



Career Blueprint

Name: _____

Advisor: _____

Academic Program: _____

Rewarding careers don't just happen. They are created by planning and putting together the "building block jobs" that eventually become a career.

This checklist will guide you through the first stages of the career planning process. It may be helpful to consult with a career advisor as well.

1. Self-Assessment

- I have completed the self-assessments recommended by ECC Career Services
- I have clarified my personal strengths, skills, and interests.
- I have identified my top priorities (values) in a job/career.
- I have made a list of possible job titles/career fields of interest.
- I have met with an advisor to discuss my career development.

2. Career Exploration & Research

- I have researched potential career fields: typical entry-level jobs, educational requirements, salaries, best geographic location for jobs, etc.
- I know the future demand for the careers I am interested in.
- I have shadowed or interviewed people in the careers that I am considering.
- I can name two or three careers/jobs that are realistic for me to seriously consider.
- I have met with an advisor and discussed my research and ideas.

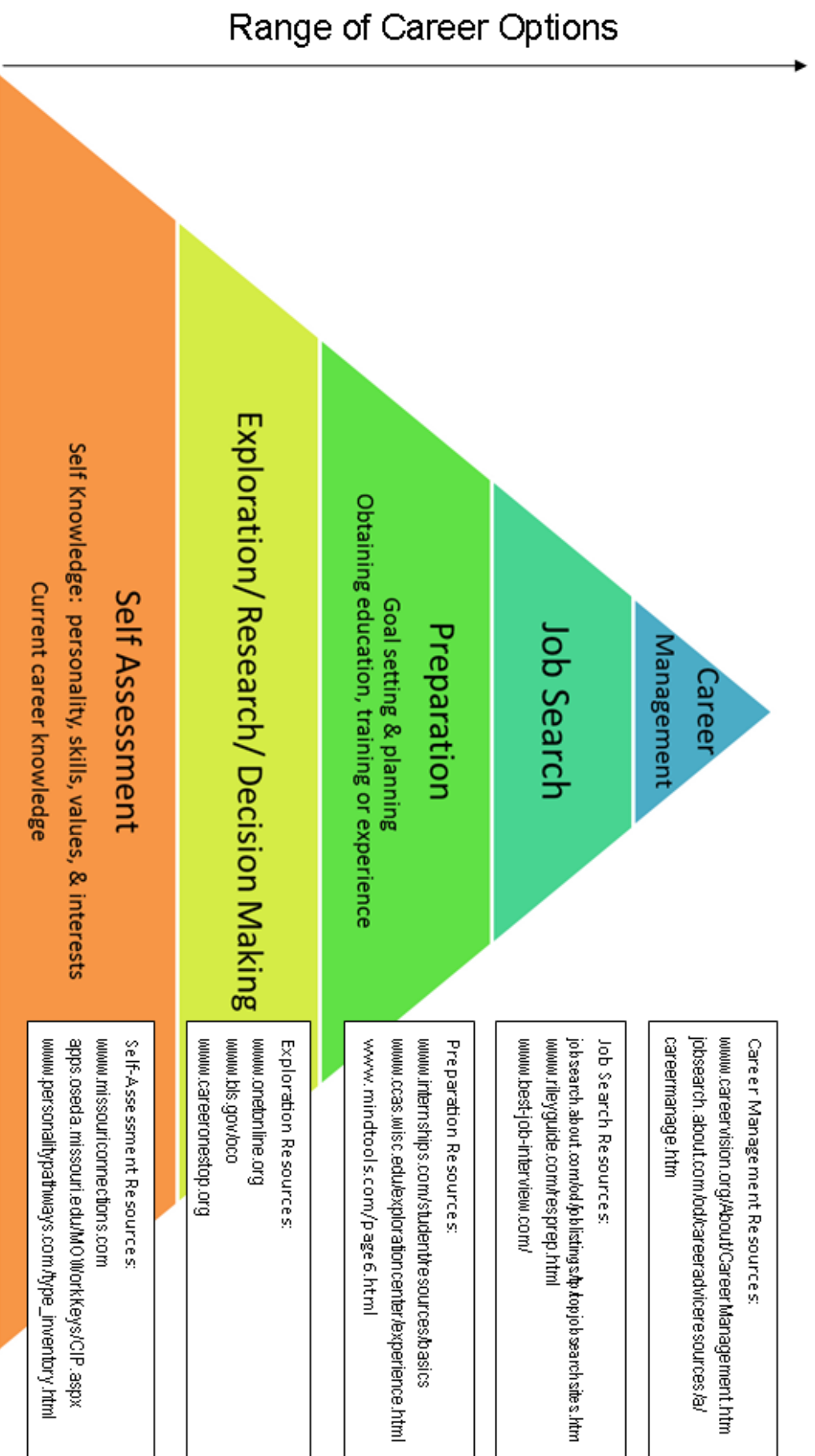
3. Developing the Plan / Decision Making

- I have used the "Decision Making Chart" (in this packet) to narrow down my career choice.
- I know what college major I will need to enter my chosen career field.
- I know the level of education required (Associate degree, Bachelor degree, etc.)
- I know what classes I need to take at ECC.
- I have created a timeline and set goals for gaining experience and completing my degree.
- I have met with an advisor to discuss my decisions and plans.

Transferring Students: Make an appointment with an academic advisor to discuss transferring.

Students seeking employment after ECC: Pick up a Resume, Job Search/ Networking, and Interviewing packet from Career Services for more information about gaining experience and preparing for your job search.

Career Development Process



Information and experience are two areas that you need to focus on as you do your career exploration. Gaining relevant knowledge and experience in your career field gives you an advantage when you start applying for jobs. Gaining information provides you background to determine if the career field matches your skills, interests, and needs. Experience allows you firsthand experience or a reality check to ensure the career matches your expectations.

Information

Information interviews- interviewing a professional in the field about their career field, career path, and

Job shadowing- observing a professional in the field as they perform their job

Experience

Internships- a paid or unpaid work experience that allows you to perform a job in your career field. Some academic programs have built in internship experiences as part of the program requirements

Part time jobs- working in the field or a related field to gain relevant experience

Full time job- working in the field or a related field to gain relevant experience

Getting Started

To find opportunities to gain information or experience you can:

- Speak to a Career Advisor
- Speak to faculty
- Use your network
- Explore Professional Organizations
- Browse job boards

Although gaining related experience in your career field is recommended, some students find it difficult to gain such experience during college. If you don't have related experience it is helpful to identify your transferrable skills.

Transferrable skills- identifying skills gained from unrelated work or educational experiences that would be useful in your career field

An **Information Interview** is conducted with a person in a career field you are interested in. The interview provides you an opportunity to ask questions and gain perspective from a professional. An information interview should be thought of as a business meeting and conducted in a professional manner.

Basic Protocol:

- Introduce yourself
- State the purpose of meeting
- Summarize your background
- Ask your most important questions that you prepared before the meeting
- Ask for referrals or suggestions of other resources
- Thank the person for his/her time
- Close the meeting
- **Send a thank-you letter** within twenty-four hours of the meeting

Suggested Questions to Ask in An Information Interview:

About the Job:

- What are the key responsibilities of the job/position?
- What are the biggest challenges?
- What does it take to succeed in this position?
- What is the best educational background for this work?
- What type of background/experience is required or recommended?
- What do you spend most of your time doing?

About the individual:

- How did you get into this field?
- What did you do before you were in the position?
- What do like best about your job?
- What is your least favorite thing about the job?
- What advice would you give to someone in my position?
- Are there any other professionals that might be helpful for me to speak with? (get contact information)

About the Field:

- What are some of the hot topics in this field now?
- What types of organizations hire people in this field?
- What are the entry-level opportunities in the field?
- How could I best prepare myself for this field?

Self-Assessment Sites

ECC Career Links:

www.eastcentral.edu/current/help_afterecc/stu_careerservices/links.php

Myers-Briggs/Personality:

www.humanmetrics.com/cgi-win/JTypes2.asp

www.personalitypathways.com/type_inventory.html

MERIC Career Interest Profile:

apps.oseda.missouri.edu/MOWorkKeys/CIP.aspx

O*Net Skills Profiler:

www.acinet.org/skills/default.aspx?nodeid=20

Missouri Connections:

www.missouriconnections.com

O*Net Self-Assessment:

www.mynextmove.org

Career Zone

www.nycareerzone.org/

Mapping your future

Mappingyourfuture.org/planyourcareer/

Keirsey Temperament Sorter

www.keirsey.com

Online personality traits and tests

www.jobhuntersbible.com/counseling

Major Exploration:

- What can I do with a major in? From NIU
www.niu.edu/careerservices/weblinks
- What can I do with a major in? From Cortland University
www.cortland.edu/career/majors/default.html
- What can I do with a major in? From UNCW
uncw.edu/stuaff/career/Majors/

- O*Net (database of occupations you can search by keyword or browse by knowledge, interests, skills, work styles, or job family)
<http://online.onetcenter.org/>
- Occupational Outlook Handbook (information on job training, education, what workers do, working conditions, salary range).
www.bls.gov/oco
- Career One Stop (browse occupations and job search resources)
www.careeronestop.org
- Compare salary information for jobs in different locations
www.salary.com
- Missouri Hot Jobs 2008-2018
www.dese.mo.gov/divcareered/documents/MCE_Missouri_Hot_Jobs_2008-2018.pdf
- MO Economic Research and Information Center
www.ded.mo.gov/researchandplanning/
- MO Occupation, Wage, and Employment Projection Data
www.ded.mo.gov/researchandplanning/occupations/index.stm
- Mapping your future
www.mappingyourfuture.org/PlanYourCareer
- Road Trip Nation
www.roadtripnation.com/explore/interests.php
- Wallstreet Journal Guide
guides.wsj.com/careers/
- ECC Library
- Professional organizations associated with your field of interest

Skills Assessment:

Very Satisfying Skills

Moderately Satisfying

Somewhat Satisfying

Holland Code Relationship:

Top Occupational Clusters:

Top 5 Occupations related to your cluster that interest you the most:

Work Importance Locator

My Scores:

Achievement

Achievement and Relationships

Independence

Recognition

Relationships

Support

Working Conditions

Continue to the assessment link and select another assessment to complete.

The assessment I selected is: _____

Assessment Results:

Use this worksheet to help you organize your research on selected occupations.
Copy this page and use one for each occupation you explore.

Title of Occupation/Career Field:

Brief Job Description:

Working Conditions/Setting:

Tasks/Duties:

Skills Necessary:

Desirable Personal Qualities:

Education Requirements:

Physical Demands:

Average Salary:

Similar Jobs:

Job Outlook (projected demand for this job in the future):

Advancement – what jobs would you advance toward?

Source of Information (Information Interview, book, internet, job shadow, etc.)

Additional Resources:

Reflect: After this research are you still interested in this occupation? How would this career fit in with your vision of a lifestyle?

Important Criteria	Alternatives			
	Use this sheet to help you determine what is important to you in a job or career and after research, to narrow options.			
	Choice A	Choice B	Choice C	Choice D
1. Salary/Benefits				
2. Environment				
3. People				
4. Activities/Duties				
5. Challenges/Problems				
6. Location				
7. Education Required				
8. Lifestyle				
9. Security				
10. Growth Potential				

Setting goals involves imagining where you will be in the future. This activity requires you to think about your career at various points on your career path and chart a course to reach that point.

Projected internship: _____

In my first job, I expect to be working as:

In five years, I expect to be working as:

In ten years, I expect to be working as:

Goal 1

To find an internship I will:

Resources to help:

What I will gain:

Steps to achieve: _____

Steps to achieve: _____

Steps to achieve: _____

Goal 2

To find my first job I will:

Resources to help:

What I will gain:

Steps to achieve: _____

Steps to achieve: _____

Steps to achieve: _____

Goal 3

To find my five year job I will:

Resources to help:

What I will gain:

Steps to achieve: _____

Steps to achieve: _____

Steps to achieve: _____

Goal 4

To find my ten year job I will:

Resources to help:

What I will gain:

Steps to achieve: _____

Steps to achieve: _____

Steps to achieve: _____

Career Skills Required

Career Skills from Previous Employment

Career Skills Needed

Identify Potential Employers:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Identify Potential Job Titles:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Identify Job Duties

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Identify Related Jobs

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<hr/>	<hr/>
<hr/>	<hr/>

Identify Other Important Criteria

Salary: _____

Job Outlook: _____

Work Environment: _____

Growth: _____

Promotion: _____

Challenges: _____

Professionalism

How am I representing myself right now? _____

How will my future jobs require me to represent myself? _____

What changes do I need to make in how I represent myself? _____

Identify Resources

Professional Organizations: _____

Organizations: _____
ECC Clubs/

Potential Mentors/ Professionals in the field: _____

I can learn more through: _____

Credentials

NCRC _____ NCRC + _____

Other _____ Other _____

Writing Your Resume: Focus Your Resume to the Job

An employer's first review of your resume will probably be 30 to 40 seconds. Tailor your resume to the position you are seeking so that the employer will see your qualifications immediately. Be honest, concise, and include the most important information first. *ECC Career Services* provides individual assistance for resume writing. If you are struggling, make an appointment.

Tip: Avoid "Resume Wizards" or resume templates. These pre-formatted documents do not give you the flexibility you need to tailor your resume to each employer. Start with a Microsoft Word document with 1 inch margins, minimum 11 pt font size, and scannable font (Arial, Times New Roman). Also, use standard resume paper; no colors, borders, or pictures.

Your Resume: Step by Step

Now that you know how to begin, it is time to focus on the content of your resume.

Name: Put your name at the top of the page in slightly larger font than the other text on the page.

Address: Include your mailing address, phone number and email address (use a professional/neutral email address)

Decide: Find the resume format that best organizes the information you need to present: *Chronological, Functional, or Combination.*

- A *Chronological* resume typically lists work titles and experience in a reverse chronological order. You might select this resume type to show progression in a career by illustrating consistent work history in related fields.
- A *Functional* resume creates categories to describe your knowledge areas and bullets to describe your experiences. Actual job titles are listed separately. You might select this resume type to showcase your most relevant skills or experiences. For example, when your work experience does not relate directly to the job you are applying for (e.g. changing career fields), if you have gaps in your employment history, have a series of similar jobs, or have many unpaid experiences you wish to address.
- A *Combination* resume uses both the Chronological and Functional ideas to create a unique blending of your experiences. You might select this resume type to show longevity and work ethic with a solid but unrelated work history. You can also break up your work experience to highlight related work or skills.
- Samples of these resume types are available in this packet.

Categories: Categories create a logical design that assists the reader to locate and understand your information. Standard categories include: *objective, education, and experience* which are explained below. There are many other categories that you can add based on your experience (see ideas below).

- *Objective* - (optional- but strongly recommended) an objective allows you to explain your immediate work goal to the employer. *Example:* Seeking an administrative position in a medical office.
- *Education* - Include your degree on the first line, with the year you graduated *or* month and year you *expect* to graduate. Write the name and location of the college on the second line. Include your GPA if 3.0 or above on the third line.

Example:

A.A.S. in Business Administration, expected May 2014
East Central College, Union, MO
GPA 3.6

List other colleges attended, related training programs, or specialized classes in reverse chronological order.

- *Experience* – Although there are a number of ways to present your experience (see resume types above), you should always include the job title, employer, city and state where job was held, and dates of employment.
- *Other Categories* – If your experience includes related and unrelated jobs, you may list your experience under two categories: RELATED EXPERIENCE and ADDITIONAL EXPERIENCE. Separating your experiences allows you to emphasize your most relevant information.

If you do not have a lot of experience for the position you are applying for, consider listing related courses and skills of interest to the employer (Categories: RELEVANT COURSEWORK or AREAS OF KNOWLEDGE)

<i>Other Category Ideas:</i>		
Community Service	Computer Skills	Accomplishments
Leadership	Training	Credentials
Activities	Internship	Skills
Projects	Languages	Military Service
Profile	College Activities	Certifications
Volunteer Service	Projects	Achievements
Professional Affiliations	Awards	Seminars
Licensure	Equipment	Honors
Related Experience	Relevant Course Work	

Helpful Hints:

- Keep your resume to one page
- Proofread! Make sure there are no typographical errors or misspellings
- Use bolded letters to make the most important information stand out
- Check your resume for keywords that employers search for in an electronic search
- Be consistent – use the same format for all job titles, company names, dates, etc.
- Stick to the point. Do not put personal or unrelated information on your resume
- Write your resume in the third person. Do not include words like “I”, “me” or “mine”
- Describe your work experiences using verbs (see examples on page 6)

YOUR NAME
Street address
City, State, Zip Code
636-XXX-XXXX

SUMMARY OF QUALIFICATIONS (what makes you qualified for the job)

WORK EXPERIENCE

JobTitle (most recent) _____ City _____, MO
Company _____ Start Date – End Date _____

Use past tense action verbs to list responsibilities/ accomplishments

JobTitle (next most recent) _____ City _____, MO
Company _____ Start Date – End Date _____

Use past tense action verbs to list responsibilities/ accomplishments

JobTitle (next most recent) _____ City _____, MO
Company _____ Start Date – End Date _____

Use past tense action verbs to list responsibilities/ accomplishments

EDUCATION/TRAINING

Degree Major School Location Date

YOUR NAME
Street address
City, State, Zip Code
636-XXX-XXXX

SUMMARY OF QUALIFICATIONS (what makes you qualified for the job)

ACCOMPLISHMENTS

Functional Category

Use past tense action verbs to list responsibilities and accomplishments _____

Functional Category

Functional Category

Functional Category

WORK HISTORY

Title Company Location Date

EDUCATION/TRAINING

Degree Major School Location Date

**Management/
Leadership Skills**

Administered
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Eliminated
Enhanced
Enforced
Established
Evaluated
Executed
Generated
Headed
Improved
Incorporated
Increased
Inspected
Instituted
Managed
Motivated
Organized
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Advertised
Arranged
Collaborated
Communicated
Composed
Condensed
Contacted
Convinced
Corresponded

Defined
Directed
Drafted
Edited
Elicited
Explained
Expressed
Formulated
Influenced
Interpreted
Interviewed
Judged
Lectured
Marketed
Mediated
Moderated
Negotiated
Observed
Participated
Persuaded
Presented
Promoted
Publicized
Reconciled
Recruited
Referred
Reported
Resolved
Responded
Spoke
Suggested
Synthesized
Translated
Wrote

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Determined
Evaluated
Examined
Extracted
Formulated
Gathered
Identified
Interpreted
Invented

Investigated
Located
Measured
Organized
Researched
Reviewed
Solved
Summarized
Surveyed
Systematized
Tested

Technical Skills

Applied
Assembled
Built
Calculated
Conserved
Designed
Determined
Developed
Installed
Maintained
Operated
Programmed
Resolved
Specialized
Upgraded

Teaching Skills

Adapted
Advised
Clarified
Communicate
Conducted
Coordinated
Critiqued
Developed
Enabled
Evaluated
Explained
Facilitated
Guided
Individualized
Instructed
Motivated
Set goals
Stimulated
Taught
Trained
Transmitted

Tutored

Creative Skills

Acted
Composed
Conceptualized
Created
Designed
Directed
Displayed
Drew
Entertained
Fashioned
Formulated
Founded
Illustrated
Introduced
Invented
Modeled
Originated
Performed
Photographed
Planned
Revised
Shaped

Helping Skills

Advocated
Aided
Answered
Assisted
Cared for
Clarified
Counseled
Diagnosed
Educated
Encouraged
Facilitated
Familiarized
Furthered
Helped
Influenced
Insured
Mentored
Provided
Referred
Rehabilitated
Resolved
Simplified
Supplied

Supported
Volunteered

Organizational Skills

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corresponded
Distributed
Filed
Generated
Implemented
Inspected
Maintained
Monitored
Operated
Organized
Prepared
Provided
Recorded
Reviewed
Scheduled
Sorted
Submitted
Standardized
Systemized
Updated
Validated
Verified

Financial Skills

Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Estimated
Forecasted
Managed
Marketed
Planned

Projected
Reconciled
Reduced
Researched

More Verbs

Achieved
Completed
Contributed
Effectuated
Electrified
Expanded
Improved
Navigated
Negotiated
Pioneered
Perfecting
Promoted
Quoted
Reduced
Resolved
Sparked
Spearheaded
Spoke
Succeeded
Supervised
Surpassed
Transferred
Unified

Adverbs

Accurately
Attentively
Creatively
Efficiently
Intelligently
Inventively
Quickly
Responsibly
Successfully
Uniquely
Effectively

Nita Job

PO Box 5555, Washington, MO 63090
636-555-5555, nitajob@yahoo.com

Chronological Resume

Focus: past experience is directly

OBJECTIVE:

Seeking an administrative position in an office setting where my accounting and office management experience will be of value.

EDUCATION:

A.A.S. in Accounting Clerk, December 2011
East Central College, Union, NY
GPA: 3.69

RELEVANT EXPERIENCE:

- | | |
|---|--------------------|
| Office Manager , CMC-Kuhnke, Inc., Washington, MO | May 2010 - present |
| <ul style="list-style-type: none">▪ Manage and oversee five companies and corresponding bank accounts▪ Manage accounts payable and accounts receivable | |
| <ul style="list-style-type: none">▪ Enter payroll and general ledger information▪ Handle international wire transfers and conversion rates▪ Create reports in MS Excel▪ Record purchase orders, invoices and expenses▪ Coordinate employee health benefits | |
| Office Manager , Real Life Technologies, Marthasville, MO | Jan. - May 2010 |
| <ul style="list-style-type: none">▪ Perform financial accounting and budgeting duties▪ Manage accounts payable and accounts receivable▪ Create invoices and schedule appointments▪ Organize files and answer phones▪ Order PC equipment and store merchandise▪ Assist with software installation | |
| Intern , Finance Department, Memorial Hospital, Washington, NY | Sept. - Dec. 2009 |
| <ul style="list-style-type: none">▪ Prepare 1099-MISC tax returns▪ Update and correct a spreadsheet analysis▪ Enter data into detailed trial balance▪ Organize and sort financial statements▪ Create and organize files | |

COMPUTER SKILLS:

- QuickBooks
- MS Excel
- MS Word
- MS Publisher
- Great Plains Accounting system

LANGUAGES:

Fluent in Spanish

Clint V. Michaels

110 Church Street
Roswell, GA 55555
(555) 555-5555

Chronological Resume

Focus: emphasizes skills from unrelated work that are transferrable to business

OBJECTIVE:

An entry-level position in the field of management where my enthusiasm to engage in hands-on training and skills development will be of value to the vision of the company

EDUCATION:

B.B.A. In Business Administration, May 2011
Minor in Management
Georgia College & State University, Milledgeville, GA
GPA: 3.2/4.0

EXPERIENCE:

Equipment Operator/General Labor 2004 - present
Columbus Land Investment & Development Company, Roswell, GA

- Assist with financial record keeping
- Create spreadsheets for tax purposes
- Operate heavy equipment for development projects
- Maintain and repair machinery as needed

Intern, The A.I. Group, Alpharetta, GA June 2008 – June 2010

- Organize and file insurance claims
- Assist management with creating and organizing presentations
- Handle customer questions and refer appropriately
- Perform general clerical duties

Line Cook/Fill-in Manager, Rotelli's, Milledgeville, GA May – Nov. 2008

- Manage restaurant as necessary, including scheduling staff and resolving customer issues
- Perform closing duties: prepare cash deposits, reconcile wait staff tips, clean and lock up
- Carry out line cook tasks as needed

ACTIVITIES:

Volunteer Firefighter and First Responder 2008 – present

- Baldwin County Fire Rescue, City, GA
- Putnam County Fire Rescue, City, GA

Volunteer, Boys & Girls Club of Milledgeville, GA August – December 2009

COMPUTER SKILLS:

MS Word, Excel, PowerPoint, Photoshop

Deanna R. Curry
555 Route 5A
Anytown, MO 55555
(573) 555 – 5555
myemail@server.com

Functional Resume

Focus: education, course work and skills connect to accounting. Work experience is listed to demonstrate

OBJECTIVE

A summer position in the field of accounting.

EDUCATION

Associate in Arts, Mathematics, expected May, 2013
East Central College, Union, MO
GPA: 3.93

Accepted into Accounting program at University of Missouri St. Louis, Fall 2013

HONORS

President's List, East Central College, Spring and Fall 2010
Johnson Scholarship, Anytown High School, 2006 – 2010

RELEVANT COURSEWORK

Financial Accounting
Managerial Accounting
Calculus I
Calculus II

Macroeconomics
Microeconomics
Computer Applications
Statistics

COMPUTER SKILLS

MS Word, Excel, PowerPoint, Quickbooks, and Internet Explorer

WORK EXPERIENCE

Landscape/Laborer, Private Client, Anytown, MO, Summer 2010

Prep Cook/Dishwasher, Bill's Family Restaurant, Anytown, MO, Summer 2009

Laborer/Cleaner, Anytown Central School District, Anytown, MO, Summers 2008 – 2009

Hannah Sigg
555 Hudson View Rd.
Anywhere, MO 12555
(626)555-1234
maxtsigg@gmail.com

Functional Resume

Focus: Uses “Medical Office” category to describe work in similar jobs. Avoids

OBJECTIVE : To secure an administrative position in a medical office.

EDUCATION

A.S. in Business Administration, May 2007
East Central College, Union, MO
GPA 3.6

RELATED QUALIFICATIONS

- ICD-9 and CPT codes
- HIPAA and OSHA trained
- Skilled-ARMA standards
- Microsoft Word Office Suite

MEDICAL OFFICE ADMINISTRATION

- Scheduled, confirmed appointments, and organized appointment schedule
- Created, organized, and prepared medical records for appointments
- Processed payments for co-pay and balances
- Verified insurance, submitted claims, and checked status of claims
- Developed flow sheets to explain doctor’s daily functions
- Communicated information to patients and addressed questions or concerns
- Prepared exam rooms and maintained them throughout the day

WORK HISTORY

Front Desk Receptionist , The Eye Center, Union, MO	May 2009 – June 2011
Office Manager , Greene County Neurology, Union, MO	February 2008 - April 2009
Receptionist , Hudson Family Medical Group, Eureka, MO	July 2007 - May 2008

Lisa M. Wilson

123 Freedom Street
Anywhere, MO 12555
(518) 555-5555

lmwilson@student.eastcentral.edu

Combination Resume

Focus: technical qualifications are highlighted above unrelated work

POSITION OF INTEREST: Entry level IT position

EDUCATION:

AAS in Computer Information Systems, expected May 2012
East Central College, Union, MO
GPA: 3.1

TECHNICAL QUALIFICATIONS:

Certifications: CompTIA +, Cisco CNA
Systems: CICS/ISPF/ Mainframe, UNIX, Windows 9X/NT/2000/XP/2K3, Novell Net Ware
Languages: Java, C++, Visual Basic, Linux
Software: MS Visio, MS Office

WORK HISTORY:

Tutor – East Central College, Union, MO Jan. 2009 – present

- Developed techniques to teach difficult math concepts to struggling students
- Assisted coordinating the tutoring schedule for 15 student tutors
- Communicated with tutor coordinator about successes and concerns

Pizza Delivery – Pizza Express, Anywhere, MO May 2006 – Aug. 2008

- Organized multiple orders and selected efficient delivery routes
- Provided quality customer service to delivery customers
- Effectively addressed customer concerns

Other than your resume, your cover letter is the most important document that will pave the way for you to be selected for an interview. It serves as an introduction of you and your resume. Your cover letter should be typed in standard business format and contain the most important facts about you that are valued by *that specific employer*.

The Basic Ideas:

1. Cover the following:
 - Identify the position you are applying for
 - Why you want to work at that specific company
 - Why you fit with that company
 - How you qualify for the position to which you are applying
 - Sell 2 or 3 of your strengths that the employer is seeking
 - Ask for an interview
2. Keep it simple and on target. There are no extra points for long and flowery letters.
3. Whenever possible, address your letter to a person, not “to whom it may concern”.

Sample Format:

1964 Prairie Dell Road
Union, MO 63084

Month Day, Year

Mr. Walter Crane
Human Resources Director
Appleton Industries
PO Box 3423
Rolla, MO 65401

Dear Mr. Crane:

The opening paragraph should clearly state the position for which you wish to be considered. This paragraph may also identify the source of the job announcement or how you discovered the company or opportunity.

The second (and third if necessary) paragraph should sell 2 to 3 important facts about you that will peak the employer’s interest and get them excited about you as an applicant. Focus on specific accomplishments, activities or jobs that have qualified you for the position sought. Use examples to illustrate these points. Study the job description or advertisement and try to hit upon issues that will be important to the employer like relevant skills, personal characteristics, accomplishments or activities.

The last paragraph should ask for an interview. You may ask to interview at the employers’ convenience or state that you will contact them in a specified number of days to arrange a date that will be mutually possible.

Sincerely,

{you sign here}

John Applicant {your name typed}

Enc. Resume

Cover Letter Worksheet

Position Title: _____

Name of Organization: _____

Industry: _____

Important Skill/Qualification # 1: _____

My example:

Important Skill/Qualification # 2: _____

My example:

Important Skill/Qualification # 3: _____

My example:

How this job fits into my career goals:

References

Often neglected until the last minute, your references are an important part of your job search. You should have your references prearranged by the time you send out your resume and cover letter. One of the last things an employer will do before you are offered a job is contact your references to ask questions and perform background checks.

1. Respectfully ask appropriate people to serve as a reference for you.

- Arrange at least 3 professional references.
- Ask faculty members, work supervisors, or others who can speak about your work performance.
- Arrange personal references: People who can *speak professionally* about your character, etc.
Hint: Your best buddy may not be your best personal reference.
- Provide each person a copy of your resume for reference.

2. Follow the application instructions *exactly*.

- Provide the correct *number* of references and the correct *type* of reference required.
- Do you need a list of names with contact information? (see sample below)
- Do you need to arrange written letters of recommendation to be sent to the employer?

3. Keep your references informed about your job search status.

- Maintain regular contact to relay information about your applications and activities.
- Notify them of any interviews you have and inform them about the job, the employer, etc.
- Keeping them informed allows them to better represent you when contacted by the employer.

4. Send each reference a thank you note when you are hired!

Letters of Recommendation

1. This formal document, written by a professional reference, should comment on your work record, personal qualities, etc.

2. Provide the writer with the tools and information needed.

- Furnish any forms or special formats that the employer requires.
- Supply the name, title, company, address, etc. of the person to whom the letter should be written.
- Give the writer a copy of your resume and the job description for their review.

2. Determine if the letters should be confidential or non-confidential.

- Let your letter writer know before they agree to write the letter.
- Confidential letters should be sealed by the writer and mailed to the prospective employer.
- Non-confidential letters can be included with resume and cover letter.

3. Allow plenty of time for the writer to complete the letter (at least 2 weeks).

4. Send a thank you note and keep them informed about your interviews and job search activities.

Your Name

Your Address

City, State, Zip

Phone: (xxx) xxx-xxxx

Email: xxxxx@xxxx.com

Professional References

Renee Curtzoff

Manager

NAPA Auto Parts

123 Street

Union, MO 63084

636-123-4567

curryr@getajob.com

Joe Reference

Department Manager

ABC Electronics

123 Street

Union, MO 63084

636-555-5555

referencej@getajob.com

Julie Suzowski

Owner/Manager

Pizza Quick Restaurant

4010 Dover Avenue

Warrenton, MO 63383

636-123-4567

pizzaquick@email.com

You may consider a portfolio a tool just for artists or architects, but think again! A portfolio is another way to market yourself beyond your resume and cover letter and may set you apart from other job applicants.

Items you may include in a portfolio:

Club / Community Activities

- Certificate of participation in a program
- Outline of a program you organized, pictures from the program, or poster you designed for the event
- Agenda from meeting you facilitated
- Fundraising ideas and success stories

Classroom / School Experiences

- Classroom assignment with instructor comments
- Item created in class
- Transcript of grades highlighting certain classes
- Summary of a research project

Academic Recognition

- Letter or certificate that recognizes you as a scholarship recipient, Dean's list, etc.
- Extracurricular activities
- Letter of commendation from teacher, coach, advisor or other individual
- Team accomplishments

Special Skills

- Documents you created
- Language, computer, first aid / CPR skills
- Hobby, craft or a special interest that sets you apart

Work-Related

- Letter of recommendation
- Performance evaluation
- Awards, certificates, or recognition from customer or supervisor

How to create your portfolio:

1. Collect all the possible items for your portfolio, organize them, and keep them together.
2. Customize your portfolio to the interview. Select items that pertain to the position you are seeking.
3. Create captions to illustrate the importance of your documents and a table of contents to ease navigation.
4. Presentation is important; put your items in a binder, artist portfolio case, or zipper case.
5. Clear sleeves will protect your documents and tabs are a helpful organizational tool.

Helpful Hints:

- Keep your portfolio to 5-10 pages for an interview.
- Include a resume and business cards in your portfolio so people will know how to contact you.
- Keep your portfolio updated. As you find new items for your portfolio add them to your collection.
- Consider keeping your portfolio online. ECC's job board (College Central Network) has a portfolio tool.

The task of job searching can be overwhelming, but you can make it manageable by breaking up your job/internship search into simple steps. Use this checklist to get started.

You can receive assistance with these steps through ECC Career Services

Step 1: Know yourself.

- _____ I have completed self-assessment activities located in the Career Exploration packet.
- _____ I have identified my personal strengths, skills, interests, and values.
- _____ I have made a list of possible job titles/fields of interest.
- _____ I can name two or three careers/jobs/ internships I plan to pursue.

Step 2: Know where you want to work.

- _____ I have researched employers that might hire someone with my skills, interests, and background.
- _____ I have researched potential career fields: typical entry-level jobs, salaries, best geographic location for jobs, etc. *or* I have researched internships and how they fit with my career/ educational plans.
- _____ I have identified the top three geographic areas where I'd like to live and work.
- _____ I have identified 10 potential employers for the type of work/ internship I am seeking.

Step 3: Get ready for the search.

- _____ I prepared a resume and cover letter for my search.
- _____ I sought help from ECC Career Services if I needed it.
- _____ I have had my resume and cover letter(s) reviewed by a professional.
- _____ I have prepared work samples or a portfolio to highlight my experience, skills, and talent.
- _____ I have developed my "30-second speech" for brief encounters with employers, especially for job fairs.
- _____ I have analyzed my education/experience and developed my "story" for employers.
- _____ I have identified three individuals who will serve as references.
- _____ I have developed my interview skills.
- _____ I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- _____ I have an interview outfit that is appropriate for the field in which I plan to work.
- _____ I have a professional-sounding answering machine/voice mail message in case an employer calls.
- _____ I have a neutral/professional e-mail address to give to employers.

Step 4: Start Searching

- _____ I have uploaded my resume to a job search site.
- _____ I regularly check online job search sites for career opportunities.
- _____ I read the appropriate job/internship-search resources for my field(s) of interest.
- _____ I have a system for keeping track of my contacts, interviews, and other job/internship-search activities.
- _____ I follow up on every interesting job/internship lead immediately.
- _____ I have developed a list of potential networking contacts and keep in touch with them.
- _____ I keep a copy of my resume next to my phone in case I receive a call from an employer.
- _____ I follow-up each cover letter with a phone call or e-mail to the employer requesting a job/internship interview.
- _____ I send thank you letters or e-mails to every person who interviews me.

General Sites

- www.collegecentral.com/eastcentral
- jobs.mo.gov/
- www.susanireland.com
- www.monster.com
- www.careerbuilder.com
- www.indeed.com
- www.idealists.org
- jobs.wsj.com

Internship Sites

- www.usajobs.gov/studentjobs
- www.internships.com
- www.allforgood.org

International Sites

- <http://about-monster.com/content/world-locations>
- www.workopolis.com (Canada)
- www.seek.com.au (Australia)
- www.reed.co.uk (United Kingdom)
- www.stepstone.com

Inclusive Sites

- www.workingdiversity.com
- www.diversityinc.com/
- www.imdiversity.com
- www2.recruitmilitary.com/
- www.askearn.org

College Sites

- www.campuscareercenter.com
- www.aboutjobs.com
- www.experience.com
- www.aftercollege.com

Government Sites

- www.mo.gov/work/job-seekers/
- www.fbijobs.gov/
- www.studentjobs.gov
- www.makingthedifference.org

Green Jobs

- www.greenjobs.com
- www.greenjobsearch.org

Industrial/ Job Type Sites

- www.hcareers.com
- www.careerbank.com
- www.allretailjobs.com
- www.computerwork.com
- www.nursetown.com
- www.medzilla.com
- www.lawjobs.com
- www.justtechjobs.com
- www.hirebio.com

**Don't forget the ECC
Library for job/ internship
resource titles.**

Job Search/ Networking

Networking is all about relationships. It is a great way to meet new people and learn more about a career field. In fact, most jobs are filled through networks! While not always easy, networking can be just the thing that lands you that next job!

There are many places and people to help you form a network:

- Peers & Professionals
- ECC clubs and organizations
- Professional clubs and organizations
- ECC Alumni
- Jobs or internships
- Volunteer experiences
- Information interviews
- Social networking sites (although be aware of how you present yourself)

Why should you network?

- Good way to learn about your career field
- Learn about possible job or internship openings
- Professionals can teach you what the career field will be like, while peers will be your colleagues
- Possible mentor relationships

Tips

- Don't be shy. People are often very willing to talk about their experiences if they are asked.
- Start small, possibly with a group associated with your hobbies or interests.
- Ask lots of questions and listen even more.
- Determine how you can help others and take genuine interest in them.
- Think positively and don't fear rejection what is the worst that can happen?
- Don't doubt the power of connections. You never know who someone knows!
- Keep track of your contacts (see template)

Networking is not:

- A onetime thing- Once you start it is important to keep up your networks.
- Only when you need a job - Nothing is more frustrating than the person that only contacts you when they need something.
- A one way street. Networking should be mutually beneficial for each party.

<http://careerwatch.wordpress.com/2010/02/12/beginner%E2%80%99s-guide-to-networking/>

<http://careers.unc.edu/students/networking-and-social-media/networking-basics.html>

<http://careers.unc.edu/students/networking-and-social-media/five-steps-successful-networking.html>

Job Search Strategies

Research and Develop

- The duties, skills, and training needed to do a job
- Potential job titles
- Areas of growth: What are the opportunities for promotion? What skills do they require? How long would promotion take? What are the benefits of moving up?
- Who are your potential employers?
 - Determine how far you are willing to commute or if you are willing to relocate
 - Look for all the potential employers within that area
 - Bookmark their websites. How do they hire?
- What jobs are out there now?
- What is the outlook for your career in the next year?
- Tailor your resume and cover letter to the job to which you are applying
- Use keywords from the job description to optimize a keyword search of your resume and cover letter
- Develop a 30 second speech about yourself for introductions or job fairs
- Consider using a portfolio or professional binder that displays your accomplishments

Applying

- Organization is key when you start applying for jobs
- Develop a system to keep track of the jobs you apply for. A job template may be helpful (see packet)
 - Keep a copy of job descriptions
 - Keep track of your resume and cover letters
 - For web applications keep track of your user name and password
 - Keep all notifications from potential employers filed

Before the interview

I. Know Yourself

- Be ready for the most commonly asked questions: PRACTICE OUT LOUD.
 1. Tell me about yourself. Keep it work-related: no personal information.
 2. Why should we hire you? Highlight your key skills, accomplishments, why you stand out.
 3. What are you hoping to get out of this job?
- **Practice- consider conducting a mock interview and get feedback on your performance**
- Develop a 30 Second Speech. If you only have a moment with an employer (like at a career fair) introduce yourself and explain who you are concisely.
- Tell your Career Story about the path you took to get where you are in your career. Think about your skills and experiences that would benefit the employer.

II. Know the Employer

- If you are seriously interested in a company – you need to know something about them, their products and services, locations, etc. Do your research!
- Don't ask anything you could have found out for yourself before the interview.

III. Know the Job

- Know the job responsibilities and be ready to connect them to your skills and abilities.
- Do not ask about salary, benefits, or perks – cover those issues *after* you've been offered a job.

At the interview: Understand the power of *first impressions!*

I. Dress Appropriately

- Shower and wear clothing that is clean and pressed.
- Your interview outfit should be one step nicer than what you would usually wear to the job. (If you would wear jeans & sneakers to work, interview attire should be slacks and nice shoes. If you would wear "office attire" at work, appropriate interview attire would be a suit).
- Clean, polished shoes (no sneakers or flip-flops).
- Hands should be clean and nails neatly trimmed.
- No bizarre haircuts, unusual facial hair, visible body piercings, and (if possible) cover tattoos.

II. During the Interview

- Show that you are motivated.
- Shake hands firmly and smile.
- Maintain good eye contact, good posture and be aware of your speech patterns (monotone, too fast, etc).
- Be enthusiastic, confident and well informed about the company.
- Ask questions. Conversation is good, but stay on topic.
- Bring extra copies of your resume and reference sheet.
- Avoid verbal garbage “um” “like” and “you know”.
- Never be negative – do not refer to problems with prior jobs, management, supervisors, co-workers, etc.

VI. Final Points

- Balance speaking and listening. People who talk too much or too little don't get hired.
- Have a list of questions to ask. They should communicate your interest in the job and the company.
- End the interview with a firm handshake. Write your thank you letter ASAP.

The Importance of Thank You Notes

In a competitive job market, the thank you note cannot be neglected. Writing one can give you an advantage over other candidates and increase your chances of being hired. Statistically, less than 10% of interviewees ever follow up with thank you notes. Imagine how positively that 10% will be viewed. A thank you note can make a candidate stand out from the rest of the pool.

How to Write a Thank You Note

Thank you notes should be sent as soon as possible after the interview. To have the most influence, it must be sent before the hiring decision is made, and it should say more than just “thank you”:

1. Be Sincere

Convey your appreciation for the meeting and express your continued interest in the position.

2. Personalize It

Reemphasize your strongest qualifications. Take this opportunity to feature your most relevant skills. Indicate how those skills match the job requirements or qualities the employer is seeking. Also, use this opportunity to answer or expand upon any key points from the meeting.

3. Restate Your Appreciation

Typed vs. Handwritten

For more conservative employers, you may want to consider typing your thank you note. However, a handwritten thank you is perfectly fine. This requires legible handwriting and tasteful note cards.

Can you email a thank you note?

An e-mail thank you note *may* be appropriate if you have communicated with the interviewer via email *prior* to your interview. Caution: Do not make the note overly friendly, which people have a tendency to do with email.

Choose this method wisely; some employers may prefer the traditional “snail-mail” approach. Also, handwritten or typed hard copy thank you notes typically get filed in an applicant’s folder, whereas email is typically read sooner, but then deleted.

When in doubt, use a hand-written note.

Sample: Thank You Letter (Typed)

Your address here
City, MO 55555

Month, day, year

Robert Curry
Service Manager

Organization, Inc.
555 Toyota Avenue
City, MO 55555

Dear Mr. Curry:

I want to thank you very much for the opportunity to interview yesterday for the Service Technician position. I enjoyed meeting you and learning more about the organization and the service department.

Your projects for next year, the new database and the networking project, sound fascinating and very useful to your customers. I know that my previous experience in _____ and my skills in _____ will be helpful to you on both of these projects, and that I could make a positive contribution to your team.

Thank you again for the time in your busy schedule. It was a pleasure meeting you and I hope to speak with you soon. Please feel free to call me at 555-555-5555 if I can provide you with any additional information.

Sincerely,

(Written signature)

Kyle Barrett