation type. For purposes of this study, the classification of "Technical Writer" encompasses anyone who writes technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. The salary data does not encompass related occupations such as project management, content strategy, or management-related roles.

Using the salary worksheets

The Bureau of Labor Statistics releases salary data for Metropolitan Statistical Areas (MSAs) or non-metropolitan regions. The salary information is broken out into percentiles. Someone in the 10th percentile, for example, would be a good reference point for a young professional in the early part of their career. The 90th percentile would be best suited to someone with decades of experience, and possibly degrees in the field.

Choose the number from the BLS data from the appendix that best corresponds to your area and your years of experience.

Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do.

—Pelé

Are you fairly compensated?

This sample uses the median salary for a transportation equipment manufacturer as a guideline.

MSA or region	Anaheim	\$82,520
Industry sector	Transportation Equipment Mfr.	\$72,010
Add the two together		\$154,530
Divide by 2		\$77,265

Using this data, your anticipated salary would be \$77,265. This is a rough guideline to use as a basis for negotiations.

Use the worksheet below to calculate your compensation.

MSA or region	\$	\$
Industry sector		\$
Add the two together		\$
Divide by 2		\$

Would a new industry affect your salary?

This sample uses the median salary as a guideline.

MSA or region	Anaheim	\$82,520	\$82,520
Current industry sector	Transportation Equipment Mfr.	\$72,010	
Future industry sector	Telecom		\$74,500
Add the two together		\$154,530	\$157,020
Divide by 2		\$77,265	\$78,510

Using this data, your anticipated salary would increase. This is a rough guideline to use as a basis for negotiations.

Use the worksheet below to calculate the change in your compensation.

MSA or region		\$	\$
Current industry sector		\$	
Future industry sector			\$
Add the two together		\$	\$
Divide by 2		\$	\$

Would relocation affect your salary?

This sample uses the median salary as a guideline.

Current MSA or region	Anaheim	\$82,520	
Future MSA or region	Philadelphia		\$84,990
Your industry sector	Telecom	\$72,010	\$72,010
Add the two together		\$154,530	\$157,000
Divide by 2		\$77,265	\$78,500

Using this data, your anticipated salary would increase. This is a rough guideline to use as a basis for negotiations.

Use the worksheet below to calculate the change in your compensation.

Current MSA or region		\$	
Future MSA or region			\$
Your industry sector		\$	\$
Add the two together		\$	\$
Divide by 2		\$	\$

Are you considering freelance?

Entering the freelance marketplace is a bit more complicated than standard salary negotiation. Whether you're considering freelance work as a career change or a side hustle, here's how to calculate your necessary rate.

Many people make the mistake of taking their current salary — let's say \$100,000 for the sake of simplicity — and divide that by 40 hours a week, 52 weeks a year. That would give you a billable hourly rate of \$48.07. That would also be wrong. If you charge less than \$50/hour, you probably won't be able to pay the bills.

(Spoiler: You're going to pay a lot in taxes.)

But let's start by figuring out what you need to pay the bills.

***Disclaimer:** This information is in no way intended to act as a substitute for the advice of an expert. Please consult with a tax professional about your specific financial situation.*

Step 1: Needs assessment

What are your expenses? This includes your housing, food, utilities, healthcare, insurance, education, travel (both professional and personal). Maybe you choose to rent an office space.

Whatever the total, it's always wise to assume that you need to earn double to triple that. Why double it? Taxes and retirement.

Of course, at the end of each year, you want to reduce your taxable income, ensuring that you keep as much of your hard-earned money as possible. What reduces your income? Expenses for day-to-day business operations, but also your education and the travel associated with getting there. That's an investment in yourself.

Another way to invest in yourself — one that reduces your taxable income — is funneling money into a SEP-IRA. If you contribute the maximum (25%), that reduces your taxable income by 25%.

**There are no secrets to success.
It is the result of preparation,
hard work, and learning from
failure.**

—Colin Powell

Step 2: Sample calculations

Let's use \$100,000 as your target gross, just for the sake of round numbers.

	With SEP-IRA	Without SEP-IRA
Gross earnings	\$100,000	\$100,000
Expenses*	-\$10,000	-\$10,000
Subtotal	\$90,000	\$90,000
SEP-IRA contribution	-\$22,500	-\$0
Taxable income	\$67,500	\$90,000

* Why so much? You need to invest in your business, particularly in the first year. This includes everything from technology (computers, backup drives, printers, software subscriptions, etc.) to infrastructure (a desk, a decent chair, a locking filing cabinet, an extensive collection of red pens, and whatever else you need to do what you do. And you should definitely spend money on conferences for learning and networking, etc. This is quite possibly the most important time to invest in your education and contacts, even when you feel least financially comfortable doing so.

And then there were **taxes**

There's a lot of variability in U.S. tax brackets depending on whether you're the sole wage earner for your family or whether you have a second income to support you. For the sake of this analysis, let's assume that you're single: these numbers would put you in the 22% federal tax bracket. And of course, there's also the flat-rate 15.3% for self-employment tax that all self-employed people pay.

And don't forget to add in whatever your state tax rate is (California is 9.3% at this income level; Texas is 0%). You may even have a local income tax. For purposes of this exercise, we'll use the worst-case scenario: California taxes.

	With SEP-IRA	Without SEP-IRA
Taxable income	\$67,500	\$90,000
Federal income tax	-\$14,850	-\$19,800
Self-employment tax	-\$10,328	-\$13,770
State income tax (CA)	-\$6,278	-\$8,370
Net income	\$36,044	\$48,060

By paying the maximum into your SEP-IRA, you do end up about \$12,000 lower in net income *today*, but for the \$22k benefit of your future self. I don't know about you, but I'd rather invest in my future.

How much do you want to work?

Now that you know where the money goes, let's talk about how we get there.

Let's talk about how many hours you want to work each week. Let's use a standard 40-hour week as our guideline. All 40 of those hours aren't billable! In an informal poll of freelance and small business-owning colleagues, the average breakdown is around 25 billable hours a week. Where do the other 15 go? Marketing. Contract reviews. Proposal writing. Invoicing. Networking. Reading. Blogging. Solving mission-critical IT problems.

How many weeks do you want to work? You're going to want some days off. Major U.S. holidays would take two weeks off of that total. Now we're down to 50 of 52. But I'm also going to assume that you want to give yourself the bare minimum American vacation of two weeks. Now we're at 48 weeks.

That doesn't even include the days that you need to take off for illness — yours or your family's, if you have kids, a spouse, or aging parents — or those random school holidays that seem to crop up when it's least convenient. Be aware that it's very easy to suddenly find yourself at 45 weeks or fewer.

But for the sake of argument, we'll say 48 weeks at 25 hours per week. That gives us 1,200 billable hours per year.

$\$100,000 / 1,200 \text{ hours} = \84 per hour

That's a huge difference from the \$48 that we were discussing earlier.

The \$84 figure is your baseline. That's the number that you can't go below, no matter what. It doesn't matter if the client says that the budget is only \$65/hour. You know that in order to pay your bills, you're going to need more.

But there's no rule saying that you can't make a profit. That's what businesses do. So feel free to charge whatever the market will bear, *as long as you know that you can pay the bills.*

There are no limits. There are only plateaus, and you must not stay there, you must go beyond them.

—Bruce Lee

Your freelance calculator

	With SEP-IRA	Without SEP-IRA
Gross earnings	\$	\$
Expenses	-\$	-\$
Subtotal	\$	\$
SEP-IRA contribution	-\$	-\$0
Taxable income	\$	\$
Federal income tax	-\$	-\$
Self-employment tax	-\$	-\$
State income tax	-\$	-\$
Net income	\$	\$

^[1] Your federal income tax will vary depending on your marital status and income level. You can find tax brackets for the current tax year online.

^[2] Self-employment tax is a flat 15.3%, regardless of income level.

^[3] Your state's current taxation guides can be found online.

Appendix

Data from the Bureau of Labor
Statistics, from the 2017-2018 STC
Salary Database, sponsored by Adobe

2017 Full List of MSA Divisions by State (Annual)

Primary State	Metropolitan Statistical Area (MSA)	Employment	# Change from Prev. Year	% Change from Prev. Year	Average Annual Wage	\$ Change from Prev. Year	% Change from Prev. Year	Annual Wage 10th Percentile	Annual Wage 25th Percentile	Median Annual Wage	Annual Wage 75th Percentile	Annual Wage 90th Percentile
*	U.S.	49,960	180	0.4%	\$74,440	\$1,280	1.7%	\$42,410	\$54,780	\$70,930	\$91,050	\$113,810
CA	Anaheim-Santa Ana-Irvine, CA Metropolitan Division	660	10	1.5%	\$82,540	\$3,480	4.4%	\$54,710	\$66,200	\$82,520	\$98,390	\$114,250
CA	Los Angeles-Long Beach-Glendale, CA Metropolitan Division	1,070	-240	-18.3%	\$88,950	\$8,420	10.5%	\$49,760	\$67,190	\$82,720	\$106,610	\$125,970
CA	Oakland-Hayward-Berkeley, CA Metropolitan Division	520	-240	-31.6%	\$82,840	-\$1,190	-1.4%	\$52,360	\$61,670	\$80,140	\$99,480	\$124,670
CA	San Francisco-Redwood City-South San Francisco, CA Metropolitan Division	560	-250	-30.9%	\$94,070	\$6,580	7.5%	\$60,580	\$71,710	\$90,270	\$115,750	\$134,350
CA	San Rafael, CA Metropolitan Division	30	-20	-40.0%	*	*	*	*	*	*	*	*
DC	Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Division	2,840	110	4.0%	\$84,980	\$2,800	3.4%	\$54,100	\$66,600	\$81,060	\$102,740	\$123,380
DE	Wilmington, DE-MD-NJ Metropolitan Division	100	-40	-28.6%	\$79,270	\$6,240	8.5%	\$44,310	\$57,350	\$74,120	\$95,180	\$126,910
FL	Fort Lauderdale-Pompano Beach-Deerfield Beach, FL Metropolitan Division	230	50	27.8%	\$74,900	\$3,390	4.7%	\$52,040	\$60,080	\$73,640	\$91,240	\$105,390
FL	Miami-Miami Beach-Kendall, FL Metropolitan Division	210	10	5.0%	\$65,690	\$5,750	9.6%	\$45,120	\$53,110	\$60,880	\$75,370	\$96,540
FL	West Palm Beach-Boca Raton-Deerfield Beach, FL Metropolitan Division	230	40	21.1%	\$59,070	\$9,090	18.2%	\$28,560	\$43,730	\$57,240	\$73,320	\$91,480
IL	Chicago-Naperville-Arlington Heights, IL Metropolitan Division	910	-50	-5.2%	\$65,560	-\$750	-1.1%	\$40,400	\$49,960	\$66,330	\$79,390	\$97,110
IL	Lake County-Kenosha County, IL-WI Metropolitan Division	280	-40	-13.3%	\$76,580	\$2,700	3.7%	\$45,820	\$58,680	\$73,350	\$90,620	\$106,940
MA	Boston-Cambridge-Newton, MA NECTA Division	1,420	-220	-13.4%	\$85,060	\$2,090	2.5%	\$54,720	\$67,240	\$82,600	\$101,000	\$121,440
MA	Framingham, MA NECTA Division	380	10	2.7%	\$90,500	-\$2,900	-3.1%	\$60,930	\$73,050	\$89,400	\$107,470	\$128,450
MA	Lowell-Billerica-Chelmsford, MA-NH NECTA Division	280	-30	-10.3%	\$103,230	\$8,090	8.5%	\$66,090	\$87,350	\$108,000	\$123,370	\$132,910
MD	Silver Spring-Frederick-Rockville, MD Metropolitan Division	910	150	19.7%	\$79,060	-\$3,500	-4.2%	\$44,320	\$59,150	\$76,270	\$97,980	\$119,710
MI	Detroit-Dearborn-Livonia, MI Metropolitan Division	210	100	90.9%	\$63,300	-\$3,710	-5.5%	\$48,250	\$53,450	\$60,640	\$73,050	\$82,200
MI	Warren-Troy-Farmington Hills, MI Metropolitan Division	600	130	27.7%	\$73,500	\$1,870	2.6%	\$44,440	\$57,950	\$75,760	\$89,340	\$97,300
NH	Nashua, NH-MA NECTA Division	60	-10	-14.3%	\$88,210	-\$5,020	-5.4%	\$44,560	\$62,210	\$91,810	\$115,230	\$128,710
NJ	Camden, NJ Metropolitan Division	180	20	12.5%	\$70,400	\$9,130	14.9%	\$47,590	\$54,940	\$64,160	\$83,010	\$101,540
NJ	Newark, NJ-PA Metropolitan Division	490	10	2.1%	\$84,850	\$5,020	6.3%	\$54,010	\$63,430	\$79,060	\$100,560	\$122,760
NY	Nassau County-Suffolk County, NY Metropolitan Division	270	-50	-15.6%	\$69,130	-\$1,960	-2.8%	\$43,040	\$50,460	\$66,040	\$85,110	\$100,790
NY	New York-Jersey City-White Plains, NY-NJ Metropolitan Division	2,620	210	8.7%	\$83,570	\$990	1.2%	\$43,930	\$58,030	\$78,690	\$106,640	\$129,050
PA	Montgomery County-Bucks County-Chester County, PA Metropolitan Division	450	-80	-15.1%	\$77,980	\$110	0.1%	\$52,860	\$60,820	\$74,270	\$91,990	\$110,350
PA	Philadelphia, PA Metropolitan Division	180	-10	-5.3%	\$86,370	\$8,740	11.3%	\$51,560	\$67,870	\$84,990	\$104,630	\$124,960
TX	Dallas-Plano-Irving, TX Metropolitan Division	1,430	120	9.2%	\$76,110	-\$1,790	-2.3%	\$44,710	\$57,400	\$74,240	\$91,710	\$102,950
TX	Fort Worth-Arlington, TX Metropolitan Division	330	-30	-8.3%	\$69,390	\$2,220	3.3%	\$43,640	\$51,010	\$68,110	\$83,260	\$99,210
WA	Seattle-Bellevue-Everett, WA Metropolitan Division	910	50	5.8%	\$83,830	-\$50	-0.1%	\$53,670	\$64,720	\$81,160	\$101,480	\$123,670

2017 3-Digit NAICS Industry Sectors (Annual)

Economic Sector	NAICS Code	Industry Sector	Employment	# Change from Prev. Year	% Change from Prev. Year	Average Annual Wage	\$ Change from Prev. Year	% Change from Prev. Year	Annual Wage 10th Percentile	Annual Wage 25th Percentile	Median Annual Wage	Annual Wage 75th Percentile	Annual Wage 90th Percentile
*	*	All Economic Sectors	49,960	180	0.4%	\$74,440	\$1,280	1.7%	\$42,410	\$54,780	\$70,930	\$91,050	\$113,810
Utilities and Construction	221000	Utilities	250	10	4.2%	\$92,280	-\$2,000	-2.1%	\$57,850	\$73,380	\$92,480	\$112,630	\$129,720
Utilities and Construction	236000	Construction of Buildings	40	-20	-33.3%	\$68,330	-\$360	-0.5%	\$40,900	\$53,580	\$70,630	\$81,290	\$99,010
Utilities and Construction	238000	Specialty Trade Contractors	100	-10	-9.1%	\$80,100	\$2,060	2.6%	\$45,260	\$56,050	\$77,230	\$108,970	\$124,320
Manufacturing	311000	Food Manufacturing	70	-10	-12.5%	\$67,170	\$2,840	4.4%	\$44,230	\$51,430	\$63,600	\$79,080	\$96,870
Manufacturing	321000	Wood Product Manufacturing	40	10	33.3%	\$62,500	\$11,380	22.3%	\$34,610	\$43,070	\$57,220	\$77,570	\$106,670
Manufacturing	325000	Chemical Manufacturing	840	-60	-6.7%	\$74,380	\$4,460	6.4%	\$42,210	\$55,150	\$72,100	\$90,980	\$110,180
Manufacturing	326000	Plastics and Rubber Products Manufacturing	60	0	0.0%	\$61,670	\$4,790	8.4%	\$36,030	\$45,290	\$57,720	\$74,720	\$95,360
Manufacturing	332000	Fabricated Metal Product Manufacturing	160	-10	-5.9%	\$61,790	\$1,260	2.1%	\$37,540	\$46,570	\$59,900	\$75,250	\$91,490
Manufacturing	333000	Machinery Manufacturing	1,150	-100	-8.0%	\$63,460	\$1,950	3.2%	\$39,790	\$47,890	\$60,410	\$76,270	\$94,350
Manufacturing	334000	Computer and Electronic Product Manufacturing	3,050	140	4.8%	\$84,210	\$7,150	9.3%	\$46,320	\$62,230	\$79,870	\$102,510	\$135,260
Manufacturing	335000	Electrical Equipment, Appliance, and Component Manufacturing	240	-40	-14.3%	\$64,860	\$3,490	5.7%	\$41,350	\$52,100	\$63,870	\$76,980	\$90,240
Manufacturing	336000	Transportation Equipment Manufacturing	1,610	120	8.1%	\$74,020	-\$840	-1.1%	\$48,250	\$58,270	\$72,010	\$88,930	\$103,430
Manufacturing	337000	Furniture and Related Product Manufacturing	40	0	0.0%	\$56,770	\$1,270	2.3%	\$31,220	\$48,690	\$59,300	\$88,120	\$77,130
Manufacturing	339000	Miscellaneous Manufacturing	410	20	5.1%	\$73,420	\$1,150	1.6%	\$42,050	\$55,430	\$72,220	\$90,620	\$106,840
Wholesale and Retail	423000	Merchant Wholesalers, Durable Goods	1,160	220	23.4%	\$72,560	\$40	0.1%	\$43,360	\$55,300	\$70,520	\$88,870	\$104,190
Wholesale and Retail	424000	Merchant Wholesalers, Nondurable Goods	110	-40	-26.7%	\$74,110	-\$980	-1.3%	\$41,430	\$55,050	\$69,900	\$89,790	\$114,860
Wholesale and Retail	425000	Wholesale Electronic Markets and Agents and Brokers	350	0	0.0%	\$73,710	\$4,400	6.3%	\$39,130	\$61,580	\$75,240	\$87,830	\$99,800
Wholesale and Retail	441000	Motor Vehicle and Parts Dealers	30	*	*	\$38,590	*	*	\$20,650	\$22,150	\$24,740	\$54,500	\$74,250
Wholesale and Retail	454000	Nonstore Retailers	200	60	42.9%	*	*	*	*	*	*	*	*
Transportation	481000	Air Transportation	160	20	14.3%	\$70,710	\$2,690	4.0%	\$42,430	\$56,750	\$70,920	\$82,920	\$99,770
Transportation	482000	Rail Transportation	100	*	*	\$71,380	*	*	\$41,470	\$53,760	\$64,430	\$89,080	\$110,420
Transportation	488000	Support Activities for Transportation	120	0	0.0%	\$63,480	-\$2,630	-4.0%	\$37,590	\$47,820	\$63,760	\$77,070	\$90,190
Information Sector	511000	Publishing Industries (except Internet)	4,560	-50	-1.1%	\$74,850	\$3,420	4.8%	\$42,070	\$55,080	\$72,090	\$91,110	\$116,640
Information Sector	512000	Motion Picture and Sound Recording Industries	120	*	*	*	*	*	*	*	*	*	*
Information Sector	515000	Broadcasting (except Internet)	190	-40	-17.4%	*	*	*	*	*	*	*	*
Information Sector	517000	Telecommunications	250	100	66.7%	\$75,030	\$4,550	6.5%	\$45,340	\$57,070	\$74,500	\$92,330	\$104,060
Information Sector	518000	Data Processing, Hosting, and Related Services	740	-130	-14.9%	\$74,490	\$1,630	2.2%	\$41,830	\$54,200	\$69,840	\$90,080	\$115,600

2017 3-Digit NAICS Industry Sectors (Annual) (cont.)

Economic Sector	NAICS Code	Industry Sector	Employment	# Change from Prev. Year	% Change from Prev. Year	Average Annual Wage	\$ Change from Prev. Year	% Change from Prev. Year	Annual Wage				
									10th Percentile	25th Percentile	75th Percentile	90th Percentile	
Information Sector	519000	Other Information Services	450	-20	-4.3%	\$77,350	-\$3,700	-4.6%	\$47,220	\$56,110	\$70,020	\$97,750	\$122,570
Financial Services	522000	Credit Intermediation and Related Activities	480	-10	-2.0%	\$69,000	\$3,750	5.7%	\$39,030	\$50,940	\$65,590	\$82,150	\$101,920
Financial Services	523000	Securities, Commodity Contracts, and Other Financial Investments and Related Activities	280	90	47.4%	\$76,370	-\$990	-1.3%	\$48,100	\$58,970	\$72,290	\$88,940	\$106,380
Financial Services	524000	Insurance Carriers and Related Activities	840	10	1.2%	\$67,570	\$1,430	2.2%	\$43,310	\$52,920	\$65,310	\$79,920	\$95,730
Professional and Business Services	541000	Professional, Scientific, and Technical Services	19,630	-370	-1.8%	\$76,340	\$650	0.9%	\$43,080	\$55,840	\$72,150	\$94,250	\$118,540
Professional and Business Services	551000	Management of Companies and Enterprises	1,420	-170	-10.7%	\$71,890	\$340	0.5%	\$41,850	\$52,690	\$67,500	\$83,750	\$107,720
Professional and Business Services	561000	Administrative and Support Services	4,410	-60	-1.3%	\$74,180	\$900	1.2%	\$42,840	\$54,760	\$71,150	\$89,720	\$106,950
Professional and Business Services	562000	Waste Management and Remediation Services	160	-10	-5.9%	\$74,230	\$5,900	8.6%	\$47,730	\$61,080	\$74,150	\$87,830	\$101,060
Education and Healthcare	621000	Ambulatory Health Care Services	260	100	62.5%	\$72,150	\$3,300	4.8%	\$42,590	\$50,140	\$68,470	\$87,120	\$101,410
Education and Healthcare	624000	Social Assistance	260	-30	-10.3%	\$52,420	-\$5,930	-10.2%	\$32,900	\$40,060	\$50,880	\$60,760	\$75,990
Entertainment, Nonprofit, and Government	711000	Performing Arts, Spectator Sports, and Related Industries	640	150	30.6%	\$69,970	-\$710	-1.0%	\$41,830	\$52,150	\$68,050	\$81,570	\$100,640
Entertainment, Nonprofit, and Government	712000	Museums, Historical Sites, and Similar Institutions	*	*	*	\$43,090	\$1,060	2.5%	\$31,650	\$34,140	\$37,900	\$49,550	\$61,500
Entertainment, Nonprofit, and Government	811000	Repair and Maintenance	80	0	0.0%	\$74,840	-\$1,900	-2.5%	\$42,270	\$47,080	\$63,260	\$88,060	\$112,030
Entertainment, Nonprofit, and Government	813000	Religious, Grantmaking, Civic, Professional, and Similar Organizations	800	160	25.0%	\$70,490	-\$2,680	-3.7%	\$41,940	\$53,320	\$67,490	\$81,470	\$107,910
Entertainment, Nonprofit, and Government	999000	Federal, State, and Local Government, excluding state and local schools and hospitals, and the US Postal Service (OES Designation)	1,700	0	0.0%	\$75,110	\$2,120	2.9%	\$44,910	\$56,660	\$74,140	\$92,120	\$104,870

