

# Table of Contents

Welcome .....	1
<b>THE GREEN LANDSCAPE.....</b>	<b>3</b>
What is a Green Job? .....	3
Trends to Watch.....	5
<b>CAREER TRANSITION AND JOB SEARCH .....</b>	<b>8</b>
Using the Guide Throughout Career Transition.....	8
Changing Careers .....	9
Dan’s Story: Part I (Portland 2007) .....	13
Ten Common Mistakes .....	17
Explore Local Green Resources.....	19
Informational Interviews.....	21
Strategic Volunteering .....	23
Job Search Checklist.....	26
<b>RESUMES AND COVER LETTERS.....</b>	<b>27</b>
Resumes .....	27
Sample Resumes .....	29
Cover Letter Formats: Letter Style .....	36
Cover Letter Formats: Memo Style .....	37
<b>JOBS AND OCCUPATIONS .....</b>	<b>42</b>
Sectors of the Green Economy.....	42
Job Titles: Professional .....	47
Competencies for Professionals.....	48
Job Titles: Green Collar .....	50
<b>GREEN INDUSTRIES AND EMPLOYERS .....</b>	<b>52</b>
Industries to Watch .....	52
Green Stimulus Money .....	59
Finding Green Employers .....	61
Green Government Jobs.....	62
Evaluating and Researching Employers.....	64
Criteria for Evaluating Employers: Values .....	66
Criteria for Evaluating Employers: Certifications and Affiliations .....	68
Greening a Non-Green Employer .....	70
Starting a Green Business on a Shoestring .....	73
<b>RESOURCES .....</b>	<b>77</b>
Glossary of Terms .....	77
Websites (Local) Job Postings .....	79
National Websites for Job Postings and Career Information .....	80
Organizations for Networking and Volunteering.....	81
Education and Training.....	85
Local Green Employers .....	92