

Using Your Interests* to Explore Majors and Careers

Conventional

Individuals who are “Organizers.” Those who enjoy structured work with well-defined tasks. They tend to enjoy office work where they can use their numerical and organizational skills. They like to follow procedures and others' instructions and are very detail-oriented. They like to work with data, and have clerical or numerical ability.



Do you tend to be...	Are you good at...	Do you generally like to...
<ul style="list-style-type: none">▪ well-organized▪ accurate▪ precise▪ attentive to detail▪ persistent and patient with detailed paperwork▪ comfortable with an established chain of command▪ numerically inclined▪ methodical▪ conscientious▪ efficient▪ conforming▪ orderly▪ practical▪ thrifty▪ systematic▪ structured▪ polite▪ ambitious▪ obedient▪ persistent	<ul style="list-style-type: none">▪ doing a lot of paper work in a short time▪ keeping accurate records▪ using computer software▪ writing effective business letters▪ working with numbers	<ul style="list-style-type: none">▪ follow clearly defined procedures▪ operate computers▪ work with numbers▪ be responsible for details▪ collect or organize information▪ perform structured or systematic activities▪ work in organized and predictable settings

* Based on Holland's Interest Themes

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CONVENTIONAL Majors		CONVENTIONAL Job Titles	
College of Business		Bachelor's Degree/Entry Level	
Accounting (CSI)		Cost Accountant (CIE)	
		Jewelry Stone Setter (CRE)	
College of Health & Human Services		Editorial Assistant (CIA)	
Health Information Management (CIE)		Legal Secretary (CSE)	
Paralegal Studies (SEC)		Customs Inspector (CEI)	
		Electrocardiograph Technician (CIR)	
University College		Accountant (CSI)	
Information Services and Support (CES)		Medical Records Clerk (CSI)	
Legal Secretarial Technology (CSE)		Customer Service Representative (CSE)	
		Further Education/Experience Often Required	
		Mortgage Underwriter (CRS)	
		Insurance Underwriter (CSE)	
		Loan Review Analyst (CSR)	
		Airline Security Representative (CRS)	
		Bibliographer (CSR)	
		Internal Affairs Investigator (CSE)	
		Mortgage Loan Closer (CSE)	
		Budget Analyst (CER)	
		Tax Auditor (CES)	

For more information, to talk to an adviser, or to declare a major, contact:

College	Location	Phone #	Website
<i>Arts & Sciences</i>	University Hall 3000	530-2671	www.utoledo.edu/colleges/as
<i>Business</i>	Stranahan 1016	530-2087	www.business.utoledo.edu
<i>Education</i>	Gillham Hall 4023	530-2495	www.education.utoledo.edu
<i>Engineering</i>	Nitschke Hall 1045	530-8040	www.eng.utoledo.edu
<i>Health & Human Services</i>	CHHS 1212	530-5360	www.hhs.utoledo.edu
<i>Pharmacy</i>	Wolfe Hall 1227	530-1904	www.utpharmacy.org
<i>University College</i>	Scott Park, AS 1030	530-3142	www.ucollege.utoledo.edu
<i>Career Services</i>	Student Union 1532	530-4341	www.student-services.utoledo.edu/career
<i>Student Success Center</i>	Rocket Hall 1400	530-1250	www.studentsuccesscenter.utoledo.edu

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