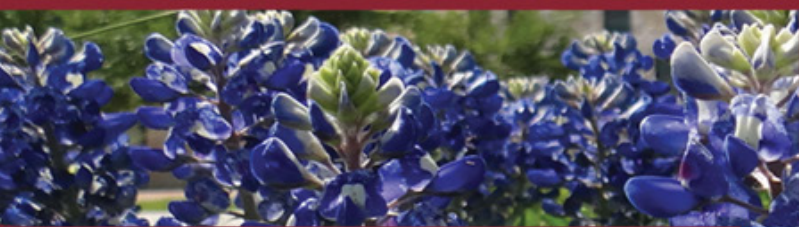




# CAREER AND PROFESSIONAL DEVELOPMENT GUIDE 2018-2019



COACHING APPOINTMENTS  
JOB STRATEGIES  
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MOCK INTERVIEWS  
CAREER CLOSET  
NETWORKING

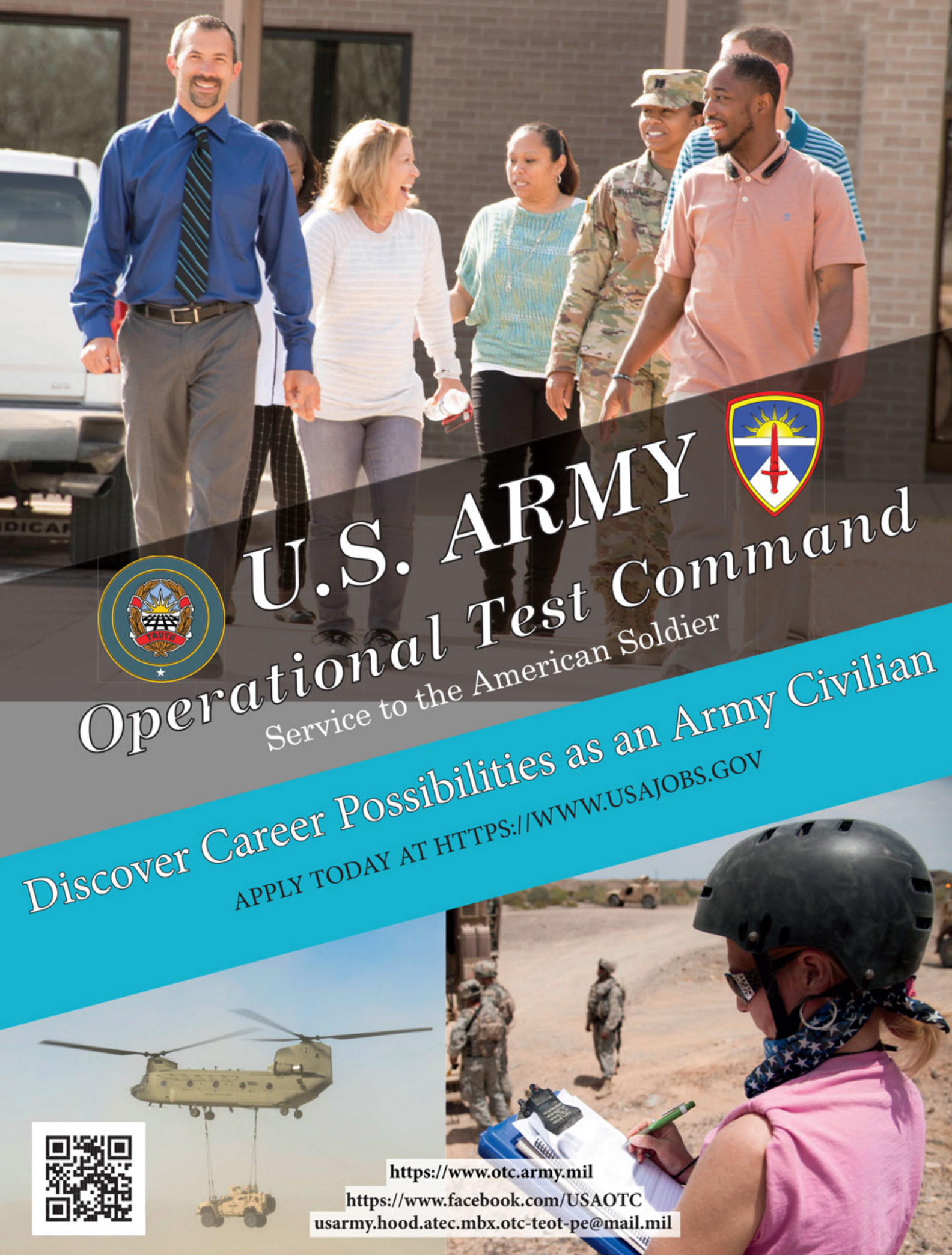
RESUMES  
CAREER FAIRS  
CAREER EXPLORATION

COVER DESIGN BY: CHRIS CELERA  
CREATING CONNECTIONS. PREPARING WARRIORS.



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HIRE  **WARRIORS**

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**CAREER & PROFESSIONAL  
DEVELOPMENT  
2018-2019 Guide**



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# What Can CPD Do For You?

"Career and Professional Development has been a great partner to have while pursuing my degree at TAMUCT. The staff helped me make improvements to my resume that helped me get an internship at Texas Hydraulics, which has proven to be an excellent opportunity for my professional development and has given me a chance to use my skills that I learned at TAMUCT."

**-Garey Jagodzinski**  
A&M-Central Texas Alumni  
Texas Hydraulics Intern

"Excited to formally announce that I've been offered a position with Killeen ISD at the Early College High School as a Social Studies teacher, teaching 9th grade World Geography for the 2017-2018 school year. Super excited about this as it was the school I've been eyeing for the past year. Thanks for all your help so I can get to this glorious point in the journey!"

**-Julia R. Cochran**  
A&M-Central Texas Alumni  
Killeen ISD

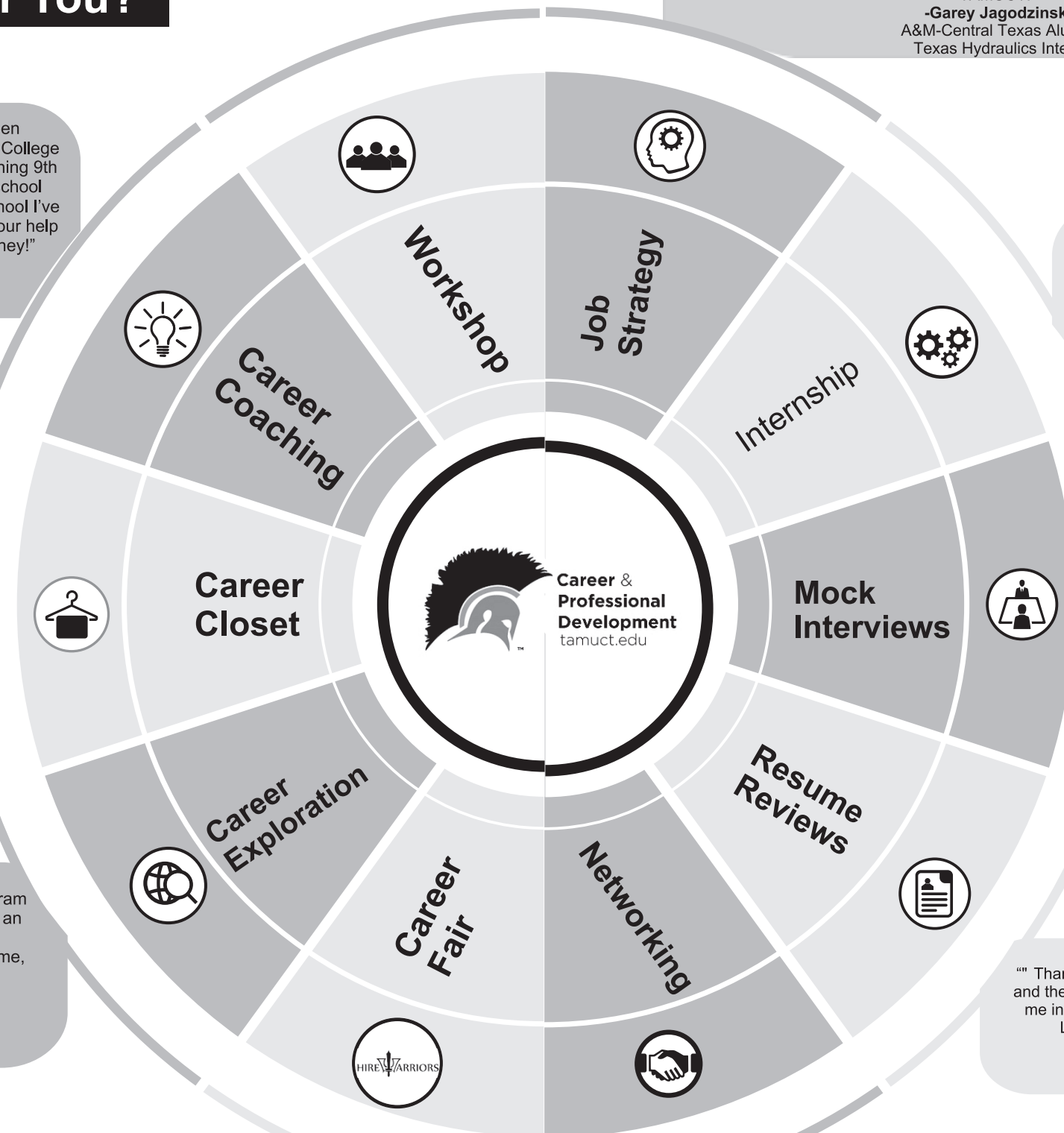
"CPD helped me reformat and perfect my resume and helped me understand my career path through Strong Interest Inventory. Later, I attended a Career Fair where I met a representative from CGI and gave her my resume. Thereafter, I received an email from CPD to set up an interview with CGI on campus. For my second interview, I was able to rely on the Career Closet for a professional suit on short notice. CPD was instrumental in my first steps towards a career beyond the graduation state."

**-Capri Sims**  
A&M-Central Texas Alumni  
CGI

"I truly believe that utilizing the Career Service Program with Texas A&M University- Central Texas gave me an advantage over other candidates. Not only was I able to walk away with a strong resume, but it provided me with a plan towards getting me noticed by employers."

**-Kenkinika Hayden**  
A&M-Central Texas Alumni  
Fort Hood Military Housing Leasing Consultant

Career and Professional Development (CPD) supports the campus community as they move through their careers. To support the development of career and life-long goals, we empower the campus community with the necessary professional tools to explore careers, engage with the career of choice, and embark successfully in their career fields.



"Beyond thrilled to begin an e-internship with the U. S. Department of State through the Virtual Student Foreign Service program. Thank you CPD for aligning me with yet another amazing opportunity. You all have been monumental in the career growth I've made this year and I am forever grateful."

**-Kentina Saxon**  
A&M-Central Texas Alumni  
U.S. Department of State Intern

"Thank you so much for your help. Practicing with you made all the difference in the world for me. I was stressing out about my interview but after applying the strategies that you gave me, I nailed my interview. Your office is amazing, everyone should use your services before a big interview. Thanks again!"

**-Cynthia Lynn Rogers**  
A&M-Central Texas Alumni

""" Thanks for all your help on my resume and the interview pointers. It really helped me in getting my first accounting job at Loop1. Thank you so much."

**-David Jeannette**  
A&M-Central Texas Alumni  
Loop1

"I had a wonderful internship experience at NASA. I went to a few tours and lectures, including the Neutral Buoyancy Laboratory, Mock-Up Facility, Robotics Laboratory, and all-hands meetings with some very high-level leaders including the NASA Administrator Charles Bolden, JSC Center Director Ellen Ochoa, and procurement leaders from the Headquarters. I also worked productively with my Mentor to learn about the work of a contract specialist at NASA."

**-Tsui Cheng**  
A&M-Central Texas Alumni  
NASA Intern (Fall '16-Summer '17)

"I just recently accepted a firm offer from the Department of Treasury. Thank you CPD for your assistance and all resources you and your staff provided."

**-Mitos Sonti**  
A&M-Central Texas Alumni  
Department of Treasury

Designer: Ike Oyewole  
Graphic designer: Folorunso Elujoba

# WARRIOR CAREER ACTION PLAN



## STRONG INTEREST INVENTORY

Complete the Strong Interest Inventory, an assessment that helps people match their interests with potential education, career, and leisure activities, using an individual's preferences in a variety of areas to aid them in discovering what they'd most enjoy doing with their work and their free time.

## RÉSUMÉ

Visit Career and Professional Development for a resume review to assist you in creating a solid resume. Your resume is often times the first impression a potential employer has of you only chance to capture a potential employer's attention.

## NETWORK

Build your professional network. You can start by attending every CPD event offered during the semester and make connections with students, employers, and other professionals. Make an effort to meet all the employers that come to campus. Once you have started building your network visit with CPD to arrange informational interviews.

## INTERNSHIP

An internship gives you an opportunity to gain experience in your perspective career field and can be a great addition to your resume. Internships also allow you time to learn more about yourself and figure out if this is the field you want to pursue. Students have also found that internships can also lead to full time employment!

## SELL YOUR BRAND

There are many ways you can build and sell your personal brand, and the first step is to put yourself out there. Create a professional social media account on LinkedIn and make that account open to employers. Ensure that when you are applying for jobs you are tailoring your resume to each job. You can also visit CPD and do a mock interview to practice the skills you will need once you get the interview.

### SOPHOMORES (30 CREDIT-HRS)

- ❑ Use Strong Interest Inventory from Career & Professional Development to choose a major.
- ❑ Join TAMUCT organizations and plan to seek leadership roles in the future.
- ❑ Visit your social media profiles you have, & edit your content or your privacy settings. It is time to put your professional foot forward.
- ❑ Attend workshops offered by Career & Professional Development to learn more about professional skillsets such as networking & interviewing skills.
- ❑ Identify employers in your interest areas for shadowing opportunities (temporary, unpaid exposure to occupational areas of interest).
- ❑ Attend career fairs & other events on campus to network with employers that relate to your interests.

### JUNIOR (60 CREDIT-HRS)

- ❑ Determine your career-related strengths & skills; determine what you can offer an employer.
- ❑ Collect information on internships & other paid work experiences.
- ❑ Stay up-to-date with Career & Professional Development's calendar & participate in events where employers are on-campus.
- ❑ Participate in workshops offered by Career & Professional Development to learn more about professional skillsets such as networking & interviewing skills.
- ❑ Visit job listing websites (HireWarriors, Indeed, Work in Texas, USA Jobs, etc.).
- ❑ Create a list of prospective employers with contact names & info for employers you are interested in.
- ❑ Meet with your career coach to have your résumé & cover letter reviewed.

### SENIOR (90 CREDIT-HRS)

- ❑ Get an internship or other career experience.
- ❑ Participate in workshops offered by Career & Professional Development to learn more about professional skillsets such as networking & interviewing skills.
- ❑ Meet with a career coach to have your résumé updated.
- ❑ Network with recent graduates in your major about the current job market & potential employers.
- ❑ Research realistic salary expectations.
- ❑ Interview, evaluate job offers & accept one!

### GRADUATE (COMPLETED UNDERGRAD)

- ❑ Meet regularly with your faculty advisor, ask questions & keep your advisor informed of any changes in your academic career.
- ❑ Request a comprehensive description of your program, including course requirements, exams, deadlines & expectations for the thesis.
- ❑ Visit the Writing Center for assistance with academic papers.
- ❑ Find a faculty mentor by speaking with your faculty advisor for recommendations of faculty that align with your chosen research.
- ❑ Subscribe to major specific journals & begin sending papers for conferences & publication.
- ❑ Participate in seminars or workshops offered by your career services office to learn more about job search strategies such as networking & interviewing skills.
- ❑ Seek internship opportunities.

# Hire Warriors

powered by Handshake



## HOW TO GET STARTED

### TO REGISTER FOR A HANDSHAKE ACCOUNT:



1. Find the link to Hire Warriors on the Career and Professional Development webpage.
2. Click the Student / Alumni button.
3. Use your tamuct.edu email and password.
4. You may see additional details or information required by your specific university. Make sure to follow these steps also.
5. Next, you should see a screen asking you to confirm your registration.

Tip: To confirm your registration, click on the link that you received in your email.

Tip: If you don't find your confirmation email, please check your spam folder.

Tip: If you still have difficulty please contact Career and Professional Development at 254-519-5496



ONCE YOU'VE CONFIRMED YOUR EMAIL ADDRESS, YOU ARE REGISTERED AS A STUDENT AND MAY NOW LOG IN TO COMPLETE YOUR HANDSHAKE PROFILE! IF YOU ONLY SEE FAIRS AND YOUR PROFILE ON THE LEFT HAND NAVIGATION BAR YOU WILL NEED TO REACH OUT TO CAREER AND PROFESSIONAL DEVELOPMENT TO BE LINKED TO YOUR SCHOOL.

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Texas Veterans Commission

U.S. Army Operational Test Command

U.S. Customs and Border Protection

UNT Dallas College of Law

USDA Forest Services

Walgreens

Workforce Solutions of Central Texas





# Evaluating Yourself

**AN IMPORTANT PART** of deciding what you want to do is first understanding yourself. Self-evaluation will help you analyze what is important in the work you choose and the kind of employer for whom you will work. Answer each question honestly. There are no “right” or “wrong” answers.

1.

What do you do best? Are these activities related to people, things or data? \_\_\_\_\_
2.

Do you communicate better orally or in writing? \_\_\_\_\_
3.

Do you consider yourself a leader of a team or group? \_\_\_\_\_
4.

Do you see yourself as an active participant in a group or team? \_\_\_\_\_
5.

Do you prefer to work by yourself? \_\_\_\_\_
6.

Do you prefer working under supervision? \_\_\_\_\_
7.

Do you work well under pressure? \_\_\_\_\_
8.

Does working under pressure cause you anxiety? \_\_\_\_\_
9.

Do you like taking responsibility? \_\_\_\_\_
10.

Would you rather follow directions? \_\_\_\_\_
11.

Do you enjoy new projects and activities? \_\_\_\_\_
12.

Do you prefer to follow a regular routine? \_\_\_\_\_
13.

Rank the following things in order of importance to you when thinking about a job:

☐ Career Advancement

☐ Prestige of Employer

☐ Location

☐ Salary

☐ People (Boss and Colleagues)

☐ Type of Work
14.

Do you prefer to work a regular 9:00 a.m. to 5:00 p.m. schedule or an irregular schedule? \_\_\_\_\_
15.

Would you like a job with a lot of travel, a moderate amount, or a small amount? \_\_\_\_\_
16.

What kind of work environment do you prefer?

☐ Indoors

☐ Urban Setting

☐ Outdoors

☐ Suburban Setting

☐ Rural Setting
17.

What size of organization would you like to work for? \_\_\_\_\_
18.

Are you willing to move? \_\_\_\_\_
19.

Do you prefer to work for a nonprofit or for-profit organization? \_\_\_\_\_
20.

Are there other factors to consider? \_\_\_\_\_

Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.

3 things:

1. Research the employers' current facts, including new products, services or acquisitions

2. Identify where you fit based on your qualifications and skill set

3. Honestly answer this question: Do you want to have this opportunity?

Yes? Ok, your goal is to create a positive and lasting impression in 60 seconds or less....

GO!

YOUR 60-SECOND COMMERCIAL

Skip Ad >>

INTRODUCTION "Hello, my name is \_\_\_\_\_."

OPPORTUNITY Identify the opportunity you researched and cite your source—just enough to show you've done your research.

QUALIFICATIONS Identify the qualifications, skills and experiences you possess that would make you a likely fit for that opportunity. Make the connection between their opportunity and your qualifications. Express your genuine interest in learning more about the opening.

CLOSING Thank them for their time. Have a resume readily available!

Might sound like this:

Hello, my name is \_\_\_\_\_. \* (PAUSE, it's a conversation.) I recently read an article in the *Times* about your company's plans for business growth in the Northeast. During my summer internship with ABC Company, I worked in a team environment on a variety of marketing and website development projects to expand ABC's business. \* As a junior, majoring in economics and working part-time as a supervisor at Campus Information Services, I continue to build my communication, management and leadership skills. I'd be interested in learning more about your plans for expansion in the Northeast. \* Thank you for your time.

Excerpted and adapted from "Your 60-Second Commercial" by the University Career Services department at Rutgers University, New Brunswick Campus. Graphics by Nan Mellem.

Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.

Suit jacket or cardigan can be added for a classy look

More colors and patterns are acceptable

Khaki pants, nice trousers or fingertip-length skirt

Flats or heels acceptable

Keep colors to black, white, gray, brown, blue

Suit jacket or business dress

Suit pants or slacks

Skirts and dresses extend to knee

Low heels acceptable

Tips for Success in Any Business Situation

When in doubt, dress conservatively.

A suit with appropriate accessories will suffice in most situations.

Make sure your attire is wrinkle-free.

Stick with solid colors, tighter-woven fabrics and simple patterns.

Use only a modest amount of jewelry and/or fragrance.

Check your hair for wind "damage" and your suit for lint or misalignment upon arrival at your interview or event. This will prevent that horrible broccoli-in-between-the-teeth thing, too!

Jacket or vest can be added for classy look

Collared shirt

More colors and patterns are acceptable

Tie optional

Khaki pants or nice trousers

Keep colors to black, white, gray, brown, blue

Suit or sports jacket

Suit pants or nice trousers

Dress shoes

Adapted with permission from Purdue University.

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# Informational Interviews

One of the easiest and most effective ways to meet people in a professional field in which you are interested is to conduct informational interviews. Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Thus, never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

## What motivates professionals to grant informational interviews?

The reasons are varied. Generally, most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scoping out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don't hesitate to call upon people.

## How do you set up informational interviews?

One possible approach is to send a letter requesting a brief informational interview (clearly indicating the purpose of

the meeting, and communicating the fact that there is no job expectation). Follow this up with a phone call to schedule an appointment. Or, initiate a contact by making cold calls and set up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process which becomes easier as your network expands.

## How do you prepare for informational interviews?

Prepare for your informational interviews just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions.

Begin your interview with questions that demonstrate your genuine interest in the other person such as, "Describe a typical day in your department." Then proceed with more general questions such as, "What are the employment prospects in this field?" or "Are you active in any professional organizations in our field and which would you recommend?" If appropriate, venture into a series of questions which place the employer in the advice-giving role, such as, "What should the most important consideration be in my first job?" The whole idea is for you to shine, to make an impression and to get referrals to other professionals.

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.



## Services for Job Seekers

- ❖ Labor Market Information
- ❖ Job Search Assistance
- ❖ Resume Support
- ❖ Matching to Local Jobs Using Work-in-Texas
- ❖ Specialized Assistance for Eligible Job Seekers

## Services for Businesses

- ❖ Job-posting and employee screening and referral.
- ❖ Testing of applicants for keyboarding, typing and other skills.
- ❖ Online searches of resume databases.
- ❖ Wage and labor law information.
- ❖ New-business startup assistance.
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- ❖ Rapid Response services in mass layoffs.
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A proud partner of the American Job Center network



# Network Your Way to a Job

Many people use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

## Networking Defined

A network is an interconnected group of supporters who serve as resources for your job search and ultimately for your career. Some great network contacts might include people you meet at business and social meetings who provide you with career information and advice. Students often hesitate to network because they feel awkward asking for help, but it should be an integral part of any job search. Though you might feel nervous when approaching a potential contact, networking is a skill that develops with practice, so don't give up. Most people love to talk about themselves and their jobs and are willing to give realistic—and free—advice.

## Eight Keys to Networking

- 1. Be Prepared** First, define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding suitable mentors, increasing your chances of promotion and perhaps finding your next job.  
Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals and closing.
- 2. Be Targeted** Identify your network. For some, "I don't have a professional network. I don't know anyone," may be your first reaction. You can start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers and community associates. Attend meetings of organizations in

## Questions to Ask During Networking Meetings

- What do you like most (least) about your work?
- Can you describe a typical workday or week?
- What type of education and experience do you need to remain successful in this field?
- What are the future career opportunities in this field?
- What are the challenges in balancing work and personal life?
- Why do people enter/leave this field or company?
- Which companies have the best track record for promoting minorities?
- What advice would you give to someone trying to break into this field?
- With whom would you recommend I speak? When I call, may I use your name?

your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

- 3. Be Professional** Ask your networking prospects for advice—not for a job. Your networking meetings should be a source of career information, advice and contacts. Start off the encounter with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.
- 4. Be Patient** Heena Noorani, Research Analyst with New York-based Thomson Financial, recommends avoiding the feeling of discouragement if networking does not provide immediate results or instant answers. She advises, "Be prepared for a slow down after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off."
- 5. Be Focused on Quality—Not Quantity** In a large group setting, circulate and meet people, but don't try to talk to everyone. It's better to have a few meaningful conversations than 50 hasty introductions. Don't cling to people you already know; you're unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.
- 6. Be Referral-Centered** The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.
- 7. Be Proactive** Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.
- 8. Be Dedicated to Networking** Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul—not just when you need something. Make networking part of your long-term career plan.

## Do's & Don'ts of Networking

- Do keep one hand free from a briefcase or purse so you can shake hands when necessary.
- Do bring copies of your resume.
- Don't tell them your life story; you are dealing with busy people, so get right to the point.
- Don't be shy or afraid to ask for what you need.
- Don't pass up opportunities to network.

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC.





# Work Your Network

## Developing a Noticeable LinkedIn Profile

Technology has revolutionized the hiring process. In 2003, LinkedIn introduced an online business-networking platform that gave candidates and recruiters unprecedented access to over 332 million users across the globe, making the search for the right job and the right candidate a more efficient process. As a current or recent graduate, you may be unsure about how to best use LinkedIn. Is it like Facebook? What information should be in my profile? How do I use it to network or find a job?

### Is LinkedIn Like Facebook?

Nope, LinkedIn isn't like Facebook. LinkedIn isn't about personal details, like what you did last weekend. While you have a profile and a profile picture, the focus is business. This platform is where you showcase your educational background, relevant experience, volunteer experience, your skills, knowledge of your desired industry, interaction with other business professionals, and communicate your "value proposition" to employers.

### What Should Be Included In My Profile?

A polished LinkedIn profile is the crux of successful online networking. Consider your profile your first impression to a global online business community. While that can feel a bit intimidating, don't overthink it. It's easy to create a profile you can be proud to share with other professionals. To help you get started, use the following tips for constructing a professional profile beyond just your work experience.

#### 1. Headshot

LinkedIn profiles that have a headshot are more likely to be viewed by recruiters. Unlike your Facebook picture, your LinkedIn picture should be business-oriented. Your profile picture should be a preview of what it would be like to see you come in for an interview. Look professional and smile. Keep in mind that selfies are strictly prohibited if you want to land the job!

#### 2. Keyword Rich Headline

The second most important piece of your profile is the headline. This is an opportunity to announce to the global business community who you are or who you seek to become. Use this prime real estate to your advantage by incorporating keywords from your desired job or industry.

#### 3. Summary

The summary section is your 30-second elevator pitch. Use this section to introduce yourself and highlight significant skills, qualifications, and interests in your desired field. Be sure to communicate passion and enthusiasm for the industry and the work.

#### 4. Education

The education section is the place to list your full degree, indicate your institution, and graduation or anticipated graduation date. Be sure to include any minors, study abroad experiences and certificate programs related to the degree.

#### 5. Language

Share that you have the ability to speak a second language; include the language and proficiency level. Sharing this information can give you a competitive advantage over other candidates.

#### 6. Samples of Your Work

LinkedIn offers a great feature for users to upload samples of their work. Showcasing samples of presentations, research projects, senior capstone assignments, and portfolios add value and credibility to your profile.

#### 7. Volunteer Experience

Employers take note of volunteer experience. Be sure to include the name of the organization, your role within the organization and length of involvement. Also include details such as fundraising results, event coordination, management experience and more. Your volunteerism, in many cases, can be as valuable as work experience, especially if it is related to your desired industry.

#### 8. Awards and Honors

Highlight any awards and honors received during your collegiate academic career including nonacademic awards received for community or civic engagement. List the full name of the award (avoid acronyms), awarding organization or department, and the year the award was received.

#### 9. Select Your Skills

Identify your top industry-specific, technical and general skills. Adding this information to your profile will allow others to endorse your skill set, giving you instant credibility. A solid list of at least 8-10 skills demonstrates value and capability.

#### 10. Share Your Interests

Disclosing your personal interests and hobbies can help demonstrate your work-life balance. Personal interests can sometimes score a few extra "top candidate" points, but be sure to avoid sharing too much personal information. Remember, the LinkedIn profile is a platform for professionals.

### How Do I Network to Land the Job?

Now that you have completed your profile, land the job by using these top features to start connecting with other professionals:

#### Customize the Invitation to Connect

Every time you send a message to connect with someone on LinkedIn, make sure that you customize the text. Share who you are, why you want to connect, and how you found or know the individual. For example, if you met them in-person, tell them where you met and when.

#### Alumni Connections Feature

LinkedIn offers users a dynamic tool that connect individuals who share the same alma mater. Search for alumni who are practicing in your desired field, have the same degree, attended your institution during a specific time period, and more. Many individuals are happy to assist their fellow alumni with career advice and even hire alums. Don't forget to showcase your school pride in that customized invitation to connect!

#### Follow Companies, Join Groups, and Connect With Recruiters

Start following your dream companies on LinkedIn and join industry specific groups. Be the first to know about company news and job postings. As you start following companies, make note of who is posting updates and job announcements. Use those clues to connect with recruiters and company leaders.

#### Share Content

Position yourself as a knowledgeable resource. Share interesting industry or work productivity articles. Comment on posts shared by others in your network. Reinforce your professional brand by sharing your knowledge and perspectives.

*Gala Jackson, M.Ed. is a Millennial Expert & Career Management Consultant with InterviewSnob, a career consulting boutique for millennials. Connect with Gala @interviewsnob and check out her website at [www.interviewsnob.com](http://www.interviewsnob.com)*



# Clean Up Your Social Media Identity

The social media profiles of job candidates are an area of scrutiny for recruiters. In fact, there are now even online research analysts who will comb the internet for damaging information on a firm's applicants. (On the flip side, there are "scrub services" that will clean up a job hunter's digital footprint.) Here are some simple ways to take a DIY approach to scrubbing your online presence.

### Google Your Name

Search for your name online occasionally to see what comes up, or set up automatic name alerts at [Google.com/alerts](http://Google.com/alerts). You may discover results for many people with your same name, possibly with embarrassing or outrageous content. To find the real "you," try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school).

Search for your name on all the networks to which you've ever belonged, including Facebook and YouTube. (Recruiters check everywhere.) After a thorough review, ask yourself: Will this social media profile foster callbacks, interviews and job offers? If not, keep reading.

### Keep Some Mystery

"Most new grads grew up texting, Skyping, Tweeting, Facebooking and reading or creating blogs," says Jenny Foss, who operates Ladder Recruiting Group in Portland, Ore. "Older, more experienced competitors aren't native social media people." That's the plus; the minus is you have to shift your mindset from "impressing the guys" to "promoting myself as a polished professional."

Foss recommends you adjust the privacy settings on your accounts. But you're not safe even then since companies can change privacy policies. When possible, it is better to remove negative or overly private content than hide it.

### There's No Swimsuit Competition

Recruiters will judge you by your profile photos. Do they tell the right story? "Don't post sexy photographs of yourself online. Don't even be too glamorous. That's a really big turnoff to employers," says Vicky Oliver, author of 201 Smart Answers to Business Etiquette Questions. "Dress in photos as you would in an interview."

Remove unflattering pictures, videos, and unfavorable comments you've posted on social networks. Post a high-quality headshot, the same one across all platforms. Important: Don't forget to check out photos where friends have tagged you on Facebook. If you're pictured at a party with a drink in hand, delete the tag. Adjust privacy settings to prevent that from happening again.

### Blot Out the Bitter

Have you ever gone online while under the influence or in a foul mood? Bad idea. "Whatever you wouldn't do at the networking event, don't do online," says Oliver. Some examples of social media gaffes: Posting about parties, dates, getting into posting wars with your friends, or using obscenities, faulty grammar, typos, or cryptic texting shortcuts.

"I personally would never put a thumbs-down sign on someone's comment," Oliver says. "I would not write anything negative, no snippy commentary at all."

### Get LinkedIn

This is the single best social media platform for job seekers because of its professional focus. Some savvy employers are now even requesting LinkedIn profile info as part of the job application

### Content You Should NEVER Share

*These may seem really obvious, but people lose jobs (and job offers) every day because of them:*

- Don't refer to a company by name; they may get alerts when mentioned online.
- Don't complain about your job or boss.
- Refrain from making snarky comments about co-workers or customers.
- Don't reveal your drug/drink habits.
- Never make discriminatory or inflammatory remarks.
- Don't share intimate relationship details.
- Don't brag about skipping work, playing games or sleeping on the job.
- Do not broadcast an employer's confidential information.

process. One of the most powerful aspects of this profile is the recommendations from previous bosses and co-workers. Testimony from others is proof positive of your professionalism.

Make good use of keywords and set up links between all your social media profiles. LinkedIn, Facebook, Twitter, and Instagram all rank high in Google searches.

### Witness Protection Program

Some job seekers are so concerned about privacy they've gone into lockdown mode and blocked all of their profiles. Unfortunately, that makes recruiters wonder what they're trying to hide. Plus, many of them seek employees with social media skills, so cleaning up what's out there is usually better than shutting it down.

### What Would Your Mother Say?

Many career coaches and recruiters say that the rule of thumb for social media content is: Would you want your mother or employer to see it? No? Then don't post it.

"Self-censorship is the main key," says Alexandra Levit, author of Blind Spots: The 10 Business Myths You Can't Afford to Believe on Your New Path to Success. "Always think before you post, because if there is a single person out there who you don't want to see your content, I guarantee it will get back to them."

You may be too close to the situation to judge what's appropriate or not, so it can be helpful to have a second pair of eyes to look over your profiles. Select someone who's about the same age as your target employers, experienced in your field, or at least in the hiring process.

### Netiquette Tips

Dan Schwabel, a personal branding expert and author of *Me 2.0*, offers these tips to keep your digital reputation clean:

- Don't over-promote yourself or people will get turned off.
- Do share industry insights, useful resources, quotes and facts with your audience.
- Don't send your resume to employers on Facebook.
- Do build a relationship through tweeting before you email blindly.
- Don't come to an interview without researching the company and the hiring manager online, using LinkedIn first.

*Written by Jebra Turner, a former human resources manager, who writes about career issues and other business topics from her home in Portland, Ore.*





# Getting the Most Out of a Career Fair

Many employers use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expositions held at major convention centers.

Most career fairs consist of booths and/or tables manned by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide.

An employer’s display area is also subject to wide variance. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

## Fashions and Accessories

Generally, the appropriate attire for career fair attendees is more relaxed than what you’d wear to an actual job interview. In most cases, “business casual” is the norm. If you’re unsure of the dress code (particularly for off-campus events), it would be wise to err on the overdressed side—you’ll make a better impression if you appear professional. Think of it as a dress rehearsal for your real interviews!

Remember to bring copies of your résumé (or résumés, if you have several versions tailored to different career choices), a few pens and pencils (have backups—they have a way of disappearing), a folder or portfolio and some sort of note-taking device (paper or electronic pad). Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you. Don’t bring your backpack; it’s cumbersome for you, it gets in the way of others and it screams “student!” instead of “candidate!”

## Stop, Look and Listen

Keep your eyes and ears open—there’s nothing wrong with subtly eavesdropping on the questions asked and answers received by your fellow career fair attendees. You might pick up some valuable information, in addition to witnessing some real-life career search “do’s and don’ts.”

In order to maximize your career fair experience, you must be an active participant and not just a browser. If all you do is stroll around, take company literature and load up on the ubiquitous freebies, you really haven’t accomplished anything worthwhile (unless you’re a collector of key chains, mousepads and pocket flashlights). It is essential to chat with the company representatives and ask meaningful questions.

Here’s a great bit of career fair advice from Stanford University’s *Career Fair* guide:

“Create a one-minute ‘commercial’ as a way to sell yourself to an employer. This is a great way to introduce yourself. The goal is to connect your background to the organization’s need. In one minute or less, you need to introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest and relate your background to the company’s need.”

## You’re a Prospector—Start Digging

The questions you ask at a career fair depend upon your goals. Are you interested in finding out about a particular career field? Then ask generalized questions about working within the industry. If you’re seeking career opportunities with a specific employer, focus your questions on the application and interview process, and ask for specific information about that employer.

## Fair Thee Well

By all means, try to attend at least one career fair before beginning your formal job interviewing process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview. It’s an opportunity that’s too valuable to miss.

### A Few Words About Career Fair Etiquette

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back later.
2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).
3. Sincerity always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.
4. Don’t just drop your résumé on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your résumé to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your résumé.
5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their website. A little advance preparation goes a long way and can make you stand out among the masses of other attendees.



# Turning Your Internship Into a Full-Time Position

One of the best benefits of an internship or cooperative education experience is that it can serve as your passport to future employment opportunities. Getting your foot in the door by landing the internship or co-op is only half of the challenge in turning your career dreams into a reality. The more vital half is to build a reputation during this career experience that will culminate in receiving a full-time job offer.

A growing number of employers are using internships as a way to gain a first in-depth look at prospective employees. In this respect, both you and your employer have a common goal—namely, to determine if there is a good fit between you.

Here are ten tips to becoming a savvy intern and making powerful career moves:

## 1. Exhibit a Can-Do Attitude

Pass the attitude test and you will be well on your way to success. Attitude speaks loud and clear and makes a lasting impression, so make sure that yours is one of your greatest assets. Take on any task assigned—no matter how small—with enthusiasm. Take the initiative to acquire new skills. Accept criticism graciously and maintain a sense of humor.

## 2. Learn the Unwritten Rules

Get to know your co-workers early in your internship. They will help you figure out quickly the culture in which you will be working. Being the “new kid” is like being a freshman all over again. You will need to adapt, observe, learn and process a large volume of information. Watch closely how things get done. Ask questions and pay attention to how people interact with each other.

## 3. Take Your Assignments Seriously

Build a reputation for being dependable. Be diligent and accurate in your work. You may encounter a great deal of ambiguity in the work environment, so seek direction when in doubt and do whatever it takes to get the job done. As an intern, you will generally start out by performing small tasks, asking a lot of questions and learning the systems. Your internship supervisor knows that there will be an initial learning curve and will make allowances for mistakes. Learn from your errors and move on to your next task. From there, your responsibilities and the expectations of others are likely to grow.

## 4. Meet Deadlines

Always assume the responsibility to ask when an assignment is due. This will help you to understand your supervisor’s priorities and to manage your time accordingly. Alert your boss in advance if you will be unable to meet expectations. This will show respect and professional maturity.

## 5. Set Realistic Goals and Expectations

Invest actively in the most critical element of your internship—that is, the learning agenda which you set up with your supervisor at the beginning of the assignment.

Your learning agenda should target specific skills and competencies that you wish to acquire and demonstrate. After all, the learning agenda is what distinguishes a short-term job from an internship. It is up to you to establish a correlation between your learning goals and the daily work you are asked to perform. Maintain a journal of your activities and accomplishments in order to monitor your progress. Seek regular reviews from your supervisor to assess your performance and reinforce the fact that you mean business.

## 6. Communicate Respectfully

Assume that everyone else knows more than you do. However, don’t be afraid to present useful ideas that may save time or money or solve problems. Make sure, however, that your style does not come across as cocky. Employers value assertiveness but not aggressiveness. Find out the proper way to address individuals, including customers. Maintain a pleasant and respectful demeanor with every person, regardless of his or her rank.

## 7. Be Flexible

Accept a wide variety of tasks, even those that may not relate directly to your assignments or those that may seem like grunt work. Your willingness to go the extra mile, especially during “crunch time,” will help you carve the way to assuming greater responsibilities.

## 8. Be a Team Player

Learn how your assignment fits into the grand scheme of things and keep a keen eye on getting the job done. In today’s work environment, success is often defined along the lines of your ability to get along with and interact with others. You’re a winner only if your team wins.

## 9. Get a Mentor

Identify at least one individual to serve as your mentor or professional guardian. It should be someone who is willing to take a personal interest in your career development and success. Once you know your way around, begin to network wisely and get “plugged in” by associating with seasoned employees who may share their knowledge, perspectives and insights. Get noticed, because many more people will have a role in determining your future than you might at first realize.

## 10. Have Fun!

Last but not least, enjoy learning, sharpening your skills and developing professionally and personally. Participate in work-related social functions and become an active member in your work community.

Make your internship or co-op experience work for you. It can be the first link in the chain of your career.

*Written by Lina Melkonian, Executive Director of Development at San José State University, College of Engineering.*





# How to Find the Right Job

Finding the job you want takes many steps and involves just as many decisions. This checklist is designed to help you along the way and guide you to the appropriate sources. Be sure to discuss your progress with your career advisor.

## Knowing What You Want

- ✓ Choose your ideal work environment—large corporation, small business, government agency or nonprofit organization.
- ✓ Choose your ideal location—urban, suburban or rural.
- ✓ List your three most useful job skills and know which is your strongest.
- ✓ Know whether you want to work with people, data or things.
- ✓ Know whether you enjoy new projects or prefer following a regular routine.
- ✓ List some of the main career areas that might interest you.
- ✓ List your favorite leisure time activities.
- ✓ Know what kind of reward is most important to you in a job—money, security, creative authority, etc.

## Researching Career Options

- ✓ Develop a list of career possibilities to research.
- ✓ Visit your career services library and utilize the internet to learn about various careers. *The Dictionary of Occupational Titles* and the *Occupational Outlook Handbook* are valuable resources.
- ✓ Consider whether your desired career requires an advanced degree.
- ✓ Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
- ✓ Identify employers interested in interviewing someone with your academic background and experience; create a list of three or more employers in the field you are considering.
- ✓ Use the internet to learn more about potential employers and check out salary surveys and hiring trends in your anticipated career field.
- ✓ Make at least three professional contacts through LinkedIn, friends, relatives or professors to learn more about your field of interest.
- ✓ Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

## Getting Experience

- ✓ Narrow down the career options you are considering through coursework and personal research.
- ✓ Participate in a work experience or internship program in your chosen field to learn of the daily requirements of the careers you are considering. Such assignments can lead to permanent job offers following graduation.
- ✓ Become an active member in one or more professional associations—consult the *Encyclopedia of Associations* for organizations in your field.
- ✓ Volunteer for a community or charitable organization to gain further work experience. Volunteer positions can and should be included on your resume.

## Creating a Resume

- ✓ Know how your skills and experience support your application.
- ✓ Use action verbs to highlight your accomplishments.
- ✓ Limit your resume to one page and make sure it is free of misspelled words and grammatical errors.
- ✓ Print out your resume on high-quality neutral-colored paper, preferably white, light gray or beige. If you are submitting your resume online, be sure to include relevant keywords and avoid italics, bold and underlined passages.
- ✓ Compose a separate cover letter to accompany each resume and address the letter to a specific person. Avoid sending a letter that begins “Dear Sir/Madam.”

## Preparing for the Interview

- ✓ Arrange informational interviews with employees from companies with which you might want to interview. Use your network of acquaintances to schedule these meetings.
- ✓ Thoroughly research each employer with whom you have an interview—be familiar with product lines, services offered and growth prospects.
- ✓ Practice your interviewing technique with friends to help prepare for the actual interview.
- ✓ Using the information you have gathered, formulate questions to ask the employer during the interview.
- ✓ Arrive on time in professional business attire.
- ✓ Collect the needed information to write a thank-you letter after each interview.

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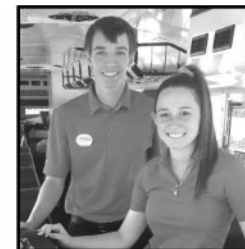


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# Job Search Strategies: Pros and Cons

There are many ways to look for a job, some of which are better than others. Presented below are some of the most popular ways, as well as helpful hints and pros and cons of each.

| Strategies  | Tools, Pros, Cons and Helpful Hints  |
|---|--|
| <b>INTERNET</b><br>Search online job banks and company websites. Submit résumé online/post on job boards.   | <b>Tools:</b> Access to the web and an electronic résumé<br><b>Pros:</b> Actual job openings. Many employers use a wide variety of job listing services. Many listings have free to low-cost access. Worldwide geographic reach.<br><b>Cons:</b> Competition is growing as use of the internet increases. Pay attention to multiple listings—one position posted on a few sites—to avoid applying multiple times.<br><b>Hints:</b> Use the web frequently as information and sites change quickly.   |
| <b>NETWORKING</b><br>Talk to everyone you know to develop a list of possible contacts; ask for information on job/ companies and to circulate your résumé.  | <b>Tools:</b> List of contacts, résumés and business attire<br><b>Pros:</b> May learn of unadvertised openings. May result in a courtesy interview. Often results in a closer match of your interests to a job.<br><b>Cons:</b> A contact in itself is not enough to get you a job. You may exhaust all leads without landing a job. Quite time-consuming.<br><b>Hints:</b> Follow through on all leads. Keep broadening your network of contacts.   |
| <b>SOCIAL MEDIA</b><br>LinkedIn, Facebook and Twitter   | <b>Tools:</b> Access to the internet, social media accounts and an electronic résumé<br><b>Pros:</b> Access to wide variety of employers, contacts and current job openings.<br><b>Cons:</b> Employers can view your information and/or pictures. Be sure your profile is professional, or use a separate account for connecting to employers.<br><b>Hints:</b> Follow your favorite companies. Show off your education and skills. Display an appropriate photo. Perform a search on your name to review your internet presence, and clean up the results if necessary. |
| <b>ON-CAMPUS RECRUITING</b><br>Follow specific procedures to secure on-campus interviews.   | <b>Tools:</b> Scheduling interviews, employer literature, résumés and business attire<br><b>Pros:</b> One of the primary ways in which companies recruit for technical and business positions.<br><b>Cons:</b> May be less effective for nontechnical/nonbusiness candidates.<br><b>Hints:</b> Use the interview schedule as a way to identify possible employers, even if you don't get to interview on campus with those employers.  |
| <b>TARGETED MAILING</b><br>Develop a good cover letter tailored to a specific type of job and the needs of the company. Send letter with résumé to selected companies.  | <b>Tools:</b> List of well-researched companies, tailored cover letters and résumés<br><b>Pros:</b> Better approach than the mass-mailing method. Investment of time and effort should merit stronger response from employers.<br><b>Cons:</b> Requires a significant investment of time in researching companies and writing cover letters as well as following up with contacts.<br><b>Hints:</b> Try to find out who is in charge of the area in which you want to work; send your materials to that person. Great method when used in conjunction with networking.   |
| <b>IN-PERSON VISIT</b><br>Visit many companies. Ask to see person in specific department. Submit résumé and application, if possible.   | <b>Tools:</b> Business attire, company address list and résumés<br><b>Pros:</b> Résumé and application are on file with the company.<br><b>Cons:</b> Requires a great deal of time to make a relatively small number of contacts.<br><b>Hints:</b> Research the companies prior to your visit. Ask for a specific person or ask about a specific type of job.  |
| <b>RESUME REFERRAL</b><br>Register with one of the many national referral services. As jobs are listed by employers, the data bank of registrants is searched for matches. If your materials match, they are sent to the employers. | <b>Tools:</b> Registration form supplied by service<br><b>Pros:</b> Another way to monitor the job market and get your qualifications to the attention of employers.<br><b>Cons:</b> May involve a fee. Often more helpful to those in technical or specialized fields. May not learn of the status of your materials.<br><b>Hints:</b> Use only in conjunction with other job search strategies.  |
| <b>EMPLOYMENT AGENCIES</b><br>Respond to employment agency ads in newspapers; check phone book for names of agencies to contact.  | <b>Tools:</b> Résumés and business attire<br><b>Pros:</b> Fee-paid jobs for graduates in technical fields or those with marketable experience.<br><b>Cons:</b> May be less help to non-technical/inexperienced graduates. Be wary if you, instead of the employer, have to pay a fee.<br><b>Hints:</b> Identify agencies that specialize in your field. Make frequent contact with your counselor to obtain better service.  |
| <b>WANT ADS</b><br>Scan want ads. Mail résumé with cover letter tailored to specific job qualifications.  | <b>Tools:</b> Newspapers, journals, newsletters, trade magazines, cover letters and résumés<br><b>Pros:</b> Involves minimal investment of time in identifying companies. Résumé and cover letter are sent for actual job opening.<br><b>Cons:</b> Résumé and cover letter will compete with large number of others. Ads follow job market; least effective in times of economic downturn.<br><b>Hints:</b> Use as a meter on the job market in a certain career field. Try to get your materials in as early as possible.   |

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# International Students and the Job Search

Looking for a job is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about the employment process and related topics can be found through your career center and on the internet.

## Bureau of U.S. Citizenship and Immigration Services Regulations

As an international student, you should only obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. *Advice from any other resource may be inaccurate.* Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

## Importance of Skills and Career Field

Find out if your degree and skills-set are currently in demand in the U.S. job market. An advanced degree, highly marketable skills or extensive experience will all make your job search easier. Find out what region of the United States holds the majority of the jobs in your field; you may need to relocate in order to find the job you want. Learn all you can about your targeted career field by talking to professors, reading industry publications and attending professional meetings and regional conferences.

## Role of Employers

It is the employer's responsibility to find the right people for his or her company—not to help you find a job. The interview is successful when both of you see a match between the employer's needs and your interest and ability to do the job.

The employer (through hiring managers, human resources staff or employment agencies) will most likely use several resources to find workers, including:

- College recruiting
- Campus or community job fairs
- Posting jobs on the company website or on national job posting sites on the internet
- Posting jobs in major newspapers or trade publications
- Posting jobs with professional associations
- Resume searches on national online services
- Employee referrals
- Regional and national conferences
- Employment agencies ("headhunters")

Are you accessible to employers through at least some of the above strategies? If not, develop a plan to make sure your credentials are widely circulated. Notify as many people as possible in your field about your job search.

## Strong Communication Skills

You can help the employer make an informed hiring decision if you:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Clearly convey your interests and ability to do the job in an interview.
- Understand English when spoken to you and can effectively express your thoughts in English.

It's important to be able to positively promote yourself and talk with confidence about your education, relevant skills and related experiences. Self-promotion is rarely easy for anyone. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate. When interviewing in the United States, however, you are expected to be able to explain your credentials and why you are suitable for the position.

Be sensitive to the interviewer's verbal and nonverbal cues. Some international students may not realize when their accent is causing them to be misunderstood. Interviewers are sometimes too embarrassed or impatient to ask for clarification, so be on the lookout for nonverbal clues, such as follow-up questions that don't match your responses or sudden disinterest on the part of the interviewer. Also, make sure you express proper nonverbal communication; always look directly at the employer in order to portray confidence and honesty.

If your English language skills need some work, get involved with campus and community activities. These events will allow you to practice speaking English. The more you use the language, the more proficient you will become. These activities are also a great way to make networking contacts.

## Career Center

The career center can be a valuable resource in your job search. Be aware, however, that some employers using the career center won't interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the campus career center:

- Attend sessions on job search strategies and related topics.
- Work with the career services staff to develop your job search strategy.
- Attend campus career fairs and company information sessions to inquire about employment opportunities and to practice your networking skills.

It's a good idea to get advice from other international students who have successfully found employment in this country and to start your job search early. Create and follow a detailed plan of action that will lead you to a great job you can write home about.

Written by Rosita Smith.





# Federal Jobs: Working for Uncle Sam

So you want to work for the federal government? You are not alone. Uncle Sam employs approximately 2.1 million civilian workers worldwide. Federal employees receive a generous benefits package, and as of 2015 they earned an average salary of \$84,153. As the largest employer in the U.S., the federal government offers a variety of career opportunities unparalleled in the private sector. Federal employees work with (and create) cutting-edge technology. They create policy, programs and services that impact the health, safety and welfare of millions of people worldwide.

But with these benefits come bureaucracy. If you do not like working within a system and following a defined chain of command, a federal job might not be for you. This bureaucracy is evident in the hiring process as well. Federal agencies follow strict hiring procedures, and applicants who do not conform to these procedures are left by the wayside. Typically, the federal hiring process can stretch on for months. In fact, many career professionals recommend that students applying for federal jobs begin the process at least two semesters before their graduation date.

## Types of Federal Jobs

Federal jobs are separated into two classes: competitive service and excepted service positions. Competitive service jobs, which include the majority of federal positions, are subject to civil service laws passed by Congress. Job applications for competitive service positions are rated on a numerical system in which applications are awarded points based on education, experience and other predetermined job qualification standards. Hiring managers then fill the position from a pool of candidates with the highest point totals.

Hiring managers for excepted service agencies are not required to follow civil service hiring procedures or pick from a pool of candidates who have been rated on a points system. Instead, these agencies set their own qualifications requirements, as occurs in private industry. However, both competitive service and excepted service positions must give preference to veterans who were either disabled or who served in combat areas during certain periods of time. The Federal Reserve, the Central Intelligence Agency and the National Security Agency are examples of some excepted service agencies. It's important to note that even agencies that are not strictly excepted service agencies can have excepted service positions available within them.

## OPM and USAJOBS

The U.S. Office of Personnel Management (OPM) acts as the federal government's human resources agency. OPM's website (*opm.gov*) is expansive and contains a wealth of information for anyone interested in federal jobs, including federal employment trends, salary ranges, benefits, retirement statistics and enough links to publications and resources to keep a research librarian busy for days. Linked to the OPM site is the USAJOBS site (*usajobs.gov*), which has its own set of tools and resources that will be familiar to any standard job site user. USAJOBS acts as a portal for federal employment with thousands of job listings at any one time.

## Searching for Federal Jobs

Federal agencies now fill their jobs like private industry by allowing applicants to contact the agency directly for job

information and applications. However, most of these positions can be accessed through the USAJOBS site. All competitive service positions must be posted on the USAJOBS site, and although agencies are not required to post their excepted service positions on USAJOBS, many do.

Registered visitors to USAJOBS can create and post up to five résumés, which can be made searchable, allowing recruiters from federal agencies to find résumés during applicant searches. Applicants can also use these résumés to apply directly to jobs that have an online application option. In addition, job applicants can create as many as ten "search agents," which search for job openings using certain criteria (such as location, job type, agency, salary requirements), and email matching postings directly to their inbox. Applicants can also search for jobs directly using the "search jobs" button on the USAJOBS homepage.

Remember, excepted service positions are not required to be posted on the USAJOBS site. If you are interested in employment with an excepted service agency, be sure to visit the recruitment section of its website for postings that may not have made it onto the USAJOBS site. It is often worthwhile to look at the sites of agencies that you do not associate with your field of study. If you are interested in the environment, you should definitely visit the EPA's website. But you should also make sure to visit the websites of other agencies that you don't associate with your major. It's not unusual for a biology major, for example, to find a job with Homeland Security or the Department of Defense.

## How to Apply

There is no general way to submit an application to OPM or to individual federal agencies. Instead, students should refer to each job posting for specific directions. Whether for competitive service or excepted service positions, federal job postings can be intimidating. A typical posting can run over 2,000 words and include sections on eligibility requirements, educational requirements, necessary experience, salary range, job duties and even a description of how applicants are evaluated.

Most importantly, all federal job postings include a section titled "How to Apply." Instead of letting this avalanche of information overwhelm you, use it as a resource to help you put together the best application possible, paying particularly close attention to the "How to Apply" section. If you do not follow the instructions and procedures closely, your application may not be processed. "I would emphasize that applicants should carefully read the 'fine print' of all printed and online materials and applications," says Dr. Richard White, Employer Relations Coordinator, Drew University. "Applicants who dot all their i's and cross all their t's gain a competitive advantage and rise to the top of the application pool."

Federal agencies require specific information on your résumé before it can be processed. The OPM created the USAJOBS Résumé Builder in an effort to help applicants create a résumé which can be used for most government agencies—go to *my.usajobs.gov* to get started. Agencies may also request that you submit additional forms for application (many of which are available on USAJOBS). Strictly following the "How to Apply" instructions will ensure that your application has all the information necessary.

*Written by Chris Enstrom, a freelance writer from Nashville, Ind.*



# Transferable Skills

If you're wondering what skills you have that would interest a potential employer, you are not alone. Many college seniors feel that four (or more) years of college haven't sufficiently prepared them to begin work after graduation. And like these students, you may have carefully reviewed your work history (along with your campus and civic involvement) and you may still have a difficult time seeing how the skills you learned in college will transfer to the workplace.

But keep in mind that you've been acquiring skills since childhood. Whether learning the value of teamwork by playing sports, developing editing skills working on your high school newspaper or developing countless skills while completing your coursework, each of your experiences has laid the groundwork for building additional skills.

## What Are Transferable Skills?

A *transferable* skill is a "portable skill" that you *deliberately* (or inadvertently, if you haven't identified them yet) take with you to other life experiences.

Your transferable skills are often:

- acquired through a class (e.g., an English major who is taught technical writing)
- acquired through experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Identifying your transferable skills and communicating them to potential employers will greatly increase your success during the job search.

Remember that it is impossible to complete college without acquiring transferable skills. Campus and community activities, class projects and assignments, athletic activities, internships and summer/part-time jobs have provided you with countless experiences where you've acquired a range of skills—many that you may take for granted.

## Identifying Transferable Skills

While very closely related (and with some overlap), transferable skills can be divided into three subsets:

- Working With People
- Working With Things
- Working With Data/Information

For example, some transferable skills can be used in every workplace setting (e.g., organizing or public speaking) while some are more applicable to specific settings (e.g., drafting or accounting).

The following are examples of skills often acquired through the classroom, jobs, athletics and other activities. Use these examples to help you develop your own list of the transferable skills you've acquired.

## Working With People

- Selling
- Training
- Teaching
- Supervising
- Organizing
- Soliciting
- Motivating
- Mediating
- Advising
- Delegating
- Entertaining
- Representing
- Negotiating
- Translating

## Working With Things

- Repairing
- Assembling parts
- Designing
- Operating machinery
- Driving
- Maintaining equipment
- Constructing
- Building
- Sketching
- Working with CAD
- Keyboarding
- Drafting
- Surveying
- Troubleshooting

## Working With Data/Information

- Calculating
- Developing databases
- Working with spreadsheets
- Accounting
- Writing
- Researching
- Computing
- Testing
- Filing
- Sorting
- Editing
- Gathering data
- Analyzing
- Budgeting

## Easy Steps to Identify Your Transferable Skills

Now that you know what transferable skills are, let's put together a list of your transferable skills. You may want to work with someone in your career services office to help you identify as many transferable skills as possible.

**Step 1.** Make a list of every job title you've held (part-time, full-time and internships), along with volunteer, sports and other affiliations since starting college. (Be sure to record officer positions and other leadership roles.)

**Step 2.** Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

**Step 3.** For each job title, campus activity and class you've just recorded, write a sentence and then underline the action taken.

(Avoid stating that you *learned* or *gained experience* in any skill. Instead, present your skill more directly as a verifiable qualification.)

*"While working for Jones Engineering, I performed 3D modeling and drafting."*

**NOT** *"While working for Jones Engineering, I gained experience in 3D modeling and drafting."*

*"As a member of the Caribbean Students Association, I developed and coordinated the marketing of club events."*

**NOT** *"As a member of the Caribbean Students Association, I learned how to market events."*

**Step 4.** Make a list of the skills/experiences you've identified for future reference during your job search.

## Using Transferable Skills in the Job Search

Your success in finding the position right for you will depend on your ability to showcase your innate talents and skills. You will also need to demonstrate how you can apply these skills at an employer's place of business. Consult the staff at your career services office to help you further identify relevant transferable skills and incorporate them on your résumé and during your interviews. During each interview, be sure to emphasize only those skills that would be of particular interest to a specific employer.

Transferable skills are the foundation upon which you will build additional, more complex skills as your career unfolds. Start making your list of skills and you'll discover that you have more to offer than you realized!

## Additional Tips to Help Identify

### Your Transferable Skills

1. Review your list of transferable skills with someone in your field(s) of interest to help you identify any additional skills that you may want to include.
2. Using a major job posting website, print out descriptions of jobs that interest you to help you identify skills being sought. (Also use these postings as guides for terminology on your résumé.)
3. Attend career fairs and company information sessions to learn about the skills valued by specific companies and industries.

*Written by Rosita Smith.*





# How to Write Skills Statements

## Process

1. Think of an **action verb**  
(Use correct tense)
2. Think of a skill or benefit that you:  
a. Have used  
b. Have gained or acquired  
c. Can offer
3. Now ask yourself: task/results  
a. How did I gain or use this skill?  
b. Why or for what reason?  
c. To what extent/any results I can show?

## Example Skill Statements

**Verb** enhanced + **Skill** communication skills + **Task** by working one-on-one with students to develop better study skills.

**Verb** developed + **Skill** time management + **Task** by prioritizing tasks in order to increase productivity

## Skill Statements:

### Basic:

Demonstrated excellent communication skills by waiting on tables.

### Advanced:

Greeted customers and placed orders while continually communicating with patrons, kitchen staff and managers.

### Advanced with results:

Served customers by accurately communicating food orders and employing sales techniques to increase by 10%.

## Top 10 Skills Employers Seek

According to National Association of Colleges and Employers

1. Ability to **verbally communicate** with persons inside and outside the organization
2. Ability to work in a **team structure**
3. Ability to **make decisions** and **solve problems**
4. Ability to **plan, organize** and **prioritize** work
5. Ability to **obtain** and **process** information
6. Ability to **analyze** quantitative date
7. **Technical knowledge** related to the job
8. Proficiency with **computer software** programs
9. Ability to **create and/or edit** written reports
10. Ability to **sell or influence others**

## Action Verbs

|              |             |             |             |             |               |             |
|--------------|-------------|-------------|-------------|-------------|---------------|-------------|
| Adapted      | Computed    | Encouraged  | Handled     | Lectured    | Processed     | Scheduled   |
| Addressed    | Conserved   | Engineered  | Honed       | Managed     | Produced      | Screened    |
| Administered | Constructed | Enlisted    | Identified  | Maintained  | Programmed    | Separated   |
| Advised      | Conversed   | Enhanced    | Illustrated | Mediated    | Projected     | Showed      |
| Analyzed     | Coordinated | Established | Imagined    | Moderated   | Promoted      | Solved      |
| Arbitrated   | Counseled   | Evaluated   | Implemented | Monitored   | Publicized    | Specified   |
| Arranged     | Created     | Examined    | Improved    | Motivated   | Purchased     | Spoke       |
| Assembled    | Critiqued   | Executed    | Increased   | Negotiated  | Recognized    | Succeeded   |
| Assigned     | Designed    | Expedited   | Influenced  | Operated    | Recommended   | Supervised  |
| Attained     | Delegated   | Extracted   | Inspected   | Organized   | Reconciled    | Systemized  |
| Authored     | Developed   | Fabricated  | Inspired    | Originated  | Recorded      | Taught      |
| Calculated   | Devised     | Facilitated | Instructed  | Performed   | Recruited     | Trained     |
| Clarified    | Diagnosed   | Fashioned   | Integrated  | Persuaded   | Referred      | Transcribed |
| Classified   | Directed    | Formulated  | Interpreted | Prepared    | Rehabilitated | Translated  |
| Coached      | Drafted     | Founded     | Interfaced  | Planned     | Remodeled     | Upgraded    |
| Collected    | Edited      | Gathered    | Introduced  | Prescribed  | Represented   | Wrote       |
| Completed    | Enabled     | Guided      | Invented    | Prioritized | Reviewed      |             |

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# Résumé Action Verbs

## Analytical & Financial

Accelerated  
Adjusted  
Administered  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Clarified  
Collected  
Compared  
Computed  
Conserved  
Controlled  
Decreased  
Determined  
Developed  
Estimated  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Forecast  
Formulated  
Gathered  
Identified  
Interpreted  
Interviewed  
Investigated  
Managed  
Marketed  
Maximized  
Measured  
Minimized  
Organized  
Planned  
Prepared  
Programmed  
Projected  
Proved  
Purchased  
Reconciled  
Reduced  
Researched  
Retrieved  
Screened  
Searched  
Solved  
Specified  
Studied  
Summarized  
Surveyed  
Systematized

Tested  
Validated

## Creative

Composed  
Conceptualized  
Condensed  
Constructed  
Created  
Designed  
Edited  
Entertained  
Established  
Formulated  
Illustrated  
Initiated  
Integrated  
Introduced  
Modeled  
Originated  
Performed  
Photographed  
Revised  
Revitalized  
Shaped

## Interpersonal

Adapted  
Advised  
Advocated  
Answered  
Assessed  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Enabled  
Encouraged  
Ensured  
Expedited  
Facilitated  
Focused  
Furthered  
Guided  
Initiated  
Interacted  
Intervened  
Listened  
Mediated  
Mobilized  
Moderated  
Motivated  
Negotiated  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified

Supplied  
Supported  
Volunteered

## Leadership

Advanced  
Administered  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Completed  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Diversified  
Enforced  
Enhanced  
Established  
Founded  
Generated  
Headed  
Implemented  
Improved  
Incorporated  
Increased  
Initiated  
Integrated  
Introduced  
Managed  
Mobilized  
Motivated  
Organized  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Recruited  
Reorganized  
Replaced  
Reviewed  
Secured  
Selected  
Solidified  
Stimulated  
Streamlined  
Strengthened  
Supervised  
Sustained

## Communication

Addressed  
Advertised  
Articulated  
Authored

Clarified  
Collaborated  
Communicated  
Composed  
Consulted  
Contacted  
Convinced  
Corresponded  
Debated  
Defined  
Demonstrated  
Described  
Directed  
Discussed  
Drafted  
Edited  
Explained  
Familiarized  
Formulated  
Illustrated  
Incorporated  
Informed  
Interpreted  
Interviewed  
Marketed  
Mediated  
Moderated  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Published  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Responded  
Solicited  
Specified  
Summarized  
Synthesized  
Translated  
Wrote

## Organization

Approved  
Arranged  
Catalogued  
Centralized  
Classified  
Collected  
Compiled  
Coordinated  
Corrected  
Corresponded  
Distributed  
Edited

Executed  
Generated  
Implemented  
Incorporated  
Maintained  
Monitored  
Obtained  
Operated  
Organized  
Planned  
Prepared  
Processed  
Recorded  
Registered  
Reserved  
Responded  
Restructured  
Reviewed  
Scheduled  
Screened  
Set up  
Submitted  
Supplied  
Standardized  
Synthesized  
Updated  
Unified  
Validated  
Verified

## Marketing

Accelerated  
Achieved  
Attained  
Completed  
Conceived  
Delivered  
Earned  
Exceeded  
Expanded  
Generated  
Increased  
Improved  
Launched  
Led  
Marketed  
Maximized  
Minimized  
Promoted  
Resolved  
Restored  
Saved  
Succeeded  
Surpassed  
Transformed

## Teaching

Adapted  
Advised  
Appraised

Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instructed  
Motivated  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Tutored

## Technical

Adapted  
Applied  
Assembled  
Automated  
Built  
Calculated  
Computed  
Conserved  
Constructed  
Controlled  
Converted  
Designed  
Developed  
Diagnosed  
Drafted  
Engineered  
Inspected  
Installed  
Maintained  
Manufactured  
Measured  
Monitored  
Operated  
Overhauled  
Programmed  
Regulated  
Remodeled  
Repaired  
Restored  
Specialized  
Standardized  
Upgraded  
Utilized

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## Chronological Résumé

### Kerri Warrior

5104 Glen Oak Drive • Copperas Cove, TX 76542 • 254-444-4444 • warrior@gmail.com

#### PROFESSIONAL PROFILE

Innovative, technically-oriented marketing professional with Adobe, InDesign, and Photoshop experience. Extensive experience using various social media platforms including Twitter, Facebook, Instagram, Pinterest, and Hootsuite.

#### EDUCATION

**Texas A&M University—Central Texas**, Killeen, TX May 2014  
*Bachelor of Business Administration in Marketing, Concentration in Management*  
Magna Cum Laude

**Central Texas College**, Killeen, TX August 2012  
*Associate of Business Administration*

#### PROFESSIONAL EXPERIENCE

**Peloton Ridge Country Club**, Harker Heights, TX May 2014-Present  
*Activities Director*

- Plan, advertise, market, and promote all club events and activities by coordinating with fitness instructors and trainers to develop activities
- Create a variety of contests using social media that have increased followers by 25% within 1 month
- Conduct market analyses and adjust marketing efforts accordingly
- Utilize design thinking to identify target market and to develop a new business strategy

**Lone Star Realty & Property Management**, Killeen, TX July 2013-May 2014  
*Marketing Coordinator*

- Marketed and advertised 1,350 rental units that spanned across 5 cities - averaged a 90% occupancy rate
- Designed the new website by adding over 700 property pages - increased visits by 40%
- Analyzed customer feedback data and created customer retention plan in an effort to decrease customer turnover and increase satisfaction
- Aided in the preparation and organization of a training manual for future marketing coordinators

**Marketing Intern** July 2013-August 2013

- Created Excel rental lists to correspond with daily changes in rent amounts, vacancies, and evictions
- Gathered customer feedback data via surveys using Survey Monkey

**Central Texas College**, Killeen, TX January 2013-May 2014  
*Student Ambassador*

- Educated 250 high school students about Central Texas College and the importance of education
- Created a marketing plan for recruitment that aligned with the university's mission, vision, and values
- Recruited and assisted more than 50 students through the college admissions process
- Planned, marketed, advertised, and promoted campus events such as Geekfest (which welcomed over 1,500 visitors) and New Student Orientation (which accommodated over 200 students per semester)

**Body Central**, Killeen, TX April 2011-December 2012  
*Assistant Manager*

- Supervised a team of 12-15 sales associates
- Helped build and manage a positive store culture by creating incentives for meeting sales goals, conducting bi-monthly trainings, and incorporating sales competition for motivation
- Interviewed, selected, hired, trained, and mentored sales associates

*Retail Sales Associate*

- Set and met individual sales goals
- Assisted in meeting benchmark sales goals that were set by the company for 6 consecutive months

#### PROFESSIONAL AFFILIATIONS

*2<sup>nd</sup> Vice President, American Advertising Federation—Central Texas* July 2013-Present  
*Inducted Member, The National Society of Leadership & Success* August 2013-Present

## Functional Résumé

### Whitney Warrior

www.linkedin.com/whitneywarrior38 • (254)999-9999 • whitneywarrior38@yahoo.com

#### OBJECTIVE

To obtain a position as a Human Resource Generalist with AIG Financial Advisors

#### EDUCATION

**Texas A&M University—Central Texas**, Killeen, TX Expected Graduation Spring 2015  
*Bachelor of Business Administration in Human Resource Management*

#### RELEVANT COURSEWORK

Business and Professional Speaking Compensation Management Foundations of Economics  
Principles of Financial Management Human Resource Law Human Resource Management

#### PROFESSIONAL SKILLS

##### Human Resources

- Assisted 100's of applicants individually with information regarding eligibility for loans
- Processed credit card applications by completing thorough background checks and collaborating with credit card companies to determine interest rates
- Trained new employees in effective sales techniques that increased profits by 60%

##### Finance

- Executed tasks in a timely fashion in a fast-paced bank environment such as keeping track of transactions that totaled over \$10,000 per day
- Followed an established child-care schedule and managed a budget of \$200 per week to cover any expenses
- Participated in a group project that allowed students to manage a fictional \$50,000 investment portfolio and led the class in growth and overall portfolio profit
- Marketed various products to customers in a bank setting and successfully opened over 250 new accounts for customers

##### Communication/Customer Service

- Communicated with children and parents to ensure that all needs were met and parents were satisfied with childcare quality
- Scheduled personal shopping appointments for approximately 25 customers weekly and provided excellent customer service by selling at least \$100 of merchandise per appointment
- Consulted with customers to meet their financial needs while following company protocol and policies

#### WORK HISTORY

**Charlie & Lauren Jones**, *Child Care Services*, Temple, TX August 2013—Present  
**Bank of America**, *Bank Teller*, Temple, TX May 2010—May 2012  
**All That & Then Some**, *Sales Associate*, Goldwaihte, TX June 2008—December 2009

#### LEADERSHIP EXPERIENCE

**National Society of Leadership and Success**, *Success Team Facilitator* August 2013—May 2014

- Assembled a team of 10 students and guided their leadership goal-setting process for 2 semesters
- Chose topics and led discussions that resulted in a 100% completion rate of students' goals

## Federal Résumé-Pg. 1

### JAMES WARRIOR

1002 Warrior Drive. · Killeen, TX 76549

Cell: 333-222-5555

Email: james.warrior@my.tamuct.com

Citizenship: U.S.

Veteran's Preference: 60% SCD

**OBJECTIVE:** Operations Manager (Senior Command Representative)  
Announcement Number: WCIS166806671668102P

**PROFILE:** Extensive experience leading operations for innovative and groundbreaking technology in the areas of healthcare and communications. Demonstrated expertise in project management focusing on design and implementation of research and development. Excellent interpersonal and verbal communication skills serving as key advisor to senior special staff (executives). Successfully delegated authority on multi-million dollar projects; resulting in project completion of company goals totaling \$120 million. Proven managerial skills in sustainment, maintenance and readiness policy and programs. Prior military experience in complex and highly technical missions. 30+ graduate course hours, Organizational Behavior, Financial Management, Business Strategy and Workforce Plan & Employment, Complex Project Management

#### EDUCATION

**Masters of Business Administration** (GPA 3.8) May 2015  
Texas A&M University—Central Texas, Killeen, Texas 76549

**Bachelors of Business Administration in Accounting** (GPA 3.5) August 2013  
Texas A&M University—Central Texas, Killeen, Texas 76549

#### PROFESSIONAL EXPERIENCE

**Operations Manager** 11/01/14-Present  
IBM, 11501 Burnet Road, Austin, Texas 78758 40 hours/week  
Supervisor: Robert Gray, 222-359-9869. May be contacted. \$82,000/yr.

**Operational and Strategic Leadership:** Review financial statements, sales and activity reports to identify areas needing cost reduction or program improvement. Direct and coordinate activities of businesses concerned with the production, pricing, sales and distribution of products. Manage the execution of complex and highly technical projects in the healthcare and communications industries. Develop and implement product-marketing strategies for advertisement campaigns. Locate and recommend new facility locations for product research and development. Revamp training program, record keeping policies and procedures.

**Supervisory/Management:** Build complex (virtual included) project management teams totaling 25 key personnel focused on innovation in healthcare and communications. Rotate employees to target key performance areas; while monitoring adjustments for workflow and skill level. Prepare performance reviews for 5 project managers with projects totaling \$120 million. Serve as advisor to executive teams on project management cycle and personnel.

## Federal Résumé-Pg. 2

James Warrior  
Announcement Number: WCIS166806671668102P

Cell: 333-222-5555

**Project Manager** 08/11/13- 10/31/14  
IBM, 11501 Burnet Road, Austin, Texas 78758 40 hours per week  
Supervisor: Stacy Morris, 222-359-9868. May be contacted. \$68,000/yr.

**Operational and Strategic Leadership:** Managed project execution to ensure adherence to budget, schedule and scope. Developed and updated project plans for information technology projects including information such as project objectives, technologies, specifications, schedules, funding and staffing. Monitored and tracked milestones and deliverables. Conferred with project personnel to identify and resolve problems. Performed risk assessments to develop response strategies. Established and executed project communication plans. Defended and justified budgetary requests. Successfully developed and issued guidance and operational procedures for \$14 million project.

**Budget Analyst (GS-8568-09)** 06/27/10-08/10/13  
Accompany Defense Contracts, 2039 CTSF Fort Hood, TX 76544 40 hours per week  
Supervisor: Timothy Frank, 254-936-8274. May be contacted. \$62,000/yr.

**Budget and Program Cost Analysis:** Performed budget formulation review and preparation of budget estimates and financial plans. Analyzed data for prior, and current year in preparing financial plans. Forecasted projected financial expenditures for specialized equipment and contractual employment. Served as advisor to key senior personnel with current organizational obligations by identifying favorable organizational conditions resulting in \$100,000 contractual savings. Successfully reviewed organizational historical data of funding requests. Frequently interfaced with senior personnel and governmental agencies.

**Intelligence Analyst** 05/16/03-06/20/10  
U.S. Army, ICD, ASTB, Fort Hood, Texas 76544 40 hours per week  
Supervisor: Frank Gilbert, 254-936-8366. May be contacted. \$49,000/yr.  
Clearance: Top Secret

**Intelligence Analyst:** Trained operational security classes consisting of more than 300 service members regarding planning, production of data into reports and presentations. Worked with other department supervisors to improve personnel reporting standards that made business more efficient. Maintained accountability of systems and equipment worth over \$400,000. Responsible for information security and physical security for 250 member organization.

#### HONORS/AWARDS

The National Society of Leadership and Success 05/2013  
Army Achievement Medal 06/2007  
National Defense Service Medal 03/2005

*Other categories to include on your federal résumé, as it relates to the position:  
Technical/computer skills, publications, presentations, leadership activities,  
volunteer work, etc.*





# Preparing Your Cover Letter

After countless hours constructing your résumé, don't treat your cover letter as an afterthought. It is recommended to send a cover letter, whether it is requested or not. Your cover letter is an opportunity to have a conversation with the employer, and illustrate the reasons why you feel you are qualified for the position you are seeking.

## Formatting your Cover Letter

- A cover letter should be formatted in a traditional business letter format.
- Your full address is presented at the top of the page, followed by the date.
- You can substitute your résumé header for your address on a cover letter.
- Below your information, place the employer's name and mailing address.
- The best letters are addressed to the intended reader, not an unnamed individual.
- Paragraphs should rarely be more than seven sentences.
- The salutation should be addressed to a specific person, followed by a colon, not a comma.
- The closing should allow 3-4 lines for a handwritten signature.

## Research the Company and Industry

Research the employer and industry, and make connections between their needs and your skills, knowledge, and abilities. Don't hesitate to dig deep; annual and fiscal reports can provide a hint about the employer's goals and needs. If every other sentence begins with "I" or "My," this is an indication that you need to refocus on the goals of the employer.

## CAR – Challenge, Action, Result

Too often, cover letters are equated to résumés. They are actually more similar to interviews. When writing, assume that you are answering the interview question, "Tell me about yourself, and why you would be a good match for this position and our company?"

Demonstrate your value to an employer through your past experience:

- Identify the Challenges you encountered in various professional situations
- Describe the Actions you took to meet the challenges
- Explain the Results of your efforts

Consider leading with the results of your efforts before presenting the challenge of the assignment; this allows you to appear more positive.

## Tailoring your Cover Letter

As cover letters can be more personal and conversational than a résumé, it is even more important not to use "canned" cover letters. Although using a generic cover letter may save you time in the application period, your resulting job search will take much longer. Think of it from the employer's perspective: A letter that is broad enough for use for multiple jobs will not give him/her the detail necessary to make a hiring decision. Ensure that you utilize your cover letter to expand upon details in your résumé, and not just repeat them.

*Reprinted with permission from New Mexico State University's 2014-2015 Career Planning Guide.*

|   |                  |
|---|------------------|
| Address   | Your Present     |
| Code  | City, State, ZIP |
|   | Date             |
| Person's Name   |                  |
| Title   |                  |
| Company   |                  |
| Street Address  |                  |
| City, State, ZIP Code   |                  |
| Dear Mr., Miss, Mrs., Ms., etc. _____:  |                  |
| <b>First Section:</b> State the reason for the letter, name the specific position or type of work for which you are applying, and if relevant, indicate from which resource (newspaper, job announcement) you learned of the opening. If an employee of the company has suggested you apply, you should give the name, title, and department where that person is employed. Briefly describe why this particular company interests you, and what relevant knowledge, skills or abilities you bring to the position.   |                  |
| <b>Second Section:</b> This is the main section of your letter and should be utilized to draw parallels between your experience, skills and knowledge, and the needs of the employer. Indicate why you are interested in the position, the company, its products or services, and, above all, what you can offer the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications.                |                  |
| A cover letter can be compared to an interview. Introduce yourself, draw connections between your experiences and the position, and encourage the employer to get to know you in a way that a résumé's format does not allow. A well-written body of a cover letter allows the employer to feel as though they have met you, and understand your passion for their field, company and position.   |                  |
| <b>Final Section:</b> Indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to facilitate a timely response. Finally, close your letter with a statement or question to encourage a response. For example, state that you will be in the city where the company is located on a certain date and that you would like to set up an interview. You could also ask if the company will be recruiting in your area, or if additional information or references are needed. |                  |
| Sincerely,  |                  |
| (your handwritten signature)  |                  |
| Type your name  |                  |



# Is Graduate School Right for You?

At some point in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you're trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

## 1. Should I consider going to graduate school?

*Going to graduate school might be a good idea if you...*

- want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
- wish to develop additional expertise in a particular subject or field to maximize your future earning potential and opportunities for career advancement.
- are deeply interested in a particular subject and wish to study it in-depth—AND have the time and financial resources to devote to further education.

*Going to graduate school might not be a good idea if you...*

- are trying to delay your entry into the "real world" with real responsibilities and real bills.
- are clueless about your career goals.
- aren't prepared to devote the time and hard work needed to succeed.
- want to stay in school longer to avoid a poor job market.

## 2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?

*Work first if...*

- you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
- the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
- you cannot afford to go to graduate school now, and you haven't applied for any scholarships, grants, fellowships and assistantships, which could pay for a great deal of your education.

*Go to graduate school now if...*

- you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
- you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.
- you're concerned that once you start earning real money, you won't be able to return to the lifestyle of a "poor" student.
- your study habits and mental abilities are at their peak, and you worry whether you'll have the discipline (or motivation) to write papers and study for exams in a few years.

## 3. I am broke. How will I pay for tuition, books, fees and living expenses?

- *Family:* You've likely borrowed from them in the past; maybe you're lucky enough for it to still be a viable option.

- *Student Loans:* Even if you've taken out loans in the past, another \$50,000 - \$75,000 may be a sound "investment" in your future.
- *Fellowships/Scholarships:* A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.
- *Teaching/Research Assistantships:* Many assistantships include tuition waivers plus a monthly stipend. It's a great way to get paid for earning an education.
- *Employer Sponsorship:* Did you know that some companies actually pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree so they can recoup their investment.

## 4. What are the pros and cons of going to graduate school full-time vs. part-time?

*Benefits of attending graduate school full-time:*

- you'll be able to complete your degree sooner.
- you can totally commit your intellectual, physical and emotional energy to your education.
- ideal if you want to make a dramatic career change.

*Benefits of attending graduate school part-time:*

- work income helps pay for your education.
- you can take a very manageable course load.
- you can juggle family responsibilities while completing your degree.
- allows you to work in the function/industry/career of your choice while continuing your education.
- employer will often pay for part (or all) of your graduate degree.

## 5. Assuming I want to go to graduate school in the near future, what should I do now?

- Identify your true strengths, interests and values to help you discover what is right for YOU—not your friends or parents.
- Keep your grades up and sign up (and prepare) to take the required standardized tests.
- Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between being an undergraduate and a graduate student.
- Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.
- Investigate creative ways to finance your education—by planning ahead you may reduce your debt.
- Research graduate schools to help you find a good match.
- Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.
- Have faith and APPLY! Remember, you can't get in unless you apply.

*Written by Roslyn J. Bradford.*





# Guidelines for Writing Your Personal Statement

## STEP 1: Brainstorming

### Actions:

- Devote time to reflect on the following questions.
- Discuss them with friends or family members.
- Jot down notes. In some cases write sentences.
- Think about the flip side of each question. For example, why are you really committed to the field of biology despite pressure from your parents to become a lawyer or to get a job?

### Your answers to some of these questions will form the heart of your personal statement.

1. How did your pre-college education influence your decision to pursue graduate study in your field?  
Think about: High school courses, teachers, special programs, student organizations, and community or volunteer work.
2. How has your college experience influenced your decision?  
Think about: College courses, professors, academic interests, research, special programs, student organizations, and the decision-making process you went through to choose your major.
3. How has your work experience influenced your decision?  
Think about: Internships, externships, part-time jobs, summer jobs, and volunteer or community work.
4. Who has had the most influence on your decision to pursue graduate study? In what ways?  
Think about: Parents, relatives, teachers, professors, clergy, friends of the family, college friends, parents of friends, local merchants, supervisors, coaches, doctors, dentists, lawyers, etc.
5. What situation has had the most influence on your decision?  
Think about: Family, academic, work or athletic situations. Think about happy, sad, traumatic, moving, or memorable situations.
6. What personally motivates you to pursue graduate study in this field?  
Think about: Your personal skills, interests, and values.

## STEP 2: Writing Your Personal Statement

### Actions:

Incorporate your responses to the above questions. Begin writing your first draft:

1. Develop an outline of your statement prior to writing. It doesn't have to be detailed. It can be three or four main points in the order you want to make them.
2. Accentuate your strengths and what makes you unique.
3. Explain your weaknesses in positive ways. For example, refer to them not as weaknesses but as areas for improvement or growth.
4. Paint pictures and tell stories about what makes you special. In this way the admissions readers will remember you. The story can be happy or sad. The more feeling you can inject into your statement, the more you will stand out.
5. Find out the specific orientation and philosophy of the graduate program. Adapt and refine your statement to fit. This will make you stand out from other applicants who recycle the same personal statement with each application.

### Suggested Outline

Your personal statement will likely range from 250-1200 words or 1-6 pages. The typical personal statement should be 2-3 double-spaced pages or 500-700 words. Here is a suggested outline. You should adjust the main point of each paragraph and number of paragraphs depending on the desired length of your personal statement and the areas in your background that you choose to emphasize.

- |             |  |
|-------------|--|
| Paragraph 1 | A personal human-interest story                  |
| Paragraph 2 | Your academic interests and achievements         |
| Paragraph 3 | Your relevant work and/or research experiences   |
| Paragraph 4 | Your career interests                            |
| Paragraph 5 | Why you are interested in this particular school |
| Paragraph 6 | The qualities you will bring to this school      |

### References

*Write for Success: Preparing a Successful Professional School Application*, Third Edition, October 2005 by Evelyn W. Jackson, PhD and Harold R. Bardo, PhD. NAAHP, National Association of Advisors for the Health Professions, Inc.

"Perfect Personal Statements" by Mark Alan Stewart. *Peterson's Guide 2004*

### Personal Statement Critiques

Contact your campus career office and make an appointment with a career counselor to have your personal statement critiqued. Ask a professor if they would review it as well. Having feedback from professionals with different points of view can only make for a stronger personal statement overall.

*Adapted with permission from the University Career Services department at Rutgers University, New Brunswick Campus.*



# Developing a Winning Curriculum Vitae (CV)

A Curriculum Vitae or CV is a professional document that is used for marketing your background for a variety of purposes, mostly within academia or research. It can be multiple pages, but should be focused. Use the following tips to help you get started on your CV.

### Common Uses

- Graduate school admission, graduate assistantship or scholarship application
- Teaching, research and upper-level administrative positions in higher education
- School administration positions (superintendent, principal, department head)
- Research and consulting in a variety of settings
- Academic departmental and tenure reviews
- College or university service appointments
- Professional association leadership positions
- Publishing and editorial board reviews
- Speaking engagements
- Grant proposal

### Education

Include the following information:

- Name of institution(s) where obtained or working toward a degree, listed in reverse chronological order
- Official name of degree(s) and/or certification(s) obtained or currently working toward
- Add Master's Thesis, Project and/or Dissertation title(s)
- Name of advisor

### Additional Sections

Depending on your background, you may want to add additional sections to your résumé:

- Teaching Experience and Interests
- Research Experience and Interests
- Related Experience: Internships, Practicum and/or Fieldwork
- Grants Received and Academic Awards
- Special Training
- Scholarships and Fellowships

*Written by Veronica Rahim, Career Services Consultant, Center for Career Opportunities, Purdue University, for the 2011-2012 Career Planning Handbook.*

### Foundational Standards

Found in most standard résumés:

- Heading—name, address, professional email and phone number. A website with professional content (e.g., a portfolio) can be listed in the heading as well. Use the direct URL to the proper page, so the recruiter doesn't have to search your entire site.
- Objective—should be specific to the position for which you are applying.
- Format—standard margins of one inch, type size from 10-12 points and easy-to-read fonts.
- Content—the organization of your document should be rearranged depending on the potential employer. For example, if your education section speaks more to your qualifications for the desired position, it should appear before your employment experience.
- Experience—highlight paid, unpaid, school and extracurricular experiences that relate to your desired objective.
- Skills—technical/computer, language, leadership, laboratory to name a few.

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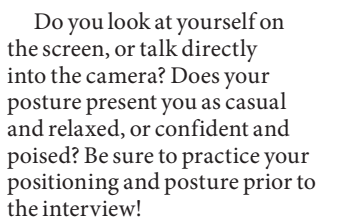
200 NWS Young Dr. Killeen, TX 76543-4025 (254) 336-0047





Reading off a list of knowledge, experience, and accomplishments makes for a short and boring interview. Your job during the interview is to keep the interviewer interested in what you are saying. Many career advisors suggest that job candidates prepare a reservoir of stories that they can pull from during the interview. People are

*Written by Chris Enstrom, a freelance writer in Nashville, Ind.*



# PART INFO PLUS PART

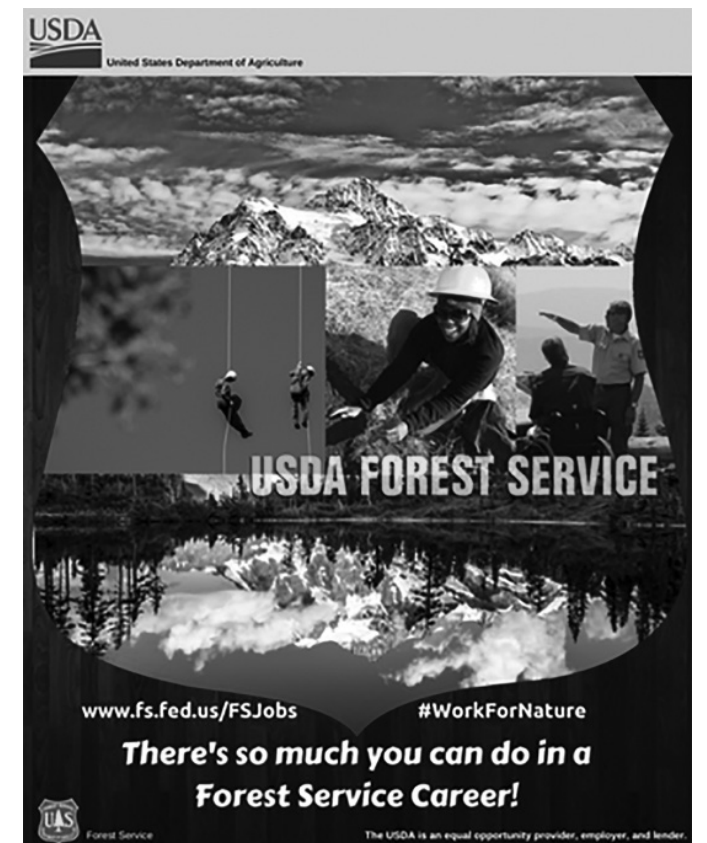
## GETTING IDEAS SHARING

Equals total government connecting.

The image shows a hand placing a card labeled 'SUGGESTIONS' into a laptop. The laptop screen displays the USA.gov website, which features a search bar, navigation links, and a section for 'SUGGESTIONS'. The card being placed has the text: 'My suggestion is... I think we should have a federal holiday for...'. The laptop is open, and the card is being placed into a slot on the right side of the keyboard area. The background is a plain, light-colored surface.

Get info. Find answers. Share ideas. Your connection begins at USA.gov – the official source for federal, state and local government information.

**USA.gov**  
1 (800) FED-INFO





# Are You Ready for a Behavioral Interview?

“Tell me about a time when you were on a team, and one of the members wasn’t carrying his or her weight.” If this is one of the leading questions in your job interview, you could be in for a behavioral interview. Based on the premise that the best way to predict future behavior is to determine past behavior, this style of interviewing is popular among recruiters.

Today, more than ever, each hiring decision is critical. Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant’s actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions.

## Behavioral vs. Traditional Interviews

If you have training or experience with traditional interviewing techniques, you may find the behavioral interview quite different in several ways:

- ✓ Instead of asking how you *would* behave in a particular situation, the interviewer will ask you to describe how you *did* behave.
- ✓ Expect the interviewer to question and probe (think of “peeling the layers from an onion”).
- ✓ The interviewer will ask you to provide details and will not allow you to theorize or generalize about events.
- ✓ The interview will be a more structured process that will concentrate on areas that are important to the interviewer, rather than allowing you to concentrate on areas that you may feel are important.
- ✓ Most interviewers will be taking notes throughout the interview.

The behavioral interviewer has been trained to objectively collect and evaluate information and works from a profile of desired behaviors that are needed for success on the job. Because the behaviors a candidate has demonstrated in previous positions are likely to be repeated, you will be asked to share situations in which you may or may not have exhibited these behaviors. Your answers will be tested for accuracy and consistency.

If you are an entry-level candidate with no previous related experience, the interviewer will look for behaviors in situations similar to those of the target position:

“Describe a major problem you have faced and how you dealt with it.”  
“Give an example of when you had to work with your hands to accomplish a task or project.”  
“What class did you like the most? What did you like about it?”

Follow-up questions will test for consistency and determine if you exhibited the desired behavior in that situation:

“Can you give me an example?”  
“What did you do?”  
“What did you say?”  
“What were you thinking?”  
“How did you feel?”  
“What was your role?”  
“What was the result?”

You will notice an absence of such questions as, “Tell me about your strengths and weaknesses.”

## How to Prepare for a Behavioral Interview

- ✓ Recall recent situations that show favorable behaviors or actions, especially those involving coursework, work experience, leadership, teamwork, initiative, planning and customer service.
- ✓ Prepare short descriptions of each situation; be ready to give details if asked.
- ✓ Be sure each story has a beginning, a middle and an end; i.e., be ready to describe the situation, your action and the outcome or result.
- ✓ Be sure the outcome or result reflects positively on you (even if the result itself was not favorable).
- ✓ Be honest. The interviewer will find out if your story is built on a weak foundation.
- ✓ Be specific. Don’t generalize about several events; give a detailed accounting of one event.

A possible response to the question, “Tell me about a time when you were on a team and a member wasn’t pulling his or her weight” might go as follows: “I had been assigned to a team to build a canoe out of concrete. One of our team members wasn’t showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team and asked if there was anything I could do to help. He told me he was preoccupied with another class that he wasn’t passing, so I found someone to help him with the other course. He not only was able to spend more time on our project, but he was also grateful to me for helping him out. We finished our project on time and got a ‘B’ on it.”

The interviewer might then probe: “How did you feel when you confronted this person?” “Exactly what was the nature of the project?” “What was his responsibility as a team member?” “What was your role?” “At what point did you take it upon yourself to confront him?” You can see it is important that you not make up information and why you should have a clear memory of the entire incident.

| Use the STAR Method as You Prepare |                                     |   |
|------------------------------------|-------------------------------------|---|
|                                    | STAR answer                         | Example from above  |
| <b>S</b>                           | Describe a <b>Situation</b>         | Working on a team   |
| <b>T</b>                           | Describe a <b>Task</b>              | Building a canoe out of concrete  |
| <b>A</b>                           | Describe the <b>Action</b> you took | Offered help to team mate who was struggling (leadership), arranged tutoring (problem solving). |
| <b>R</b>                           | Describe the <b>Result</b>          | Team mate was supported, project completed for a B grade.                                       |

## Don’t Forget the Basics

It will always be important to put your best foot forward and make a good impression on the interviewer with appropriate attire, grooming, a firm handshake and direct eye contact. Since the behavioral interviewer is looking for past actions only, all you need to do next remember your own past. Using your STAR stories, highlight the skills the employer is seeking that you possess. There is no substitute for promptness, courtesy, preparation, enthusiasm and a positive attitude.



# Questions Asked by Employers

## Personal

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. Can you name some weaknesses?
8. Define success. Failure.
9. Have you ever had any failures? What did you learn from them?
10. Of which three accomplishments are you most proud?
11. Who are your role models? Why?
12. How does your college education or work experience relate to this job?
13. What motivates you most in a job?
14. Have you had difficulty getting along with a former professor/supervisor/co-worker and how did you handle it?
15. Have you ever spoken before a group of people? How large?
16. Why should we hire you rather than another candidate?
17. What do you know about our organization (products or services)?
18. Where do you want to be in five years? Ten years?
19. Do you plan to return to school for further education?

## Education

20. Why did you choose your major?
21. Why did you choose to attend your college or university?
22. Do you think you received a good education? In what ways?
23. In which campus activities did you participate?
24. Which classes in your major did you like best? Least? Why?
25. Which elective classes did you like best? Least? Why?
26. If you were to start over, what would you change about your education?
27. Do your grades accurately reflect your ability? Why or why not?

28. Were you financially responsible for any portion of your college education?

## Experience

29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?

## Career Goals

38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.

# Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in the development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious? In what ways?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?
19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of team/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?





# The Art of Negotiating

An area of the job search that often receives little attention is the art of negotiating. Once you have been offered a job, you have the opportunity to discuss the terms of your employment. Negotiations may be uncomfortable or unsatisfying because we tend to approach them with a winner-take-all attitude that is counterproductive to the concept of negotiations.

Negotiating with your potential employer can make your job one that best meets your own needs as well as those of your employer. To ensure successful negotiations, it is important to understand the basic components. The definition of negotiation as it relates to employment is: a series of communications (either oral or in writing) that reach a satisfying conclusion for all concerned parties, most often between the new employee and the hiring organization.

Negotiation is a planned series of events that requires strategy, presentation and patience. Preparation is probably the single most important part of successful negotiations. Any good trial attorney will tell you the key to presenting a good case in the courtroom is the hours of preparation that happen beforehand. The same is true for negotiating. A good case will literally present itself. What follows are some suggestions that will help you prepare for successful negotiating.

## Research

Gather as much factual information as you can to back up the case you want to make. For example, if most entering employees cannot negotiate salary, you may be jeopardizing the offer by focusing on that aspect of the package. Turn your attention to other parts of the offer such as their health plan, dental plan, retirement package, the type of schedule you prefer, etc.

## Psychological Preparation

Chances are that you will not know the person with whom you will be negotiating. If you are lucky enough to be acquainted, spend some time reviewing what you know about this person’s communication style and decision-making behavior.

In most cases, however, this person will be a stranger. Since most people find the unknown a bit scary, you’ll want to ask yourself what approach to negotiating you find most comfortable. How will you psyche yourself up to feel confident enough to ask for what you want? How will you respond to counteroffers? What are your alternatives? What’s your bottom line? In short, plan your strategy.

Be sure you know exactly what you want. This does not mean you will get exactly that, but having the information clear in your head will help you determine what you are willing to concede. Unless you know what you want, you won’t be able to tell somebody else. Clarity improves communication, which is the conduit for effective negotiations.

## Practice

Rehearse the presentation in advance using another person as the employer. If you make mistakes in rehearsal, chances are that you will not repeat them during the actual negotiations. A friend can critique your reasoning and help you prepare for questions. If this all seems like a lot of work, remember that if something is worth negotiating for, it is worth preparing for.

## Dollars and Sense

Always begin by expressing genuine interest in the position and the organization, emphasizing the areas of agreement but allowing “wiggle room” to compromise on other areas. Be prepared to support your points of disagreement, outlining the parts you would like to alter, your suggestions on how this can be done and why it would serve the company’s best interests to accommodate your request.

Be prepared to defend your proposal. Back up your reasons for wanting to change the offer with meaningful, work-related skills and positive benefits to the employer. Requesting a salary increase because you are a fast learner or have a high GPA are usually not justifiable reasons in the eyes of the employer. Meaningful work experience or internships that have demonstrated or tested your professional skills are things that will make an employer stop and take notice.

It is sometimes more comfortable for job-seekers to make this initial request in writing and plan to meet later to hash out the differences. You will need to be fairly direct and assertive at this point even though you may feel extremely vulnerable. Keep in mind that the employer has chosen you from a pool of qualified applicants, so you are not as powerless as you think.

Sometimes the employer will bristle at the suggestion that there is room to negotiate. Stand firm, but encourage the employer to think about it for a day or two at which time you will discuss the details of your proposal with him/her. Do not rush the process because you are uncomfortable. The employer may be counting on this discomfort and use it to derail the negotiations. Remember, this is a series of volleys and lobs, trade-offs and compromises that occur over a period of time. It is a process—not a singular event!

Once you have reached a conclusion with which you are both relatively comfortable, present in writing your interpretation of the agreement so that if there is any question, it will be addressed immediately. Negotiation, by definition, implies that each side will give. Do not perceive it as an ultimatum.

If the employer chooses not to grant any of your requests—and realistically, he or she can do that—you will still have the option of accepting the original offer provided you have maintained a positive, productive and friendly atmosphere during your exchanges. You can always re-enter negotiations after you have demonstrated your worth to the organization.

## Money Isn’t Everything

There are many things you can negotiate besides salary. For example, benefits can add thousands of dollars to the compensation package. Benefits can range from paid personal leave to discounts on the company’s products and services. They constitute more than just icing on the cake; they may be better than the cake itself. Traditional benefits packages include health insurance, paid vacation and personal/sick days. Companies may offer such benefits as child care, elder care or use of the company jet for family emergencies. Other lucrative benefits could include disability and life insurance and a variety of retirement plans. Some organizations offer investment and stock options as well as relocation reimbursement and tuition credits for continued education.

*Written by Lily Maestas, a former career counselor at the University of California, Santa Barbara.*

# Budget Worksheet

RECOMMENDED BUDGET STRATEGY

|                                     |         |
|-------------------------------------|---------|
| Savings                             | 10%-20% |
| Personal Debt (credit card, loans)  | 10%-20% |
| Housing                             | 20%-35% |
| Food (groceries & dining)           | 15%-30% |
| Transportation                      | 6%-20%  |
| Utilities                           | 4%-7%   |
| Health & Personal Care              | 5%-14%  |
| Misc. (travel, entertainment, etc.) | 1%-4%   |

WHAT’S MY INCOME?

|                                | INCOME | MONTHLY  |
|--------------------------------|--------|----------|
| Salary (after taxes, benefits) |        | \$ _____ |
| Other income (after taxes)     |        | \$ _____ |
| Total Monthly Income           |        | \$ _____ |

| Category  | Expenses (Fixed or <i>Flexible</i> will vary by individual)  | Monthly Total                       |
|---|--|-------------------------------------|
| Savings   | Emergency Car or Home Repairs, Special Association Assessments, Emergency Health Expenses, and the generally unforeseen “rainy” day. | \$ _____<br><i>Use 10% to start</i> |
| Personal Debt   | Student Loans  | \$ _____                            |
|   | Credit Cards   | \$ _____                            |
| Home  | Housing Cost (Rent or mortgage, taxes, insurance)  | \$ _____                            |
|   | Home Maintenance   | \$ _____                            |
|   | Cleaning Service   | \$ _____                            |
| Food  | Groceries  | \$ _____                            |
|   | Dining Out (Meals, coffee, snacks, etc.)   | \$ _____                            |
| Transportation  | Public Transportation  | \$ _____                            |
|   | Car Loan/Insurance   | \$ _____                            |
|   | Parking/Tolls  | \$ _____                            |
|   | Car Maintenance  | \$ _____                            |
|   | Gasoline   | \$ _____                            |
| Utilities   | Electric/Gas (Contact your provider for budget options)  | \$ _____                            |
|   | Water/Sewage   | \$ _____                            |
|   | Internet/Home Phone/Cable  | \$ _____                            |
|   | Cell Phone   | \$ _____                            |
| Health & Personal Care  | Doctor Appointments/Co-pay   | \$ _____                            |
|   | Prescriptions  | \$ _____                            |
|   | Gym Memberships  | \$ _____                            |
|   | Over-the-counter Medication  | \$ _____                            |
|   | Personal Hygiene   | \$ _____                            |
| Clothing  | \$ _____   |                                     |
| Miscellaneous (travel, entertain-ment. etc.)  | Movies/Concerts  | \$ _____                            |
|   | Travel/Vacation  | \$ _____                            |
|   | Subscriptions (Magazines, Netflix, Hulu, etc.)   | \$ _____                            |
|   | Other—Save receipts for anything that doesn’t get included in a category above for this line (charity, church, gifts).               | \$ _____                            |
| Additional categories may include pets, children, and property.                       |  | \$ _____                            |
| Your Total Monthly Income   |  | \$ _____                            |
| - Your Total Monthly Expenses   |  | \$ _____                            |
| = Surplus or Shortfall ( <i>reexamine the flexible items and adjust accordingly</i> ) |  | \$ _____                            |

Adapted with permission from the University of Maryland’s 2017-18 Terp Guide.

# BENEFITS

What kinds of benefits can you expect at your first job out of college? That depends, because they vary from employer to employer.

the **BIG 3**

**MEDICAL INSURANCE**

**401(k)**

**VACATION/ SICK TIME**

Some employers still provide complete coverage with no out-of-pocket expense to workers, but most company plans now require the employee to pay part of the benefits, often in the form of payroll deductions.

Dental Insurance

Stock Options

Vision Insurance

Prescription Drug Plan

Life Insurance

Flexible Spending Accounts

Tuition Reimbursement

## SOFT BENEFITS

These are usually very popular with employees and cost the company little or nothing. They may be included in the company's culture, or they may be negotiated with an employer.

TELECOMMUTING | FLEXTIME | SPORTS LEAGUES | PERSONAL PROJECTS

ON-SITE FACILITIES (restaurant, gym, daycare)

Excerpted from "The Benefits of Company Benefits" by John Martalo, a freelance writer based in San Diego. Graphics by Nan Mellem.

## Backpack to Briefcase

### Tips for a Successful Transition from College to the “Real” World

**T**he transition from college life to your professional career is one of the most difficult challenges you may face. This is a tough adjustment period, particularly if you have never spent any time working in an environment like the one in which you will be spending 40 or more hours a week.

You need to recognize that your first year on the job is a separate and unique career stage. You will be in a transition phase during this time. You’re not a college student anymore, but you haven’t earned all the rights and privileges of a professional either. The most important thing you will need to do is lose your college student attitudes and behaviors and begin to think and act like a professional.

You will quickly learn that the world of work is quite different from the college environment. When you show up for work on the first day, there will not be a syllabus waiting for you to explain what to do and how to do it. You have lost some of the freedom you enjoyed over your daily schedule as a college student. You will be viewed as “the new kid on the block,” and the quality of your work will become very important. Your performance will be a direct reflection on your boss or supervisor. If you can’t get the job done right, someone else surely can.

#### Five Main Differences Between College and Work

1. In college you are used to frequent feedback, evaluation and direction. Ask for too much of this on the job and you will appear insecure and lacking in self-confidence.

2. As a student you have enjoyed frequent breaks and vacations from school usually totaling approximately 27 weeks spent in school. During your first year on the job you may have to work six months or more before you earn any time off. You will work on average more than 50 weeks that first year, maybe without a break at all.
3. In college you can choose your own performance level (A, B, C) by attending class, turning in assignments, and studying for exams. In your career, A-level work is required at all times.
4. College tends to focus on effort and growth. The real world cares only about results.
5. Students are encouraged to put forth an individual effort and think independently. Once you begin working, you will see that you will be required to work a lot with teams and in collaborating efforts.

Now that you have had a chance to see what some of the main differences are between college and work, you should take some time to consider how to make that transition as smooth as possible. Please take a look at some suggestions for your first year on the job.

*Reprinted with permission from Career Services at Virginia Tech.*

## INTERESTED IN CONSTRUCTION?

Send resumes to [roneal@rwsolutionsinc.com](mailto:roneal@rwsolutionsinc.com)

ERW Site Solutions is a construction company experiencing high growth in the turn-key engineered retaining wall market

[erw-sitesolutions.com](http://erw-sitesolutions.com)



#### 10 Steps to First-Year Success

1. Set goals that include gaining acceptance, respect and credibility. Learn to be a professional.
2. Take advantage of mentor and coaching relationships.
3. Own up to your mistakes and learn from them.
4. Admit what you don’t know; sometimes that is more important than showing off what you do know.
5. Build a good track record. You may have to go above and beyond the call of duty during your first year to make a lasting positive impression.
6. Be prepared to pay your dues. You have to earn your “pin stripes” before you can shed them. Be prepared to work long, hard hours.
7. Find your “niche” with the organization. Work on building relationships and fitting into the company culture.
8. Absorb information and spend your first year learning as much as possible. Master the tasks of your job and improve your knowledge, skills and abilities. **LEARN, LEARN, LEARN!**
9. Have a positive attitude. You will make a better impression being positive and likable. Leave your complaining at college!
10. Recognize that office politics exist. Learn the politics of your office, but don’t get involved. Watch out for complainers; they tend to gravitate to new hires in hopes of bringing you to their “side.”





# Dealing With Rejection in the Job Search

After meticulously preparing your cover letters and resumes, you send them to carefully selected companies that you are sure would like to hire you. You even get a few job interviews. But all of your return correspondence is the same: “Thanks, but no thanks.” Your self-confidence melts and you begin to question your value to an employer.

Sometimes, we begin to dread the BIG NO so much that we stop pursuing additional interviews, thereby shutting off our pipeline to the future. We confirm that we couldn’t get a job because we stop looking. Remember, fear of rejection doesn’t have to paralyze your job search efforts. Let that fear fuel your determination; make it your ally and you’ll learn a lot.

## Eight Guidelines to Ward Off Rejection

- 1. Depersonalize the interview.**  
Employers may get as many as 500 resumes for one job opening. How can you, I and the other 498 of us be no good?
- 2. Don’t make it all or nothing.**  
Don’t set yourself up for a letdown: “If I don’t get this job, I’m a failure.” Tell yourself, “It could be mine. It’s a good possibility. It’s certainly not an impossibility.”
- 3. Don’t blame the interviewer.**  
Realize interviewers aren’t in a hurry to think and behave our way. Blame your turndown on a stone-hearted interviewer who didn’t flatter you with beautiful compliments, and you will learn nothing.

- 4. Don’t live in the past.**  
When you dredge up past failures, your nervous system kicks in and you experience all the feelings that go with failure. Unwittingly, you overestimate the dangers facing you and underestimate yourself.
- 5. Don’t get mad at the system.**  
Does anything less pleasurable exist than hunting for a job? Still, you must adjust to the world rather than make the world adjust to you. The easiest thing is to conform, to do what 400,000 other people are doing. When you sit down to play bridge or poker or drive a car, do you complain about the rules?
- 6. Take the spotlight off yourself.**  
Sell your skills, not yourself. Concentrate on what you’re there for: to find out the interviewer’s problems and to show how you can work together to solve them.
- 7. See yourself in the new role.**  
Form a mental picture of the positive self you’d like to become in job interviews, rather than focusing on what scares you. All therapists agree on this: Before a person can effect changes, he must really “see” himself in the new role. Just for fun, play with the idea.
- 8. Keep up your sense of humor.**  
Nobody yet has contracted an incurable disease from a job interview.

Written by Roseanne R. Bensley, Career Services, New Mexico State University.

## MAINTAIN PERSPECTIVE

Whether you know exactly what you want to do after college, or you still have no idea at the moment you graduate, you are likely placing pressure on yourself to make big decisions.



The job search is not a sprint, it’s a marathon, so pull back from the big picture and focus on first steps.

### ARE YOU READY?

I’ve Known Since 5th Grade I Was Going to Be a \_\_\_\_\_.  
Congratulations! You’re probably already working on your goals. Still stressed?

Reassess your goals and the next steps to reassure yourself you are on track  
Treat yourself to a breather (i.e., travel or volunteer work)

I Still Have No Idea What I Want to Do  
Use the self-assessment tools in your career center  
Consider careers related to your hobbies  
Travel and volunteer work can help direct your focus

Regarding Graduate School  
If you decide to take a break between graduation and your job search, make note of key deadlines for enrollment in graduate programs.  
If you remain undecided about your career goals, graduate school is not a place to “hide out”—invest in your future with intent.

### WORK YOUR GOALS

Write your goals down and check them off when they’ve been accomplished. You’ll find the stress replaced by a feeling of accomplishment. Some broad goals (refine the list as needed):

- Search for opportunities (not just 1)
- Network to learn about opportunities
- Research companies, locations, job outlooks
- Write resumes (not just 1) and correspondence
- Practice interviewing (answering and asking questions)
- Network to practice interviewing
- Acquire information for effective negotiation
- Did we mention you should network?  
Network for fun and relaxation, and to broaden or narrow your perspective!

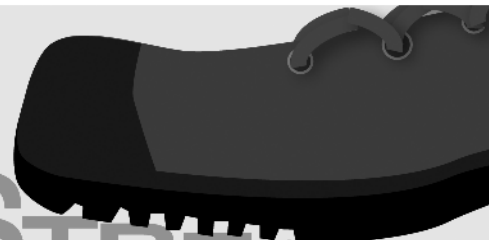
### GET MOVING AND KEEP MOVING

Why Procrastination Happens

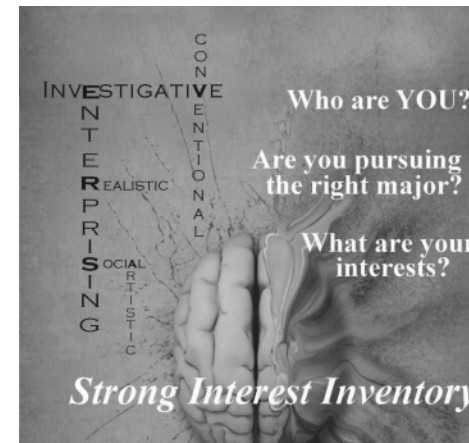
- Fear of failure (you will fail, and it’s ok. You’ll learn from failure)
- Perfectionism (no such thing, just something for which to strive)
- Lack of information (you’re reading the right guide! Well done!)
- Distractions (not always a bad thing, but manage your time)
- The sheer size of the task (see “Work Your Goals”)

Waiting for a Reply  
Don’t wait for one! Recruiters have a daunting task in front of them—choosing from several qualified candidates for the “perfect fit,” and that process takes time. Actively pursue several opportunities until you accept an offer. When you accept an offer, kindly inform others considering you to remove you from consideration.

## Dealing With STRESS in the Job Search



Excerpted from “Dealing With Stress in the Job Search” by Chris Enstrom, a freelance writer from Nashville, Ind., from interviews with career center directors Dr. Jeff Garis (now retired from Penn State) and Deidre Sepp (Marist College). Graphics by Nan Mellem.



## WHERE TO START

Strong Interest Inventory is an assessment that helps people match their interests with potential education, career, and leisure activities, using an individual’s preferences in a variety of areas to aid them in discovering what they would most enjoy doing with their work and their free time. Take part in this great opportunity to develop an intentional résumé, cover letter, and interview skills. You will learn about your natural talents, how these were evident in your military career and how they will also assist you in your civilian career.

## TRANSLATING MILITARY TERMS INTO CIVILIAN LANGUAGE

You have a unique set of skills, acquired through military training and work experience, which are highly sought after by many employers. It is important to showcase your talent and abilities in ways employers will understand.

When drafting your résumé or job application, avoid using military-specific terms, as most civilian employers will not understand their meaning. Instead, use descriptive titles that are familiar to civilians. One exception to this rule might be when the job announcement already contains military specific terms or acronyms related to a specific military skill set or piece of equipment. In this case, it would be appropriate to use the acronym or military term in your résumé. Otherwise it is best to write out the terms or explain their meaning using descriptive civilian terms.

Whenever possible use numbers, percentages and include results. A great place to find this information would be on your evaluations (NCOER, OER, or Eval).

For example, instead of saying, “Processed and prepared TDY orders”, say “Processed and prepared over 50 business related travel documents weekly with a 100% accuracy rate and prior to all established deadlines.”

Also, only list your military training if it relates to the specific job you are applying for. If the course does relate to the job, you should include information regarding the course content.

For example: if you attended the Army’s Warrior Leadership Course (WLC), do not just list the class title and date attended.

Instead, write “Attended a 4 week Leader Development course which included training on effective communication skills, employee counseling, decision making, ethics, resource management leadership styles and training management, and was ranked in the top 5% of the class.”



# Military Documentation

A good way to identify your skills, strengths, and experience is to use the many documents available to you from the military. Effective in 2013, several branches of DoD combined their databases and created a “Joint Services Transcript” (JST) which lists of all of your military training and work experience on one transcript. These documents can provide the basis for developing your résumé. To obtain a free copy of your transcript, go to the following websites:

- Army, Navy, Marines, Coast Guard (Active Duty, Reserve and Veterans)

<https://jst.doded.mil>

- Air Force: <http://www.au.af.mil/au/ccaf/transcripts.asp>

VMET (Verification of Military Experience and Training)



## HOW TO USE THE JST TO CREATE A WINNING RÉSUMÉ

Below is a sample JST description for the Military Occupational Specialty (MOS) of Infantryman for a Staff Sergeant E-6 in the United States Army.

**11B30 MOS-11B-006 01-JUL-2005**

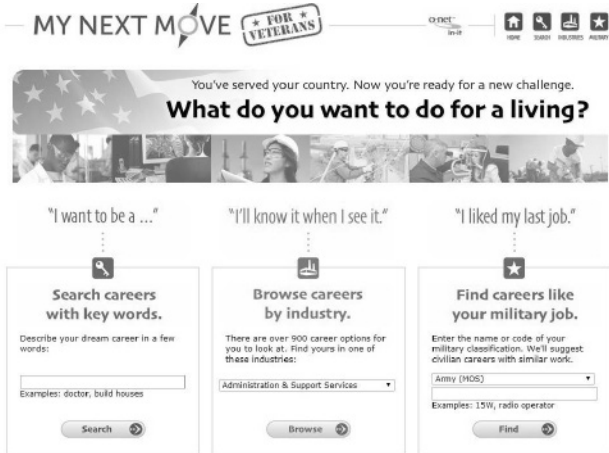
**Primary Infantryman:**

Leads, supervises and serves as a member of an infantry unit of 10-20 persons, employing individual weapons, machine guns, and anti-armor weapons in offensive and defensive ground combat. Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons and equipment and some vehicles; makes verbal reports; administers first aid; operates vehicles to transport personnel, supplies and equipment. Serves as a team leader, directing deployment and employment of personnel; supervises maintenance and construction activities; reads, interprets, and collects intelligence information; distributes administrative and training documents; trains subordinate personnel; evaluates terrain and supervises the emplacement of sighting and firing of all assigned weapons; uses maps and map overlays, performs intersection and re-section, and determines elevation and grid azimuths. As a first line supervisor, directs the utilization of personnel and equipment; coordinates unit actions with adjacent and supporting elements; ensures proper collection and reporting of intelligence data.

## MAKE THE ONET WORK FOR YOU

One additional resource is the ONet. This site will assist you in finding jobs that align with your current MOS or help you to decide on a new career path.

[www.mynextmove.org/vets/](http://www.mynextmove.org/vets/)



# MILITARY TERMS, ACRONYMS AND THEIR CIVILIAN EQUIVALENT

Instead of saying... Try...

|                            |                                       |
|----------------------------|---------------------------------------|
| NCO/NCOIC .....            | Supervisor, Manager, or Coordinator   |
| Platoon Leader .....       | Supervisor of a 20-44 person team     |
| Company Commander .....    | Operations Manager                    |
| Commanded.....             | Supervised                            |
| Soldiers.....              | Personnel                             |
| Squad.....                 | 9-12 person team                      |
| Unit/Platoon/Brigade.....  | Size of staff/team                    |
| Mission/Sortie.....        | Organizational goal                   |
| DEERS.....                 | An enrollment & eligibility database  |
| NCO Academy.....           | Leadership or Management training     |
| PCS.....                   | Relocation                            |
| TDY.....                   | Business related travel               |
| SOP.....                   | Standard policies and procedures      |
| DoD.....                   | Department of Defense                 |
| War College.....           | Executive Leadership school           |
| Command & Staff College... | Senior Leadership school              |
| Driving Tanks.....         | Operated heavy equipment              |
| Repaired MATV.....         | Maintained large diesel engines       |
| Recruiter school.....      | In-depth 3-week sales training course |
| LCAC Operator.....         | Water and Aircraft Pilot              |
| MOS.....                   | Job title, duties                     |
| MEDEVAC.....               | Emergency medical evacuation          |
| Motorpool.....             | Fleet vehicle                         |
| DFAC or Mess Hall.....     | Cafeteria or dining facility          |
| In Theater.....            | Assigned location                     |
| Deployment.....            | Temporary assignment                  |
| RECON.....                 | Gather information                    |
| In Garrison.....           | Permanent assignment                  |
| Hazmat.....                | Safety Regulations                    |
| Iraq, Afghanistan.....     | Abroad, overseas                      |



## MILITARY TERMS TO AVOID

Military personnel transitioning to the civilian workforce face the unique challenge of learning or relearning the terminology of prospective employers. Military experiences and language are difficult to convey in civilian terms and some terms should therefore be avoided.

|                 |                  |         |        |
|-----------------|------------------|---------|--------|
| IED             | Hot LZ           | DZ      | Combat |
| Casualties      | OEF              | FORSCOM |        |
| Enemy Combatant | OIF              | FOB     |        |
|                 | Leaving the Wire |         |        |

## ADDITIONAL RÉSUMÉ TIPS

- Remember, your résumé should not be a laundry list of everything you did while serving in the military. Think strategically and only list those skills, work experiences and accomplishments that specifically relate to the position for which you applying. Only then will you create that winning resume.
- Mention your previous security clearance regardless of the job. Some employers may not understand exactly what a “Top Security” clearance means, but it still conveys reliability and trustworthiness.
  - Don not forget to include skills gained from special duty assignments, such as training NCO’s, etc. and also be sure to include relevant training courses.
  - To ensure your résumé is “civilian friendly”, ask a non-military person for feedback.
  - Serving in the military teaches you how to show up on time, follow instructions and stay on task until the mission is completed. These types of “soft skills” are transferable to all jobs and valuable to every employer and should be incorporated into your résumé and/or your cover letter.
  - Don not use the words “retired” or “medically discharged” as the reason for leaving military service on your résumé. A better option is to use “end of term”. This will help to avoid undo bias before the interview.



## VETERAN PREFERENCE FOR FEDERAL JOBS

Veterans Preference comes from the Veterans' Preference Act of 1944 and provides additional points to your application or exam score. By law, veterans who have a disability or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over others in competitive external hiring. Veteran preference does not guarantee a federal job; it simply provides a slight boost. Below is the point system:

TP – 5 Point Preference (no disability connection - must meet specified time frames)

CP – 10 Point Compensable Disability Preference for 10%-20% disability

CPS – 10 Point 30% Compensable Disability Preference for 30% disability

XP – 10 point disability preference for Purple Heart recipients, or 0% SCD or pension recipients.

In addition, certain qualified spouses, parents, and widows/widowers of Veterans may be entitled preference. Family Member Preference (Derived Preference)

\* Must have received either an Honorable or a General discharge to qualify for preference.

### ADDITIONAL VETERAN EMPLOYMENT RESOURCES

#### Veteran Employment Center (VEC)

[www.ebenefits.va.gov/ebenefits/jobs](http://www.ebenefits.va.gov/ebenefits/jobs)

VEC is the first government-wide product that provides verified job seekers the tools to translate military skills into civilian language and build a profile that can be shared instantly with employers that offer real job opportunities. Currently, there are over 1.5 million jobs listed on the VEC, and hundreds of employers have made commitments to fill more than 165,000 positions with Veterans, transitioning Service members, Guard and Reserve members, and

their families. Here are some of the benefits you get from the VEC:

- Skills Translator: Translate military occupational codes into civilian skill equivalents for a powerful profile and learn about related civilian career paths.
- Veterans Job Bank (VJB): The VJB allows you to search over 1.5 million jobs in addition to all federal jobs including positions reserved especially for Veterans.
- Employer Commitments: View a list of hundreds of employers and organizations that have made a commitment to hire or train individuals like you.

#### VA for VETS – Your Gateway to a VA Career

[www.vaforvets.va.gov](http://www.vaforvets.va.gov)

If you are interested in a career with the VA, this site offers a résumé builder, military skills translator, career assessments, career coaching, and the ability to search and apply for jobs.

#### VetSuccess on Campus

[www.tamuct.edu/departments/vetsuccess](http://www.tamuct.edu/departments/vetsuccess)

Texas A&M University-Central Texas has a full-time VetSuccess counselor on campus. For more information, contact the Veterans Affairs office at (254) 519-5423 or visiting Founder's Hall Room 221.



**Thank you for  
your service!**

### Our Mission

To provide quality services to clients and their families through collaborative and innovative efforts.

### Our Vision

To bridge gaps between all services to ensure clients and their families experience quality of life.



### Our Foundation

1 Corinthians 12:18-20  
"But in fact God has placed the parts in the body, every one of them, just as he wanted them to be. If they were all one part, where would the body be? As it is, there are many parts, but one body."



### Services:

- Applied Behavior Analysis- ABA
- Community/Volunteer Involvement
- Speech Therapy

### Recruiting Full-Time:

- BCBA's (Board Certified Behavior Analyst)
- BCaBA's (Board Certified Assistant Behavior Analyst)
- RBT's (Registered Behavior Technician)



Hours of Operation: Monday-Friday 8:00am-6:00pm  
Address: 400 Nola Ruth Blvd. Harker Heights, TX 76548

254-449-1405  
(Fax) 512-692-2584

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