



# HBCU CAREERS MAGAZINE

**10 Best Jobs  
for 2016  
P. 96**

**The Ultimate  
Cover Letter  
Tool Kit  
P. 69**



## 2016 FEATURED EMPLOYERS



Memorial Sloan Kettering  
Cancer Center



*The Pathway to the Promise™*



Follow us on  

# One Nation. One Mission. Many Opportunities.

U.S. Citizenship Required. Equal Opportunity Employer. Standard Hiring and Data Release Apply.

Make a world of difference to the traveling public and protect our Nation's transportation infrastructure. Join our team and help TSA secure freedom of movement. You'll receive competitive compensation and all federal benefits, including a variety of health insurance options, retirement plan, full-time and part-time opportunities with full-time benefits, transportation subsidies and more.

- Transportation Security Officers
- Federal Air Marshal Service
- Management, Administrative and Professional

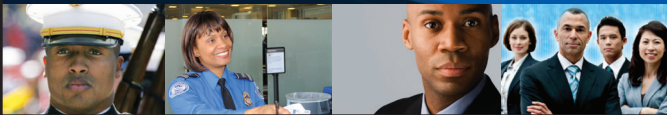
To learn more, visit: <https://tsajobs.tsa.dhs.gov>  
Call: 1.877.872.7990  
Text: "DVT" to 95495

Follow us on Twitter @CareersatTSA



Transportation Security Administration

Keeping a Nation in Motion



Are you looking for your  
**NEW CAREER?**  
You've found IT!

*Career Highlight*

## Management Trainee/ MD1

Responsible for assisting with the overall day-to-day operations of the store including continuous development of effective store associates to achieve desired sales and excellent customer service.

- Extensive Training Program that develops trainees to become store co-managers in their own stores.
  - Includes personalized Leadership Development Training and networking opportunities.

Join our Talent Network at [Jobs.Kroger.com](http://Jobs.Kroger.com)

Possible Career Paths

Store Co-Manager

Unit Manager

Division Coordinator



EXPAND YOUR WORLD.

INTERNATIONAL PAPER



INFINITE POSSIBILITIES

### International Paper makes things that weave our world together.

At International Paper, we manufacture the paper on which businesses are launched, maps are plotted, exams are taken, contracts are recorded and love notes are treasured. We create the packaging that brings fresh fruit to faraway places, protects priceless objects, showcases new technologies, and safeguards goods that enhance the lives of consumers around the globe. International Paper makes what matters to an interconnected world.

As a part of our team, you have the opportunity to apply your skills and learn new ones while working with a supportive and knowledgeable team. Your efforts will lead to the delivery of important products that touch lives every day. You will be proud to be associated with a global leader in the paper and packaging industry.



To learn more about our career and internship opportunities, visit your career services department.

©2014 International Paper Company. All rights reserved. International Paper is an Equal Opportunity Employer Minorities/Females/Individuals/Veterans

Health | Transformation

## Step Up to a Job that Matters

- Clinical Quality Measures
- Health IT Standards/ Informatics
- Healthcare Systems Architecture
- Health Project Leadership
- Federal Healthcare Policy
- Open Source
- Health Data Analytics
- Health Economics



MITRE

[www.mitre.org](http://www.mitre.org)



Dear Job Seeker,

Congratulations! You are one step closer to making the transition from your career as a college student to your new career in the workplace. The job market is competitive and the economy uncertain and you may feel a bit unprepared for this transition. By making the decision to take a look at the **2016 HBCU Careers Magazine** you are off to a great start!

The **HBCU Careers Magazine** is an all-inclusive career planning resource filled with invaluable career planning advice and information from the experts, career service professionals from colleges and universities throughout the country and other professionals from various fields. The **HBCU Careers Magazine** not only provides you with the tools to develop an effective job search campaign, but it also helps you to connect with employers that are actively hiring.

Be sure you incorporate **HBCUcareers.com** as an integral part of your job search campaign. **HBCUcareers.com** is quickly becoming one of the largest diversity recruitment websites for job seekers and employers across the United States. **HBCUcareers.com** was created to serve both the job seeker and employer by connecting people and providing the most up-to-date information to aid the job seeker in their career search.

With a host of job search tools including video resumes and our custom job search format, job seekers can actively search and apply to thousands of job postings. Job seekers that register and create a job search profile can receive real-time updates automatically through e-mail, Facebook, Twitter or the FREE **HBCUcareers.com** mobile app whenever a job is posted that matches their search criteria. Visit **HBCUcareers.com** and register today so you can start your job search tomorrow!

We hope you will utilize **HBCU Careers Magazine** and **HBCUcareers.com**. You now have the tools to develop an effective job search strategy to find the career that's right for you.

Best wishes as you begin your job search!

**HBCU Careers**

# CONTENTS

Welcome Letter .....	1	Functional Resume Limited Work Sample .....	62
Meet Our Contributors .....	4	Writing Effective Cover Letters .....	64
Career Opportunities .....	6	Application Letter Model.....	65
Self-Evaluation .....	33	Application Letter Sample .....	66
Researching Employers .....	34	Thank You Letter Model.....	67
Featured Employers .....	39	Thank You Letter Sample.....	68
Networking.....	46	How to Conduct an Online Job Search.....	73
Constructing an Effective Resume.....	47	Career Fairs .....	82
Action Words.....	50	Business Professional Attire.....	84
10 Tips to a Great Looking Resume .....	51	Business Casual Attire .....	86
Common Resume Mistakes/Resume Checklist ..	52	Strategies for Successful Interviewing.....	88
Electronic and Scannable Resume.....	53	Interview Preparation.....	89
Scannable Resume Sample .....	54	Traditional Interview Questions.....	90
Video Resumes .....	57	Behavioral Interview Questions.....	91
Chronological Resume Sample .....	58	Questions to Ask the Interviewer .....	92
List of HBCU's.....	59	Evaluating Job Offers .....	95
Poorly Constructed Resume Sample .....	60	Transitioning to the Workplace.....	100

# ARTICLES

## ***“Start with the End in Mind “***

By: Helene Cameron..... 13

## ***“Every Story Matters”***

By: Roneshia Clark Evans .....

## ***“What Are Employers Looking For?”***

By: Claire Houseknecht..... 37

**“Is Your Resume ATS Ready?”**

By: Amy Soricelli ..... 55

**“The Ultimate Cover Letter Tool Kit”**

By: Alexandra Arrington ..... 69

**“What Do You Want to do with Your Life After Graduation?”**

By: Michael Amiri ..... 76

**“Recruiter Ways”**

By: Kathryn Runion ..... 79

**“Got the Interview - What’s Next”**

By: Jeremy W.C. Hodge ..... 93

**“10 Best Jobs for 2016”**

By: Simone M. Campbell ..... 96

**“While Paying Off Student Loans, Don’t Forget About Retirement”**

Edward Jones® ..... 103

**“Should You Change Your Investment Mix Over Time?”**

Edward Jones® ..... 105

**“The 5-ings for Career Advancement”**

By: Michael Ammons ..... 106

**Healthcare Careers**  
The organizations featured within this section are currently recruiting within the Healthcare Industry:

- Duke Nursing
- Global Health Fellows Program II
- Longview Regional Medical Center
- Memorial Sloan-Kettering Cancer Center
- MITRE
- VCU Health System

**PUSH THE LIMITS OF WHAT'S POSSIBLE**  
Start your career here and make a difference.

**Step Up to a Job that Matters**

- Clinical Quality Measures
- Health IT Standards/Informatics
- Healthcare Systems Architecture
- Health Project Leadership
- Global Healthcare Policy
- Open Source
- Health Data Analytics
- Health Economics

At Memorial Sloan-Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. Here, you'll have the opportunity to work with innovative teams to set new standards and improve patient outcomes. And you'll have exciting, meaningful opportunities that are consistently ranked as a "best hospital for cancer" by U.S. News & World Report and listed as a top employer by Glassdoor's Best Places to Work.

Entry-level opportunities for Healthcare Science & Lab and Area Offices  
NEW YORK CITY | WESTCHESTER COUNTY | LONG ISLAND

FIND YOUR LIFE'S CALLING  
careers.mskcc.org

Healthcare Careers  
Page 9

**EDUCATION**

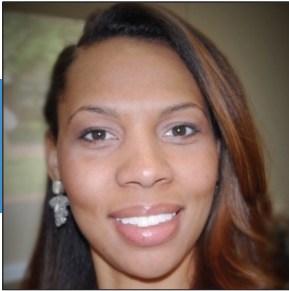
The organizations featured in this section are currently recruiting within the Education field

- Loudoun County Public Schools (VA)
- Monterey Peninsula Unified School District (CA)
- Montgomery County Public Schools (MD)
- Newton News Public Schools (VA)
- Newton County School System (GA)
- Newton Public Schools (MA)
- Oakland Unified School District (CA)
- Olentangy Local Schools (OH)
- Orange County Schools (NC)
- Orslow County Schools (NC)
- Parkway School District (MO)
- Pender County Schools (NC)
- Phillips Exeter Academy (NH)
- Pittsburgh Public Schools (PA)
- Prince George's County Public Schools (MD)
- Richland School District Two (SC)
- School District of Lee County (FL)
- South Orange & Maplewood Public School District (NJ)
- Staunton City Schools (VA)
- Tangipahoa Parish School System (LA)
- The Academy of the Pacific Rim (MA)
- Tucson Unified School District (AZ)
- Volusia County Schools (FL)
- Wake County Public School System (NC)
- Washoe County School District (NV)
- Washington County Public Schools (MD)
- Webster Groves School District (MO)
- Windsor Public Schools (CT)
- York County School Division (VA)

Education Careers  
Page 15

## Meet Our Contributors

Please visit [HBCUcareers.com](http://HBCUcareers.com) if you would like to view their biographies or see additional articles written by our distinguished contributors



**Alexandra Arrington, MA, NCC**  
Career Development Coordinator  
Center for Career & Professional  
Development  
Johnson C. Smith University



**Dr. Mike Ammons**  
Director, Raleigh-Durham Aspire  
Program  
North Carolina Wesleyan College



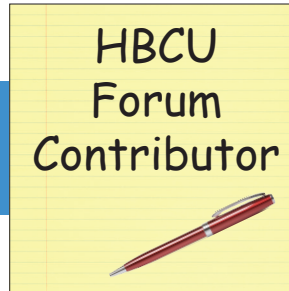
**Kathryn Runion**  
Principal Technical Recruiter  
ManTech International



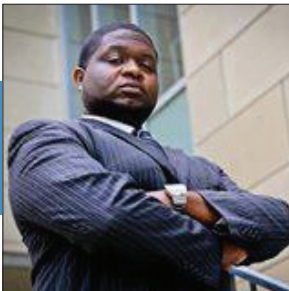
**Simone Davis-Campbell**  
Executive Director  
Hunger 4 Humanity, Inc.  
Columbia, MD



**Helene A. Cameron**  
Director, Advisement and  
Career Services  
College of Southern Maryland



**Claire Houseknecht**  
Human Resources Coordinator,  
Recruiter/Generalist  
Washington County Public Schools  
(WCPS), Maryland



**Jeremy W.C. Hodge**  
Director, Career Services  
Alabama State University



**Amy Soricelli**  
Assistant VP Career Services &  
Alumni Relations  
Berkeley College



**Roneshia Clark Evans**  
Human Relations Coordinator  
Hopkins County Schools



**Michael Amiri**  
Founder and President of NxT  
Recruitment, LLC

Dear HBCU Forum Contributor:

Thank you to all of the professionals from the college career services arena and private sector that have taken the time to share their knowledge and expertise with collegians and up-and-coming professionals. Your advice, wisdom and encouragement are invaluable.

You may never meet those that you have helped by contributing an article to the ***HBCU Careers Magazine***, but know that you have definitely made a difference, and for that we cannot thank you enough.

We truly appreciate your commitment to making a difference and enhancing the professional and personal lives of students, alumni and young professionals as they embark on their journey from college to career.

Sincerely,

**HBCU** Careers

Dear Future Contributors:

If you or someone you know has knowledge to share and would like to contribute to our next edition of the ***HBCU Careers Magazine*** please request submission information from [ads@hbcucareers.com](mailto:ads@hbcucareers.com) or contact us on [HBCUcareers.com](http://HBCUcareers.com). We welcome all submissions and all articles will be included in the HBCU Forum regardless of being selected for inclusion in the magazine.



# CAREER OPPORTUNITIES

Anne Arundel County Public Schools - MD.....	19	Fairfax County Public Schools - VA.....	16
Akron Public Schools - OH .....	30	Global Health Fellows II.....	10
Arlington County Police Department .....	8	Greenville County Schools - SC.....	18
Arlington Public Schools - VA.....	21	Henry County Public Schools - VA .....	21
Beaufort County School District - SC .....	25	Hillsborough County Public Schools - FL.....	22
Bloomfield Hills Schools - MI .....	29	Hopkins County Schools - KY .....	22
Buckingham County Public Schools -VA .....	20	International Paper.....	Inside Front Cover
Carteret County Public School System -NC.....	20	Killeen Independent School District - TX .....	18
Charlottesville City Schools - VA .....	17	Kroger .....	IFC
Chatham County Schools - NC.....	29	Lincoln Public Schools - NE .....	23
Clarke County School District - GA.....	21	Longview Regional Medical Center .....	12
Clark County Schools -NV .....	20	Los Angeles Unified School District - CA.....	22
Community High School District 218 - IL.....	20	Loudoun County Public Schools - VA.....	29
Cumberland County Schools - NC.....	29	McCoy's Building Supply.....	Inside Back Cover
DEA.....	Inside Back Cover	Memorial Sloan-Kettering Cancer Center.....	9
Decatur City Schools - AL.....	19	MIT Lincoln Laboratories.....	Inside Back Cover
Denver Public Schools - CO.....	17	MITRE .....	IFC
Duke Nursing .....	10	Monterey Peninsula Unified School Distirct - CA.....	23
Edward Jones.....	104	Montgomery County Public Schools - MD.....	23



# ATTENTION CAREER SEEKERS

Please take advantage of the employment opportunities that appear throughout your **HBCU Careers Magazine!** Help your career search by contacting the organizations listed below. These employers are actively recruiting college graduates like yourself and have made the **HBCU Careers Magazine** possible. Visit [HBCUcareers.com](http://HBCUcareers.com) to view the online version of this publication, upload your resume, respond to job postings and more.

Newport News Public Schools - VA.....	23	South Orange & Maplewood Public School Dist - NJ.....	19
Newton County School System - GA.....	24	Staunton City Schools - VA .....	26
Newton Public Schools - MA .....	30	Tangipahoa Parish School System - LA.....	24
Northwestern Mutual.....	Back Cover	The Academy of the Pacific Rim - MA.....	28
Oakland Unified School District - CA .....	25	Transportation Security Administration .....	IFC
Olentangy Local Schools - OH.....	24	Tucson Unified School District - AZ.....	18
Onslow County Schools - NC .....	22	VCU Health System.....	12
Orange County Schools - NC.....	25	VERIZON .....	8
Parkway School District - MO .....	24	Volusia County Schools - FL .....	27
Pender County Schools - NC.....	17	Wake County Public School System - NC .....	27
Phillips Exeter Academy - NH .....	26	Washington County Public School - MD .....	27
Pittsburgh Public Schools - PA .....	19	Washoe County School District - NV .....	28
Prince George’s County Public Schools - MD.....	26	Webster Groves School District - MO .....	27
Richland School District Two - SC .....	30	Windsor Public Schools - CT .....	17
School District of Lee County - FL.....	26	York County School Division - VA.....	28





I WORK FOR THE COMPANY THAT  
TACKLES THE WORLD'S TOUGHEST CHALLENGES

{ POWERFUL ANSWERS }

We believe in the power of technology to solve just about anything. And we've put our sharpest minds to the task. Our solutions are empowering individuals, businesses, and communities everywhere. Join our team and you'll create an inspiring future with the company that meets every day with one question: "What do we want to build next?" That's the kind of work we do. And you can be a part of it.

Opportunities exist for:

**CUSTOMER SERVICE REPRESENTATIVES**

**RETAIL SALES REPRESENTATIVES**

**TECHNICAL SUPPORT REPRESENTATIVES**

Enjoy benefits worthy of the name Total Rewards including:

- Medical, dental and vision from day one
- Award-winning training
- Generous tuition assistance program
- Company matching 401(k)
- Paid vacation and holidays

Visit [verizon.com/jobs](http://verizon.com/jobs) for more information and to apply today. Verizon is an equal opportunity and affirmative action employer M/F/Disability/Vet.

**ARLINGTON  
COUNTY POLICE  
DEPARTMENT**



Personnel & Recruitment  
1425 N. Courthouse Road  
Arlington, VA 22201

***Now Hiring!***  
***POLICE OFFICERS***  
***\$48,006.40***

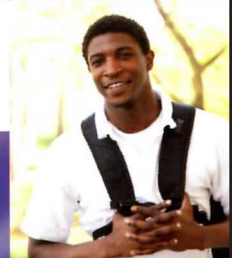
The Arlington Police Department is looking for motivated, trustworthy individuals who are at least 20 and one half years of age, have at least 60 college credits\* and a U.S. Citizen.

If this is you, then come and join us!

**[www.arlingtonva.us/police](http://www.arlingtonva.us/police)**

For more information contact:  
Sergeant Angela Comer  
703-228-4412 or [acomer@arlingtonva.us](mailto:acomer@arlingtonva.us)

Visit **HBCUcareers.com**  
and register today!



- Reach out to recruiting employers directly
- Upload a personal video with your resume
- Register at [HBCUcareers.com](http://HBCUcareers.com) to have job opportunities e-mailed to you
- Link through Facebook
- Follow us on Twitter
- and much more!



**HBCU**  
**careers.com**

**Everywhere you want to be...**

# Healthcare Careers

The organizations featured within this section are currently recruiting within the Healthcare Industry:

Duke Nursing

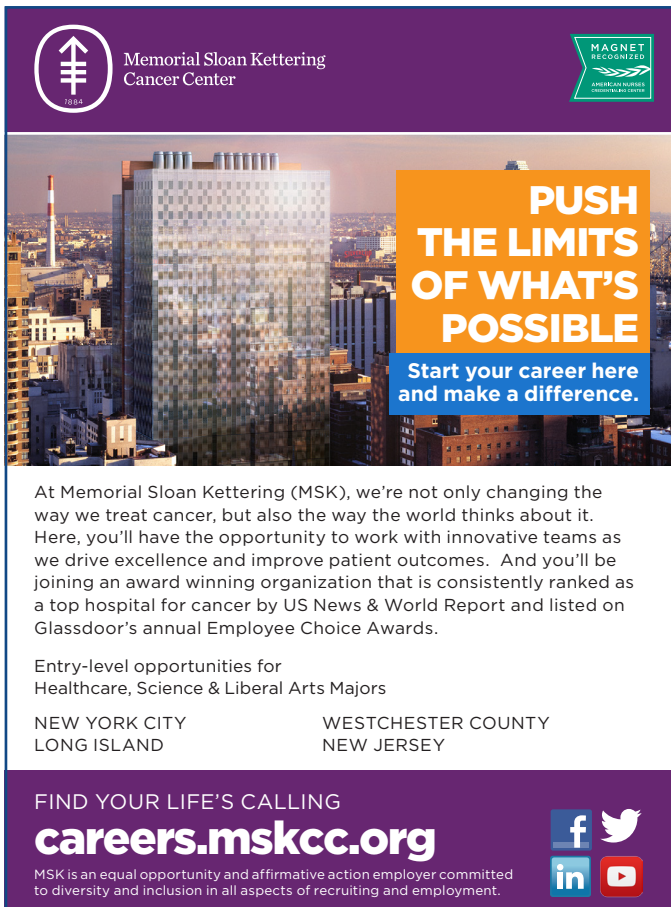
Global Health Fellows Program II


Longview Regional Medical Center


Memorial Sloan-Kettering Cancer Center

MITRE

VCU Health System



 Memorial Sloan Kettering Cancer Center



**PUSH THE LIMITS OF WHAT'S POSSIBLE**

Start your career here and make a difference.





At Memorial Sloan Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. Here, you'll have the opportunity to work with innovative teams as we drive excellence and improve patient outcomes. And you'll be joining an award winning organization that is consistently ranked as a top hospital for cancer by US News & World Report and listed on Glassdoor's annual Employee Choice Awards.

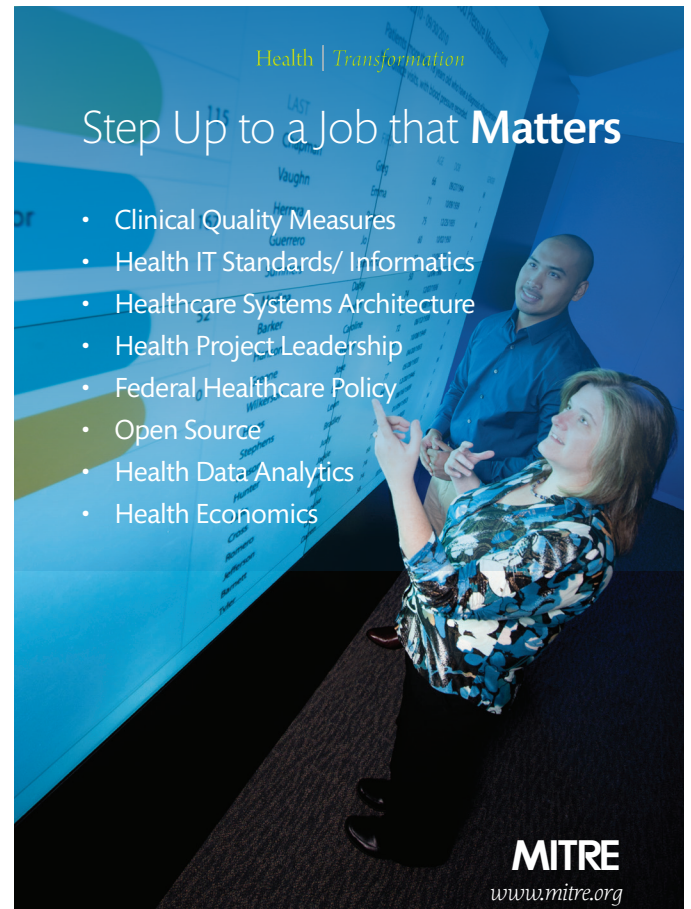
Entry-level opportunities for Healthcare, Science & Liberal Arts Majors

NEW YORK CITY                      WESTCHESTER COUNTY  
LONG ISLAND                        NEW JERSEY

FIND YOUR LIFE'S CALLING  
**careers.mskcc.org**

MSK is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment.



Health | Transformation

## Step Up to a Job that Matters

- Clinical Quality Measures
- Health IT Standards/ Informatics
- Healthcare Systems Architecture
- Health Project Leadership
- Federal Healthcare Policy
- Open Source
- Health Data Analytics
- Health Economics

**MITRE**  
www.mitre.org



**USAID** | GLOBAL HEALTH FELLOWS II  
FROM THE AMERICAN PEOPLE

# ACCELERATE YOUR GLOBAL HEALTH CAREER!

Launch your global health career with the United States Agency for International Development's (USAID's) premier fellowship program, the Global Health Fellows Program (GHFP) II. The Program offers Fellowships and Internships in Washington, DC and abroad. Contribute to program management, monitoring and evaluation, or health system strengthening alongside the world's best professionals at USAID. Leverage your transferable skills, background, and personal story at GHFP-II!

As complex health challenges emerge, GHFP-II helps USAID meet those challenges by developing the next generation of diverse global health professionals. GHFP-II offers USAID's Global Health Bureau innovative, responsive, and tailored recruitment systems that identify and deepen its network of expert health professionals who enhance the Agency's workforce. Positions are available year-round.

Sign up for our listserv for new opportunities, and schedule a free resume consultation to find out more!

[f](#) [t](#) [in](#) @GHFPII | [www.ghfp.net](http://www.ghfp.net) | [info@ghfp.net](mailto:info@ghfp.net)



**PUBLIC HEALTH INSTITUTE** The Global Health Fellows Program II is a project of the US Agency for International Development implemented by the Public Health Institute and its partners.



## BE A PART OF EXCELLENCE.

Duke Nursing has opportunities for experienced nurses throughout our 100+ medical and surgical sub-specialties.

We have competitive salaries and benefits, flexible schedule options, and career development and advancement opportunities. And, Duke's world-class facilities are in the heart of North Carolina, where the quality of life is second to none.

Contact a recruiter today to find out how you can become a part of excellence.

**DUKE NURSING**  
A LEGACY OF NURSING EXCELLENCE



Duke University Health System is very proud to have achieved Magnet recognition (2014).



Duke Raleigh Hospital and selected units of Duke Regional Hospital and Duke University Hospital have been recognized by the NCNA with Hallmarks of Healthy Workplaces.

U.S. News & World Report Duke University Hospital (#1), Duke Regional Hospital (#8) and Duke Raleigh Hospital (#12) are proud to have been selected as top hospitals in North Carolina by U.S. News & World Report (2015).



**DukeHealth**

Learn more about Duke Nursing at [dukenursing.org](http://dukenursing.org)  
Call a recruiter today: (888) 358-2383



# A LEGACY OF NURSING EXCELLENCE.

Duke Nurses are playing an integral role in transforming health care as leaders within our health system and through their involvement in professional organizations. They are supported in attaining advanced skills and professional degrees. And they are valued and respected professional colleagues.

Duke Nurses also have all of the advantages of working in a health system that has achieved Magnet® recognition and that takes pride in world-class facilities and innovative technologies. And, they benefit from living and working in an area that embraces and celebrates diversity, and that has an enviable quality of life.

Annually, Duke Nursing presents 36 Excellence Awards to outstanding nurses. Nominations come from our patients and their families and friends, as well as from colleagues. At least three of our 2015 winners attended HBCUs. These three winners are featured, below, with brief excerpts from their nominations.



**Cordelia Edwards, RN, CNOR, CNIII**  
Operating Room  
James E. Davis Ambulatory Surgical Center  
Diploma: Lincoln Hospital School of Nursing

*Calm, dignified and professional are just a few of the attributes that describe this veteran operating room nurse. Cordelia is always calm in any situation, which sets the tone for others to respond accordingly. She is an expert on all things pertaining to the OR. And staff, both less experienced and seasoned, seek her out not just for her knowledge, but because she is non-threatening, enjoys sharing and appreciates an individual's desire to be the best in one's practice. In 2016, she begins her third term as president of the North Carolina Chapter of the Association of periOperative Registered Nurses (AORN).*



**Cheryl Ann Jaglowski-Ho, BSN, RN, CRN, CNIII**  
Radiology  
Duke Regional Hospital  
BSN: Winston-Salem State University

*Cheryl promotes radiology nursing within our department and hospital, as well as locally and nationally. She co-authored a section of the book, "Scope and Standards of Radiology Nursing." In addition to obtaining her CRN (certification as a radiology nurse), Cheryl has been involved with the national radiology nursing association, ARIN (Association of Radiologic and Imaging Nursing), including serving on the board from 2010-2012. In 2015, she chaired the ARIN Awards and Scholarship Committee and served as president of the Carolina Chapter of ARIN. In the fall of 2014, Cheryl planned and hosted a local conference that provided continuing education for nurses throughout North and South Carolina.*



**Alketa Stephens, BSN, RN, CNII**  
Medicine/Oncology – Fourth Floor  
Duke Raleigh Hospital  
BSN: Winston-Salem State University

*When Alketa took over her unit's Central Line-Associated Blood Stream Infection (CLABSI) Team, she focused on reinforcing education, specifically for peripherally inserted central catheter (PICC) line dressings. She organized a five-minute "show and tell" that she presented at the nurses' station so that education could take place on the unit. She presented multiple times, including between the hours of midnight and 4 a.m. This reinforced education helped the unit achieve 23 months without a CLABSI and changed the culture of the unit. Alketa has also been the driving force for developing a hospitalwide CLABSI Team, and four of the six units achieved eight months or more without a CLABSI.*

Nurses at every point in their careers can become a part of nursing excellence at Duke Health. For more information about opportunities for a lifetime, contact a Duke Nursing recruiter today ([dukenursing.org](http://dukenursing.org) or 888-358-2383).



Duke University Health System is very proud to have achieved Magnet recognition (2014).



Duke Raleigh Hospital and selected units of Duke Regional Hospital and Duke University Hospital have been recognized by the NCNA with Hallmarks of Healthy Workplaces.

U.S. News & World Report  
Duke University Hospital (#1),  
Duke Regional Hospital (#8) and  
Duke Raleigh Hospital (#12)  
are proud to have been selected  
as top hospitals in North Carolina  
by U.S. News & World Report (2015).



**DukeHealth**

We're #1  
for 11,000  
very good  
reasons.

For the third time, we've been named a #1 hospital in Virginia by *U.S. News & World Report*.<sup>®</sup> And since 2006, we've been proud to be a Magnet<sup>®</sup> hospital. Thanks to our 11,000 dedicated team members, our list of national honors continues to grow.

**Discover how you can join our team  
at [vcuhealth.org/careers](http://vcuhealth.org/careers)**



EOE/AA. Women, minorities, veterans and persons with disabilities are encouraged to apply. Ranked in top 50 for Cardiology and Heart Surgery, Orthopedics and Nephrology.

The Magnet Recognition Program<sup>®</sup>, ANCC Magnet Recognition<sup>®</sup>, Magnet<sup>®</sup>, ANCC National Magnet Conference<sup>®</sup>, and Journey to Magnet Excellence<sup>®</sup>, names and logos are registered trademarks of the American Nurses Credentialing Center. All rights reserved.

Longview, Texas

## Eye-to-Eye.



**At Longview Regional, we agree  
on exceptional patient care.**

**A**t Longview Regional Medical Center, we come from diverse backgrounds but rally around a common vision of providing quality healthcare services to our community. This commitment is seen in our multi-million dollar expansion, which nearly doubles the size of our facility and supports our patients' growing needs. If you share our view of excellence, now is the best time to look into a career with Longview Regional!

### NURSING OPPORTUNITIES

- Cath Lab
- Critical Care
- Emergency
- Intermediate Care
- Med/Surg
- Pediatrics
- Surgical Services
- Women's Services

### ALLIED HEALTH OPPORTUNITIES

- Lab
- Medical Records
- Pharmacy
- Radiology
- Respiratory Therapy
- Social Work

*Please apply online today!*  
[www.longviewregional.com](http://www.longviewregional.com)



Better Healthcare Starts Here

Equal Opportunity Employer, AAE, M/F/D/V

## Start with the End in Mind

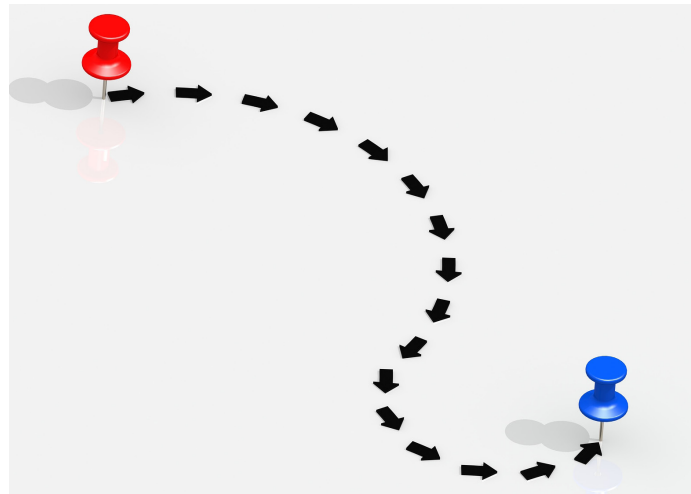
*By: Helene Cameron  
Director, Advisement and Career Services  
College of Southern Maryland*

Every year in August thousands of students descend upon college campuses all over the United States with their hope (or the hope of their parents) of completing a college degree; and ultimately going on to graduate/professional school or immediately entering the workforce.

The academic year starts off with ensuring that students get acclimated to the university by participating in orientation and of course; all of the fun stuff - pool parties, cookouts, Greek step shows, etc. As the academic year progresses, students begin to consciously or unconsciously decide whether they are going to be a committed student or a student that does just enough to get by.

I have always had a love for reading. One of the most exciting things was finding out the end of the story first. Did the princess marry the prince? It was worth knowing the ending so that I could really enjoy the intensity and excitement of the story from the beginning.

If you have already decided that you want to be successful in college and beyond, you must **START with the End in Mind!**



Your Freshman year experience should include spending time exploring possible career options and doing a personal self assessment. Did you choose your major because your parents told you to or an older sibling had the same major in college? Did you choose your major because your new roommate has the same major? If you have not made that decision on your own or if you made the decision with little thought, you may want to ask yourself these questions:

1. What do I have a special interest in?
2. What abilities do I have that would help me have a career in my area of interest?
3. What special skills and attributes do I have?
4. What are my personal and work values?
5. Do I possess the necessary leadership skills, and if not what should I do to get them?

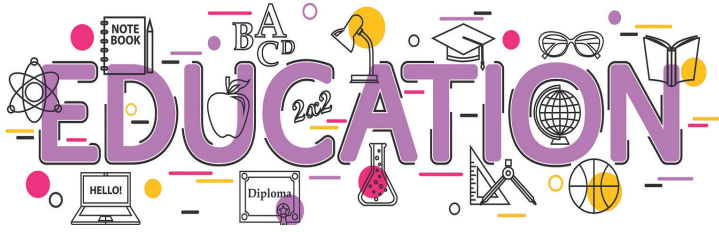
Along with asking yourself those questions; begin to put those things into action.

- Begin to identify interest, abilities, skills and personal/work values
- Seek career advising to discuss choosing a major and/or identifying possible career options
- Explore a wide variety of majors
- Talk to academic and career advisors about the majors you are seriously considering
- Develop and practice good study habits, organizational and functional skills
- Investigate and join campus organizations that might interest you. **This is a good way to develop leadership, organizational and planning skills**
- Participate in campus activities - get involved in what's happening on campus
- Seek summer, part-time and volunteer jobs to explore careers and gain valuable experience
- Answer the following four key questions:
  1. What do I want to do when I graduate?
  2. What can I do with the degree that I am seeking?
  3. What do I need to do to develop myself further?
  4. How can I ensure that I start the career I am seeking after graduation?
- Read the newspaper and watch the news daily. Keep up with current events
- Register with the Office of Career Services
- Attend ALL activities sponsored by the Office of Career Services
- Create your personal four year career development plan

All things are created twice. We create them first in our minds, and then we work to bring them into existence. *Own the creations in your mind so that you can then own the process of executing them and making them real. You cannot pursue anything and be successful at it without first believing that you can and second putting the time, energy and dedication into making it become a reality.*

If your freshmen year is over and you really did not have the quality experience that you thought you should have, there is time to start over next semester with renewed vigor and excitement about your educational journey. Don't worry about the fact that you may not be attending an Ivy League or Flagship institution. Focus on ensuring that you use all of the resources available to you at your university. Join a circle of friends who have great aspirations as you do. Spend time with your professors and academic advisors. Get involved in the full collegiate experience and enjoy the journey to the end of your story!





**The organizations featured in this section are currently recruiting within the Education field**

Anne Arundel County Public Schools (MD)

Akron Public Schools (OH)

Arlington Public Schools (VA)

Beaufort County School District (SC)

Bloomfield Hills Schools (MI)

Buckingham County Public Schools (VA)

Carteret County Public School System (NC)

Charlottesville City Schools (VA)

Chatham County Schools (NC)

Clark County School District (NV)

Clarke County School District (GA)

Community High School District 218 (IL)

Cumberland County Schools (NC)

Decatur City Schools (AL)

Denver Public Schools (CO)

Fairfax County Public Schools (VA)

Greenville County Schools (SC)

Henry County Public Schools (VA)

Hillsborough County Public Schools (FL)

Hopkins County Schools (KY)

Killeen Independent School District (TX)

Lincoln Public Schools (NE)

Los Angeles Unified School District (CA)

Loudoun County Public Schools (VA)

Monterey Peninsula Unified School District (CA)

Montgomery County Public Schools (MD)

Newport News Public Schools (VA)

Newton County School System (GA)

Newton Public Schools (MA)

Oakland Unified School District (CA)

Olentangy Local Schools (OH)

Orange County Schools (NC)

Onslow County Schools (NC)

Parkway School District (MO)

Pender County Schools (NC)

Phillips Exeter Academy (NH)

Pittsburgh Public Schools (PA)

Prince George's County Public Schools (MD)

Richland School District Two (SC)

School District of Lee County (FL)

South Orange & Maplewood Public School District (NJ)

Staunton City Schools (VA)

Tangipahoa Parish School System (LA)

The Academy of the Pacific Rim (MA)

Tucson Unified School District (AZ)

Volusia County Schools (FL)

Wake County Public School System (NC)

Washoe County School District (NV)

Washington County Public Schools (MD)

Webster Groves School District (MO)

Windsor Public Schools (CT)

York County School Division (VA)

# Fairfax County Public Schools

## Northern Virginia

### Building the Future...Child by Child

Apply now at [www.fcps.edu/employment](http://www.fcps.edu/employment)



#### Fairfax County Public Schools

The 10th largest school system in the nation and located in Northern Virginia, has unique opportunities for highly motivated, instructionally sound, and creative individuals who would like to help us Build the Future... Child by Child. FCPS is a growing, diverse school system of over 185,000 students employing more than 23,000 people. Excellent mentoring programs are available to all. We will be hiring teachers for the 2016-17 school year from all subject areas.

Virginia State Licensure requirements are online at [www.doe.virginia.gov](http://www.doe.virginia.gov).

8115 Gatehouse Road  
Falls Church, VA 22042  
571-423-3000  
[www.fcps.edu](http://www.fcps.edu)

EOE



# MAKE YOUR CAREER making a difference

JOIN DENVER PUBLIC SCHOOLS



**DENVER  
PUBLIC  
SCHOOLS**

Discover a World of Opportunity™

DPScareers.org

*Windsor, CT*



[www.windsorct.org](http://www.windsorct.org)

**Windsor Public Schools**  
601 Matianuck Avenue  
Windsor, CT 06095  
**860.687.2000**



### Our Mission

The mission of the Windsor Public Schools is to develop the genius in every child and to create life-long learners.



**PENDER**  
**County Schools**

*Preparing Our Graduates for the World that Awaits Them*

### Committed to ensuring that

- Students will graduate on-time,
- All schools will make high growth, and
- Students will read on grade level by the end of 3rd grade.



### Mission

Pender County Schools fosters an environment of high expectations, focused on success for all students and resulting in graduates prepared for the future in a rapidly changing world.

Pender County Schools 925 Penderlea Hwy, Burgaw, NC 28425 910-259-2187  
<http://pendercountyschools.net/>

Visit [http://pendercountyschools.net/departments/human\\_resources](http://pendercountyschools.net/departments/human_resources) for job openings and announcements.

### Come Teach With Us!



Charlottesville City Schools strives to be a first-class workplace, attracting and supporting a top-notch staff that reflects the rich diversity of our community.

### We offer:

- Relevant professional development opportunities, including Google in Education
- Coaching and learning communities
- Competitive compensation
- Staff wellness benefits
- Classroom grants
- Community partnerships, including the University of Virginia and the African-American Teaching Fellows

Personal and Academic Excellence Inspired by a Collaborative and Innovative Learning Environment

Charlottesville City Schools  
[www.charlottesvilleschools.org](http://www.charlottesvilleschools.org)



# Re-imagine American education in beautiful Tucson, Arizona.



## Tucson is an amazing place to live

We're...

- ...transforming American education.
- ...looking for innovative, creative staff.
- ...providing what's best for our students.
- ...becoming a model 21st Century urban school district.

For more information contact us at [TUSDRecruiter@tusd1.org](mailto:TUSDRecruiter@tusd1.org)  
Employment  
<https://tusdjobs.tusd1.org>



**TUSD**

Tucson Unified School District



## Greenville County Schools

Greenville County Schools is the largest school district in South Carolina and the 46th largest district in the nation. We have the state's largest school choice program with 15% of our students (10,000+) attending on choice. Our schools are widely recognized for excellence at the state and national levels, with 13 National Blue Ribbon Schools, 21 Palmetto's Finest Schools, and 9 Newsweek's Best High Schools. GCS employs more than 5,000 teachers who serve more than 72,000 students in 51 elementary schools, 19 middle schools, 14 high schools, 6 child development centers, 4 career centers, Fine Arts Center, Roper Mountain Science Center, Charles Townes Gifted Center, and other learning centers that meet individual student needs. Our students learn in state-of-the-art facilities equipped with the latest technology. Greenville, SC is conveniently located on the I-85 corridor between Charlotte, NC and Atlanta, GA. Greenville County Schools as an Equal Opportunity Employer is seeking diverse candidates as outlined in our 2013-2018 Strategic Plan.



P.O. Box 2848 • Greenville, SC 29602-2848  
Contact: Lillian Flemming at (864)355-3976  
or Debra Cucchiara at (864) 355-3161  
[www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)

Like Us on Facebook at [facebook.com/gcschools](https://facebook.com/gcschools)  
Follow Us on Twitter @gcschools

## KILLEEN INDEPENDENT SCHOOL DISTRICT



# Educating America's Children

Located in Central Texas  
Apply online at <https://www.killeenisd.org>



200 N WS Young Dr. Killeen, TX. 76543-4025 (254)336-0000



PURSUE YOUR LIFE'S WORK AT THE  
**Pittsburgh Public Schools!**

As an urban public school district, Pittsburgh Public Schools serves students who are **racially, culturally, and linguistically diverse.**

To accelerate academic achievement for all and eliminate racial disparities, **our teachers are elevated as leaders, celebrated as professionals and receive the supports they need to be successful.** We need culturally-competent educators who can leverage students' unique assets and empower every student to be successful.

**Join our team today and receive:**

- A full-year new teacher induction program.
- Peer coaching from content experts.
- Nationally recognized equity training.
- Real-time access to student data.
- Great benefits and potential for a six-figure salary in just ten years.

Visit [www.pps.k12.pa.us/careers](http://www.pps.k12.pa.us/careers)

**Anne Arundel County Public Schools**



**We are looking for creative and caring teachers who want to make a real difference in children's lives.**

Join a progressive, competitive, and accountable school system committed to raising expectations for every child. We are proud to offer:

- **Competitive Salaries & Benefits**
- **New Teacher Support Program**
- **Extensive Professional Development Opportunities**
- **Excellent Tuition Reimbursement Program**
- **Opportunities for Career Advancement**

 **1-800-PreK-2.12** | **410-222-5061**  
[www.aacps.org](http://www.aacps.org) | *for every child*  
 Division of Human Resources · 2644 Riva Road, Annapolis, Maryland 21401



“A DISTRICT THAT CELEBRATES DIVERSITY”

The South Orange and Maplewood Public School District serves a racially and economically diverse population of 6,200 students, K-12, in nine schools. The District has a history of exemplary performance and a commitment not only to diversity, but also to grappling honestly and openly with all that being a diverse learning environment entails.

With more than 90 percent of graduates attending college, the District has developed creative learning opportunities to engage all students, both in and out of the classroom. From a differentiated instructional approach for individualized learning to offerings at the high school that include rigorous course work in the core curriculum courses and electives that expand a student's creative expression, all students find their niche and become critical thinkers and learners.

Candidates must apply online at [www.applitrack.com/somso/onlineapp](http://www.applitrack.com/somso/onlineapp) to be considered for employment.

South Orange & Maplewood Public School District  
 525 Academy Street, Maplewood, NJ 07040  
 973-762-5600  
[www.southorangemaplewood.org](http://www.southorangemaplewood.org)  
 EOE/AA

**DECATUR CITY SCHOOLS**  
 EMPOWERING STUDENTS THROUGH EDUCATION

302 4TH AVENUE NE  
 DECATUR, AL 35601  
 256-552-3000

[www.dcs.edu](http://www.dcs.edu)

**B**uckingham County Public Schools  
 We Care, We Teach, We Learn, We Grow... One Student At A Time



"Home of the Knights"

- Competitive Salaries
- VRS
- Health, Dental and Vision Insurance
- Personal Leave
- Paid Holidays
- In-Service Programs
- Supplemental Pay for Additional Athletics and Extra- Curricular Services
- Monthly Payroll and Direct Deposit
- Near UVA, Liberty University & Longwood University

Email Resume to Director of Human Resources Brian A. Green at: [bgreen@bcpschools.org](mailto:bgreen@bcpschools.org)

[www.bcpschools.org](http://www.bcpschools.org)  
 (434)969-6100



CARTERET COUNTY  
 PUBLIC SCHOOL SYSTEM

*A Beacon for Learning and Leading*



- Miles of Coastline and Beautiful Beaches
- Outstanding, High Performing Schools
- Proven Record of High Student Achievement
- Small Class Sizes with Integrated Technology
- Continuous Support for Professional Growth

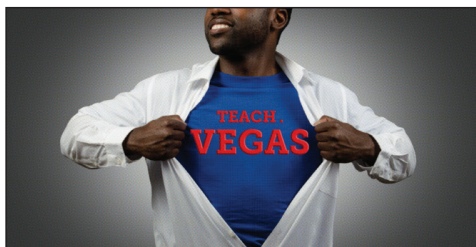
*Carteret County, North Carolina*

The mission of the Carteret County Public School System is to graduate all students prepared to be productive citizens.

[www.carteretcountyschools.org](http://www.carteretcountyschools.org)

CCSD | Clark County School District

**CALLING ALL HEROES!!!**



**APPLY TO TEACH TODAY!  
 CAPE INCLUDED.**

Don't wait; apply today at [www.Teach.Vegas](http://www.Teach.Vegas).

**HAVE A DEGREE, NOT IN TEACHING?  
 NO PROBLEM! BECOME A HERO IN  
 LIGHTNING SPEED...**

After five weeks of training and practice, those who earn their capes are eligible for hire into a full-time position, with medical and retirement benefits. Be the FIRST hero in a child's education. To learn more, visit us at [www.Teach.Vegas](http://www.Teach.Vegas) or call us at **702-799-5427**.



**Community High School District 218**

Located in the south suburbs of Chicago, Community High School District 218 serves a diverse population of nearly 6,000 students from 10 different feeder communities. The district is an area leader in both technology and staff development, and each of the district's three high schools has been named an Illinois State Board of Education.

- Competitive salary and excellent benefit package
- Induction and Mentoring Program
- Professional Development Opportunities

For employment opportunities and to apply visit [www.chsd218.org](http://www.chsd218.org)

An Equal Opportunity Employer

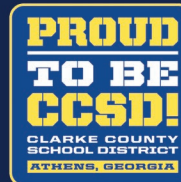
*Athens-Clarke County is a dynamic and diverse community of approximately 100,000 residents located in Northeast Georgia. Athens is the education, cultural, shopping and medical hub of the region.*



- ✦ 2015 National Superintendent of the Year
- ✦ Georgia's #1 Large School District for Closing the Achievement Gap
- ✦ Google Apps for Education district, with all students in grades 3-10 provided with a device
- ✦ National and state leader in creating personalized digital learning systems
- ✦ Top 100 Communities in Music Education, as named by the NAMM Foundation
- ✦ Nationally innovative Professional Development School District Partnership with the University of Georgia
- ✦ National Association for Professional Development Schools Award for Exemplary Professional Development School Achievement
- ✦ All middle schools and both traditional high schools are International Baccalaureate Middle Years Programme World Schools



Visit [proudtobeccsd.com/employment](http://proudtobeccsd.com/employment) for employment opportunities and online application.



Where critical thinking is expected, creativity is nurtured, technology and innovation are embraced, and learning is celebrated!

**Why join the HCPS team?**

- High performing, award-winning school district
- Excellent benefits & competitive compensation
- Strong teacher support & professional learning opportunities
- Innovative instructional technology

For more information and to view job postings, visit [www.henry.k12.va.us](http://www.henry.k12.va.us)



Department of Human Resources  
P.O. Box 8958 • 3300 Kings Mtn. Rd.  
Collinsville, VA 24078  
(276) 634-4700



**careers @ APS**  
*Inspire Generations*

Arlington Public Schools • Arlington, VA

Arlington Public Schools serves the citizens of Arlington, Virginia's geographically smallest county, located across the Potomac River from the District of Columbia.

We educate one of the nation's most diverse and sophisticated student populations - our more than 25,000 students come from around the world and speak more than 81 different languages. APS operates more than 38 schools and programs.

We serve our students with a range of programs designed to meet individual student needs.



Please visit [apsva.us/careers](http://apsva.us/careers) for current administration and teaching vacancies.  
Equal Opportunity Employer




**Teach in Tampa**

**Hillsborough County PUBLIC SCHOOLS**  
*Excellence in Education*

**A great place to live, play, and work!**

Hillsborough County Public Schools welcomes teachers in all subjects who share a commitment to the belief that great teaching is the key to unlocking student success.

Join our community of educators and administrators who

**LEAD, INSPIRE, and EDUCATE.**

**Are you Ready?**

Learn more about Teaching in Tampa by visiting [www.TeachinTampa.com](http://www.TeachinTampa.com) or calling **813-840-7167**

[www.TeachinTampa.com](http://www.TeachinTampa.com)

*Join Us!*





**Welcome to Hopkins County Schools!**

We seek caring professionals who want to join us in making a difference in children's lives. Our district is located in western Kentucky, a convenient drive from major metropolitan areas, and serves about 7,000 students. We embrace diversity and strive to live by our motto: Every Child, Every Effort, Every Day.

View job postings and apply online at [www.hopkins.kyschools.us/jobs](http://www.hopkins.kyschools.us/jobs).




**Hopkins County Schools**  
Every Child • Every Effort • Every Day

(270) 825-6000  
320 S. Seminary Street • Madisonville  
[www.hopkins.kyschools.us](http://www.hopkins.kyschools.us)



**Onslow County Schools**

**Serving over 25,000 students!**  
**20 Elementary Schools, 8 Middle Schools, 7 High Schools, 1 Early Childhood Center, and 1 Alternative Learning Center.**




200 Broadhurst Road  
Jacksonville, NC 28540  
EOE

*Seeking high qualified applicants for all licensure areas*

- Teachers
- School Nurses
- School Counselors
- Media Coordinators
- Speech Therapists
- School Psychologists
- School Social Workers
- Exceptional Children Specialists

Located on the Southeastern coast of North Carolina



For additional information, call 910.455.2211 or visit our website at [www.onslow.k12.nc.us](http://www.onslow.k12.nc.us)



**LOS ANGELES UNIFIED SCHOOL DISTRICT**

Largest school district in the Western United States is seeking accomplished and visionary educators to lead and support all students' learning and achievement. We offer competitive salaries and excellent comprehensive benefits.

Apply for Teaching, School Leadership, and Executive Leadership Opportunities at [www.teachinla.com](http://www.teachinla.com) or [www.leadla.net](http://www.leadla.net)





**LINCOLN PUBLIC SCHOOLS**  
LINCOLN, NEBRASKA



Lincoln Public Schools educates 40,000+ students and continues to grow. Outstanding facilities, progressive leadership, strong community support and access to university programs illustrate some of the many advantages of our school system. Anticipating openings in all areas. For more information visit our website at: [www.lps.org](http://www.lps.org)



Lincoln Public Schools  
Lincoln, Nebraska • (402) 436-1582  
Email: [humanres@lps.org](mailto:humanres@lps.org)

Equal Opportunity/Affirmative Action Employer



# DISCOVER WHAT'S POSSIBLE IN CALIFORNIA

- Diverse, Family Friendly Work Environment
- Located on the Beautiful Monterey Peninsula
- Medical, Dental, Vision, Retirement & More
- Creating a Better World, One Student at a Time

## AREAS OF HIGH NEED

- English Teachers
- Math Teachers
- Multiple Subject Teachers
- Science Teachers
- Spanish teachers
- Special Education Teachers

APPLY TODAY.  
CALL 831.645.1292

VISIT [WWW.MPUSD.NET](http://WWW.MPUSD.NET)  
FOR MORE INFORMATION



## ROCKVILLE, MARYLAND

Montgomery County Public Schools (MCPS)

**We connect. We inspire.**  
**We care. We TEACH.**

Join us at MCPS, a culturally rich and diverse community. We seek certified or licensed teachers in all disciplines and grade levels, particularly in early childhood, foreign language, occupational and physical therapy, special education, speech pathology, math, science and technology education.

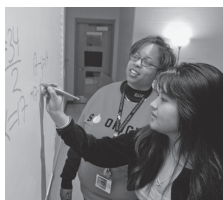
Earn \$48,808-\$80,817

We provide:

- ✦ tuition reimbursement
- ✦ continuous training
- ✦ consulting teacher/mentor support

Visit our website:

[www.MCPSCareers.org](http://www.MCPSCareers.org)

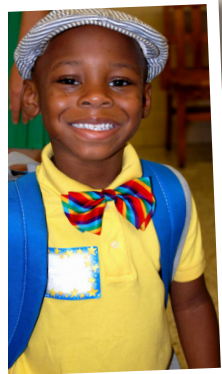


NEWPORT NEWS PUBLIC SCHOOLS

**NOW HIRING**  
**Motivated & Dedicated Educators**  
for the 2016-2017 School Year

NNPS Has the Tools to Ensure Your Success

- New Teacher Welcome Center
- Summer Learning Academies
- Mentor Teachers and Coaches
- STEM Financial Bonus
- Comprehensive Benefits Package



*Work and live in Coastal Virginia near the Hampton Roads harbor and enjoy great parks, entertainment venues, unique local retailers and restaurants, themed festivals, outdoor activities and affordable housing options.*

Apply online today at  
[www.nnpsjobs.com](http://www.nnpsjobs.com)



The mission of the Parkway School District is to ensure all students are capable, curious and confident learners who understand and respond to the challenges of an ever-changing world.

- Visit our webpage and apply at <http://www.parkwayschools.net>  
Under Quick Links, Click Human Resources/ Employment  
Click Employment Opportunities
- Benefits: medical, dental, vision and life insurance available for employees
- Parkway is an Equal Opportunity Employer
- Human Resources · 455 N. Woods Mill Road, Chesterfield, MO 63017 · 314-415-8017 · [ssstover@parkwayschools.net](mailto:ssstover@parkwayschools.net)



**T**angipahoa Parish School System consists of 34 schools, 20,000 students, and 2,600 employees. TPSS is the largest employer in Tangipahoa Parish. The conveniently located area offers a combination of small-town charm, along with progressive economic development, opportunities for all ages, families, socio-economic levels, and professional and social interests. With access to numerous restaurants, shopping, and social activities, Tangipahoa Parish is a great place to live and work.

- ✓ Competitive salaries and benefits
- ✓ Only minutes from exciting New Orleans and Baton Rouge, LA and only a 1-hour drive to the Biloxi, MS Coast area
- ✓ Southern Louisiana University conveniently located for continuing education opportunities
- ✓ Tuition assistance for certified employees working on advanced degrees
- ✓ Growing Magnet school community and many schools implementing the Teacher Advance Program (TAP)
- ✓ Superb technology support and professional development

Call or visit our website [www.tangischools.org](http://www.tangischools.org) for current job openings, applications, and job fair information.

Tangipahoa Parish School System  
59656 Puleston Road  
Amite, LA 70422  
985-748-2524



## OLENTANGY | LOCAL SCHOOLS



Our mission is to facilitate maximum learning for every student

The  
**Fastest-Growing  
School District in  
Ohio**



Apply online at [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us)

At Olentangy Local Schools our mission is to facilitate maximum learning for every student.

Olentangy is a public school system that educates approximately 19,300 students from preschool through 12th grade. The district is comprised of 95 square miles, most of which is in Delaware County.

To learn more about Olentangy, please visit our website at [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us).

814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035  
(740) 657-4050

STUDENTS ■ PARENTS ■ STAFF ■ COMMUNITY



Our mission is to provide educational excellence for **ALL** students! Our non-negotiable goals are increased student achievement and more effective teaching.

- 13 elementary schools • 5 middle schools • 3 high schools
- 1 theme school • 1 college and career academy

Get connected... Follow us on Twitter!

#NCSSBeTheBest



Located approximately  
35 miles east of Atlanta  
on Interstate 20

Newton County School System  
2109 Newton Drive  
Covington, GA 30014  
(770) 787-1330

Please visit our website at [www.newtoncountyschools.org](http://www.newtoncountyschools.org) for more information regarding our school system and employment opportunities.

Eligible candidates who are interested in applying may:

- Click on the CAREERS tab or scan the QR code below.
- Complete the desired application of interest.
- Upload the necessary documents to complete the application.

The Newton County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap in educational programs, activities or employment



Spirit, Pride, Excellence



Beaufort, South Carolina

# BEAUFORT COUNTY SCHOOL DISTRICT

[www.beaufort.k12.sc.us](http://www.beaufort.k12.sc.us)

Contact Becky Randazzo - (843)322-2334

- ✓ 31 diverse and award winning schools
- ✓ New computers and excellent mentoring program for new teachers
- ✓ Promethean board in every classroom
- ✓ Teaching and administrative opportunities
- ✓ Competitive Salaries
- ✓ School Choice Programs Available

The Beaufort County School District is a thriving community of islands encompassing 586 miles in the heart of the South Carolina Lowcountry. It is a land rich in natural beauty, history and resources and an area of economic contrast and cultural diversity. Almost 21,000 children attend 31 Beaufort County Schools where children have school program choices.

Come teach in our highly successful Advanced Math, Engineering, and Science (AMES) Academy; Montessori Program; or Science, Technology, Engineering, and Math (STEM) Academy. Beaufort County School District is one of the fastest growing counties in South Carolina.

An Equal Opportunity Employer

## CHANGE THE FUTURE. Teach in Oakland.

**COMPASSIONATE.** Our teachers are experts at creating learning environments for students that are both challenging and supportive.

**DEDICATED.** Our teachers believe that all students can learn and succeed in the classroom.

**COLLABORATIVE.** Our teachers value collaboration with peers and build strong relationships with students, parents, and colleagues.

We offer competitive salary and benefits, along with extensive professional development and career growth opportunities. We warmly invite you teach in OUSD.

Learn more and apply at  
[ousd.org/careers](http://ousd.org/careers)



- **ORANGE County Schools** consistently ranks as one of the top public school systems and top communities in the nation for educational opportunities and quality of life. Highest per pupil expenditure in the state.
- Comprehensive Beginning Teacher Support Program for all beginning teachers during years 1-3.
- During the 2015-16 school year our district will include a total of 13 schools: 7 elementary including one year-round school of choice, 3 middle schools, 2 high schools and an alternative school.
- With competitive local salary supplements starting at 10% above the NC base pay for teachers, **ORANGE County Schools** maintains one of the most competitive teacher salaries in the state.
- **ORANGE County Schools** are surrounded by excellent post-secondary institutions including: UNC-Chapel Hill, NC Central University, Duke University, NC State University, University of North Carolina and North Carolina Agricultural & Technical State University.

**TO APPLY:**  
<http://www.orange.k12.nc.us/>  
**FOR INFORMATION ON LICENSURE:**  
[www.ncpublicschools.org](http://www.ncpublicschools.org)  
**FIND US ON FACEBOOK:**  
<https://www.facebook.com/OrangeCountySchools>

**LOCATED AT:**  
200 East King St.  
Hillsborough, NC 27278

**PHONE:**  
919-731-8126

**Prince George's County Public Schools  
We are Great by Choice.**



**Prince George's County School District offers K-12 Teaching Opportunities in Urban/Suburban Maryland**

Our strategic focus areas are:

- ♦ Academic Excellence
- ♦ High-Performing Workforce
- ♦ Safe and Supportive Environments
- ♦ Parent and Community Engagement
- ♦ Organization Effectiveness

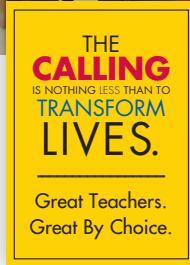
We have GREAT offers for our GREAT Teachers!

- ♦ Salary Range for Certified Teachers: \$46,380 - \$111,775
- ♦ Excellent Benefits
- ♦ Relocation Reimbursement
- ♦ New Teacher Mentoring Program
- ♦ Alternative Certification Program
- ♦ Ideal Living Near the Nation's Capital

For more information and to apply, please visit our website:

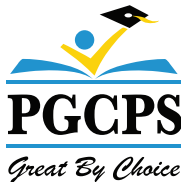
[www1.pgcps.org](http://www1.pgcps.org)

Prince George's County Public Schools  
Equal Opportunity Employer



*"If we focus on culture, data, and performance with a lens on literacy, then we will have outstanding academic achievement for all students."*

— Dr. Kevin Maxwell  
CEO, Prince George's County Public Schools



**PHILLIPS EXETER ACADEMY,**

a co-educational, independent boarding school in Exeter, New Hampshire, has paid teaching internships and dissertation year fellowships available for 2016-17.

The Academy has a tradition of excellence, and a student-centered pedagogy known as Harkness. PEA is an equal opportunity employer.

**FOR MORE INFORMATION**

web: [www.exeter.edu/internships](http://www.exeter.edu/internships)

web: [www.exeter.edu/fellowships](http://www.exeter.edu/fellowships)

mail: [teaching\\_opportunities@exeter.edu](mailto:teaching_opportunities@exeter.edu)

contact: Ron Kim, assistant principal

**PHILLIPS EXETER ACADEMY**

**Seeking Teachers to Join Our World-Class School System**



**Are you interested in beginning or continuing your career as an educator?**

If you have world-class talent and believe in our mission to ensure that each student achieves his or her highest personal potential, then we want to hear from you!

**LEARN MORE & APPLY TODAY!**

[www.LeeSchools.net/Careers](http://www.LeeSchools.net/Careers)

**239-337-8150**

[careers@leeschools.net](mailto:careers@leeschools.net)

School District of Lee County - Teacher Recruitment

Lee County School District

LeeSchoolCareer



*Simplee the Best*  
The Right Talent in the Right Place

If you like a place where a thriving city sets its grid into the foothills of the Blue Ridge Mountains...  
If you like striking views, spires and domes, and hilly streets...  
If you like a city of history where restored buildings house hip restaurants, shops and galleries...



AS U LIKE IT.



**Staunton City Schools (SCS)** is a public school division committed to its students and to providing an excellent educational program... where teachers value the uniqueness of each student and strive to challenge each one daily.

SCS serves approximately 2600 students PreK-12 from many different backgrounds and seeks to develop a workforce reflective of the diversity of its student body.

We are committed to retaining a high-quality workforce; increasing diversity of the workforce to better reflect the student population and the community at large; and communicating effectively with and valuing input of SCS stakeholders.

**STAY IN THE KNOW**

[Facebook.com/Staunton City Schools\\*SCS-TV 13\\*](https://www.facebook.com/Staunton-City-Schools-SCS-TV-13)

**EMPLOYMENT OPPORTUNITIES/EXCELLENT BENEFITS**

Apply Online at:  
[www.staunton.k12.va.us](http://www.staunton.k12.va.us)



## Why Volusia?

*It's home and it's family.*

Explore your options as a teacher in Volusia County, Florida where you will find the ultimate balance between work and play. We believe in "investing in our own," by helping teachers reach their potential.

- Supplement Opportunities
- Competitive Benefits
- Professional Development
- Leadership Opportunities

### Seeking Teachers

Elementary Ed., ESOL,  
Special Education,  
Math, Science, ELA



Visit [myvolusiaschools.org](http://myvolusiaschools.org)

[teacher-recruitment@volusia.k12.fl.us](mailto:teacher-recruitment@volusia.k12.fl.us)

## INCREASE ACHIEVEMENT. INSPIRE LEADERS. IMPACT LIVES.

Consider the Wake County Public School System where we are committed to highly effective education professionals!



### What We Offer:

- High performing, award-winning school district
- Salary advance for eligible candidates
- One of the highest paying public school districts in NC



**WAKE COUNTY  
PUBLIC SCHOOL SYSTEM**

Department of Human Resources  
5625 Dillard Drive • Cary, NC 27518



[www.twitter.com/recruitwcpss](http://www.twitter.com/recruitwcpss)  
[www.facebook.com/WCPSS](http://www.facebook.com/WCPSS)

**RALEIGH #1 BEST CITY TO LIVE**  
BLOOMBERG/BUSINESS WEEK — SEPTEMBER 2011

For more information about employment, visit [www.wcpss.net/employment.html](http://www.wcpss.net/employment.html)

# WCPS

 | Washington County Public Schools

*Located in beautiful western Maryland*



*Great  
PEOPLE.  
Serving  
GREAT KIDS.*

*Opportunities Available for  
K-12 Teaching Positions*

## APPLY TODAY!

[www.wcpshr.com](http://www.wcpshr.com)

## Webster Groves School District



Glendale • Rock Hill • Shrewsbury • Warson Woods • Webster Groves

The Webster Groves School District community is committed to academic and personal success for every student.

We are committed to securing the best candidate for each position available.

For more information or to view current employment opportunities visit our website [www.webster.k12.mo.us](http://www.webster.k12.mo.us)

EQUAL OPPORTUNITY EMPLOYER

District Offices  
400 E. Lockwood Avenue  
Webster Groves, MO 63119  
P: (314) 961-1233 • F: (314) 963-6411



**We are amazing students  
with BIG DREAMS.**

**We are incredible educators who  
help make BIG DREAMS come true.**

**WCSD**  
Building a Dream Team  
for WCSD

We are Washoe County School District, located in the Northern Nevada communities of Reno and Sparks. We are 8,000 employees supporting 64,000 students and we're focused on one goal: *Every Child, By Name and Face, to Graduation.*



**Want to learn more about how you can join the DREAM TEAM?**

**Email [teach@washoeschools.net](mailto:teach@washoeschools.net) or call the Talent Acquisition team at 775-789-4602 for more info!**



[www.washoeschools.net](http://www.washoeschools.net)   #WeAreWCSD

Advance Your Career.  
Enhance Lives.




- #1** Regionally-rated Teacher Pay Plan
- 1** High-quality Mentor for Each New Teacher
- 19** Committed, Supportive Principals
- 22:1** Student/Teacher Ratio



757-898-0300 | 302 Dare Rd., Yorktown, Virginia  
Learn more by visiting [HR.YORKCOUNTYSCHOOLS.ORG](http://HR.YORKCOUNTYSCHOOLS.ORG)



**The Academy of the Pacific Rim**  
Charter Public School  
Grades 5-12  
Boston, MA

Are you a passionate and innovative educator who believes all children CAN learn? We want to talk to you!

We will have positions open in all subject areas including ESL and Special Education for the 2016-2017 school year!

Visit our website for all open positions and application instructions.

[www.pacrim.org](http://www.pacrim.org)



**CHATHAM**  
COUNTY SCHOOLS  
NORTH CAROLINA

- ➔ Competitive salary supplement
- ➔ Inviting and supportive professional environment
- ➔ Centrally located to amenities in the Triangle (Raleigh/Durham/Chapel Hill) and Piedmont-Triad (Greensboro/Winston-Salem)
- ➔ Close proximity to major universities
- ➔ \$1,000 interest-free loan opportunity for newly-hired employees
- ➔ Financial support for newly-hired teachers to fulfill state licensure requirements
- ➔ Tuition Reimbursement Program

Visit [www.chatham.k12.nc.us](http://www.chatham.k12.nc.us) and click "Employment" to apply for career opportunities. Contact us at (919) 542-3626.



- ✓ Beginning Teacher Support with our S.U.C.C.E.S.S Program
- ✓ New Teacher Orientation
- ✓ Mentors
- ✓ Curriculum Specialist Support
- ✓ Academic Support Programs
- ✓ Continued Professional Development
- ✓ Home Base Parent Portal
- ✓ Technology Resources for the Classroom

Contact Us:  
2465 Gillespie Street  
Fayetteville, N.C.  
910-678-2629  
[www.ccs.k12.nc.us](http://www.ccs.k12.nc.us)



Your **career** is waiting...  
are you ready?



Learn more:  
[www.bloomfield.org/careers](http://www.bloomfield.org/careers)



Loudoun County Public Schools  
[www.teach4loudoun.com](http://www.teach4loudoun.com)

Join the mission of empowering all students to make meaningful contributions to the world!

21000 Education Court  
Ashburn, VA 20148  
Tel: 571-252-1100



EOE

More than **30 new schools**

State-of-the-art  
**technology**

**Competitive pay**  
and **benefits**

**Specialty**  
**programs**

in STEM, IB, career,  
arts and more

**Apply now!**



**Akron Public  
Schools.**

70 N. Broadway • Akron, OH 44308  
*An equal opportunity employer*

[akronschools.com/careers](http://akronschools.com/careers)

Newton Public Schools

MASSACHUSETTS



**Careers**  
**THAT**  
**MATTER**

As one of the country's premier school systems, Newton offers you the chance to work with top level educators in a school system that doesn't just promote diversity, but actually lives it. Opportunities exist for all different skill levels & talents to join us.

To find out more and apply:  
**[www.newton.k12.ma.us](http://www.newton.k12.ma.us)**

Connect with us on Facebook and LinkedIn

An Equal Opportunity Employer Committed To Diversity

Visit **HBCUcareers.com**  
and register today!



- Reach out to recruiting employers directly
- Upload a personal video with your resume
- Register at HBCUcareers.com to have job opportunities e-mailed to you
- Link through Facebook
- and much more!



**HBCU**  **careers.com** *Everywhere you want to be...*



**Richland School District Two**, located in Columbia, SC, strives to design the best academic and personal learning opportunities for our 27,500 students.

We recruit highly skilled, innovative teachers to serve our diverse population. Successful candidates bring "best practices" and current technology into their classrooms to educate and develop tomorrow's leaders.

Certified positions are updated as they become available. Applicants can review the positions and apply on line.

**For all Career Opportunities, follow this address:**  
<http://www.applitrack.com/richland2/onlineapp/default.aspx>

**Richland School District Two**  
124 Risdon Way, Columbia, SC 29223

**Debbie Jordan, Recruiter**  
Phone: 803-738-3335, [djordan@richland2.org](mailto:djordan@richland2.org)

[www.richland2.org](http://www.richland2.org)



## Every Story Matters

By: Roneshia Evans, M.Ed, LPCA, NCC  
Human Relations Coordinator,  
Hopkins County Schools

Have you ever been trying to talk to someone and it just seems they are not listening? They may even say, “Hold on just a minute.” It usually annoys the person that is trying to share his or her message and sometimes he or she will say, “Forget it” and not share his or her story at all.

This happens so many times in life and in history. If we are not careful, there will continue to be stories that are not told and shared with students. McGraw-Hill, a well-known textbook publisher, recently came under scrutiny when one Texas mother questioned why slaves were referred to as immigrants in her son’s textbook. Admitting they could do better in a social media posting, the textbook publisher said they would fix the error immediately in the digital copy and the next print copy.

Some people surely may think this is not even worth acknowledgment, but it is. The differences in the word slave and immigrant are stark. An immigrant implies someone who is not originally from a place but came seeking opportunity. Slaves were driven out of their own homes to another place, against their will. This is why I say every story matters.

Recently becoming employed in K-12 education, I spoke with a group of curriculum personnel about stories. I passed around the room a lesson I had found online. This lesson is one that is no doubt used in elementary schools. It had four blank spaces at the top and at the bottom were four picture stories. The task of the student was to cut the pictures out and place them at the top in sequential order. This seems well enough. However, the story was about Rosa Parks and the first picture said, “She went to jail,” the next said, “She did not give up her seat,” then “the law was changed. Lastly “people did not use the bus.” I asked the curriculum personnel what was wrong with this lesson. Right away two of them spoke up and said pieces of what I was trying to demonstrate. This lesson, while good for motor skills and teaching students to think in sequential order, is not appropriate for teaching about Rosa Parks. I know there are so many excellent teachers in the world that will simply use this worksheet as a supplement, and not as an entire lesson, but I caution educators to make sure they are telling the story in its entirety because every story matters.

The reason this lesson scares me is because it oversimplifies the civil rights movement and Rosa Parks’ story. Her story did not begin at the Montgomery Bus Boycott and certainly did not end there, but if someone were to ask students and adults today about Rosa Parks, most of them can only tell you she



did not give up her seat; it is almost like magic happened in that very moment and there was peace and equality. This is not true. This lesson does not tell why people did not use the bus. ww

If the instructor is not careful of lessons such as these, many students will look at the civil rights movement as a fairy tale. Rosa sat down, Martin Luther King was the hailed hero that had a dream and marched, and President Obama is the savior of Black people and now we can sing, "We have overcome." This is not an accurate portrayal. Every story matters. No one can deny the impact that these individuals made but there were countless other stories that remain untold. Please educate students on the history of important events, including but not limited to Black History. If we continue to revise, reduce, and rewrite history, it will have devastating impact on the lives of the youth and the country. Every story does not have a Disney ending. Some are painful. Some are joyful. Some are victorious and triumphant. Some are heart wrenching and soul shaking. However, it is not our duty to only tell the happy and funny ones, because every story matters.

**Self-evaluation is a critical part of any effective job search strategy, yet it is often overlooked. Self-evaluation is the process of identifying your personal and professional values, interests, personality type, strengths, weaknesses, skills, and goals. This section will not only give you insight into understanding yourself, but it will also help you to transfer what you know about yourself into a career that fits.**

## Self-Evaluation Questions to Ask Yourself

Below are some questions developed by executive recruiters to help you better understand yourself and your career aspirations. They are also questions an employer may ask you during an interview. Answer these questions as accurately and honestly as you can. Your answers will help you determine your career assets and liabilities, which will prepare you for your job search and for future interviews.

- Would I work better in a large or small organization?
- How important is geographic location to me?
- Do I work better alone or as part of a group?
- Am I more comfortable as a follower or a leader?
- Which do I do better: analyze or execute?
- Do I prefer to work with people or things?
- Do I work more successfully under pressure?
- Am I a good planner or idea person?
- Do I think well on my feet?
- Do I make decisions easily?
- Do I express myself well orally? In writing?
- What characteristics do I admire in others?
- Which function of my job do I perform most effectively?
- Which function of my job do I perform least effectively?
- What do I enjoy doing most?
- What motivates me?
- What accomplishments have satisfied me in the past year?
- What have I done to correct my shortcomings?
- What level of responsibility do I aspire to in five years?
- What should I be earning then?
- How will I achieve these levels? What skills do I need?
- Am I a good listener?



## Researching Employers

The process of researching an employer is an essential part of the job search process yet it often goes overlooked. Many job seekers take a “ready, fire, aim” approach without doing any homework first. They simply apply to as many positions as possible regardless of whether or not they are qualified for a position or whether or not they even want the position. Using this tactic is not an effective way to conduct a job search and usually results in a big waste of time-especially now when our job market is so tight. Keep in mind that you are competing for the same position as many others, so before you blast off your resume without any thought, take the time to do some research first. It will pay off in the long run.

### Why is researching an employer so important?

- Helps you identify organizations that match up with your career goals. In addition, you never know what you may find while you are conducting research. You may discover employers that are hiring that do not utilize traditional methods of advertising available positions.
- Helps you target your resume and cover letter to the position you are applying for which increases your chances of getting an interview.
- Helps you sell yourself as a viable candidate. The more you know about an employer, the better your chances are of being able to communicate how your skills and abilities match up with the employer’s needs.
- Employers are looking for candidates that show a genuine interest in their company. Communicating to an employer that you know something about their company shows you are enthusiastic and interested.
- Helps you answer the commonly asked question, “Why do you want to work for our company?” If you don’t know anything about the company you are interviewing with, how will you be able to answer this question?
- Helps build confidence during an interview. Knowledge is power so the more you know about an employer prior to an interview the more confident you will be in an interview situation.



## Where do I find information about employers?

Below are just a few resources for finding the information you need. Consult your Career Services Office for additional resources.

### 1. HBCU Careers Magazine

Your **HBCU Careers Magazine** is an excellent resource to locate information about organizations that are actively seeking to hire recent college graduates. For a list of all of the organizations that have available positions, refer to page 6. Take time to carefully review the career opportunities that these organizations have placed. They typically include general information about the position, the employer's web address, and how to apply for the position. You can also link directly to each employer's website, find additional information about an employer and submit your resume to job postings by visiting [HBCUcareers.com](http://HBCUcareers.com).

### 2. Internet Resources

- **The Employer's Website** is typically a great place to find general information about a company as well as career opportunities. Many times an employer's website has a special section devoted solely to career opportunities.
- **Job Search Assistance Websites** such as [HBCUcareers.com](http://HBCUcareers.com) contain valuable information about employers and also provide you with an option to post your resume online, search through available job opportunities, and link to the employer's website.
- **Industry Websites.** It is helpful to have an overall "big picture" view of the field or industry you are interested in. For instance, if you are interested in Pharmaceutical Sales, you may wish to do some general research on the industry to find out the average entry-level salary, employment outlook, required training, trends, etc. Below are some websites that may be helpful:

- » Occupational Outlook Handbook from the Bureau of Labor Statistics: [www.bls.gov/ooh](http://www.bls.gov/ooh)
- » U.S. Department of Labor's CareerOneStop: [www.careeronestop.org](http://www.careeronestop.org)
- » [Salary.com](http://Salary.com)

- **Grad School Websites.** If your next step is grad school, you may wish to visit these sites:

- » [GradSource.com](http://GradSource.com)
- » [Gradschools.com](http://Gradschools.com)
- » [graduateguide.com](http://graduateguide.com)

### 3. Trade Associations

Almost every type of field or industry that exists has a trade association affiliation. Find trade associations that match your career interests and then contact them to find out how you can obtain information such as journals, informational briefs and membership directories. Some trade associations even publish job listings or have resume referral services. In some cases you may need to be a member of a trade association in order to take advantage of their services and receive their information. If this is the case, see if they offer student memberships at a discounted rate.

What do I need to look for when conducting research on an employer?

- Name, age and location(s)
- Product lines and/or services
- Parent company and/or subsidiaries
- General financial picture of organization such as recent mergers, acquisitions, stock picture, etc.
- Recent events related to the company that have been "in the news"
- Major competitors and positioning in the market
- Company history
- Company mission statement
- Career opportunities
- Application procedures/deadline for application

### Questions to Ask Yourself

Now it's time to get real. Ask yourself the following questions BEFORE you respond to a job posting or go on an interview. Your answers will let you know if you have done the right amount of research and taken the appropriate steps to prepare yourself for the application and interview processes.

- Do my resume and cover letter reflect that I am a good match for the position for which I am applying?
- Am I prepared to answer general questions about the employer and the position that may be asked of me during an interview?
- What makes me "stand out" over other candidates that are applying for the same position?

REMEMBER - it's your job to demonstrate to an employer why you are the right candidate for a position - not the employer's job to try to figure out how you fit within their organization. Effectively researching the employer can help you determine how your skills, attributes and strengths can be an asset to the employer.



If you are applying to an online job posting, don't just submit your resume blindly. Do a bit of investigating first. In most cases an employer will include an in-depth position description along with the qualifications they are seeking. Study this information carefully. Find out what the employer is looking for. Compare your qualifications, skills, and attributes against the position description. Do you see any matches? If so, be sure to communicate them in your resume and cover letter.

## What Are Employers Looking For?

By: Claire Houseknecht  
Human Resources Coordinator,  
Recruiter/Generalist  
Washington County Public Schools (WCPS), Maryland

As a K-12 public school system, we are in the business of preparing students to be successful as 21st century citizens, and the educators and staff members who support this goal are critical to the success of that effort. When we are looking to hire new teachers to our district, there are certain qualities that we look for, and these professional qualities are not specific to the education profession. Whether a candidate is a recent graduate, or an experienced professional, successful candidates across professions share common traits:

### **Coachable**

Education is an ever-changing field, so when interviewing a candidate, we do not expect them to have a library of standards memorized or to be able to recite technical answers. Realistically, teachers have access to many resources when they are planning lessons or educational experiences for their students. Once hired, we will communicate the strategies and resources that our district has identified, with the expectation that they will be carried over into the classroom. What we are really looking for is an individual who is willing to listen to recommendations from their supervisor, and who can transfer feedback to their work in the classroom.

A coachable employee is valuable in any profession. Being a flexible, reflective and responsive employee will make you valuable, because you will be able to withstand changes within your industry.

### **Effective Communicator**

Collaboration across classrooms, schools, districts, and states, is becoming more common through the use of tools like Skype, Google Drive, Drop Box, Twitter, Today's Meet and others. Administrators are looking for teachers who are able to use these tools for their own professional development, as well as to provide opportunities for their students to collaborate. Refined verbal and written communication skills are necessary to be successful in these situations.

While we understand that organizations are effective because of many different personality types, being able to clearly express your ideas is nonnegotiable. Employees need to be able to navigate situations between clients, coworkers, and other stakeholders. A lack of communication or miscommunication can result in strained internal and external relationships, and could potentially affect your employment.



### **Technologically Literate**

Overlapping with being an effective communicator, preparing students to be college and career ready in a 21st century environment is impossible without the use of technology. Most of our classrooms are using technology on a one student-to-one device ratio, and teachers need to be comfortable with adopting different types of technology in order to provide their students with a rich and individualized academic experience. Even if someone is still a novice, there are endless training resources on the internet to help.

Employers want someone who will take the initiative to learn about new technologies that are relevant to their field of work, and who are proactive in discovering new tools to boost their practice. Technology isn't the solution to all workplace challenges, however a potential candidate or current employee should be able to speak to how it can affect and enhance their role.

These traits of a successful candidate have a commonality. Employers in all fields are looking for someone who is committed to their own professional development and who is a lifelong learner. Candidates should be reflective practitioners, excellent communicators, technologically savvy and should be continually evaluating themselves, and finding areas of opportunity and growth. Living and working in a global society requires all great employees to continue to grow and learn.



# **Featured Employers**

**Arlington County Police Department**

**Clark County School District (NV)**

**Community High School District 218 (IL)**

**Denver Public Schools (CO)**

**Duke Nursing**

**Henry County Public Schools (VA)**

**Hillsborough County Public Schools (FL)**

**Longview Regional Medical Center**

**Memorial Sloan-Kettering Cancer Center**

**MIT Lincoln Labs**

**MITRE**

**Monterey Peninsula Unified School District (CA)**

**Newport News Public Schools (VA)**

**Orange County Schools (NC)**

**Olentangy Local Schools (OH)**

**Pittsburgh Public Schools (PA)**

**Tucson Unified School District**

**VCU Health**

**Washoe County School District (NV)**

# MAKE YOUR CAREER making a difference

JOIN DENVER PUBLIC SCHOOLS



Discover a World of Opportunity™

DPScareers.org



## Community High School District 218

Located in the south suburbs of Chicago, Community High School District 218 serves a diverse population of nearly 6,000 students from 10 different feeder communities. The district is an area leader in both technology and staff development, and each of the district's three high schools has been named an Illinois State Board of Education.

- Competitive salary and excellent benefit package
- Induction and Mentoring Program
- Professional Development Opportunities

For employment opportunities and to apply visit [www.chsd218.org](http://www.chsd218.org)

An Equal Opportunity Employer

NEWPORT NEWS PUBLIC SCHOOLS



## NOW HIRING Motivated & Dedicated Educators for the 2016-2017 School Year

**NNPS Has the Tools to Ensure Your Success**

- New Teacher Welcome Center
- Summer Learning Academies
- Mentor Teachers and Coaches
- STEM Financial Bonus
- Comprehensive Benefits Package



*Work and live in Coastal Virginia near the Hampton Roads harbor and enjoy great parks, entertainment venues, unique local retailers and restaurants, themed festivals, outdoor activities and affordable housing options.*

Apply online today at [www.nnpsjobs.com](http://www.nnpsjobs.com)

## Step Up to a Job that Matters

- Clinical Quality Measures
- Health IT Standards/ Informatics
- Healthcare Systems Architecture
- Health Project Leadership
- Federal Healthcare Policy
- Open Source
- Health Data Analytics
- Health Economics

MITRE  
[www.mitre.org](http://www.mitre.org)



**We are amazing students  
with BIG DREAMS.**

**We are incredible educators who  
help make BIG DREAMS come true.**



We are Washoe County School District, located in the Northern Nevada communities of Reno and Sparks. We are 8,000 employees supporting 64,000 students and we're focused on one goal: *Every Child, By Name and Face, to Graduation.*



Photo courtesy of: VisitRenoTahoe.com

**Want to learn more about how you can join the  
DREAM TEAM?**

**Email [teach@washoeschools.net](mailto:teach@washoeschools.net) or call the Talent  
Acquisition team at 775-789-4602 for more info!**



**Washoe County School District**  
Every Child, By Name And Face, To Graduation™

[www.washoeschools.net](http://www.washoeschools.net)   #WeAreWCSD



## BE A PART OF EXCELLENCE.

Duke Nursing has opportunities for experienced nurses throughout our 100+ medical and surgical sub-specialties.

We have competitive salaries and benefits, flexible schedule options, and career development and advancement opportunities. And, Duke's world-class facilities are in the heart of North Carolina, where the quality of life is second to none.

Contact a recruiter today to find out how you can become a part of excellence.

**DUKE NURSING  
A LEGACY OF NURSING EXCELLENCE**



Duke University Health System is very proud to have achieved Magnet recognition (2014).



Duke Raleigh Hospital and selected units of Duke Regional Hospital and Duke University Hospital have been recognized by the NCNA with Hallmarks of Healthy Workplaces.

U.S. News & World Report  
Duke University Hospital (#1),  
Duke Regional Hospital (#8) and  
Duke Raleigh Hospital (#12)  
are proud to have been selected  
as top hospitals in North Carolina  
by U.S. News & World Report (2015).



**DukeHealth**

Learn more about Duke Nursing at [dukenursing.org](http://dukenursing.org)  
Call a recruiter today: (888) 358-2383



# ORANGE COUNTY SCHOOLS

First Choice For Families, First Choice For Teachers

- **ORANGE County Schools** consistently ranks as one of the top public school systems and top communities in the nation for educational opportunities and quality of life. Highest per pupil expenditure in the state.
- Comprehensive Beginning Teacher Support Program for all beginning teachers during years 1-3.
- During the 2015-16 school year our district will include a total of 13 schools: 7 elementary including one year-round school of choice, 3 middle schools, 2 high schools and an alternative school.
- With competitive local salary supplements starting at 10% above the NC base pay for teachers, **ORANGE County Schools** maintains one of the most competitive teacher salaries in the state.
- **ORANGE County Schools** are surrounded by excellent post-secondary institutions including: UNC-Chapel Hill, NC Central University, Duke University, NC State University, University of North Carolina and North Carolina Agricultural & Technical State University.

**TO APPLY:**

<http://www.orange.k12.nc.us/>

**FOR INFORMATION ON LICENSURE:**

[www.ncpublicschools.org](http://www.ncpublicschools.org)

**FIND US ON FACEBOOK:**

<https://www.facebook.com/OrangeCountySchools>

**LOCATED AT:**

200 East King St.

Hillsborough, NC 27278

**PHONE:**

919-731-8126

**Teach in Tampa**

[www.TeachinTampa.com](http://www.TeachinTampa.com)

**Join Us!**

**Hillsborough County PUBLIC SCHOOLS**  
Excellence in Education

**A great place to live, play, and work!**

Hillsborough County Public Schools welcomes teachers in all subjects who share a commitment to the belief that great teaching is the key to unlocking student success.

Join our community of educators and administrators who

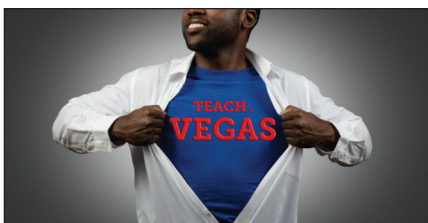
**LEAD, INSPIRE, and EDUCATE.**

**Are you Ready?**

Learn more about Teaching in Tampa by visiting [www.TeachinTampa.com](http://www.TeachinTampa.com) or calling **813-840-7167**

CCSD | Clark County School District

## CALLING ALL HEROES!!!



**APPLY TO TEACH TODAY!  
CAPE INCLUDED.**

Don't wait; apply today at [www.Teach.Vegas](http://www.Teach.Vegas).

**HAVE A DEGREE, NOT IN TEACHING?  
NO PROBLEM! BECOME A HERO IN  
LIGHTNING SPEED...**

After five weeks of training and practice, those who earn their capes are eligible for hire into a full-time position, with medical and retirement benefits. Be the **FIRST** hero in a child's education. To learn more, visit us at [www.Teach.Vegas](http://www.Teach.Vegas) or call us at **702-799-5427**.

## DISCOVER WHAT'S POSSIBLE IN CALIFORNIA

- Diverse, Family Friendly Work Environment
- Located on the Beautiful Monterey Peninsula
- Medical, Dental, Vision, Retirement & More
- Creating a Better World, One Student at a Time

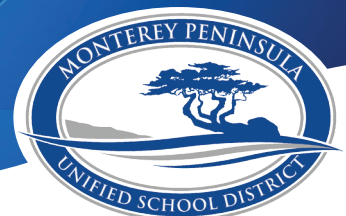
### AREAS OF HIGH NEED

- English Teachers
- Math Teachers
- Multiple Subject Teachers
- Science Teachers
- Spanish teachers
- Special Education Teachers

APPLY TODAY.

CALL 831.645.1292

VISIT [WWW.MPUSD.NET](http://WWW.MPUSD.NET)  
FOR MORE INFORMATION



# Eye-to-Eye.



**At Longview Regional, we agree on exceptional patient care.**

At Longview Regional Medical Center, we come from diverse backgrounds but rally around a common vision of providing quality healthcare services to our community. This commitment is seen in our multi-million dollar expansion, which nearly doubles the size of our facility and supports our patients' growing needs. If you share our view of excellence, now is the best time to look into a career with Longview Regional!

## NURSING OPPORTUNITIES

- Cath Lab
- Critical Care
- Emergency
- Intermediate Care
- Med/Surg
- Pediatrics
- Surgical Services
- Women's Services

## ALLIED HEALTH OPPORTUNITIES

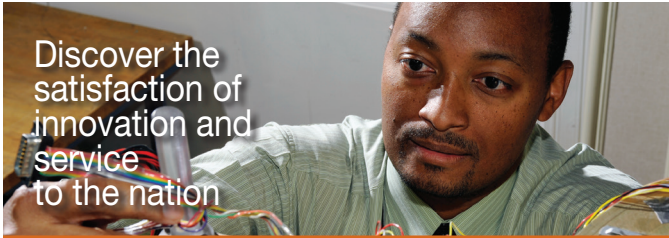
- Lab
- Medical Records
- Pharmacy
- Radiology
- Respiratory Therapy
- Social Work

*Please apply online today!*  
[www.longviewregional.com](http://www.longviewregional.com)



**Longview Regional**  
MEDICAL CENTER  
Better Healthcare Starts Here

Equal Opportunity Employer, AAE, M/F/D/V



Discover the satisfaction of innovation and service to the nation

## MIT LINCOLN LABORATORY

- When you join MIT Lincoln Laboratory, you will work at the forefront of the field that is your passion, developing real-world solutions that protect our troops, our country and our world.
- Space Control
  - Air and Missile Defense Technology
  - Communication Systems
  - Cyber Security
  - Intelligence, Surveillance and Reconnaissance Systems
  - Advanced Technology
  - Tactical Systems
  - Homeland Protection
  - Air Traffic Control
  - Engineering

Visit our website at [www.ll.mit.edu/employment](http://www.ll.mit.edu/employment) to view current opportunities and apply. All positions are located in Lexington, MA.



*MIT Lincoln Laboratory is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or genetic information. Due to the unique nature of our work, we require U.S. citizenship.*

## ARLINGTON COUNTY POLICE DEPARTMENT



Personnel & Recruitment  
1425 N. Courthouse Road  
Arlington, VA 22201

**Now Hiring!**  
**POLICE OFFICERS**  
**\$48,006.40**

The Arlington Police Department is looking for motivated, trustworthy individuals who are at least 20 and one half years of age, have at least 60 college credits\* and a U.S. Citizen. If this is you, then come and join us!

**[www.arlingtonva.us/police](http://www.arlingtonva.us/police)**

For more information contact:  
**Recruiter, Detective Sandra Barksdale**  
**703-228-4074 or [sbarksdale@arlingtonva.us](mailto:sbarksdale@arlingtonva.us)**



## PURSUE YOUR LIFE'S WORK AT THE Pittsburgh Public Schools!

As an urban public school district, Pittsburgh Public Schools serves students who are **racially, culturally, and linguistically diverse.**

To accelerate academic achievement for all and eliminate racial disparities, **our teachers are elevated as leaders, celebrated as professionals and receive the supports they need to be successful.** We need culturally-competent educators who can leverage students' unique assets and empower every student to be successful.

**Join our team today and receive:**

- A full-year new teacher induction program.
- Peer coaching from content experts.
- Nationally recognized equity training.
- Real-time access to student data.
- Great benefits and potential for a six-figure salary in just ten years.

Visit [www.pps.k12.pa.us/careers](http://www.pps.k12.pa.us/careers)

## OLENTANGY | LOCAL SCHOOLS

*Our mission is to facilitate maximum learning for every student*

### The Fastest-Growing School District in Ohio

Apply online at [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us)

At Olentangy Local Schools our mission is to facilitate maximum learning for every student.

Olentangy is a public school system that educates approximately 19,300 students from preschool through 12th grade. The district is comprised of 95 square miles, most of which is in Delaware County.

To learn more about Olentangy, please visit our website at [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us).

814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035  
(740) 657-4050

## We're #1 for 11,000 very good reasons.

The Magnet Recognition Program®, ANCC Magnet Recognition®, Magnet®, ANCC National Magnet Conference®, and Journey to Magnet Excellence® names and logos are registered trademarks of the American Nurses Credentialing Center. All rights reserved.

For the third time, we've been named a #1 hospital in Virginia by *U.S. News & World Report*.® And since 2006, we've been proud to be a Magnet® hospital. Thanks to our 11,000 dedicated team members, our list of national honors continues to grow.

**Discover how you can join our team at [vcuhealth.org/careers](http://vcuhealth.org/careers)**



EOE/AA. Women, minorities, veterans and persons with disabilities are encouraged to apply. Ranked in top 50 for Cardiology and Heart Surgery, Orthopedics and Nephrology.

# Re-imagine American education in beautiful Tucson, Arizona.

Tucson is an amazing place to live

We're...

- ...transforming American education.
- ...looking for innovative, creative staff.
- ...providing what's best for our students.
- ...becoming a model 21st Century urban school district.

For more information contact us at [TUSDRecruiter@tusd1.org](mailto:TUSDRecruiter@tusd1.org)  
 Employment  
<https://tusdjobs.tusd1.org>



**TUSD**

Tucson Unified School District



Where critical thinking is expected, creativity is nurtured, technology and innovation are embraced, and learning is celebrated!

### Why join the HCPS team?


- High performing, award-winning school district
- Excellent benefits & competitive compensation
- Strong teacher support & professional learning opportunities
- Innovative instructional technology

For more information and to view job postings, visit [www.henry.k12.va.us](http://www.henry.k12.va.us)





Department of Human Resources  
 P.O. Box 8958 • 3300 Kings Mtn. Rd.  
 Collinsville, VA 24078  
 (276) 634-4700

- @hcps\_va
- HCPSVa
- Henrycountyp



Memorial Sloan Kettering  
Cancer Center





**PUSH  
THE LIMITS  
OF WHAT'S  
POSSIBLE**

**Start your career here  
and make a difference.**

At Memorial Sloan Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. Here, you'll have the opportunity to work with innovative teams as we drive excellence and improve patient outcomes. And you'll be joining an award winning organization that is consistently ranked as a top hospital for cancer by US News & World Report and listed on Glassdoor's annual Employee Choice Awards.

Entry-level opportunities for  
Healthcare, Science & Liberal Arts Majors





NEW YORK CITY  
LONG ISLAND

WESTCHESTER COUNTY  
NEW JERSEY

FIND YOUR LIFE'S CALLING

**[careers.mskcc.org](http://careers.mskcc.org)**

MSK is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment.

## Networking

### What is Networking?

Networking is simply gathering information from and making contacts through the people you already know. How do you start establishing a network? After you have professional objectives in mind, begin talking to people you know such as:

- Friends and family
- Classmates and professors
- Former employers
- Colleagues from professional, community, and religious groups
- Former teachers and faculty from schools you have attended

The key to creating a network is to obtain the names of at least two additional contacts each time you talk to someone. The types of questions you should ask when obtaining further contacts are:

- What organizations should I investigate?
- Do you know anyone who works or is associated with my field of interest?
- May I mention your name contacting other people or organizations?

### Develop a Tracking System

Develop a method of keeping track of each conversation, phone call, letter, interview, follow-up and promise. Without a good organizational system, you could become confused.

### Be Professional

As you begin to make professional contacts, make sure you dress and act the part. Conduct yourself in a manner that will convince your professional contacts that you can do the job. This will also help you obtain other referrals much more easily.

### Return the Favor

Networking is about relationship building. Send thank you letters after each meeting or helpful phone conversations. Keep in touch with members of your network and give back to it whenever possible.



### Informational Interviews

You can collect information on your chosen field via informational interviewing. Informational interviewing is simply asking questions of different members of your network. Remember to ask for the names of at least two more contacts during an informational interview.

### Questions you may want to ask during an Informational Interview are:

- What aspect of your job was the biggest challenge when you first started?
- What qualifications do you seek of new employees?
- What are the things you like or dislike about your job?
- If you could start over again in this field, what would you do differently?
- Should I have a particular certification or achieve a higher-level degree in order to advance in this field?
- What classes and activities in college best helped prepare you to enter this field?
- How can I make myself a more desirable job candidate?
- What kinds of job titles would I probably have in this field?
- What life experiences have most helped you acquire and develop knowledge of this field?
- Are there any professional groups you would recommend I join?
- How do you see this industry changing in the future?
- Who else should I contact within the field?



## Constructing an Effective Resume

### Why is a resume so important?

Your resume helps an employer determine whether or not they want to interview you. Employers spend an average of less than 60 seconds reviewing any resume so it is critical that your resume is flawless and that it immediately grabs the employer's attention. Your resume should project a clear and concise picture of your education, skills, experience, and achievements. In addition, a strong resume will convey your professionalism and work ethic as well as establish the connection between the employer's needs and your background.

### How do I get started?

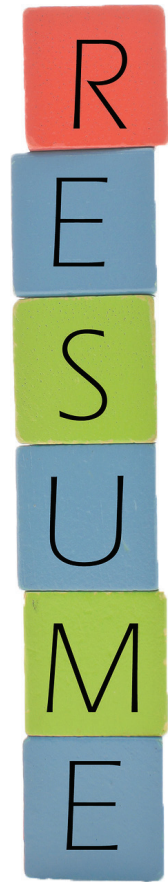
First, determine the structure that will best showcase your skills, abilities and background. The most common resume formats are as follows.

#### Chronological

The chronological resume is typically used when you have strong work history. It emphasizes employment and/or experience history, listing these elements in reverse chronological order from most recent to least recent.

#### Functional / Skill-based

The functional or skill-based resume focuses on your skills rather than on your chronological work history. Your skills are broken down into categories that quickly communicate to employers what you can do for them. This format is useful if you have limited employment-related experience or if you are seeking a position in a field that is unrelated to your academic background.



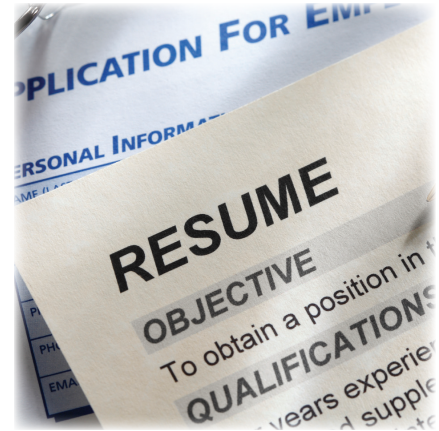
Regardless of the resume format you choose, be sure to tailor your resume to fit the position for which you are applying. In other words, your resume should be customized so that it specifically highlights the experience and skills you have that are relevant to the position. Your resume should also include the same keywords that appear in the job description. This means you may need to use a slightly different version of your resume for each position that you apply to. While this will take some additional time and effort on your part, it is definitely worth it. Employers will take notice when you are able to show how your skills, attributes and background match with their specific needs.

## Resume Content

Every resume is as unique as the individual that created it. Use the following information as a guideline to constructing your resume. Be sure to take a look at the sample resumes that appear on the following pages to give you ideas when constructing your own resume. We also suggest you visit your career services office for additional information.

## Contact Information

List your name, address, telephone number(s) and e-mail address. Be sure your e-mail address sounds professional or neutral. If necessary, set up an alternate screen name to use for business contacts exclusively. Above all, make sure that any potential employer can easily contact you. Other personal information such as religion, age, marital status, etc. should not be included.



## Objective

There are differing viewpoints as to whether an objective will help or hurt your chances in the job market. One school of thought is that an objective is not necessary because it can be limiting and that the absence of an objective will give your resume a broader appeal. (NOTE: While including an actual objective statement on your resume is optional having an objective for your resume is not. Regardless of whether you include an objective statement you still need to be clear about your employment goals!)

Another viewpoint is that an objective is absolutely essential because it can convince employers that you know what you want to do and are familiar with the field. A well-written and well-focused objective can set the tone for your resume and allows you to position yourself as a strong candidate-especially when your resume is being compared with others that lack an objective or have an objective that is weak.

If you decide to include an objective keep it focused and concise. An objective should focus on at least two of the following three categories:

- **Job type** (such as Computer Programmer, Accountant, Teacher, Management Trainee, etc.)
- **Industry** (such as High Technology, Retail, Finance, Human Resources, Non-profit, etc.)
- **Geographical Location** (such as Midwest, Illinois or Chicago, Illinois area)

The only additional information you may wish to include in your objective is what you can do for the employer. However, keep it brief.

## Here are several good examples of resume objectives:

Challenging position requiring organizational and leadership skills to coordinate fund-raising events in the Baltimore, Maryland area

Position as clinical practice assistant for health maintenance organization utilizing research, writing and leadership skills

Entry-level staff accountant position for a public accounting firm in Charlotte, North Carolina

Ambitious management graduate willing to relocate seeks entry-level retail management position

**Here is an example of a poor resume objective:**

To obtain a position in an organization where I can utilize my experience and interpersonal skills to develop professionally with a growth-oriented company.

Why is this example weak? It's because it is way too general and doesn't communicate anything to the employer but the candidate's desires. This objective doesn't do anything to set the candidate apart from others that are applying for the same position.

(NOTE: If in doubt about whether to include an objective statement or not, contact your Career Services Office for their recommendation.)

**Educational Background**

List names and locations of educational institutions attended, degree(s) awarded with completion dates, majors and minors and anticipated or actual dates of graduation. Do not abbreviate the name of your degree. Also, if you received academic honors or were on the Dean's List, be sure to include this information.

**GPA**

Only include your GPA (or Major GPA) if it is a 3.0 or better.

**Summary of Qualifications (Optional)**

This is a snapshot of the skills and attributes you possess that make you a good candidate for the position. It provides an excellent opportunity to draw attention to your most pertinent skills and experience in an attempt to persuade an employer to read the rest of your resume. This section is typically in bullet point format.

**Related Coursework (Optional)**

The purpose of this section is to relate the courses you have taken to the position for which you are applying.

**Relevant Experience**

There are several choices for titles for this section such as, "Experience", "Professional Experience", "Related Experience" or "Employment History".

If you selected a chronological resume style, list your employment experience in reverse chronological order including seasonal employment, part-time jobs and internships. Use bullet points and strong action verbs to describe your duties in terms of contributions you have made, results you have achieved and accomplishments you have attained.

If you are using a functional resume style, you will also list your employment experience in reverse chronological order. However, the "Relevant Experience" section will appear after the "Relevant Skills" section and will only include: your title, name and location of organization where experience was gained and the dates of the experience.

**Relevant Skills (Use with Functional Resume, Optional with Chronological Resume.)**

Break your skills down into specific categories and then list them within each category. Again use bullet points and strong action verbs to describe your skills and accomplishments. Sample skill categories include: organizational skills, communication skills, technical skills, sales skills, and leadership skills.

**Action Words**

The following list of action verbs is useful when describing your skills, experience and accomplishments.

accelerated	consolidated	encouraged	increased	organized	reorganized
accomplished	controlled	enlisted	initiated	participated	researched
achieved	coordinated	estimated	instituted	performed	reviewed
adapted	created	established	instructed	persuaded	revised
administered	delegated	evaluated	introduced	planned	scheduled
analyzed	delivered	examined	launched	prepared	selected
appraised	demonstrated	exhibited	learned	presented	solved
assisted	designed	expanded	led	promoted	staffed
brought	developed	expedited	maintained	processed	stimulated
budgeted	diagnosed	explained	managed	produced	strengthened
built	directed	facilitated	mastered	programmed	supervised
calculated	discovered	forecasted	mediated	proposed	terminated
charted	distributed	formulated	motivated	recommended	trained
compiles	earned	generated	negotiated	recruited	translated
composed	edited	handled	observed	reduced	updated
conceived	eliminated	implemented	obtained	reinforced	utilized
conducted	empowered	improved	operated	renegotiated	wrote

**Activities**

Include your involvement in campus activities, clubs and associates. Also include volunteer work.

**Awards**

Include any award(s) you may have received.

## References

Typically, you will include your references as a separate document, and it is customary to simply indicate “References Available Upon Request”. However, if you run out of room you may omit this statement entirely.

## 10 Tips to a Great Looking Resume

The overall appearance of your resume is almost as important as the content. A resume that looks sloppy or contains typos or grammatical errors will generally be rejected by an employer. The following are tips on how to create an aesthetically pleasing resume.

- Use traditional font such as Arial or Times New Roman.
- Select a readable font size. Never use anything smaller than a 10-point font size for the body of your resume.
- Individualize your resume, but don't overdo it. You want your resume to be distinctive, but always remain streamlined and conservative for easy readability.
- Be consistent with formatting in terms of vertical line spacing, bolding, italicizing, indenting, etc.
- The margins on all sides of your resume should be no smaller than 3/4".
- Make sure your resume looks aesthetically balanced from top to bottom and left to right.
- Make sure the tense of your action verbs is parallel and consistent. For example: Use the present tense if you are describing a current experience such as manage, create and develop. Use the past tense if you are describing a past experience such as managed, created and developed.
- Print your resume on quality 8 1/2 x 11 bond paper in white or a conservative
- Have others review your resume. If possible find out if your career services office will critique your resume.
- Proofread your resume. NOTE: Simply putting your resume through “spell check” is not enough! You need to print your resume and carefully proofread it.



Since employers are interested in results use quantifiers when possible to describe your skills, experience and achievements. Quantifiers are words that describe your accomplishments in measurable amounts using numbers, dollar amounts or percentages.

**Weak statement with no quantifier:**

“Helped with advertising campaign for XYZ University Gazette”

**Stronger statement with quantifier:**

“Organized and promoted advertising campaign for XYZ University Gazette using direct mail and communication skills which resulted in a 47% increase in the number of advertisers”

### Common Resume Mistakes

So far we've discussed how to construct an effective resume. The following is a list of what NOT to do when creating your resume.

- Do not use a resume wizard or template because it looks generic
- Do not jeopardize your integrity by falsifying or exaggerating information or misrepresenting your educational background
- Do not rely on the employer to determine where you would best fit in the organization. It's up to you to demonstrate how your skills, abilities and experience meet an employer's needs.
- Do not focus on what you wish to gain. Instead, focus on how you can contribute.
- Do not use personal pronouns (I, me, my)
- Do not use abbreviations
- Do not use an unprofessional e-mail address (such as crazychick@...)



### Resume Checklist

Before you submit your resume to an employer take a moment to complete the below Resume Checklist to make sure that your resume is flawless and ready to go!

- Does my e-mail address sound professional?
- Is my contact information accurate?
- Have I tailored my resume to the particular job I am seeking?
- Is my objective focused and precise?
- Have I used strong action verbs to describe my contributions and achievements?
- Have I used parallel verbs of the same form, voice and tense?
- Have I done a good job of describing my work experience/skills in terms of contributions and/or outcomes? (Example: "Secured \$2,000 in donations for local charity fundraiser using public speaking skills" is a much more effective and powerful statement than "Helped promote fundraiser")
- Is the overall appearance of my resume aesthetically pleasing, well-organized and balanced?
- Have I been consistent with the format of my resume in terms of spacing, bolding, indenting, etc.?
- Have I given my resume to several people to review?
- Have I thoroughly proofread a printed version of my resume?
- Is my resume error free and ready to provide to an employer?

## Electronic and Scannable Resumes

In all likelihood, you will be submitting your resume electronically to online job search sites, or sending it to organizations that use scanners or computer programs to scan resumes looking for specific keywords. When doing this, compose your resume according to the following guidelines.

### Tips for Electronic and Scannable Resumes

- Aesthetics are not important when it comes to scannable resumes; however, readability is. Make sure your electronic resume is easy to read by removing as much formatting as possible.
  - Use capital letters (instead of bolding or italicizing text) and add spaces between lines,
  - remove horizontal or vertical lines and all shading,
  - incorporate white space, and
  - substitute dashes or asterisks for bullet points.
- Be sure to incorporate plenty of keywords in your text. You can typically locate keywords by carefully reviewing a job posting or job description. The more keywords you use, the more likely your resume will get noticed by an employer.
- Pay attention to the format the employer requests. For example, some employers prefer a PDF and others prefer an MS Word document or plain text file. If the employer does not request a specific format play it safe, and send your electronic resume as a “Plain Text” or “Text Only” file in the body of your e-mail since attachments can carry viruses.
- Always e-mail your resume to yourself first as a test before sending it to an employer.
- If you are mailing a hardcopy of your electronic or scannable resume be sure to print your resume on white or light-colored paper and do not use a paper with a watermark.



## Sample Scannable Resume

BOB JONES

Present Address: 1234 Main Street, Anytown, US 22222, 555-555-5555

E-mail address: bjones@email.com

Permanent Address: 1111 Main Street, Anytown, US 22222

### EDUCATION

ABC University, Anytown, US

Bachelor of Arts in Communications, May 20\_\_

Overall GPA 3.5; Major GPA 3.6

Relevant Courses: Interpersonal Communication, Marketing, Psychology

Relevant Projects: Developed Marketing Strategy for local chapter of PRSSA

### EXPERIENCE

Associate Manager, My Store, Anytown, US June 20\_\_ - present

Supervised staff of 10 part-time employees, Increased sales 25% in 6 months. Utilized team-building, goal setting, and business knowledge to improve employees' skills.

Maintained company web site. Opened and closed store in absence of owner. Created window and in-store displays.

President, College Honor Society, ABC University, Anytown, US August 20\_\_ - present.

Utilized leadership skills to increase membership and encourage active participation in the organization. Planned and conducted monthly meetings. Contacted guest speakers and organized fundraisers.

Salesperson, Bowen County Office Supply, Anytown, US, January 20\_\_ - June 20\_\_.

Interacted with customers and utilized suggestive selling techniques. Increase sales by 15%.

Salesperson of the month twice. Created product displays. Conducted inventory. Assisted in training new sales staff.

### SKILLS, HONORS, AND ACTIVITIES

American Marketing Association, Treasurer: Managed \$16,000 budget 20\_\_ - 20\_\_ Alpha Phi Omega

National Service Fraternity, Membership Chair, 20\_\_ - present

Graduated top 10% of high school class with 3.8 GPA; Senior Class President

80% self supporting in college; work 25 hours per week as a full-time student

Big Brothers/Big Sisters Volunteer

PRSSA - Attended National Conference, 20\_\_, 20\_\_

Computer Skills: Windows 10 , Microsoft Office 2013, Photoshop, Dreamweaver, Visual Basic

Speak Fluent Spanish



## Is Your Resume ATS Ready?

By: Amy Soricelli  
Assistant Vice President  
Career Services & Alumni Relations  
Berkeley College

The conversation about resumes is never ending. The size, format, font – everything from ‘summary’ and ‘objective’ conversations to what constitutes a skill set worthy of inclusion. What is most important today is getting your resume past the elusive Applicant Tracking System (the ATS) and into the hands of someone who can help you (a human).

What is an ATS and how does it determine your ability to land an interview? In a nutshell, the ATS is a type of software that not only accepts large volumes of resumes sent to an employer, it assist the HR/recruiting process by assisting in determining which applicants best fit the “requirements” stated in a job posting. It looks for key words and then excitedly, highlights them. When the ATS “searches and finds” a minimum of key words, that resume will be forwarded to a recruiter for further consideration (aka scrutiny).



Although this may seem like a somewhat ‘inhuman’ approach, it saves a great deal of time and helps employers/recruiters stay organized and objective; key words are presented and names, location and (even misspellings) are not picked up by the ATS and cannot be used to disqualify an otherwise worthy candidate.

Additionally, Social Media does play a role in how the ATS can help or hurt your job search efforts. There are some Applicant Tracking Systems that can be programmed to “pick up” social media sites (such as LinkedIn/FB) and can read these in the same way they can review the resumes of potential employees. \*Having a professional presence on Social Media is more important than ever before. Putting it simply, ATS will look for the same keywords on social media as they would in their database. Remember the influence your postings, tweets and updates have on the population you are trying to impress.

While this system is looking for keywords, it is really looking for concrete details about your experience that tie you to the posting – the available opportunity. A good example is if you are looking for an Administrative position, the ATS will look for that title, as well as Office Coordination, Office support or an Administrative certification in the Education section of your resume. The ATS will not, however, search out and highlight words like “outgoing” “innovative” or “detail oriented”. Those are interview words and not a relevant function of the position that is available: be mindful of each word on your resume and how it can move your past that ATS.

Some key points in getting past the ATS would be: avoid sending your resume as a PDF or including

charts or graphs...all can be seriously misread by the ATS and render your document unreadable, you can make your resume a little longer than one usually word in order to include the skills and experience that are most relevant and lastly, use "work experience" on your resume to draw the ATS to your actual history as opposed to something more colorful like "background" or "professional overview"....work with the ATS so it can identify and not disqualify you.

The ATS has been blamed for the "black hole" of the recruiting process and while this may seem like the case at times, it has enabled the recruiter to determine which candidate is the closest fit for their opening saving time for all involved. In order to have the best chance of landing your first job or 'next job' create an ATS friendly resume and then continue the process by connecting effectively with your Career Center at school, recruiters and staffing firms and being an engaged and professional influencer on LinkedIn.

## Video Resumes

A video resume can be a helpful job search tool. A video resume will not replace your paper resume, but done properly, it can enhance a traditional resume, allowing you to highlight your communication skills, leadership skills or creative abilities. Alternatively, a video resume done poorly can knock you out of contention as a viable candidate.

### Tips to Help you Prepare a Video Resume

- Dress professionally in business attire as if you were going to a face-to-face interview.
- Be professional. If your video doesn't look professional, neither will you!
- Consider the location/background for your video resume. A neutral backdrop or location that is appropriate to your industry is best.
- Keep the length of your video resume short-from 1 to 3 minutes in length.
- Do your homework. Go online to view video resumes, and learn from them. This will give you the opportunity to learn what works and what doesn't work.
- Practice! Prepare what you plan to say ahead of time. You will want to start by mentioning your full name and focus on your professional goals-not your personal ones. Be sure to discuss why you would be the ideal employee and what you can do for the organization that hires you. Be sure to thank the employer for considering you for employment.
- Be aware of non-verbal cues. Look directly at the camera and not at the desk or table below you, and don't fidget.
- Speak clearly and not too fast.



Be sure to visit  
[HBCUcareers.com](http://HBCUcareers.com)  
for additional information  
on resumes and to upload  
your video resume

### How to Promote Your Video Resume

- Send a link of your video resume to your networking contacts
- Burn your video resume to a DVD and send it with your paper resume
- Post your video resume online

### A Word of Caution About Posting Your Video Resume Online

Keep your personal life out of your professional life! Do not link your video resume to your Social Media pages if you have any information that you would prefer an employer not to see.

## Sample Chronological Resume

# Jessica Jobseeker

8423 Camp Avenue • Anytown, NC • (555) 555-1212 • j\_jobseeker@email.com

---

<b>Objective:</b>	Electrical Engineering position in the silicon chip industry. Open to travel and/or relocation.
<b>Education:</b>	<b>ABC State University, Anytown, NC</b> Degree: Bachelor of Science                      Graduation: May 2016 Major: Electrical Engineering GPA: 3.5
<b>Summary of Qualifications:</b>	<ul style="list-style-type: none"><li>• Knowledge of Electrical Engineering practices, AutoCAD, schematic design and troubleshooting</li><li>• Proficient in MS Office (Word, Excel, PowerPoint and Outlook)</li><li>• Able to assemble and troubleshoot computers and computer software</li><li>• Excellent oral and written communication skills</li><li>• Outstanding analytical and critical thinking abilities</li></ul>
<b>Experience:</b> May 2015 - December 2015	<b>Northrup Grumman, Anytown, NC</b> <b><i>Electrical Designer Intern</i></b> <ul style="list-style-type: none"><li>• Prepared sketches, layouts, and detail drawings according to design proposals and standard specifications</li><li>• Consulted with engineers across company sectors to resolve design problems related to manufacturing, machinery, piping, ventilations and propulsion systems and components</li><li>• Prepared materials, time estimates and equipment cost comparisons</li></ul>
January 2014 - May 2014	<b>ABC State University, Anytown, NC</b> <b><i>Computer Repair Technician</i></b> <ul style="list-style-type: none"><li>• Worked independently cleaning, testing, troubleshooting, and repairing computer systems</li><li>• Maintained troubleshooting log</li><li>• Ensured that computers were operating within manufacturers' specifications</li></ul>
Summers 2012, 2013 and 2014	<b>JCPenney, Anytown, NC</b> <b><i>Customer Service Associate</i></b> <ul style="list-style-type: none"><li>• Worked directly with customers to help them with merchandise selection and returns</li><li>• Monitored inventory levels</li><li>• Assisted with the training of new employees</li></ul>
<b>Honors/ Activities:</b>	National Dean's List (2012-2015) ABC State University Mentoring Program (2012-2013) Community Service: Red Cross Blood Drive
<b>References:</b>	Available upon request

# Historically and Predominantly Black Colleges and Universities

## ALABAMA

Alabama A&M University  
Alabama State University  
Bishop State Community College  
Concordia College Selma  
Gadsden State Community College  
H. Council Trenholm State Technical College  
J.F. Drake State Technical College  
Lawson State Community College  
Miles College  
Oakwood University  
Selma University  
Shelton State Community College  
Stillman College  
Talladega College  
Tuskegee University

## ARKANSAS

Arkansas Baptist College  
Henderson State University  
Philander Smith College  
Shorter College  
University of Arkansas at Pine Bluff

## CALIFORNIA

Charles R. Drew University of Medicine & Science  
Compton Community College

## DELAWARE

Delaware State University

## DISTRICT OF COLUMBIA

Howard University  
University of the District of Columbia

## FLORIDA

Bethune-Cookman University  
Edward Waters College  
Florida A&M University  
Florida Memorial University

## GEORGIA

Albany State University  
Atlanta Metropolitan College  
Clark Atlanta University  
Fort Valley State University  
Interdenominational Theological Center  
Morehouse College  
Morehouse School of Medicine  
Morris Brown College  
Paine College  
Savannah State University  
Spelman College

## ILLINOIS

Chicago State University  
Kennedy-King College

## KENTUCKY

Kentucky State University  
Simmons College of Kentucky

## LOUISIANA

Dillard University  
Grambling State University  
Southern University A&M College  
Southern University at New Orleans  
Southern University at Shreveport  
Xavier University

## MARYLAND

Bowie State University  
Coppin State University  
Morgan State University  
Sojourner-Douglass College  
University of Maryland Eastern Shore

## MASACHUSETTS

Roxbury Community College

## MICHIGAN

Lewis College of Business  
Wayne County Community College

## MISSISSIPPI

Alcorn State University  
Coahoma Community College  
Hinds Community College, Utica  
Jackson State University  
Mississippi Valley State University  
Rust College  
Tougaloo College

## MISSOURI

Harris-Stowe State University  
Lincoln University of Missouri

## NEW YORK

LaGuardia Community College  
Medgar Evers College  
New York City Technical College  
York College

## NORTH CAROLINA

Barber-Scotia College  
Bennett College  
Elizabeth City State University

Fayetteville State University  
John C. Smith University  
Livingstone College  
North Carolina A&T State University  
North Carolina Central University  
Shaw University  
St. Augustine's University  
Winston-Salem State University  
**OHIO**  
Central State University  
Cuyahoga Community College  
Wilberforce University

## OKLAHOMA

Langston University

## PENNSYLVANIA

Cheyney University of Pennsylvania  
Lincoln University

## SOUTH CAROLINA

Allen University  
Benedict College  
Claflin University  
Clinton Jr. College  
Denmark Technical College  
Morris College  
South Carolina State University  
Voorhees College

## TENNESSEE

Fisk University  
Knowville College  
Lane College  
LeMoyne-Owen College  
Meharry Medical College  
Tennessee State University

## TEXAS

Huston-Tillotson University  
Jarvis Christian College  
Paul Quinn College  
Prairie View A&M University  
Southwestern Christian College  
St. Philip's College  
Texas College  
Texas Southern University  
Texas State University at San Marcos  
The University of Texas at El Paso  
Wiley College

## VIRGIN ISLANDS

University of the Virgin Islands  
University of the Virgin Islands - Kingshill

## VIRGINIA

Hampton University  
Norfolk State University  
St. Paul's College  
Virginia State University  
Virginia Union University  
Virginia University of Lynchburg

## WEST VIRGINIA

Bluefield State College  
West Virginia State University

## Sample Poorly Constructed Resume

### Cynthia B. Candidate

---

1155 Birch Street  
Anytown, CA 99993  
(949) 555-1212  
partygirl@email.com

---

#### **OBJECTIVE**

To obtain a challenging entry-level position where I can gain management skills to ultimately move into a management position

#### **EDUCATION**

XYZ University, College Town, CA

- B.A. Business Admin. (Expected May 2016)
- Major: Management
- Minor: Marketing
- GPA: 3.7
- Dean's List

#### **RELATED COURSE WORK**

- Marketing and Sales
- Business Management
- Human Resources Management
- Macro Economics
- Micro Economics
- Business Law
- Finance
- Statistics

#### **EXPERIENCE**

*Advertising Staff, XYZ University Gazette*

XYZ University, College Town, CA (2014 - Present)

- I have generated more advertising dollars in the past two years than other staff members
- Create and implement advertising promotions that have resulted in an increase in the number of total advertisers

*Business Manager, Omega Chi Sorority*

XYZ University, College Town, CA (1/2013 - 5/2014)

- Developed fund-raising program for Omega Chi social sorority Charity W.I.T.
- Promote and advertise annual silent auction for Omega Chi charity Toys for Tots
- Handled Omega Chi house finances
- Organized Omega Chi house expansion fund-raising program

#### **ACTIVITIES**

Participated in XYZ University's 2013 Annual Leadership Conference

#### **INTERESTS**

Travel, listening to music, volunteering and hiking

## What's Wrong with this Resume?

- **Unprofessional E-mail Address**  
Set the tone that you are a professional, and do not use an unprofessional e-mail address like the one in this example.
- **Weak Objective**  
If you use an objective focus on what you can contribute to the employer not what you hope to gain from the employer. Be sure your objective is clear and focused.
- **Inconsistent Formatting**  
It is critical that the overall appearance of your resume is flawless. However, the formatting in this example is very inconsistent in terms of the types of bullets used, indentation, spacing and the way the dates are represented. This resume sends a message that the person that created it is careless and apathetic. Is this the impression you want to give to a prospective employer?
- **Use of Abbreviations**  
Do not abbreviate important information like the name of your degree.
- **Poor Use of Grammar, Inconsistent Verb Tense and Typographical Errors**  
This resume sheds little light on this person's abilities or what she has accomplished. If you have limited work experience, consider using a functional resume style instead of a chronological resume style. See the next page for a sample resume that effectively communicates skills, abilities and accomplishments.
- **Lacks Quantifiers**  
Employers are interested in results. When applicable, use quantifiers to show a result or outcome. Example: instead of "Organized Omega Chi House expansion fund-raising program" a stronger statement would be "Organized Omega Chi House expansion fund-raising program which has brought in over 65% of the total cost to cover expansion costs". This statement is more effective because it shows an actual outcome.
- **Inclusion of a Personal Interests Section**  
While it is wonderful to be a well-rounded person and have interests, it is not necessary to include this type of personal information in your resume.

## Sample Functional Resume Limited Work Experience

### Cynthia B. Candidate

2875 Main Street  
Anytown, CA 99993  
(949) 555-1212  
cynthia.candidate@email.com

---

#### OBJECTIVE

Ambitious management graduate with strong organizational skills seeks challenging management trainee position in the metropolitan Atlanta area.

---

#### EDUCATION

XYZ University, College Town, CA  
Bachelor of Science, Business Administration (Expected May 2016)

- Major: Management
  - Minor: Marketing
  - Dean's List Honors (3 semesters)
  - GPA: 3.7
- 

#### RELATED COURSE WORK

- Marketing and Sales
  - Business Management
  - Human Resources Management
  - Macro Economics
  - Organizational Leadership
  - Business Law
  - Finance
  - Statistics
- 

#### RELEVANT SKILLS

##### **Organizational/Management**

- Developed and implemented fund-raising program for Omega Chi social sorority which generated \$2,000 for local charity, Center for Women in Transition
- Promoted and advertised silent auction for Omega Chi Charity Toys for Tots Foundation securing \$875 in donated goods from local businesses
- Organized Omega Chi house expansion fund-raising program, which has brought in over 65% of the total cost to cover expansion costs
- Managed chapter house finances for two years including collecting dues and paying bills
- Carried a full course load while serving as Omega Chi chapter officer and working on campus newspaper advertising staff

##### **Communication**

- Corresponded with Omega Chi chapter alumni on progress of house expansion and fund raiser
- Presented monthly financial reports to Omega Chi Chapter members and quarterly reports to national headquarters

##### **Leadership**

- Served as Omega Chi Chapter Officer
- Participated in XYZ University's 2014 Annual Leadership Conference

##### **Sales**

- Coordinated and promoted advertising campaign for *XYZ University Gazette* using direct mail and marketing skills which resulted in a 47% increase in total number of advertisers
  - Led *XYZ University Gazette* advertising staff two consecutive years for most advertising dollars generated
- 

#### EXPERIENCE

- Advertising staff, XYZ University Gazette, XYZ University, College Town, CA (2014- present)
- Business Manager, Omega Chi Sorority, XYZ University, College Town, CA (2013 - 2014)



## What Makes this Resume Effective?

- **Professional E-mail Address**  
The email address that is used in this example sets the tone that this candidate is professional!
- **Strong Objective**  
The objective in this example is clear and focused. It immediately communicated to the employer that the candidate is clear about her career goal.
- **Aesthetically Pleasing Appearance/ Consistent Formatting**  
The overall appearance of this resume is attractive and professional. The consistent use of formatting in terms of indentation, bullet points and spacing makes it easy to read. The resume looks like it is worth reading!
- **Grammatically Correct, Consistent Verb Tense and Error Free**  
This resume is grammatically correct and error free. Notice that the verb tenses are consistent throughout. This resume sends the message that it was constructed by a professional!
- **Highlights Skills, Abilities or Accomplishments**  
Since this candidate does not have a great deal of work experience, the functional resume style is appropriate because it does not focus on employment history. Instead, it draws attention to the candidate's skills and accomplishments.
- **Includes Quantifiers**  
Employers are interested in results, and this resume does an excellent job of showing actual results and outcomes.

## Writing Effective Cover Letters

The following are types of letters you will be writing to prospective employers. Make sure that every letter you write is addressed to a specific person, and is not a form or copied letter. If necessary, phone the organization to find out the correct person to receive correspondence. Write down the correct spelling of the person's name and title, and remember to proofread your letter carefully.

### **Inquiry Letter**

This letter is written to express interest in employment within an organization and to obtain information about any possible openings. Since this letter is not written in response to a job posting, communicate flexibility while being specific about the type of job you would like. Include your resume with this letter. Indicate when you will be checking back with the organization.

### **Application Letter**

This letter is written to express interest in a known vacancy or job posting. After expressing your interest in the specific position, briefly summarize how your background and skills relate to the job requirements. Again, include your resume and indicate when you will be checking back with the organization.

### **Application Status Check Letter**

Two or three weeks after sending an application to or interviewing with an employer, you may want to send a letter asking about the status of your application. Recap your history of contact with the employer (dates of correspondence and interviews, etc.). Reiterate your interest in the position and express appreciation for the employer's cooperation and time.

### **Thank You Letter**

You should always send a thank you letter within 24 hours of a job interview. This letter should be brief, but be sure to express appreciation for the interviewer's time. Mention a few key points discussed during the interview, and indicate your continued interest in the position. Thank you letters reflect well on you and may help you when hiring decisions are made.

### **Rejection Letter**

If you decide to turn down an offer of employment with an organization, always send a letter to the employer briefly explaining the reasons for your decision, even if you have already declined verbally. This letter helps support your network of contacts; you never know when you may have to contact this employer again. Always thank the employer for the opportunity and consideration of your candidacy.

### **Acceptance Letter**

After accepting a position with an employer, always send a letter of acceptance. Express appreciation for the opportunity of joining the organization, and briefly confirm the terms of employment (title of position, salary, responsibilities, benefits, and start date).

## Application Letter Model

Your Address  
City, State, and Zip Code  
Date

Contact's Name  
Title  
Company Name  
Address  
City, State, and Zip Code

Dear Mr./Ms. (Contact's Last Name):

### Cover Letter Tips:

- ✓ Always enclose a cover letter when you mail *your resume*
- ✓ *Your cover letter should be brief - no more than one page in length*
- ✓ *Cover letters should be individually typed and signed and should follow standard formatting for business letters such as the sample appearing on the next page*
- ✓ *Proofread your letter carefully for typographical and grammatical errors*

Get the employer's attention in the opening paragraph and arouse interest in you. When indicating your reason for writing the letter, indicate where you received information about the vacancy or position.

In your middle paragraphs, give details of your background that will show the reader why you should be considered as a candidate. Create desire on the part of the reader.

Refer the reader to your general qualifications on your enclosed resume or other materials. Use as much space as needed to tell your story, but keep it brief and to the point.

In your closing paragraph, ask for action. Ask for an appointment suggesting a time when you will be available. A positive request is harder to ignore than a vague hope.

Sincerely,

Your Handwritten Signature

Your Typed Name

Enclosure

## Application Letter Sample

Your Address  
City, State, and Zip Code  
Date

John Brooks  
System Administrator  
Superior Diagnostic Services  
342 Newbury Street  
Middleville, AR 22222

Dear Mr. Campbell:

I recently noticed a vacancy at your organization for the position of Computer Programmer in a recent issue of Tech World. I have been working in a computer environment for several years, and I am anxious to learn more about this opportunity.

I have recently graduated from XYZ University with a Bachelor of Science in Information Technology. I have acquired a great deal of hands-on experience during the last few years through many detailed class projects. Most recently, I have developed large Access inventory systems using C++ and Visual Basic.

I believe my combination of education and experience are an excellent match for the qualifications of your position. I have enclosed my resume for your review. I am very interested in meeting you to discuss this opportunity within your organization. If you would like any additional information, my number is (555) 555-2323. I will be in the Middleville area from April 30 through May 27, and would greatly appreciate the opportunity of meeting with you during that time. Thank you very much for your consideration.

Sincerely,

Your Handwritten Signature

Your Typed Name

Enclosure

## Thank You Letter Model

Your Address  
City, State, and Zip Code  
Date

Name of Interviewer  
Title of Interviewer  
Company Name  
Address  
City, State, and Zip Code

Dear Mr./Ms. (Last Name of Interviewer):

In the first paragraph, state when and where you had your interview. Thank the interviewer for his or her time, and reaffirm your interest in the organization.

In the second paragraph, mention something that particularly appeals to you about the prospect of working for them. Also, reinforce a point or two in support of your application.

If after the interview you thought of something you wish you had said, the third paragraph of letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

In the last paragraph, thank the employer for considering your application and ask for further communication.

Sincerely,

Your Handwritten Signature

Your Typed Name

## Thank You Letter Sample

Your Address  
City, State, and Zip Code  
Date

Ms. Loretta Lewis  
Director of Human Resources  
Parkway Advertising  
146 Center Court  
Brightville, NE 22222

Dear Ms. Hopkins:

Thank you for meeting with me last Wednesday, April 13, to discuss the position of copywriter at Parkway Advertising. I was quite impressed with the enthusiasm you displayed for your company's future and the helpfulness of your office personnel. Learning about Parkway's current media campaign for the Nebraska Power Company was exciting and demonstrated your creative approach to advertising. Parkway Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with the **XYZ University Gazette**. As I stated at our meeting, I enjoyed the challenge of a competitive environment in which success is based on achievement.

I would like to mention that since our meeting I have received the College Reporter's Award for an article of mine published in the **XYZ University Gazette**. This is my first national award, and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

Your Handwritten Signature

Your Typed Name

## The Ultimate Cover Letter Tool Kit

By: Alexandra Arrington, LPCA, NCC, DCC  
Career Development Coordinator/Career Counselor  
Office of Student Leadership and Engagement  
Johnson C. Smith University

Cover letters can be an ungraspable concept for many a writer, let alone a college student getting ready to start breaking into the career arena. On account of this dilemma comes The Ultimate Cover Letter Tool Kit. Having a detailed outline of the critical elements of a cover letter can help alleviate some of the stress around writing them. Also, understanding your strengths, unique giftedness, and qualities that set you apart from others—referred to here as your “great greatness”—is key to writing a compelling cover letter.



### The Purpose of a Cover Letter

Many people find it hard to write a compelling cover letter for two reasons: they don’t know exactly what to write or how to write it. Understanding the purpose of a cover letter is the first step toward working through those common road blocks. Like the resume, cover letters are marketing tools. The difference with a cover letter is that you have a bit more space to tell a story about the “great greatness” you possess i.e. what you do, how you do it, and why you do it in ways that are different and better than others. Writing cover letters, although they are tedious, provides the opportunity to do more than “cover” the resume, but to expound on the information in your resume that gets straight to the heart of meeting an organization’s expressed business need. By extension, you are able to share how you have done similar things in the past that you can apply to the organization, which is a critical part of the cover letter’s purpose. The cover letter structure, which answers the “how to write it” question, is the next important part to master.

### The Anatomy of a Cover Letter

The cover letter structure or the essential items to be included, also, can be missed or misunderstood easily, which is a set up for failure when it comes to the content. What should be included in a cover letter, at minimum and more or less in order of appearance, is:

1. Contact information for where the letter is going (e.g. company/department name, street address, email address, and phone number)
2. The date of submission
3. Greetings to **A SPECIFIC** point of contact, encountered through research (instead of “To Whom it Concerns” or “Dear Hiring Manager”)
4. A point of connection to the opportunity (How did you find out about the role? Who referred you?)
5. A one line summary of your interest
6. A two sentence summary of background, experience and relevant qualifications

# The Ultimate Cover Letter Tool Kit

Identify  
**CORRECT** contact  
information for  
the organization.

Organization Name  
Department Name (if applicable)  
Address  
Email/Phone Number

Research and  
address to a  
specific point of  
contact.

RE: (or alternatively MEMO:) [Role for which you are applying] Search

Date

Greetings to a specific contact (either hiring manager name or specific committee for role):

Establish a  
connection with  
the organization  
and introduce  
the reader  
to your "great  
greatness" by  
matching it to  
specific  
skills/experience  
from the job  
description.

Please accept this letter and the enclosed résumé as my enthusiastic expression of interest in the posted [name of role] position that I learned about through [method of encounter or internal/personal referral]. I seek to apply [skills and "great greatness" short list] to benefit and further [organization's name] mission, which is to [insert key/relevant parts of the mission that your "great greatness" aligns with], in innovative and efficient ways. The qualifications I possess that are most relevant to the expressed responsibilities of the role follow:

- **Project/Event Planning:** I have coordinated as many as 25 event-based projects annually (workshops, seminars, receptions, guest lectures, fundraisers, etc.) of varying sizes coordinating all logistics, from preferences of high profile guests to the design and printing of programs/publicity.
- **Financial Management:** I have managed, budgeted, and used, both accurately and expediently, federal grant funds for purchases in accordance with governing policies near \$500,000 annually. I also have one year of experience researching grants and developing copy for grant applications.
- **Social Media/Web/Email Marketing:** I have served non-profits by developing and maintaining social media (including Facebook and Twitter) for the last two years. I have experience with MailChimp email marketing and strong proficiency with Microsoft Word, Publisher and Excel. In addition to consistent use of various information databases, I have eight years' experience maintaining websites using several platforms including open source content management systems like Wordpress.
- **Technical Writing:** Although primarily in the career development arena, I target written communication successfully for specified outcomes. I have assisted with speech writing, engineered educational step-by-step "how-to" documents for various audiences, and created mobile optimized monthly newsletters for a local non-profit for the last year incorporating analytics into strategy.

Close the letter  
by explicitly  
asking for the  
interview!

I look forward to discussing the needs of [organization/department] further, and how I could put available talents to work in order to satisfy them, in an interview. I am appreciative of your time and consideration.

Include your  
contact  
information in  
signature line.

Sincerely,  
[Your Name]  
Email/Phone Number



7. **TWO TO THREE** detailed and poignant examples of how you have demonstrated meeting the expressed needs of the role and what preferred skills/qualities you possess (think STAR/BAR method – Situation/Task/Action/Result or Behavior/Action/Result). No more than two paragraphs, about 4-5 sentences each. Alternatively, in bullet format you can highlight more examples, but this section should not take up more than one half of a page.
8. A short request for an interview
9. Closing greetings and your contact information

You should be able to tell a hiring manager or gatekeeper how and why you have what they need explicitly, that they should continue on to review your resume, and that you want to be interviewed in no more than three quarters of a page. Breaking up the content with bullets or information chunks and using subtle design elements can serve as tie-breakers if all else is equal.

### **Things NOT to Have in a Cover Letter**

Things that are too general or unsubstantiated:

- “I am a great fit for this position.” Instead of saying you are great fit, give specific examples of why and how you are a great fit.
- “I possess many skills that would be useful for the role.” Concentrating on what those skills are and how they would be useful for particular needs expressed in the job description responsibilities is best. Things that are obvious:
  - “My name is...”
  - The reader will know your name because it is on the page already so avoid taking up space with this kind of unnecessary filler content.
  - “Please feel free to contact me if you need more information.”
    - o Rest assured, if the reader does need or want more information, they will contact you, so use this word count to give them a reason to contact you!

Things that are not relevant to the job/job description:

- If team work is a strength you have, but the job description describes the role you are applying for with words like “self-starting, self-motivated, minimal supervision, independent,” then it may not be the right role for you or you will need to focus on other strengths that lend to the type of needs that the job description includes.
- Personal examples are much less powerful than professional/academic ones.
  - o For the cover letter, use the class project where you helped bring the team together with your negotiation and diplomacy skills versus how you settled an argument as the middle child between your siblings.

Things that are automatic red flags:

- Bad grammar and/or typographical errors
  - o Proofread the cover letter! Read it to a friend. Get a third review from you’re your Career Services office.
  - o If you have errors and bad grammar in a cover letter, it is like typing “THROW THIS IN THE TRASH” at the top of the letter in 78 point font.

- Listing a company's name or contact information incorrectly or sending one company's name to a different company altogether are costly mistakes to avoid.
- Verbatim cover letter template phrasing
  - o Readers can tell when phrases are lifted from online or Microsoft Word templates. There are all kinds of negative associations that a reader can make about you as a person from this. Start from somewhere, but use your own words as much as possible.

### **Put The Ultimate Cover Letter Tool Kit into Practice**

So how does one use her own words to put a cover letter with the right information? It certainly varies depending on the job, the expressed needs in the job description, your experience and the particulars of your "great greatness." In any case, an example of a real job description excerpt and a subsequent cover letter that was developed, actually submitted, and for which an interview was extended follows. The elements that were most germane to the job for the applicant as well as most aligned to the applicant's experience are in bold. Note the detailed and direct ways that those needs are addressed by the applicant, as well as how the words in the job description are matched in the letter. The letter and job description are stripped of references to a particular organization or role and edited to be used as a template that can be adapted, not copied (see previous "Things that are automatic red flags")!

Finally, whether a cover letter is optional or required, take the opportunity to become a person and not just a piece of paper to the reader. Let your "great greatness" and personality come through. Have some tasteful, conservative color elements to distinguish your cover letter from other submissions.

You now have the tools to put together the ultimate cover letter. Happy writing!

### ADDENDUM

#### JOB DESCRIPTION

Duties and Responsibilities: Assist in organizational development through the completion of special projects and assignments including: compiling research on topics within the mission of the organization; writing grants, annual reports and newsletters; developing educational materials; planning events and various fundraising activities; performing assignments related to marketing, website and social media management; providing financial administration services; preparing minutes for board and committee meetings.

Must possess strong oral and written communication skills. A working knowledge of Microsoft Word, Publisher and Excel are required. A working knowledge of social media applications as well as email marketing applications is beneficial.

#### COVER LETTER TEMPLATE

Link to PDF document: <https://drive.google.com/file/d/0BweaXzF3kpnMVHQ1WnFZWldWbDA/view?usp=sharing>

#### Additional Resources

- <https://www.themuse.com/advice/the-8-cover-letters-you-need-to-read-now>
- <http://www.forbes.com/sites/dailymuse/2014/02/06/the-cover-letters-that-make-hiring-managers-smile-then-call-you/#20ca2e0058f5>

## How to Conduct an Online Job Search

Using the Internet is an excellent tool for finding a job, but it can seem overwhelming and you may wonder, “Where do I begin?” Furthermore, since employers have to sort through a high volume of resumes, and one single job posting can potentially attract hundreds of applicants, you really need to be on top of your game to grab and employer’s attention. The following are tips to help you get started and help you to get the most out of your on line job search.

### Online Job Search Tips

- **Make sure your on line presence is spotless**

The first step in your online job search is check your own online presence. Employers are very Internet savvy and may surf the web and come across information about you that you may not want them to find. Consequently, it’s critical that you make sure there is nothing floating around in cyberspace that may show you in a negative light.

- Google yourself to make sure nothing incriminating or embarrassing comes up.
- If you have a Facebook account check your privacy settings. In addition, make sure there is nothing that you would not want a potential employer to see.
- If you use Twitter be cautious about what you tweet because you don’t know who might read it.

- **Be organized**

Create a log of the sites you have visited that includes user IDs and passwords you have used and applicable notes. This will save you time in the long run and keep you from applying to the same position more than once. It’s also a good idea to create a separate e-mail account that is devoted solely to your job search. Be sure you check this account several times a day so you don’t miss out on a potential opportunity.

- **Visit smaller job posting sites and niche job boards**

Some employers do not post their job openings on the larger job boards because they are too expensive, or they do not have time to sift through a vast number of resumes from candidates that may not meet their minimum requirements. Therefore, don’t forget to check smaller job posting sites as well as niche job sites which are focused on a specific career field or industry. Also, be sure to visit [HBCUcareers.com](http://HBCUcareers.com) to search for job openings and post your resume

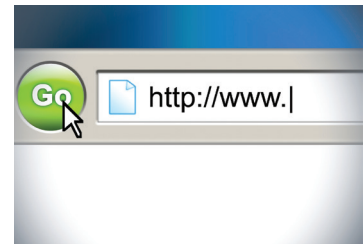


- **Visit specific employer's sites**

Not all employers utilize job posting sites to post job opportunities within their organization. Instead, they have information about available positions on their own site. Research employers you may be interested in and then go directly to their website to find out about job opportunities they may have.

- **Use search engines**

Use your favorite search engine to do general job searches on the type of position you are seeking. For example, if you are looking for an accounting position in Atlanta simply type, "Accounting Jobs in Atlanta" in a search engine. You may be surprised by what you find!



- **Take advantage of job alerts**

When you register with most job posting sites, like HBCUcareers.com you have the option of signing up to receive job alerts. A job alert is an e-mail that is automatically sent to you whenever newly available job opportunities that meet your criteria become available. Take advantage of this feature, and be sure to check your e-mail often!

- **Consider creating a video resume**

Video resumes are becoming a popular way for candidates to market themselves to employers. For more on creating a video resume refer to page 57.

- **Respond professionally**

Just because you are responding online to an employer doesn't mean you should be casual. Respond to e-mails as if you are writing a professional business letter. Do not use abbreviations or slang. Always begin your e-mails with a professional salutation ("Dear Sir" or "Dear Ms. \_\_\_\_"). End your e-mail with a professional closing such as "Sincerely" and then include your full name and contact information.

## Online Job Search Don'ts

- **Don't limit your job search to using big name job websites only**

It's fine to use sites like Monster, CareerBuilder or Craigslist as part of your online job search strategy, but don't overlook the smaller or niche websites. In addition to finding job opportunities that may not be advertised on the bigger sites, you may also be competing with fewer applicants.

- **Don't blast your resume without thought**

Failing to target your resume and cover letter to a position or failing to follow an employer's application instructions can quickly take you out of the running for a position. Take the time to customize your resume and cover letter using keywords, and be sure to follow the instructions for applying for a position and for following up.

- **Don't limit your job search efforts to the Internet only**  
The Internet is an awesome tool for finding a job, but remember that there are other effective job search tools you can use such as networking.



- **Don't apply without meeting minimum qualifications**  
If you don't meet an employer's minimum qualifications you are wasting both your time and the employer's time.

- **Don't forget to follow-up**

Your work is not done after you have applied for a position and sent off your resume. It's up to you to find out what the protocol is for follow-up and do it.



Remember to use keywords in your resume, cover letter and any correspondence with employers! The best place to find keywords is in job postings and job descriptions from the employer.

## **What Do You Want to Do With Your Life After Graduation? Career Tips for Recent Graduates**

By: Michael Amiri

If you are a recent or soon-to-be college grad, you will be faced with making big decisions on everything from career to finances, to personal and professional relationships. Without a doubt, you are happy to have your degree. However, you are also stuck within a rather less straightforward transitional state where you have to think about the future and see the light at the end-of-the tunnel, so to speak.



I'm sure you have heard many times about the horror stories of the weak economy and unemployment. You wonder now whether your college experience was worth the money if you cannot land a job soon. You wonder what an intelligent and hard-working college graduate needs to do to embrace success and outsmart the competition.

One of the first and most important steps is to build relationships with quality people right after college if you have not done it yet! This does not mean to go around and schmooze people, but rather refine your people skills and build a quality character to step out of your old skin into the new one. This includes enhancing your web presence. Use social media to your advantage and market yourself as a talented eager professional. Show that you have the personality and success story that can make the difference beyond job requirements. I'm sure you know LinkedIn, Facebook, Twitter and personal websites are a great starting point. But make sure you are sharing and presenting information in a context-specific way. For example, do not post your drunk pictures after last week's party on your Facebook-that won't help you build a relationship at the professional level. It's crucial to remember that everything you do online can be seen by almost everyone, including your next employer. So no political outbursts, no passive-aggressive behavior. Keep it light, fun, happy and professional at all times.

You also need to brand yourself. In order to prove your credibility and attract the attention of employers, it is important to build and promote your professional brand. Remember, if you are looking for anything and everything, you'll end up getting nothing. Companies want people with a couple of specialties. Find out what fits your interest and background and put your attention there. Take small steps first and apply yourself gradually until you feel comfortable with your new brand. You will have an easier time with your career search once you establish your brand. Stay in touch with your peer group after graduation. Get together to exchange information and job opportunities or, even better, form a peer group online and engage.

Have a short (about 30 seconds) "marketing Speech" about you, your experiences and career goals. Having a marketing speech is not only a great way to quickly introduce yourself at networking events, but is also a good way to answer the "tell me about yourself" interview question. Practice and practice-use mockup session with your friends and practice...this is the key to getting to a comfortable level with yourself. Your school career service may have a Mockup Interview Program that provides a chance to

tweak interviewing skills. Sign-up for it. Make sure to dress-up as if you were going for a real interview, and bring your “professional” attitude! Listen to the questions asked. Ask for clarification if the question is not clear. Keep your answers concise and to the point, and make sure you’re selling the product: “YOU”. There are many questions you may want to ask yourself in preparation for you interview. This may differ based on the job you are applying for, here are a few general questions:

- What skills can you bring to the job, which you are applying?
- Do you have any work, volunteer or internship experience that is related to the new job?
- How has your education, or time at (your educational organization) prepared you for this job?
- What college subjects did you like least? And why?
- What was your biggest challenge as a student, and how did you handle it?
- What skills or abilities do you hope to strengthen through our job opportunity?

Think of short-term and long-term goals. It takes time to find the right job. Keep this in mind when you are looking for one. While you are hunting new opportunities, try to pursue your own venture in a field of interest that you enjoy. Do what you love and trust and rewards will follow. Believe in yourself and take smaller steps first. This will build your entrepreneurial foundation and you never know where your venture may take you. Take your chances, stay happy and apply yourself. You could be the one landing the next billion-dollar company.

Be proactive in your search. Target the right companies. Research the companies that hire graduates in your field. Use your LinkedIn profile to connect with people who work there. There is a “Student Jobs” section on LinkedIn where employers post entry-level jobs, internships and co-op opportunities. There are other sites providing entry-level jobs and other resources for recent graduates. Here are a few resources:

- [www.enternships.com](http://www.enternships.com)
- [www.experience.com](http://www.experience.com)
- [www.internmatch.com](http://www.internmatch.com)
- [university.linkedin.com/career-services/resources](http://university.linkedin.com/career-services/resources)
- [www.careerjet.com](http://www.careerjet.com)
- [www.granted.com](http://www.granted.com)
- [www.tweetmyjobs.com](http://www.tweetmyjobs.com)

Create a job-searching schedule that includes networking and reading books, articles and blogs about job hunting. Do not be afraid to join meet-up groups and events in industries that appeal to you. You should

be tactful about finding jobs, but at the same time try to have fun. Visit and use your college career center effectively. This may include on and off-campus recruiting events that help you to practice your soft skills and learn the ins and outs of the hiring process. Join local business networking associations as well. You will be surprised how much information and networking you can gather in a single meeting.

Like it, or not, recruiters are the gatekeepers before you can get your foot in the door at your favorite company. Therefore, your resume is your first tool to show recruiters why you will be a potential employee. However, many recent graduates and many other forget the importance of a resume. Pick a resume format that works for you! You can use a traditional chronological or a functional resume format to highlight your achievements, key skills and objectives. Also, emphasize on your academic credentials as your selling point, since you may have very minimal work-related history. Anything such as academic honors dean's list, and overall GPA. There are many word-processing programs that provide users with the capability of easily and quickly creating a good design and layout for your resume. Use so-called "white space" or other layout elements that can be effective tools to help you create a good resume and promote "YOU" as a unique candidate. Any misspellings and grammatical errors must be corrected. Also, ask someone else to check your resume more than once. These days, there are other tools such as "digital profiles" that let you showcase your talent through videos, images and samples of your work. Here are a few resources, check them out:

- [www.zerply.com](http://www.zerply.com)
- ResumeUP (Facebook-powered app)
- LinkedIn Resume Builder
- [www.resumebaking.com](http://www.resumebaking.com)
- [www.visualcv.com](http://www.visualcv.com)

Last option would be seeking out a mentor throughout your career. There are many people who have graduated from college and have searched for jobs through their entire career. Find one in your targeted field and engage with them and ask critical questions. Select a mentor that is a good role model for you. Look up someone who is not only successful, but who also has a reputation for character and solid principals. We tend to think of a mentor as a professor, teacher or executive with gray hair. Not necessarily! A mentor can be anyone teaching you a valuable lesson that can help you with your career move. Sometimes, companies also have mentoring programs that are available to new employees. There are professional organizations that you can check out as well.



## Recruiter Ways

By: Kathryn Runion  
Principal Technical Recruiter  
ManTech International

Many people have his/her own opinions on how Recruiting is or how Recruiting should be done. In preparing for this article, I spent considerable time trying to find one of the best articles I've read on this subject. I read this article 5+ years ago and thought it provided accurate insight into defining the "Recruiter Ways". Unfortunately, I could not find it (I wish I had known that on this particular social media platform that one cannot easily retrieve all past articles). This piece is an attempt to pay homage to that recruiting article that I have been mentally chasing forever



AND MOST IMPORTANTLY to help provide insight to you on some of the ways in which Recruiters work. If you understand this, then it may help you communicate more effectively when speaking with a Recruiter and get you closer to the job you are seeking.

**What does a Recruiter do?** A Recruiter's main goal is to contribute to the bottom line for a company through filling that company's open positions. If I am recruiting for a Senior Java Developer and someone applies because he/she really wants the position but has mainly an intelligence analyst background then I am probably not going to select this person to further go through the process.

**Isn't that Recruiter supposed to find jobs for me?** A Recruiter is not an individual's "Personal Recruiter". As much as everyone would love to have one, it is not a Recruiter's responsibility to find the candidate a job. A Recruiter is responsible for finding candidates for the jobs. The Recruiter works on providing the best candidates within a given period to the Hiring Authority (usually some level of Management... maybe some type of Program Manager or Departmental Manager or possibly Executive Management). Furthermore, a Recruiter does not typically generate the jobs. Jobs are created through some form of immediate need OR forecasted need. An example of an immediate position need is backfilling someone who recently left a company. Forecasted needs may be developed by a Program Manager or someone with corporate workforce planning responsibilities. For instance, a company anticipates that they are going to be selling twice as many products 2 years from now then they might forecast that they need to increase a certain number of positions within their customer service department or within another department by next year to help meet their overall goals.

**Can a Recruiter write my resume?** Along with the last point, a Recruiter is not an expert or professional resume writer. I can't tell you how many people have asked me to write or revise their resume. Usually, I never have enough time to do this. Recruiting takes up so much time and I don't even like working on my own resume. Recruiters are not responsible for writing good resumes. Recruiters are responsible for identifying good resumes. Writing/preparing/developing a resume is not easy and therefore, it is not quick. I recommend leaving this to your friends, colleagues, possibly your Career Counseling Center OR

if you can ever spare the money in the future and once you have more experience, get a professional resume writer to write your resume. Again, there is always an exception to the rule...so as a by-product of recruiting for a long time, recruiters can point out some good tips OR there are recruiters who enjoy this and who do write very well or may have plenty of spare time to write or revise resumes. If a Recruiter is writing your resume, they are doing a favor to you. This is not an expected task for a Recruiter.

**Does the Recruiter come up with that job?** A Recruiter doesn't usually create the requirements for a position. It is up to that Program Manager or Dept. Head or Business Owner to define their workforce. We support that hiring authority by providing the people to work within it. I will caveat this and say that a business might not have an official Recruiter to do their recruiting. This often depends upon the size of the company. Smaller companies, startups, and the like, will have employees who wear a lot of different hats and be "unofficial" recruiters until they are at a certain growth level. As an additional note, if a company has become large enough that that company decides to hire a Recruiter then this might be an indicator that they are becoming more successful

**Isn't a Recruiter my Career Counselor OR Adviser?** A Recruiter is not a Career Counselor. I believe this is a position that even requires a specialized degree. A Career Counselor is trained and fully prepared to assist someone as they develop their career or provide support as someone decides to change careers. (Students, I've seen so many people ask recruiters for advice that a Career Counselor would be better able to answer. Take advantage of any Career Counseling services offered by your University...especially while it is easily accessible to you at this time). There are also quite a bit of solid Career Coaches out there that you may want to consider speaking with as well. That said, the longer a Recruiter has been involved in recruiting, especially within a specific industry...that Recruiter could certainly offer a solid opinion that might help candidates as they search for jobs. I could probably offer some helpful tips for candidates who are looking for IT jobs because I am a Technical Recruiter but if you ask me for tips for getting a position in Nursing then I am probably not the most helpful person.

**How does a Recruiter recruit?** While they may exist, there are few jobs where a candidate may be hired based upon really wanting or needing a position or being exceptionally nice...Even if I really like you, I, as a Recruiter, cannot select someone based on these factors alone. Relevant Education and Experience are important too. (But I certainly try not to bring in mean people to the company I am recruiting for!)

**Doesn't the Recruiter Hire me?** This can be a little confusing as the words "recruiting" and the word "hiring" are used so interchangeably. The Recruiter recruits and the Hiring Manager hires. The Recruiter does not usually make the final hiring decision. This means that the Hiring Authority or Hiring Manager (the Manager of a program or project or a division) is the one that usually makes the candidate selection. However, it is the Recruiter that oftentimes has the most communication with the candidate and therefore the recruiter often does provide input and can influence that decision making process.

**If a Recruiter says I'm good, does that mean I'm in for sure?** While a Recruiter is expected to have general knowledge of the company he/she recruits for, a recruiter (on the same recruiting team) is not going to know another Recruiter's openings as well as the recruiter who "owns" those positions. We can pass the resume on to our recruiting colleagues. We can mention that you applied to a particular

opening. We can make sure that your resume gets viewed or say that we feel you are a strong fit but a recruiter cannot force another recruiter to hire a particular candidate. Each Recruiter is responsible for going through their standard recruiting process to make sure that any and all candidates are considered fairly for an opening.

**A Recruiter is a Recruiter.** Who knows Recruiters better than a Recruiter? To tell you the truth, this is a question where even recruiters might disagree. There are times when a Recruiter is considered to be under the Human Resources umbrella. There are others who don't think recruiting is a part of Human Resources (HR) and that recruiting is a part of Business Development or Operations or maybe something else. I heard someone once describe recruiting in this way and I think it is fitting...Recruiting is the marketing arm of HR. In past times, a Recruiter may have had other HR duties and these days this still might be true in smaller companies but I have always felt that Recruiting is a big responsibility on its own. Typically, don't expect a recruiter to handle your payroll or help with exit interviews or be the benefits guru or conduct orientation or other corporate responsibilities.

**Most Recruiters enjoy what they do.** After all I just described, It IS intrinsically rewarding to fill a position with someone who fits a position but also wants the job and is appreciative for getting it. We want the positions we recruit for to be filled with smart, qualified people with proactive attitudes or who offer a lot of potential. We want to help make those meaningful matches. Recruiting is an art not a science. Therefore, I as a Recruiter, cannot make guarantees for you but I certainly hope I've provided some useful information for that job searching universe that you are about to enter.

## Career Fairs

### What to Expect at a Career Fair

- Employers expect students to be prepared. Ask thoughtful questions and have a polished resume.
- Employers expect to interact with students seeking employment as well as those simply researching careers and employers.
- Most recruiters are not authorized to hire candidates on the day of the fair. Your goal should be to land an interview, not a job offer.
- Employers' goals are to be exposed to as many job candidates as possible. You will have a relatively short amount of time to sell yourself and make a positive impact on the employer.

### Before the Career Fair

#### ***Target your top five companies***

If possible, obtain a list of the employers who will be attending the career fair, and select the top five organizations you would most like to visit. Make sure that at a minimum you research these organizations before you attend the career fair (refer to the "Researching an Employer" section of this magazine for researching tips). The more you can show an employer that you know about their organization, the more likely you are to leave a positive impression.

#### ***Prepare a resume***

A well-written, error free resume is a must. Make sure you have multiple copies of your resume and a list of references to distribute at the career fair. Refer to the "Constructing an Effective Resume" section of this magazine for information on creating a resume.

#### ***Create a list of questions to ask employers***

By asking meaningful questions to employers you show that you have an interest in their company and that you have good listening and communication skills. Be sure to prepare a short list of questions to ask employers. Refer to "Questions to Ask the Interviewer" on page 92 for a list of possible questions.

#### ***Be prepared to answer questions***

You may not sit down to a formal interview, but employers are likely to ask you questions that would be asked during an interview. Review and practice answers to the traditional and behavioral questions that interviewers may ask listed on page 90.

#### ***Sell Yourself***

Be prepared to introduce yourself to each employer with your name, a firm handshake, a copy of your resume, and your objective (Why are you attending a career fair and what type of career are you seeking?). Practice this introduction before the career fair so you will be comfortable interacting with employers at the career fair.

#### ***Be professional***

Present a professional appearance and dress as if you were attending a job interview. If you are in doubt about what to wear at a career fair, refer to pages 84 and 85 for Business Professional Attire or check with your Career center.

#### ***Arrive Early***

In order to avoid long lines you should plan to arrive at career fairs early. You will spend less time waiting in lines and more time visiting with employers.

## During the Career Fair

### ***Use your time wisely***

Survey the room to determine where employers are located and in what order you plan to visit them. If there is a long line to speak with one of your “Chosen” companies, keep moving and return later. Your goal should be to make contact with as many employers as possible.

### ***Be confident***

Project enthusiasm, confidence, and sincerity. Smile, walk confidently with good posture and make consistent, direct eye contact.

### ***Introduce yourself***

When it is your turn to speak with an employer, greet him/her with a firm handshake, a copy of your resume and a brief summary of why you are attending the career fair and/or the type of career you are seeking. When appropriate, be sure to ask one or more of the questions that you prepared.

### ***Prepare for follow-up***

Thank the employer for his/her time, and be sure to leave a copy of your resume. Ask the employer for a business card or company literature for the follow-up protocol. If the employer says they do not have a position in your field, ask for the address of the Human Resources Department so you can write a letter and send your resume.

Nearly all employers hire all majors. The person you are speaking with may not be aware of all opportunities offered by the company. As soon as you walk away from the employer, jot down a few notes about your conversation so you will have a few memorable points to mention in your follow-up letter.

## After the Career Fair

### ***Follow-up!***

Send thank you letters to employers you met within a week of the fair. This shows the employer that you have a genuine interest in their organization and position and may give you a competitive edge over those candidates that do not follow up. Review the section of this magazine on “Writing Effective Cover Letters” for tips on constructing powerful thank you letters.

### ***Be persistent***

If you have observed the follow-up protocols as outlined by the employer it is appropriate to send a letter inquiring about the status of your application after a reasonable amount of time has passed.

## Benefits of Attending a Career Fair

- Increase your chances of receiving an interview with an employer.
- Expand your network of contacts and receive job search advice from experienced recruiters.
- Investigate positions, occupations and/or career fields you could pursue with your specific major and background.
- Learn more about employers and available co-op, internship or permanent career opportunities.

## BUSINESS PROFESSIONAL ATTIRE



- Two-piece conservative suit in a solid color
- Light colored long sleeve dress shirt
- Well-polished, dark colored dress shoes, dark socks and matching belt
- Conservative tie
- No earrings
- No jewelry besides wedding band and watch
- Conservative hair style
- If you must have facial hair, make sure that it is neat and trimmed
- Make sure fingernails are clean and trimmed
- Remember personal hygiene - use deoderant and breath mints and keep cologne to a minimum

## BUSINESS PROFESSIONAL ATTIRE



- Two-piece conservative suit (skirt or slacks) in a solid color
- Light colored long sleeve shirt/blouse
- Polished, closed toe shoes with low heels
- Subtle makeup
- Keep jewelry to a minimum - no more than one ring per hand with exception of wedding set.
- Conservative hair style
- Clean, trimmed nails. If nails are polished use clear or conservative color
- Remember personal hygiene - use deoderant and breath mints and keep perfume to a minimum

## BUSINESS CASUAL ATTIRE



- Cotton long-sleeved shirt. Polo shirts or knit shirts with a collar are also acceptable. Whichever option you choose, make sure that it is neatly pressed
- Neatly pressed cotton or gaberdine pants in neutral colors such as tan, khaki, black, brown, gray or navy
- Conservative, polished shoes with a matching belt
- A tie is optional, but consider wearing a blazer or sport coat
- Conservative, well-groomed hair style
- Keep cologne to a minimum, wear deodorant and keep breath mints on hand
- Hands and nails need to be clean and neat



## BUSINESS CASUAL ATTIRE

- Tailored, neatly pressed shirts or blouses. Tailored sweaters, twin sets and cardigans are also acceptable
- Neatly pressed conservative pants or skirts in neutral colors such as black, brown, gray, navy, tan or khaki. If you choose to wear a skirt, it should come to at least knee length when standing
- Polished closed toe or peep toe shoes in neutral colors with a low to mid heel height
- Jewelry and scarves can add a polished touch, but remember less is more. Keep your choices simple and conservative
- Conservative hair style
- Keep your makeup subtle and natural
- Keep perfume to a minimum, wear deodorant, and keep breath mints on hand
- Hands and nails need to be clean and neat. If you choose to use nail polish select a conservative color or clear polish. Stay away from nail art and excessively long nails



## Strategies for Successful Interviewing

### Interview “Do’s” and “Don’ts”

#### Do:

- Arrive 10-15 minutes early
- Maintain good eye contact with the interviewer
- Use a firm, professional handshake
- Listen carefully to the interviewer’s questions
- Be aware of your body language; maintain good posture, appear relaxed and not fidgety
- Show enthusiasm, confidence, courtesy and honesty
- Keep a positive attitude about former employers, supervisors, and co-workers; be tactful and do not criticize former employers even if discussing an unpleasant situation
- Maintain a professional image - don’t let the employer’s casual approach fool you
- Always present the best of your background and qualifications
- At the close of the interview, establish a date for your next communication
- Always remember to thank the interviewer for his/her time



#### Don't

- Give terse or rambling answers to questions; find a balance
- Be too casual with language or use non-words (“thinking words” like “um...” “uh...”)
- Address the interviewer by his/her first name unless invited to do so
- Dominate the interview or appear arrogant; do not interrupt the interviewer when he/she is speaking
- Criticize yourself or your former employers
- Discuss your personal problems

## Interview Preparation

### What to Bring:

- Directions to the interview site
- Name(s) and title(s) of interviewer(s)
- Reference lists
- Portfolio of work samples, if applicable
- Good quality pen and pencil
- Leather folder (black or dark color) or briefcase

### What to Wear

The following are general tips, some organizations may vary somewhat on what is considered appropriate or inappropriate interview attire. Researching the organization beforehand may yield some insight into these standards. However, when in doubt, it is always best to err on the conservative side.



### Dress Tips for Men

- Suit: Single or double-breasted in small pinstripe or solid shades of navy or charcoal gray.
- Shirts: Light colors, starched cotton, non-button down collar and long sleeves.
- Shoes: Well-polished, black or brown leather lace-up wingtip or slip on dress shoes.
- Ties: Solid, thin striped, or small geometric print. Bottom of tie should meet the belt line.
- Accessories: Long, dark socks in solid dark color that complements suit. No jewelry besides wedding band and watch.

(See page 84 for an example of men's business professional attire)

### Dress Tips for Women

- Suit or tailored dress in solid shades of navy, gray or black with skirts hemmed above the knee. May also wear pant suit.
- Blouses: White or pastel colors. Silk, cotton or polyester material with long sleeves and conservative neckline.
- Polished, closed toe shoes with low heels.
- Accessories: Subtle makeup. Nails should be neat with no polish or a clear, neutral color. One ring per hand with exception of wedding set. Avoid carrying a purse if holding a briefcase or portfolio.

(See page 85 for an example of women's business professional attire)

## Practice Answers to Questions Before the Interview

You will generally be asked two types of questions during an interview: traditional and behavioral.

### Traditional Questions

Traditional questions are designed to pinpoint aspects of your basic personality, work ethic, history, attitude, etc. When practicing answers to traditional interview questions, try to develop answers that illustrate how your education and life experience can benefit the employer. If you have done a thorough self-assessment and know why you want to work for this employer and in this field, you will be able to answer traditional questions easily.

- What are the two or three things most important to you in your job?
- What is your philosophy of life?
- Tell me about yourself.
- What are your short-term and long-term career goals? How do you plan to achieve them?
- What do you consider to be your greatest strengths and weaknesses?
- In what ways do you think you can make a contribution to our organization? / Why should we hire you?
- What do you know about our organization?
- What did you learn from co-op, internship, or part-time job experiences?
- Why did you choose this career?
- Why would you like to work for this company?

### What Employers Look for in a Candidate

- ✓ Self-confidence/ability to communicate
- ✓ Work ethic: teamwork, leadership, initiative, flexibility, ability to handle conflict
- ✓ Intelligence, critical thinking
- ✓ General personality: Poise, enthusiasm, creativity, high energy level, interpersonal skills
- ✓ Personal management, self-knowledge
- ✓ Qualifications: Can you relate your academic program, skills, and/or prior work or internship experience to the needs of an employer?

## Behavioral Questions

Behavioral questions are designed to examine how you have responded to specific situations in the past as an indicator of how you may behave in the future. When practicing answers to behavioral questions, think about how you have dealt with specific problems in the past. Consider how your qualifications and attributes enabled you to demonstrate leadership, initiative, and problem-solving ability.

- How have you demonstrated initiative?
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Tell me about the riskiest decision that you have made?
- Can you tell me about an occasion where you needed to work with a group to get a job done?
- What was the greatest challenge you ever faced, and how did you approach it?
- What did you do in your last job to effectively plan and organize?
- Tell me about a time on any job when stressful situations or problems tested your coping skills. How did you handle it?
- What leadership positions have you held? Describe your leadership style?
- Tell me about a time when you failed at something. If you could do it again, what would you do differently?



## Questions to Ask the Interviewer

Before closing the interview, the interviewer will usually give you an opportunity to ask questions. It is always good to do this because it shows that you are interested in the position. The following are questions you may want to ask the interviewer:

- Please describe a typical day on the job.
- What personal qualities, skills, or experience would help someone do well in this position?
- What are the company's plans for future growth?
- What are the most challenging aspects of this job?
- Describe the position in terms of the overall department structure.
- What are the typical career paths within this organization?
- What types of initial and future training programs do you offer?
- Can you explain the performance evaluation and promotion process?
- What is the retention rate of people in this position?
- What makes your organization different from your competitors?



### Follow Up!

Always send a thank you letter to the organization with 24 hours after an interview. Be sure to reiterate your interest in the organization and position. Call the interviewer within two weeks of the interview to inquire about the status of your application as well.



Need further help honing your interviewing skills? Be sure to visit your Career Center to find out if they offer interviewing workshops to help you ace an interview!

## Got The Interview - What's Next

By: Jeremy Hodge  
Director of Career Services  
Alabama State University

Whether you're interviewing for a full or part-time position, an internship and/or graduate school admission, there are seven steps one should take in preparing for the actual interview. These steps are in no particular order however are all important parts in preparing for your interview. The steps are as follows:



### 1. **Select the appropriate business attire: (11/7)**

It only takes eleven seconds for a person to form seven perceptions about you based upon your initial introduction. Therefore, you must make sure that your total look is on point. Do not stray away from traditional business attire. Traditional business attire colors are blacks, dark grays and navy. Make sure that when you purchase or select your attire that the slacks/skirt and blazer are sold together. For example, when buying black, do not get a black blazer from Men's Warehouse and dress slacks from Wal-Mart. Although items are sold with the description of being black, there are various shades of the color. Make sure to wear minimal accessories. Ladies no hoop or large earrings, studs are appropriate and maybe a pearl necklace. Your socks should coordinate with your outfit and your shoes and belt should match. You don't want the focus of your interview to be distracted by your appearance. Force them to focus on your knowledge, skills and abilities.

2. **Google a list of interview questions:** This is a part of the practice piece. In any interview the first question asked is, "tell me about yourself". Many individuals get this wrong. They go into stories of their personal lives when in fact, the employer simply wants to know about your skillset and how they can fit into their organization. Other basic interview questions are: (1) Where do you see yourself in five years? (2) Why should we hire you? (3) Name three strengths. and (4) Name one weakness. Now the fourth question is kind of tricky and most people could scare the interview when answering. Throughout my career, when asked this question my answer has always remained, "I am a perfectionist. The root word of perfectionist is "perfect". So in the case of expressing my weakness, I am still explaining it in a positive way and subliminally letting the interviewer know about my work ethic, performance and efficiency in doing so.

3. **Practice interview:** Practice definitely makes perfect. Call a friend, a relative or simply sit in front of a mirror and practice interviewing. Your career center may have software that can assist you in preparing for your interview. Make contact with your career center staff to either utilize the software and/or schedule a mock interview. Most people don't realize how much they talk with their hands or how much they say the words "like" or "uhm" and practice and feedback are both effective ways of improving your interview skills. This proper preparation will definitely assist in elevating your confidence level during the interview process.

- 4. Do your research:** If you truly desire for your interview to be a success, I can't stress enough the importance of researching the organization. Do not go into an interview without knowing important facts about a company. We live in a day and age where the words "I don't know" should not exist. The internet is a beautiful thing and companies expect you to doing your research. Knowing the organization's goals and objectives provides you with the opportunity to metaphorically place yourself within the company and strategically get the interviewer to visualize you within their organization.
- 5. Identify the company's location the night before:** There's nothing worse than having an interview and calling the receptionist the morning of trying to get the company's location. This causes stress to you because your focus now is getting there on time. We all have heard the old saying, "If you are 15 minutes early, you're on time. If you're on time you're late and if you're late do not show up." If your interview is out of town, stay in a hotel or with a friend/family member the night before. I do not suggest risking missing your interview because of unpredictable traffic or possible mechanical problems. Trust me, as soon the receptionist receives your call, they will alert the interviewer. Remember he/she is the gatekeeper and their opinion of you counts.
- 6. Get a good night's sleep:** Get at least six - eight hours of sleep prior to your interview. A proper night's rest is essential. Do not stay up the entire night practicing or researching. Be proactive in that piece so that you can go to sleep at an appropriate time. Turn that cellphone off or put it on silent! Please do not fall asleep and/or yawn in your interview. Trust me, it's not a good look.
- 7. Notify your contact:** If someone referred you for the position or if you know someone that works within the organization, let them know about your interview. Your networking at this point is about to pay off. If you are an asset to your contact's professional brand, they are going to either request to be included in the selection process or give a great reference on your behalf to the hiring manager. There's nothing wrong with having a cheerleader on the inside.

Fear of the unknown is human nature however proper preparation will give you insight and provide you with the confidence of knowing what to expect. These seven steps will give you just that. My prayer is that everyone who reads this article understand the importance of interview preparation. I would also like to encourage all students and alumni to utilize their career services center. We are a valuable resource to your success. If you need advice within your career as Director of Career Services for Alabama State University, I am making myself available via email. I can be reached at [Jhodge@alasu.edu](mailto:Jhodge@alasu.edu). Good luck in your career and remember to you make each day count by striving to be better than you were the day before.



## Evaluating Job Offers

Listed below are factors you will want to consider when determining whether or not you will accept a position. While salary is an important factor, be sure to weigh your starting salary against the salary potential of the position and the cost of living of the geographic area where you plan to live. Also, consider these factors:

### Job/Employer Related Factors

- Potential for career advancement
- Work schedule (traditional “9:00-5:00” or flexible hours)
- Work environment/attire (formal vs informal)
- Bonus or commission plans
- Benefits such as profit sharing, 401K plan, insurance, etc.
- Travel
- Reputation and stability of employer
- Size of employer
- Ability to gain a mentor
- Type of Industry



### Geographic/Life-style Factors

- Geographic Location
- Climate
- Social life for singles, couples or families
- Commute to work
- Availability of suitable housing
- Size and type of community (suburban, metropolitan, rural)

## 10 Best Jobs For 2016

By: Simone M. Campbell  
Executive Director  
Hunger4Humanity, Inc., Columbia MD

NBA player, Chart Topping Musician, Famous Actor. Sure we would all choose one of these professions if we could. However, assuming that we can't dunk a basketball like LeBron, sing like Celine Dion or be fortunate enough to star in an Oscar worthy film, we may have to be more selective with our career choices. In no way, does this mean that you must settle for a low-paying job or have an unfulfilling career.



According to the U. S. Bureau of Labor Statistics, job prospects are looking up for college graduates. Healthcare jobs are experiencing tremendous growth for a variety of reasons, including low unemployment in the field, good pay, and the ability to achieve work-life balance. Outside of the healthcare sector, the tech industry is another area that is good for job seekers. It's experiencing faster than average growth, which works well for both salaries and opportunities. Programmers, software developers, and support personnel are all in high demand.

An objective look at the best paying jobs for college graduates must begin with the understanding that STEM jobs offer the highest salaries, on average, for college graduates in the near term and career wise. STEM, of course, refers to science, technology, engineering and math. With that being said, here is a list of jobs for 2016 that have the strongest projected growth in those fields and provide healthy starting salaries for recent graduates. Keep in mind, starting salaries can vary by city, state and level of experience.

### 1. Registered Nurse

Average Salary: \$56,900 - \$73,600  
Predicted Growth: 2012-2022: 19 percent

**Minimum Requirements:** Associate or Bachelor's degree from an approved nursing program along with a nursing license is required. The health care industry will continue to dominate for years to come. Most health care professionals are benefiting from the aging population and increasing number of insured individuals. Although the minimum requirements to become a nurse are often an associate degree, the field is becoming increasingly competitive, and a bachelor's degree in nursing is becoming a requirement for many employers.

### 2. Software Engineer/ Applications Developer

Average Salary: \$80,725 - \$100,700  
Predicted Growth in 2016-2024: 18.4 percent

**Minimum Requirements:** A bachelor's degree and experience with a variety of software and technical systems are a must. However, information technology engineers are expected to continue to educate themselves in the latest technology. The technology field will continue to grow as the demand for computer

networking skills increases. The need for new internet applications, system safety, and upgrades are a few of the specific duties for this role.

### 3. Physician Assistants

Average Salary: \$84,980

Predicted Growth in 2016: 27 percent

**Minimum Requirements:** Completion of a two-year physician assistant program is required before candidates are eligible to take the national license exam. The job outlook for physician assistants will continue to expand as healthcare facilities, particularly in rural and inner city areas, increasingly use physician assistants to handle physician shortages and save money.

### 4. Web Developer

Average Salary: \$63,490

Predicted Growth 2012-2022: 20 percent

**Minimum Requirements:** Associate degree. Despite the craze over Instagram and Twitter, websites are still a must have for everyone from Goldman Sachs to the person down the street selling lamps. Web developers that are experts in not only website design and construction, but also skilled in creating and managing e-commerce sites have a much better advantage, as well as an opportunity at higher pay. For the most part, Web Developers can work in an office setting or from the comfort of their home while earning an attractive starting salary. When considering this field, understand that demonstrated skills and a portfolio showcasing your work are more important than any degree.

### 5. Information Security Analyst

Average Salary: \$53,400 to \$85,800

Predicted Growth 2012-2022: 37 percent

**Minimum Requirements:** Bachelor's degree. Network security specialists monitor computer networks for security threats or unauthorized users. Sony Pictures, Target, JPMorgan Chase, Home Depot and even the U.S. government have all been a victim of recent cyber-attacks. The FBI ranks cybercrime as one of its top law enforcement activities. If you possess the skills to design and carry out security measures that protect an organization's data and computer networks, you've got a lucrative future ahead of you. Staying up-to-date in computer languages, technologies and cybersecurity issues are also critical to your success. Organizations seek individuals who can stay ahead of the attackers and not react to them.

### 6. Mental Health and Substance Abuse Social Workers

Average Salary: \$37,980

Predicted Growth: 29.9 percent

**Minimum Requirements:** A Master's degree is viewed as the standard for most counselors. Having a state certified license in addition to your education is a huge plus as well. The field of Mental Health Counseling is experiencing high demand and has become a huge topic in recent years. New health

laws require that under a medical policy which offers mental health aspects, an insurer must provide the same amount of visits to a Mental Health Counselor as they provide for medical visits according to the Affordable Care Act. The criminal justice system is increasingly offering treatment programs as an alternative to incarceration, fueling the demand for qualified counselors.

## 7. Financial Analyst

Average Salary: \$66,000

Predicted Growth 2008-2018: 20 percent

**Minimum Requirements:** Bachelor's or Master's degree in finance, business, accounting, statistics, or economics. Analysts provide advice on how to best grow a company's or individual's worth. Getting a job in this field is heavily dependent on contacts. Growing your network through internships and university activities would be vital for success in this career field.

## 8. Network Systems Administrator

Average Salary: \$77,910

Predicted Growth 2008-2018: 28 percent

**Minimum Requirement:** Most employers require a bachelor's degree in computer science and related work experience. However, an associate's degree combined with work experience may also be acceptable for some employers. Professional certifications, such as those offered by Microsoft and Cisco, may be required for employment or career advancement. Certain employers may also require security clearances from the Department of Defense depending upon the level or nature of the job function. In general, Network Systems Administrators ensure network availability to all users of a local area network (LAN) or wide area network (WAN). Demand is expected to increase as companies continue to invest in mobile networks, and create new and faster technologies.

## 9. Engineer

Average Salary: \$75,780

Predicted Growth 2008-2018: 11 percent

**Minimum Requirement:** Bachelor of Science in engineering as well as passing state licensure exams. Employment for engineers will continue to grow as governments and industries work to meet the challenges of a growing population. The engineering field is very diverse and the average income for engineers will vary by specialty, qualifications, experience, and location. However, much of employment growth has evolved around research and development, biomed and civil engineering.

## 10. Accountant

Average Salary: \$51,400 to \$85,300

Predicted Growth: 14 percent

**Minimum Requirement:** Bachelor's degree in accounting. The accounting job outlook has been favorable for aspiring accountants. Due to the increased number of audits and corporate scandals amongst national employers, companies are hiring more employees to perform accounting and financial auditing services that meet industry standards. Obtaining a Certified Public Accountant (CPA) certification is heavily preferred by auditing and accounting employers. By passing the Certified Public Accountant examination, CPA's are assumed experts in the accounting field and their salary and benefits package reflects this. Individuals with industry-wide certifications will be highly preferred over non-certified accountants. Employers are seeking strong performers to shield them from any mistakes that may appear to weaken their brand and appearance of stability.

## Transitioning to the Workplace

*Starting a new job is exciting and rewarding, but it can also be a little stressful because you don't know what to expect. Whether you are starting your first "real" job after college or changing jobs or careers, it's up to you to prove to your new employer that they made the right decision by hiring you. Below are tips to help you make a smooth transition to your new job.*



### **Understand What's Expected of You**

Determine what your manager expects of you from the very beginning. Typically, your manager will meet with you within the first few days of your employment to discuss expectations and responsibilities. However, if this is not the case, it is up to you to ask. Confirm your understanding of your responsibilities with your manager to make sure that you are both on the same page. Find out if there are any "priority" projects that require your immediate attention. Be sure you know how your manager wants you to communicate with him or her. Does he or she prefer email, conversations or voice mail? It is also helpful for you to know how your performance will be evaluated. Having a clear understanding of what is expected of you may help you to adapt more quickly to your new job as well as ease some of the stress related to starting a new job.

### **Ask Questions**

As a new employee, your manager expects that you will have some questions, so do not be afraid to ask. If any assignments are unclear, ask for clarification. In addition, keep your manager informed of your progress and ask for regular feedback on your performance.



### **Establish Good Work Habits**

Establishing good work habits not only shows your employer that you are reliable and responsible, but it helps you to be a productive employee. Alternatively, if you establish poor work habits from the start, it may be difficult for you to change your employer's negative perceptions of you.

### **The following are good work habits to establish:**

- Be punctual to work and meetings
- Avoid frequent absenteeism
- Make sure your office or workspace is neat and organized
- Keep personal phone calls and outside distractions to a minimum
- Meet established deadlines
- Be a dependable employee - someone that can be counted on to get the job done

### **Do Your Job to the Best of Your Ability**

Always do the best you can do, regardless of the task you are assigned. Anything less will not only be a disappointment to your employer, but a disappointment to you. Keep in mind that sometimes when you start a new job you may be assigned tasks that seem trivial or unimportant. Take your tasks seriously, and do them to the best of your ability. If you demonstrate that you can handle the small tasks, your manager's confidence in your abilities will most likely increase, and soon you may find yourself working on more interesting projects.

### **Adapt to the Corporate Culture**

Companies expect their employees to fit in and accept the corporate culture. It's up to you to learn your organization's style and culture and be willing to adapt to it. Is the dress code "business casual" or do employees wear suits? Is there a designated lunch time? Are there specific company formats that are to be used when preparing reports, memos or other written documents? These are just a few things you will want to consider. You can learn about the corporate culture by familiarizing yourself with the employee handbook, observing your co-workers' behavior and asking questions (for examples of "business casual attire" see pages 86 and 87).

### **Develop Your Communication Skills**

Every job, including technical ones, requires some degree of communication skills. Learn to be a good listener to ensure you fully understand instructions and to show that you are interested. Demonstrate patience and sensitivity with others, and avoid public confrontation and complaining. Learn to be tactful when working on a team, and consider what others on the team have to say and work with them. Above all, treat people as you would like to be treated. With written work, be sure you've proofread it carefully for content, spelling and grammar before submitting it.

### **Get to Know Your Co-workers**

Get to know and be known by others in your work environment. Be professional and courteous at all times, and learn the roles that your co-workers play within the organization. Learning *who* does what can help to figure out where *you* fit in the big picture. Furthermore, you may be asked to work as a part of a team with other co-workers. If you know your co-workers and have an understanding of their role within the organization, it will help you to be a more effective member of the team.



### **Project a Positive Attitude**

This may sound basic, but it is very important. What is your perception of someone that has a good attitude versus that of someone that has a bad attitude? Think about it. Most (if not all) would agree that they prefer to work with someone that has a positive attitude. For better or worse, many times someone's perception of you is stronger than the actual facts. Having a negative attitude can cloud your manager's view of your ability. You may be competent at your job but do you take an interest in your work? Do you show enthusiasm? Do you take initiative? Having a positive attitude will not only serve you well in your first job, but throughout your entire career. Often opportunities for advancement and leadership roles hinge on your overall attitude.

**You may correspond with customers, clients, business contacts and co-workers via telephone and e-mail. When doing so, maintain a professional image and keep the following in mind:**

**Communicating by Phone**

- Call during typical business hours.
- Call from a quiet location, or reduce/eliminate background noise.
- Notify people when they are on speaker phone.
- Make sure voice mail messages are concise. Slowly and clearly state your full name, telephone number (extension, if applicable), name of your company and reason for calling.
- Make sure your voice mail greeting is understandable and that you speak slowly when recording it.



**Communicating by E-mail**

- Write in complete sentences, and don't use slang.
- Use the subject line to specify the point of the message (not for informal greetings).
- Structure your e-mails like a business letter and include greetings and closings.
- Review the content of your e-mail to make sure the point of the message is obvious.
- Be sure to proofread for grammar and spelling. Spellcheck is a helpful tool, but you also need to visually proof all documents.

***Five Things NEVER to do on the Job***

1. Do not act like a "know-it-all".
2. Never gossip. It's not only harmful to your reputation, but it's harmful to the organization.
3. Do not make excuses for yourself if you miss a deadline, make a mistake or do not meet a goal.
4. Keep your personal life out of your professional life as much as possible.
5. Avoid excessive socializing with co-workers.



## **While Paying Off Student Loans, Don't Forget About Retirement**

Even if you've been out of school for a few years, you may still have a vivid reminder of college: your student loan debt. Since you've joined the workforce, you might be paying back your loans as best you can. But can you gradually reduce your debts while still putting money away for your long-term goals – such as retirement?

Of course, you might think it's premature to even think about retiring, since you probably have decades to go before you say goodbye to the working world. But the sooner you begin saving and investing for retirement, the more time you'll have for your money to grow. Plus, your early start will help you avoid having to play "catch up" later.

Still, it can be challenging to juggle payments for student loans and contributions to a retirement account, especially if your loans are sizable. How can you meet these two separate demands on your income?

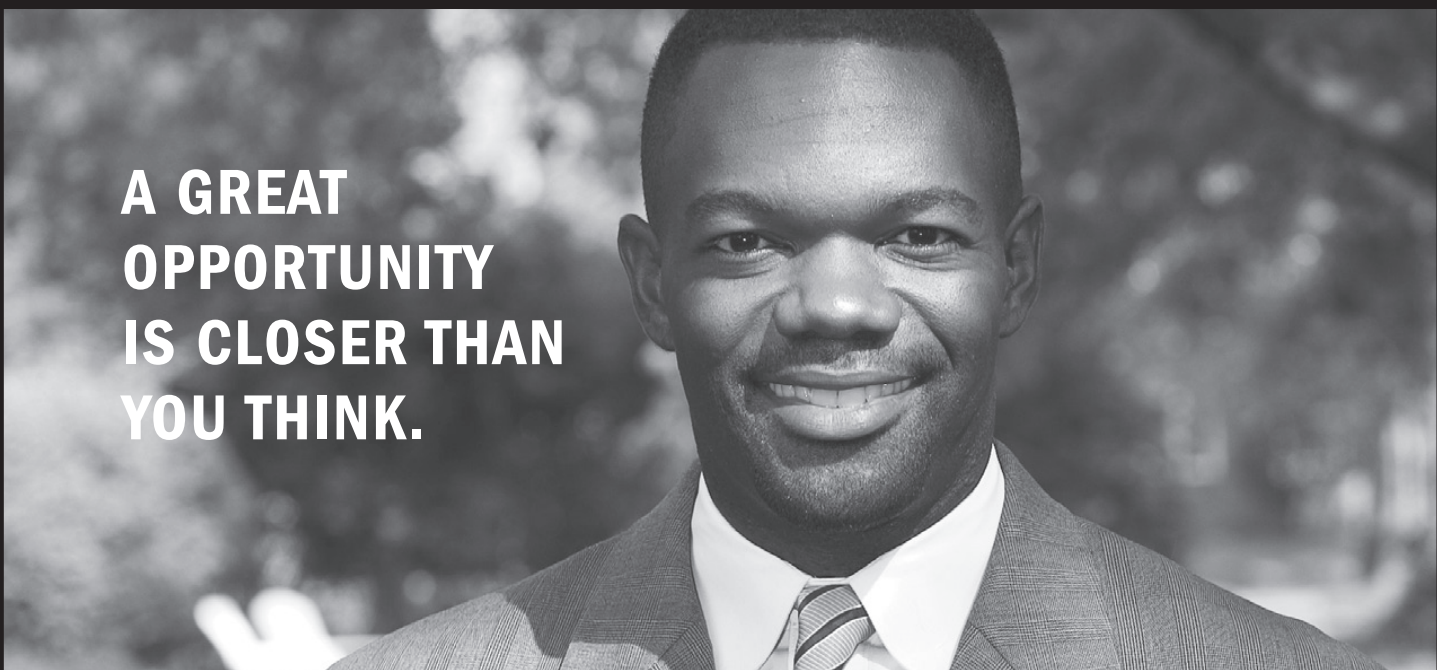
To begin with, you may have some flexibility in how you repay your student loan. Although you might have selected, or were assigned, a repayment plan when you first begin repaying your student loan, you can typically change this plan to accommodate your financial situation. You'll need to contact your loan servicer for details on adjusting your repayments.

In any case, though, if you have a large student loan, it's safe to say that you will be paying it back for quite some time. So, rather than wait for this debt to be cleared before you start saving for retirement, think about how you can take action now.

For one thing, take full advantage of your 401(k) or similar employer-sponsored retirement plan. This type of plan certainly offers some key benefits: Your earnings can grow on a tax-deferred basis, and you typically contribute on a pretax basis, which means the more you put in, the lower your taxable income. Plus, you can fund your plan with a variety of investment choices. But for you, perhaps the biggest benefit is that your employer simply takes the money from your paycheck before you get it and puts it into your account. You don't have to pay all your bills first and then hope you still have something left to invest – it's already been done for you. Ultimately, contributing to your 401(k) can be a "painless" way of investing, and it may make it easier, psychologically at least, for you to pursue the two goals of paying your college debts and saving for the future.

If you don't have a 401(k) or similar plan, you can still follow the same principle of essentially freeing yourself from initiating investment moves, simply by setting up a bank authorization to automatically transfer money from your checking or savings account into an IRA, which offers some of the same features as a 401(k). You can start with relatively small amounts – perhaps as little as \$50 per month – and increase your contributions as your income rises.

As you well remember, college wasn't cheap. And you don't want to make it even more costly by having your student loan payments interfere with progress you can make toward your retirement funding goals. So, think about "automating" the contributions to your retirement accounts. The effort – or rather, the effortlessness – on your part can be well worth it.



**A GREAT  
OPPORTUNITY  
IS CLOSER THAN  
YOU THINK.**

## **FINANCIAL ADVISOR OPPORTUNITIES**

Becoming an Edward Jones Financial Advisor is a life-changing opportunity. Our Financial Advisors autonomously run a local business with the backing of a highly successful financial services leader.

**This is an exciting opportunity to:**

- Receive business-building and financial training
- Work one-on-one with clients to determine and meet their financial and investment needs
- Identify and cultivate prospective clients from your own local office

---

If you are a self-manager with a desire to control your career path, join the firm named to *FORTUNE* magazine's "100 Best Companies to Work For" in America list for 2011.



**Al Cass, AAMS®**

Financial Advisor

20 Atlanta Street SE  
Marietta, GA 30060  
770-514-7070

[www.careers.edwardjones.com](http://www.careers.edwardjones.com) Member SIPC

**Achieve Well-earned Success**  
Edward Jones is an equal opportunity employer.

**Edward Jones®**

## **Should You Change Your Investment Mix Over Time?**

To be successful at investing, some people think they need to “get in on the ground floor” of the next “big thing.” However, instead of waiting for that one “hot” stock that may never come along, consider creating an asset allocation – a mix of investments – that’s appropriate for your needs, goals and risk tolerance.

But once you have such a mix, should you keep it intact forever, or will you need to make some changes? And if so, when?

To begin with, why is asset allocation important? Different types of investments – growth stocks, income-producing stocks, international stocks, bonds, government securities, real estate investment trusts, and so on – have unique characteristics, so they rarely rise or fall at the same time. Thus, owning a mix of investments can help reduce the forces of market volatility. (Keep in mind, though, that allocation does not ensure a profit or protect against loss.) Your particular mix will depend on your investment time horizon, comfort with risk, and financial goals.

When you are young, and starting out in your career, you may want your asset allocation to be more heavily weighted toward stocks and stock-based investments. Stock investments historically have provided the greatest returns over the long term – although, as you’ve probably heard, past performance can’t guarantee future results – and you will need this growth potential to help achieve your long-term goals, such as a comfortable retirement. Stocks also carry a greater degree of investment risk, including the risk of losing principal, but when you have many years to invest, you have time to potentially overcome the inevitable short-term declines.

Once you reach the middle-to-later stages of your career, you may have achieved some of your goals that required wealth accumulation, such as sending your children to college. However, what is likely your biggest long-term goal – retirement – still awaits you, so you may not want to scale back too much on your stocks and other growth-oriented investments. Nonetheless, including an allocation to bonds can help to reduce some of the volatility of the stock portion of your portfolio.

Now, fast forward to just a few years before you retire. At this point, you may want to lower your overall risk level, because, with retirement looming, you don’t have much time to bounce back from downturns – and you don’t want to start withdrawing from your retirement accounts when your portfolio is already going down. So, now may be the time to add bonds and other fixed-income investments. Again, though, you still need some growth opportunities from your investments – after all, you could be retired for two, or even three decades.

Finally, you’re retired. At this point, you should adjust your asset allocation to include enough income-producing investments – bonds, certificates of deposit, perhaps dividend-paying stocks – to help you enjoy the retirement lifestyle you’ve envisioned. Yet, you can’t forget that the cost of living will likely rise throughout your retirement. In fact, at a modest 3% inflation rate, the price of goods will more than double after 25 years. So even during retirement, you need your portfolio to provide some growth potential to help you avoid losing purchasing power.

By being aware of your asset allocation, and by making timely adjustments as necessary, you can provide yourself with the opportunities for growth and income that you will need throughout your life.

## The 5-ings for Career Advancement

By: Dr. Mike Ammons  
Director, Raleigh-Durham Aspire Program  
North Carolina Wesleyan College



You've completed your college degree, have been hired working a full-time job, and transitioning to being a full-fledge professional. Now what? While you have completed an important milestone in your formal education, the real learning has just begun. As you have probably figured out by now, the job market is a competitive place and you find yourself surrounded by others who are all wondering the same question, "How do I get to the next level"? Don't despair; the following five practices will help you separate yourself from your peers.

### **Mentor-ing**

Seeing is believing! Humans are visible creatures in that we are fascinated by our visual senses. The more the senses are engaged, the stronger the memory. Mentors serve as visual models that enable us to see the possibilities of what could be and provide tangible evidence of success. Reflecting back on my childhood, I can remember being intrigued by the airplane SR-71 Blackbird. What sparked my interest about this plane was the fact that it did not look like any other plane. It was sleek, black, and fast reaching peak speeds of over Mach 3 (three times the speed of sound). At one point, it was the fastest manned aircraft in the world.

Due to my interests, my parents bought me an SR-71 model to assemble. When I opened the box I was overwhelmed by the number of pieces required to assemble the plane. Along with these parts came a visual image of what the plane was to look like in addition to instructions on how to put it together. After hours of laboring and numerous glances at the image on the front of the box, I was the owner of an assembled SR-71 model airplane. Just like this model SR-71 airplane, when we look at what it takes to be successful in our professional careers, it can seem overwhelming. That is why it is important that you find a mentor so they can provide both an image and instructions on how to get it done. Not only should you seek out a mentor but you should also mentor others. Pastor and author Andy Stanley states that if you are one step further down the road than someone else, then you have something to share. So, get to sharing!

### **Network-ing**

Have you ever heard the statement, "It is not what you know it is who you know"? There is some validity to this statement as organizations don't hire people, people hire people. It is reported that up to 80% of jobs are found through personal relationships. In a quest to answer the question, "How did you get where you are", I interviewed and met with people in my career field to determine how they were able to get into their current position. Time and time again these individuals responded that it was through a personal connection that enabled them to get the job over other candidates who were equally qualified. In today's job market, networking is essential to career advancement. I recommend taking a three-tier approach when it comes to networking in which you make connections professionally, in your community, and web-based (Internet). Some useful professional communities include but are not limited to LinkedIn, Toastmasters, and the Society for Human Resource Management (SHRM).

Each county or city has a local chamber of commerce and I highly recommend joining. One of my friends was able to grow his business by speaking at a chamber of commerce event. Lastly, you need to create a presence on the Internet. This can be accomplished through social media such as Facebook, Twitter, and You Tube. In addition, you can also create your own blog site where you can share your views on topics of your interest. Seth Godin, who has the number one ranked marketing blog, shares his insights on marketing strategies and also provides free resources from his books. By having an online presence, Seth Godin has authored 17 best-seller books.

### **Learn-ing**

Learning can be described as continuous and never-ending improvement. Although you have earned your college degree, you are not a finished product. You must commit yourself to the discipline of life-long learning. Learning is not limited to the classroom. As an employee, you are your own brand so it pays to invest in yourself. One of the ways in which you can learn is to read books. There are numerous computer, smart phone and table applications that make reading more convenient today than ever before. These apps include: iBook's, Kindle, and Flip board, just to name a few. In addition, you can listen to audiobooks while you are traveling in your car or during your exercise routines. President Lincoln, considered by many to be one of our nation's greatest presidents, was a voracious reader. Some of our nation's other former presidents were also known for their passion for reading with some having read more than 100 books a year.

Regardless of where you may be in your professional career, you will never reach the point of Benjamin Buford Blue, or better known as Bubba, in which, "You know all there is to know about the shrimping business". The advancements in technology have changed how businesses and employees alike operate and engage with customers. Experts suggest that within the next five years, the majority of the technology we use today will be outdated. One of my professors from college, who also owns a successful speaking and consulting business, practiced stand-up comedy to enhance his skills as a speaker and to incorporate humor and storytelling in his presentations. In the words of Les Brown, "In order to be somebody you've never been before you have to do something you've never done before". Learning helps you to become the person you want to be!

### **Communicat-ing**

I am a big fan of the Western genre of films. In a scene in one of my favorite movies, the lead character asserts to his fellow farm hand, "You are long on mouth and short on ears". From what I gathered from this statement, we are better served if we seek to listen first and speak second. Better stated, we must first seek to understand and then to be understood. There are three key ingredients to being an effective communicator: speaking, writing, and listening. Often the last part gets overlooked as there are courses in college designed to improve one's speaking and writing it is not commonplace to have an effective listening class. Despite listening as being an overlooked skill, many business leaders cite their ability to listen as a key reason why they have been successful in their career. It is reported that up to 90% of career advancement opportunities are given to those with effective communication skills.

While Martin Luther King Jr. is known as one of the greatest speakers in America's history and perhaps in all of history; he practiced the art and science of speaking. In his "I Have a Dream" speech, it is reported

that he spent months developing his speech for smaller audiences before he delivered the final rendition at the March on Washington. Words are powerful! Words describe and change how we view the world. In the workplace, words are used to influence others in a variety of ways. Depending on your career field, an employee can spend a vast majority of their day speaking, writing, and listening to others. Despite your natural-born abilities in any of the three areas of communication, you must practice daily to become better. Just remember, talent alone is not enough as you must hone your talent into skill. Skill requires hard work, persistence, and practice.

### **Deliver-ing**

Karl “The Mailman” Malone is a great example to illustrate my final point. Karl earned the nickname “Mailman” because he delivered in game-time situations. One look at his statistics and you would agree. The Mailman is a 14-time NBA All-Star, two-time NBA Most Valuable Player, and second in points scored in the history of the NBA. By many accounts, he is considered to be one of the greatest power forwards of all time. To stand out in your organization, you too must deliver in game-time situations.

To be known as the “go to” person, you must follow the creed “Do What You Say You Will Do”, in essence, your talk and your walk must line up. You have to build credibility with your supervisor and peers by, as what the Bible describes, being “Faithful in a very little thing is faithful also in much”. So, when you are assigned to complete a task by your supervisor, no matter how trivial it may be, perform the task in a timely manner and at the best of your ability. By following the principle associated with hair shampooing (wash, rinse, repeat), you will garner the attention of others and will be given the opportunity to demonstrate your abilities in a critical moment.

Engaging in all of the five -ings may not grant you instant access to the corner office but you will definitely have a competitive advantage in your career field. Success can be described as doing a few simple things over a long period of time. These five simple practices will ensure that you achieve success regardless of how you define it.



# DRUG ENFORCEMENT ADMINISTRATION

## YOU HAVE THE POWER TO COMBAT DRUG TRAFFICKING.

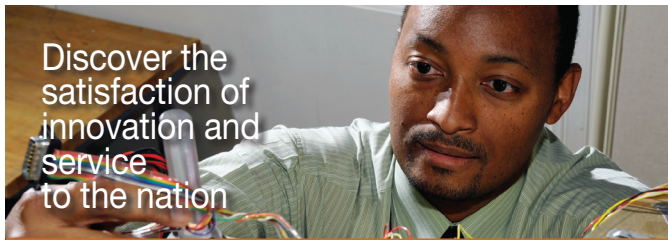
As a DEA Special Agent, you will **infiltrate** criminal organizations, **investigate** unlawful activities surrounding the trafficking of illegal drugs in the U.S. **Enforce** domestic laws and regulations. **Arrest** criminals who grow, manufacture, and distribute these substances worldwide. **Dismantle** their operations and **bring them to justice**. It's a challenge we at the DEA take on every day as we collect and analyze information, collaborate with Federal, State, and local law enforcement agencies to prosecute major violators. This is a mission like no other. Make it yours.



DEA IS AN EQUAL OPPORTUNITY EMPLOYER.

**TOUGH WORK. VITAL MISSION**

Visit [dea.gov](http://dea.gov) for more details



Discover the satisfaction of innovation and service to the nation

### MIT LINCOLN LABORATORY

When you join MIT Lincoln Laboratory, you will work at the forefront of the field that is your passion, developing real-world solutions that protect our troops, our country and our world.

- Space Control
- Air and Missile Defense Technology
- Communication Systems
- Cyber Security
- Intelligence, Surveillance and Reconnaissance Systems
- Advanced Technology
- Tactical Systems
- Homeland Protection
- Air Traffic Control
- Engineering

Visit our website at [www.ll.mit.edu/employment](http://www.ll.mit.edu/employment) to view current opportunities and apply. All positions are located in Lexington, MA.



*MIT Lincoln Laboratory is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or genetic information. Due to the unique nature of our work, we require U.S. citizenship.*



IT'S MORE THAN JUST A JOB,  
**IT'S A FAMILY.**

### MANAGEMENT DEVELOPMENT PROGRAM



#### THE STRUCTURE

McCoy's holds 3 to 5 training classes per year, with 9 to 12 Trainees in each class. Trainees are hired prior to the start of the training program by working at a local store.

#### THE PLAN

Management Trainees spend their weeks in the program alternating between classroom and in-store training, learning the basics of managing one of our retail stores.

#### THE CANDIDATE

Solid work history with previous supervisory or management experience, preferably in retail setting. Building supply or construction experience a big plus!

#### THE CAREER

After completing the training, Trainees apply for open Assistant Manager positions throughout the company, so relocation is required!

#### THE REWARDS

Paid training, travel is covered, quick advancement opportunity, full benefits, and a promotion bonus.

### INTERESTED?

Please go to [www.mccoys.com/careers](http://www.mccoys.com/careers) and click on Management Development Program.

**WE SPEND OUR SUNDAYS BUILDING FAMILY VALUES.**

# TURN "WHAT IF" INTO "WHAT'S NEXT."

For nearly 160 years, Northwestern Mutual has helped people turn their biggest career goals into their biggest achievements. We find answers to your questions to turn today's potential into tomorrow's achievement. And together, discover what matters most to you. Because that matters most to us.

Search IT Careers at  
[northwesternmutual.com](http://northwesternmutual.com).

**You and Northwestern Mutual—  
stronger together.**

[northwesternmutual.com](http://northwesternmutual.com)

Northwestern Mutual is the marketing name for The Northwestern Mutual Life Insurance Company, Milwaukee, WI (NM) and its subsidiaries.

 **Northwestern Mutual®**