

## Best Jobs for Workers Who Want to Get Ahead in 2018

CHICAGO and ATLANTA, Dec. 28, 2017 /PRNewswire/ -- Whether you are new to the workforce or looking to make a career change in the New Year, CareerBuilder is releasing a list of jobs that can give you the building blocks to jump-start your career and get ahead. The study looks at jobs that are projected to grow over the next five years, present good learning opportunities and, for the most part, don't require a college degree. The study is based on data from Emsi, CareerBuilder's labor market analysis arm that aggregates information from multiple national and local employment resources.

"What employers look for first is whether you have the core competencies for the job," said Matt Ferguson, CEO of CareerBuilder and co-author of *The Talent Equation*. "What is great about working as assistants or in areas like customer service, sales or tech support is that you can quickly build up business acumen while acquiring key skills you can transfer to other types of roles. These jobs are great stepping stones whether you want to move up within that occupation or follow a different career path."

| Description  | 2018 Jobs | 2018-2023 Change | Required Education                | Avg. Hourly Earnings |
|--|-----------|------------------|-----------------------------------|----------------------|
| <b>Computer User Support Specialist</b> – helpdesk-type roles get exposure to evolving technologies and training for higher skill IT positions   | 693,704   | 57,607           | Some college, no degree           | \$25.53              |
| <b>Human Resource Specialist</b> – working with not only HR, but all functions, allows for a varied skillset which can be applied across the business  | 548,548   | 24,824           | Bachelor's degree                 | \$31.20              |
| <b>Administrative Assistant</b> – organizational and multi-tasking skills are core to this role, which serves as the support system for a team with insider knowledge on a wide range of projects and businesses | 2,745,769 | 107,892          | High school diploma or equivalent | \$17.38              |
| <b>Customer Service Representatives</b> – provides a great way to become an expert on the company's products while building problem-solving and communication skills   | 2,804,946 | 196,417          | High school diploma or equivalent | \$16.91              |
| <b>Medical Assistant</b> – provides exposure to both clinical and non-clinical learning opportunities that can open the door to other positions in the industry  | 667,542   | 75,649           | Post-secondary non-degree award   | \$15.79              |
| <b>Retail Salesperson</b> – sales can be one of the most lucrative occupations, and starting in retail is a good way to build confidence, hone people skills and master the art of persuasion                    | 4,523,996 | 198,187          | No formal educational credential  | \$13.07              |
| <b>Construction Laborer</b> – great on-the-job training that teaches the fundamentals of the profession  | 959,471   | 78,425           | No formal educational credential  | \$18.22              |
| <b>Teacher Assistant</b> – hands on experience in the classroom that can be transferred to other types of education and training roles   | 1,351,502 | 65,900           | Some college, no degree           | \$13.04              |

Last year, Capella Learning Solutions and CareerBuilder launched an initiative called [RightSkill](http://RightSkill), which enables workers to upskill and reskill for in-demand jobs within 60 days or less. The program, which is currently free for candidates, teaches competencies online based on real-time data and guidance from employers. See more at [www.rightskill.com](http://www.rightskill.com).

### About CareerBuilder®

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