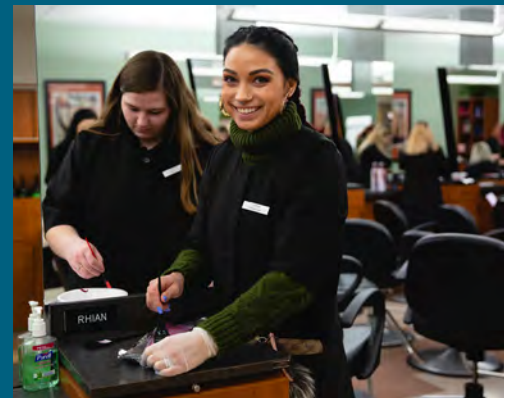
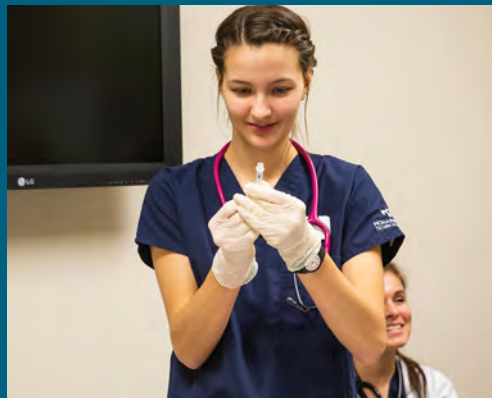




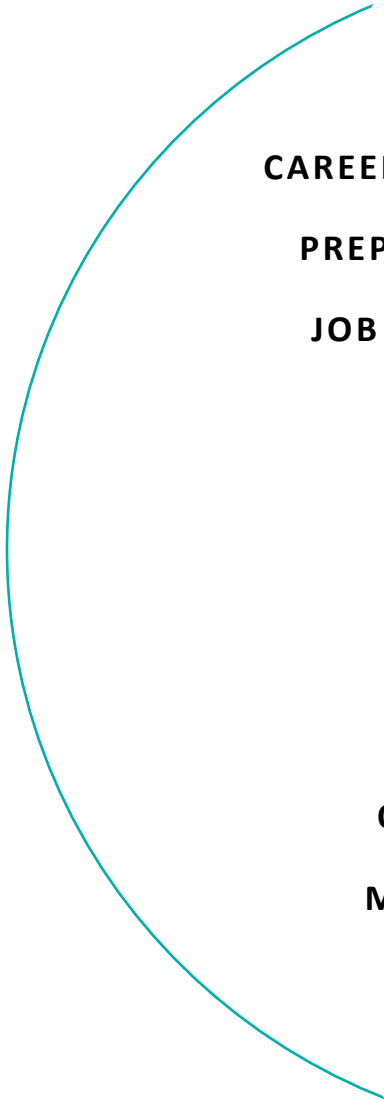
# MORaine PARK TECHNICAL COLLEGE



# CAREER CENTER JOB SEARCH HANDBOOK

[MORAINEPARK.EDU/CAREERS](http://MORAINEPARK.EDU/CAREERS)

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# CAREER CENTER OVERVIEW

The Moraine Park Career Centers provide tools for career direction and job search. We believe that your chances for career success will be greater if you make a well-informed career decision.

## MORAINE PARK TECHNICAL COLLEGE - CAREER CENTER LOCATIONS



### **Beaver Dam Campus**

920-887-4437

Room: J-112



### **Fond du Lac Campus**

920-924-3244

Room: C-005



### **West Bend Campus**

262-335-5773

Room: W-141

Visit [Morainepark.edu/careers](http://Morainepark.edu/careers) to schedule an appointment or contact a careers instructor.

# PREPARING FOR SUCCESS

## **HOW EMPLOYERS VIEW CANDIDATES**

According to the NACE Job Outlook 2020, the largest percentage of employers look for candidates that exhibit problem solving skills and the ability to work in a team. Employers will search for evidence of these attributes on your résumé.

## **TOP TEN SKILLS**

1. Problem-solving skills
2. Ability to work in a team
3. Strong work ethic
4. Analytical/quantitative skills
5. Communication skills (Written)
6. Leadership
7. Communication skills (Verbal)
8. Initiative
9. Detail-oriented
10. Technical Skills

The majority of the skills listed above are “soft skills”. Soft skills are personal attributes that describe an individual's ability to interact with others. Soft skills complement “hard skills” to enhance an individual's relationships, job performance and career prospects. It's often said that hard skills, which comprise a person's technical skill set and ability to perform certain functional tasks, will get you an interview but you need soft skills to get -- and keep -- the job.

Unlike hard skills, soft skills are interpersonal and broadly applicable across job titles and industries. Many soft skills are tied to an individual's personality rather than any formal training, and are thus considered more difficult to develop than hard skills. The trick is to demonstrate that you have those skills through your cover letter, résumé and interview.

# JOB SEARCH STRATEGIES



## NETWORKING

Your career network should include anyone who can assist you with a job search or career move; co-workers, bosses, friends, MPTC alumni, online acquaintances, family, and neighbors.

There are numerous ways to expand your network:

### Internships

Participating in an internship while you are a student is a great way to gain experience and develop networking relationships.

### Service/Volunteer Organizations

Volunteering is not only great for your résumé but will allow you to make new connections in the community. Examples of service organizations may include Habitat for Humanity, Humane Society, Boys and Girls Club, or nonprofit organizations. Moraine Park offers opportunities for service learning. Check with Student

Community Impact for more opportunities at <https://www.morainepark.edu/community-impact/>

### Student Clubs and Professional Organizations

Get involved with campus organizations, including Student Government and program clubs, or consider becoming a member of a local professional organization. These are great places for networking and the experience looks great on your résumé. Better yet, take on a leadership role and really boost your résumé!

### Informational Interviewing

Informational Interviewing provides an opportunity to meet with individuals working in your field of interest. See your Careers Instructor for more information, tips and a list of questions to ask.

### Job Fairs

Attending job fairs is a great place to talk with potential employers and let people know what types of jobs you are interested in obtaining.

## EMPLOYMENT WEBSITES

Below is a list of some of the most widely used employment search engines:

careerbuilder.com	jobcenterofwisconsin.com
fdlworks.com	simplyhired.com
indeed.com	wbchamber.org
envisiongreaterfdl.com	

Companies often store résumés and applications in searchable databases which are used to “pull-out” candidates that meet specific **key words**.

Customize your résumé for each job to which you apply, utilizing key words from the job posting.

## HANDSHAKE

Handshake is a career site that MPTC program students can use to:

- Discover and land jobs and internships
- Create your profile/upload resume,
- Get messaged by employers who want to hire you
- Participate in employer events
- Connect with peers for tips and advice
- Get an inside look at employers and jobs with student reviews

Connect with Employment Services to get started on your [Handshake](#) account.

## LINKEDIN

**LinkedIn** is a professional, social network that you can use to:

- Build a visual / interactive résumé
- Connect with other professionals with similar goals and interests
- Link to groups, institutions and clubs
- Search for jobs and career advancements
- Create a custom learning environment with industry professionals

For assistance in developing your LinkedIn profile contact a Careers Instructor, attend a LinkedIn special session in the Career Center or visit: [help.linkedin.com](http://help.linkedin.com)

Review your Social Media profiles. Employment can be directly impacted positively or negatively based on social media posts.



## *Tell Your Story* **LINKEDIN**

1

### **PERSONAL PROFILE**

Make your headline focus on your assets vs. a specific job title.

*Product Strategist vs. Marketing Assistant*

2

### **EXPERIENCE**

In addition to adding work experience, upload presentations, articles or blog posts you have written.

3

### **EDUCATION LICENSES & CERTIFICATIONS**

List educational accomplishments earned.  
*Accounting - Associate of Applied Science  
Administrative Medical Assistant  
CNC/Set-up Operator Certificate*

4

### **VOLUNTEER**

Any volunteer activities in which you are involved. This could include service-learning activities or student club volunteer activities.

5

### **ACCOMPLISHMENTS**

Highlight honors or awards received. This could be educational, personal or work related.

6

### **RECOMMENDATIONS**

Anyone can give you a LinkedIn recommendation. You have the ability to control the recommendations you wish to show up in your profile.

[morainepark.edu/careers](http://morainepark.edu/careers)

***Meet with your campus Careers Instructor for assistance using Social Media as a part of your job search.***



# APPLICATIONS

## TIPS FOR COMPLETING APPLICATIONS

- Be prepared with the information you need. Fields typically on an application include: Social security number; Driver license number; Company name, address, phone number; Beginning and ending dates of employment; Supervisor's name and phone number; Starting and ending wages; Description of job duties; Reasons for leaving; Permission to contact employer; School(s) attended, degrees, graduation dates; Certifications; and Skills and qualifications.
- Keep track of your login information and passwords.
- Make sure your resume and cover letter are in a format to be uploaded. Most employer sites accept PDF format. PDFs maintain the original formatting of documents.
- Read and follow instructions carefully.
- Market yourself.
- Completely fill out all sections; do not write "see résumé" to save time.
- Electronically sign the application.
- Proofread carefully. Review your online application to ensure auto filled fields are correct.

**Salary:** It is often best to write "open" or "negotiable" to the salary requirements question. If you are unsure of appropriate wages, the Career Center can help you research wage information.

**Employment Gap:** If you have a gap in employment, include educational, volunteer, and/or professional/personal enrichment opportunities you participated in during that timeframe.

**Reason for Leaving:** If you have been terminated from a job, do not omit that job from your application. Some experts recommend writing "job ended" as the reason you left your last job. If you have been "laid off", remember that does not mean "fired." Recent trends have created thousands of dislocated workers who experience permanent layoff with little chance of rehire. This is not a reflection upon you as an employee.

**Criminal Record:** It is important that you truthfully respond to questions asked about your criminal background. If you are unsure of how to respond to these questions, talk with a Careers Instructor.

**Previous Injuries:** Describe only physical problems related to the job. That is, if you cannot lift over 20 pounds, mention this only if the job requires the ability to lift regularly.

**Education:** Avoid claiming you have a degree, if you did not complete it. Employers will check your educational claims, so don't exaggerate.

**No Work History:** If you have no formal work history, don't panic. In the Work History section of the application, list any volunteer, charitable, casual labor or self-employment jobs you might have had.

# REFERENCES

## ADVICE ON SELECTING REFERENCES

- Choose three to five references that can talk positively about your work quality, skills and accomplishments: present or past coworkers or supervisors, instructors, co-members of volunteer activities, etc.
- Be sure to ask prospective references for permission to use them as a reference. If an extended period of time has passed between applications, reconnect with your references.
- Discuss with your references what they will say about you. You can “prep” your references to relay specific qualities that you wish to emphasize to the potential employer. Send your references a copy of your résumé and the job posting.
- Do not use friends or relatives for work references. Occasionally, an application will simply ask for names of persons who have known you for extended periods. In this case, using friends would be appropriate.
- Make sure the individuals you select to be your references are reliable. If even one of your references does not follow through (e.g. return a phone call or complete a reference survey), you may not move forward in the interview process.
- Get the correct spelling of references’ names as well as current home and work addresses, phone numbers and email addresses.
- When it comes time for the interview, make sure to bring a separate reference page with you.

## REFERENCES

**Name:**

---

**Job Title:**

---

**Company:**

---

**City, State, Zip:**

---

**Phone Number:**

---

**Email:**

---

**Relationship to you:**

*(manager, co-worker, supervisor, teacher, etc)*

---

**Name:**

---

**Job Title:**

---

**Company:**

---

**City, State, Zip:**

---

**Phone Number:**

---

**Email:**

---

**Relationship to you:**

*(manager, co-worker, supervisor, teacher, etc)*

---

**Name:**

---

**Job Title:**

---

**Company:**

---

**City, State, Zip:**

---

**Phone Number:**

---

**Email:**

---

**Relationship to you:**





*(manager, co-worker, supervisor, teacher, etc)*

---



# SALLY SNAPCHAT

Social Media Professional

 265 Main Street | Campbellsport, WI 53090  
 ssnapchat@gmail.com  
 920.999.9999  
 [Linkedin.com/in/sallysnapchat](https://www.linkedin.com/in/sallysnapchat)

---

## REFERENCES

Sandy Johnson, Executive Director  
Solutions Center  
Fond du Lac, WI 54935  
920.394.3423  
sjohnson47@charter.net

Charlie House, Partner  
Preferred Realty  
Fond du Lac, WI 54935  
920.382.4323  
charlie.House@prefrealty.org

Molly Workout, Fitness Coordinator  
YMCA  
Fond du Lac, WI 54935  
920.765.8765  
mworkout@ymcaoffdl.org

Amy Steinbarth, Social Media Instructor  
Moraine Park Technical College  
Fond du Lac, WI 54936  
920.943.2343  
asteinbarth@morainepark.edu

## CAREER DOCUMENTS

Maintain a uniform look between career documents.

Cover Letter, page 24

### SALLY SNAPCHAT

Social Media Professional

265 Main Street | Campbellsport, WI 53090  
 ssnapchat@gmail.com  
 920.999.9999  
 LinkedIn.com/in/sallysnapchat

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May 5, 2021

Ms. Samantha Brown  
 Creative Cloud Company  
 123 Main Street  
 Fond du Lac, WI 54937

Dear Ms. Brown:

Are you looking for an artistic and creative professional with an eye for design and passion for the social media world? Look no further! As I read your posting on Handshake for a Social Media Design was amazed at how closely my background and skills matched the skills you are seeking. My resume is enclosed for your review.

<p><b>YOUR REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Associate degree or Certification in Web Development, Marketing, or equivalent</li> <li>• Adobe Creative Cloud with an emphasis on Photoshop</li> <li>• Experience with photography, image, and graphic editing</li> </ul>	<p><b>MY QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Social Media Management Asso from Moraine Park Technical Co du Lac, WI</li> <li>• Proficient using Adobe Suite (Ph Illustrator and InDesign). Also sa technology and social media plr (Instagram, Snapchat, and Facet</li> <li>• Over four years of photography editing, and web design experie</li> </ul>
---	---

I would be grateful for the opportunity to meet with you to discuss your needs and my qualification Thank you for your consideration.

Sincerely,

*Sally Snapchat*

Sally Snapchat

References, page 8

### SALLY SNAPCHAT

Social Media Professional

265 Main Street | Campb  
 ssnapchat@gmail.com  
 920.999.9999  
 LinkedIn.com

---

**REFERENCES**

Sandy Johnson, Executive Director  
 Solutions Center  
 Fond du Lac, WI 54935  
 920.394.3423  
 sjohnson47@charter.net

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 Fond du Lac, WI 54935  
 920.382.4323  
 charlie.House@prefrealty.org

Molly Workout, Fitness Coordinator  
 YMCA  
 Fond du Lac, WI 54935  
 920.765.8765  
 mworkout@ymcaoffdl.org

Amy Steinbarth, Social Media Instructor  
 Moraine Park Technical College  
 Fond du Lac, WI 54936  
 920.943.2343  
 asteinbarth@morainepark.edu

Résumé, page 10

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**SUMMARY**

Resourceful and creative marketing/social media student with over three years of photography experience.

**TECHNOLOGY SKILLS**

SOCIAL MEDIA CONTENT CREATION  
 SAVVY WITH TECHNOLOGY  
 ~ADOBE SUITE, MS SUITE, CANVA  
 PROFICIENT WITH SOCIAL MEDIA  
 ~INSTAGRAM, SNAPCHAT, FACEBOOK  
 WEB DESIGN

**SOFT SKILLS**

STRONG CUSTOMER RELATIONS  
 POSITIVE ATTITUDE  
 STRONG WORK ETHIC  
 FLEXIBLE

**EDUCATION**

**AAS, MARKETING AND SOCIAL MEDIA MANAGEMENT** Anticipated 2021  
 Moraine Park Technical College | Fond du Lac, WI

- GPA 4.0/4.0
- Dean's List
- Student Senate Member

**EXPERIENCE**

**MARKETING INTERN** 2020–Present  
 Preferred Realtor | Fond du Lac, WI

- Stage homes for sale
- Shoot and apply photoshop techniques to high resolution property listing photos
- Create mock up marketing materials for social media and print advertising
- Assist receptionist with responding to phone/emails and schedule showings
- Earned Best in Photography Award in 2020

**FREELANCE PHOTOGRAPHER** 2017–Present  
 Self-employed | Campbellsport, WI

- Provide high quality photography services to clients specializing in senior portraits, engagements, and families
- Earned 100% positive feedback from satisfied customers
- Built personal website and multiple websites for clients

**SERVER** 2016–2018  
 Brickplace | Fond du Lac, WI

- Served food and drinks to customers
- Assisted with bartending and catering to large groups
- Earned multiple 10/10 service awards for providing exceptional customer service

**VOLUNTEER EXPERIENCE**

YMCA | Fond du Lac, WI 2019–Present  
 Solutions Center | Fond du Lac, WI 2019–2020  
 Fond du Lac Association of Commerce | Fond du Lac, WI 2018–2019

Thank You Letter, page 41

### SALLY SNAPCHAT

Social Media Professional

265 Main Street | Campbellsport, WI 53090  
 ssnapchat@gmail.com  
 920.999.9999  
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---

May 31, 2021

Ms. Samantha Brown  
 Creative Cloud Company  
 123 Main Street  
 Fond du Lac, WI 54937

Dear Ms. Brown:

Thank you for the opportunity to discuss the Social Media Design Specialist position. Our conversation gave me a better understanding of your organization and the requirements of the job. The additional information from Max and Katherine was helpful in gaining a better perspective of the position.

My strong technology and social media marketing skills will definitely make a contribution to your company. I am proficient in all the computer software packages you use and possess the customer service experience you want.

I enjoyed meeting the office staff and touring the facility. Creative Cloud is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. It would be a privilege to join your team. I will contact you next week to inquire about the hiring decision.

Again, thank you for your time and consideration.

Sincerely,

*Sally Snapchat*

Sally Snapchat

# RÉSUMÉS

## WRITING YOUR RÉSUMÉ

Your résumé is a strategic marketing document with the purpose of moving an employer to invite you to interview. A well written résumé will give the employer information allowing them to make that decision. The résumé is only one of the first few steps towards that new job. You can't be there to answer questions, so your résumé has to stand on its own.

Good résumé writing focuses attention on your skills and shows you as a strong potential employee. The résumé is your opportunity to highlight key points about yourself to the employer.

## RÉSUMÉ WRITING GUIDELINES

- Your résumé stands out when it is customized to fit a specific position.
- Your résumé highlights relevant information specific to the target job.
- Avoid first-person pronouns (I, me, my, mine).
- Proofread — ensure no typos or spelling errors

## FORMAT/DESIGN

- Use a consistent font style and size such as Goudy, Book Antiqua, Arial, Tahoma, Verdana, Century Schoolbook, Calibri, Segoe, or Cambria.
- Label each section. Use consistent headings and dates.
- List your best assets first. Most technical college student graduate résumés will highlight skills and education before experience.
- Print on one side of the sheet only. Use at least 24 lb. bond, white or other light color paper.

## OPTIONAL ASSESSMENT RESULTS

- Consider adding skill/personal results from Strengths Finder, MBTI or Disc assessments when appropriate or relevant to the position.

## BASIC RÉSUMÉ COMPONENTS

Most résumés include the following topic/headings:

### **HEADER**

- Full name
- Mailing address
- One telephone number with area code
- Professional email
- LinkedIn address (optional)

### **SKILLS SUMMARY**

- Highlight your most relevant qualifications
- Include technical and soft skills, professional credentials, education and/or training

### **EDUCATION**

- Start with your most recent school or program
- List the degree or certificate awarded, the school's name, city and state, and date of completion
- Include apprentice, on-the-job, and/or military training, special workshops, seminars, and self-study, colleges, vocational school or high school

### **EXPERIENCE**

- Start with your most recent employer and provide your job title, the name of the company, city and state, and dates of employment
- Describe your job, emphasizing key skills
- Use action verbs to describe and highlight accomplishments
- Write current jobs in present tense; past jobs in past tense
- Include full-time, part-time, self-employment, internships, clinical, and practicum experiences

### **LEADERSHIP / AWARDS / VOLUNTEER**

- Highlight leadership, volunteer activities, professional organizations, school clubs, community organizations, academic awards and professional recognition

## **SKILLS MATCH ACTIVITY**

**This activity will help you successfully communicate your qualifications to an employer. Targeting your skills to the employer's needs will show how serious you are about the position or company.**

1. Print and review the job posting.
2. In the areas indicated below list specific skills, experiences and abilities needed by the employer.
3. Next, list your skills and qualifications that meet each requirement.
4. Identify weaknesses by highlighting any areas where you did not have a matching qualification. At the bottom of the page, write down how you can and will learn the skills you lack. Or, list other skills you have that make up for this weakness.
5. Use the skills and qualifications you listed in the right hand column to highlight, in a Skills Summary at the top of your résumé, how you meet the employer's requirements.

**Employer's Needs  
Skills, Experience, Abilities**

---

**Your Skills and Qualifications**

---

**How can / will you learn the skills you lack? What other skills do you have that make up for this weakness?**

---

## **SAMPLE SKILL SUMMARY STATEMENTS**

### **PROFESSIONAL SUMMARY**

---

Organized and detail-oriented Business Management graduate. Experience developing lasting relationships with customers through responsively addressing customer needs in a positive and friendly manner. Professionally manage multiple, competing priorities in a fast-paced environment. Skilled in marketing development and advertising. Enjoy working as part of team to support and reach goals. Experience with:

- Project Management
- Event Coordination
- Business Writing
- Data Archiving
- Microsoft Office: Word, Excel, PowerPoint and Access
- Adobe Premiere Elements and InDesign

### **SUMMARY OF QUALIFICATIONS**

---

Army veteran and Moraine Park Information Technology graduate with extensive experience in communication systems including networking, electronics, equipment repair, software administration and office equipment maintenance. Passionate about helping and teaching.

- Extensive experience installing and troubleshooting software and hardware.
- Strong familiarity and comfort with online programs and research.
- Able to articulate information in an easy to understand manner.
- Patient and kind demeanor.
- Respectful of confidential information; Held secret security clearance with sensitive information.

### **SKILLS HIGHLIGHTS**

---

- ◆ Over seven years of customer service experience
- ◆ Clear communication skills aimed at understanding customer needs and providing corresponding services
- ◆ Able to resolve customer concerns in a professional and calm manner
- ◆ Mature and dependable; Always early and prepared for work
- ◆ Excellent self-presentation and positive attitude

### **SKILLS SUMMARY**

---

- Over 16 years' experience providing compassionate, professional and competent homecare
- CBRF Certified; Safety Medication Administration Certification
- Work effectively both independently and with a team
- Highly focused on client confidentiality

### **QUALIFICATION SUMMARY**

---

Moraine Park Technical College Welding graduate. Proficient in GMAW, GTAW, SMAW and FCAW welding in all positions. Experience welding mild and stainless steel and aluminum and oxy-fuel and plasma cutting. Skilled in reading and interpreting blueprints, sketches and specifications. Forklift and overhead crane certified. Safety-focused; continually employ safe work practices including use of PPE.

## **ACTION VERBS**

Utilize this list of action verbs to help you describe job duties and accomplishments.

### **ADMINISTRATIVE**

Accelerate  
Accomplish  
Achieve  
Act  
Administer  
Allocate  
Amend  
Appoint  
Approve  
Assign  
Assess  
Attain  
Benchmark  
Chair  
Commend  
Compromise  
Consolidate  
Control  
Delegate  
Direct  
Encourage  
Enforce  
Entrust  
Evaluate  
Expedite  
Head  
Hire  
Improvise  
Initiate  
Institute  
Issue  
Judge  
Lead  
Maintain  
Manage  
Moderate  
Monitor  
Officiate  
Order  
Oversee  
Prescreen  
Preside  
Prioritize  
Produce  
Refer  
Regulate  
Run  
Setup

Start  
Streamline  
Strengthen  
Supervise

### **COMMUNICATION**

Address  
Broaden  
Clarify  
Collaborate  
Communicate  
Compose  
Correspond  
Demonstrate  
Document  
Edit  
Entertain  
Exhibit  
Explain  
Express  
Illustrate  
Interpret  
Interview  
Investigate  
Lecture  
Perform  
Plan  
Present  
Promote  
Proofread  
Read  
Relate  
Report  
Review  
Revise  
Speak  
Summarize  
Survey  
Translate  
Transcribe  
Write

### **CREATION**

Activate  
Complete  
Compose  
Conserve  
Construct  
Contract  
Create

Discover  
Draft  
Draw  
Engineer  
Execute  
Expand  
Generate  
Inaugurate  
Landscape  
Launch  
Modify  
Mold  
Produce  
Reconstruct  
Redesign  
Remodel  
Shape  
Synthesize  
Transform  
Unite  
Utilize

### **DEVELOPMENT**

Adjust  
Assemble  
Assess  
Build  
Compose  
Conceptualize  
Customize  
Develop  
Design  
Devise  
Draft  
Enlarge  
Format  
Implement  
Improve  
Innovate  
Install Invent  
Fix  
Function  
Make  
Manufacture  
Navigate  
Operate  
Propose  
Refinish  
Renovate  
Repair

Restore  
Update  
Upgrade

### **FINANCE & NUMBER**

Abstract  
Account  
Add  
Allocate  
Appraise  
Audit  
Budget  
Calculate  
Collect  
Compute  
Decrease  
Determine  
Divide  
Enter (data)  
Estimate  
File  
Finance  
Formulate  
\*Increase  
Insure  
Inventory  
Invest  
Market  
Maximize  
Minimize  
Multiply  
Process  
Project  
Purchase  
Record  
Reduce  
Solve  
Quantify

### **INTERPERSONAL SKILLS**

Acclimate  
Accommodate  
Adapt  
Answer  
Anticipate  
Appoint  
Assist  
Assure  
Bargain  
Care



## **ACTION VERBS (continued)**

Coach  
Collaborate  
Confer  
Confront  
Consult  
Converse  
Critique  
Develop  
Encourage  
Exchange  
Familiarize  
Form  
Foster  
Fulfill  
Gain  
Handle  
Implement  
Inform  
Interact  
Intervene  
Join  
Listen  
Litigate  
Mediate  
Model  
Motivate  
Negotiate  
Participate  
Provide  
Recommend  
Reconcile  
Rehabilitate  
Represent  
Resolve  
Share  
Suggest  
Treat  
Understand

### **TEACHING**

Advise  
Aid  
Amend  
Appoint  
Assist  
Award  
Broaden Correct  
Counsel  
Demonstrate  
Display  
Encourage  
Enhance

Enlist  
Ensure  
Evaluate  
Grade  
Guide  
Help  
Influence  
Instruct  
Introduce  
Lecture  
Mentor  
Program  
Provide  
Rate  
Steer  
Suggest  
Support  
Teach  
Test  
Train  
Tutor

### **RESEARCH & ANALYSIS**

Acquire  
Allocate  
Analyze  
Assess  
Assist  
Classify  
Collate  
Collect  
Compile  
Conceptualize  
Conduct  
Deliver  
Design  
Detect  
Determine  
Discover  
Dissect  
Evaluate  
Explore  
Examine  
Formulate  
Identify  
Inspect  
Investigate  
Locate  
Obtain  
Observe  
Prepare  
Prioritize

Receiver  
Research  
Specify  
Survey  
Test  
Trace  
Track  
Verify

### **PUBLIC RELATIONS**

Advertise  
Advocate  
Attend  
Coordinate  
Convince  
Deal  
Dispense  
Disseminate  
Distribute  
Fundraise  
Handle  
\*Influence  
Lobby  
Persuade  
Publicize  
Publish  
Recruit  
Screen  
Seek out  
Sell  
Service  
Target

### **ORGANIZATION**

Amend  
Appraise  
Appoint  
Apply  
Arrange  
Award  
Balance  
Catalog  
Categorize  
Connect  
Coordinate  
Decrease  
Define  
Draft  
Edit  
Establish  
Facilitate  
File

Modify  
Orchestrate  
Organize  
Overhaul  
Place  
Prepare  
Program qualify  
Reorganize  
Rewrite  
Schedule  
Set

### **MISCELLANEOUS**

Act  
Apply  
Anticipate  
Change  
Check  
Contribute  
Cover  
Decide  
Define  
Diagnose  
Effect  
Eliminate  
Emphasize  
Establish  
Facilitate  
Forecast  
Found  
Give  
Learn  
Navigate  
Offer  
Perform  
Propose  
Receive  
Referee  
Register  
Reinforce  
Resolve  
Respond  
Retrieve  
Save  
Select  
Serve  
Set  
Simplify  
Study  
Take  
Travel  
Win

## **SHOWCASE YOUR ACCOMPLISHMENTS**

A critical step in creating an effective résumé is showcasing your accomplishments. Often individuals will simply list job responsibilities when detailing work experience. However, just listing your main job duties will not make you stand out from others with similar work experience. You want to tell the person reading your résumé something he/she doesn't already know. By including accomplishments, you paint a picture of your abilities—one that will sell yourself. As well, accomplishment statements showcase the amazing things you have done at your past jobs, plus show prospective employers what you can do for them.

**Example:** Responsibility vs. Accomplishment

- **Responsibility:** Planned successful charity events
  - **Accomplishment:** Raised \$15,000 by selling out tickets to a 200-person charity event
- **Responsibility:** Performed pipe-welding and completed ductwork jobs
  - **Accomplishment:** Achieved a record of zero defects in all pipe-welding and ductwork jobs

### **Three steps to identifying accomplishments:**

#### **1. Ask yourself:**

- What did I do that was above and beyond my normal job duties?
- How did I stand out among other employees?
- Was I ever recognized by a supervisor for a job well done? When and why?
- Did I win any awards or accolades?
- What new processes did I implement to improve things?
- What problems did I solve?
- Did I ever consistently meet or exceed goals or quotas?
- Did I save the company money?
- What made me really great at my job?

#### **2. Paint the picture with numbers:**

- Add in as many facts, figures, and numbers as you can
- By quantifying your accomplishments, you not only make them easier to understand, you really allow the hiring manager to picture the level of work or responsibility you needed to achieve this accomplishment.

#### **3. Add the benefit:**

- Add in what the benefit was to your company.
- By doing this, you clearly communicate not only what you're capable of, but also the direct benefit the employer will receive by hiring you.

## Sample Résumé Accomplishments

1. Recognized by supervisor for being a team player in contributing to department goals and objectives
2. Received multiple awards for critical thinking and team work
3. Consistently exceeded production goals
4. Experienced zero workplace accidents over the past 5 years
5. Promoted to supervisor within six months
6. Awarded Employee of the Month, June 2021
7. Perfect attendance awards
8. Trained new employees on company's procedures and processes
9. Established good working relationships with customers/clients resulting in increased business
10. Developed new quality standards for better quality performance and reliability
11. Developed the product troubleshooting procedure for XYZ company with strong attention to detail
12. Increased event attendance 15% over previous year through development of Facebook page with information about event, including maps, photos, agendas, sponsorships and activities
13. Increased customer satisfaction 25% through design and implementation of customer care strategy
14. Cut product replacement cost 50% and increased on-time delivery from 80% to 95% using Kaizen approach to quality issues rooted in manufacturing
15. Continually meet or exceed departmental sales goals; Motivate sales associates to provide high level of customer service
16. Improved customer satisfaction 35% through development of strong relationships with shipping companies
17. Executed a new training program for sales associates
18. Reduced subject screening time from five hours to an average of three hours
19. Reduced study food cost at an estimated \$150,000 within the first year of operation
20. Streamlined patient testing process resulting in a decrease in turnaround time
21. Received positive feedback from customers on service experience
22. Achieved the ability to be utilized anywhere during the manufacturing process
23. Recognized by customers and manager for exceptional customer service
24. Completed all jobs at or under quoted hours through prioritization and assignment of tasks within crew while maintaining zero accident record
25. Recognized by supervisors for providing high level, compassionate care, organizational skills and professionalism
26. Volunteered for Last Hour of Companions group; Kept residents comfortable in their last hours of life
27. Served as lead-person for 3-5 team members at a time
28. Served as mentor and trainer to new employees

## **SOFT SKILLS / TRANSFERABLE SKILLS**

Soft or transferable skills are skills that can be used in every occupation, regardless of the type of work. They are personal qualities and attitudes that can help you to work well with others and make a positive contribution to organizations for which you work. Many times soft skills are just, if not more, important than your job-related skills.

### **Planning and Organizational Skills**

- Meet deadlines and manage time effectively
- Work under time and environmental pressures
- Successfully juggle multiple demands
- Develop goals for self and/or an organization
- Work effectively with organization members

### **Oral and Written Communication Skills**

- Effectively participate in group discussions and brainstorm ideas
- Debate issues while respecting the opinions of others
- Write reports clearly, grammatically, concisely, objectively, convincingly and in appropriate format
- Write and speak effectively in a foreign language
- Deliver verbal presentations clearly and persuasively

### **Computer Skills**

- Use computer software to prepare reports, graphs, brochures, and to conduct research
- Internet research and e-mail skills
- Computer programming skills
- Web page and web site design skills

### **Critical Thinking Skills**

- Quickly and accurately identify the key issues when making a decision or solving a problem
- Recognize interrelationships in information obtained from diverse sources
- Use facts to judge validity of theories
- Create innovative solutions to complex problems

### **Personal Skills**

- Define and explain ethical behavior and practice it in difficult situations
- Take initiative in job related duties
- Tolerance for stress and ambiguity
- Demonstrate flexibility and ability to handle change
- Recognize the value of lifelong learning and seek professional development opportunities
- Identify personal values and apply them when making decisions

### **Human Relations and Interpersonal Skills**

- Ability to work on a team on diverse assignments
- Interact and work effectively with peers, superiors and subordinates
- Interact with and appreciate people from diverse cultural, social, ethnic and religious backgrounds
- Communicate effectively and sensitively in both individual and group situations
- Demonstrate effective social behavior in a variety of settings and circumstances
- Effectively collaborate with others to complete projects or reach goals
- Delegate tasks and responsibilities

## RÉSUMÉ REVIEW CHECKLIST

Use this checklist when proofreading your résumé.

<b>CUSTOMIZATION</b>	<b>CHECK</b>
Résumé is customized to a specific position and uses key words from job posting or industry/profession.	

<b>CONTENT</b>	<b>CHECK</b>
Résumé uses a professional email address, one phone number and address (city, state and zip code).	
Résumé includes a “Qualifications Summary” or “Summary Statement” tailored to a specific position including skills (technical and transferrable), professional credentials and accomplishments.	
Résumé includes specific degree(s) stated consistently if multiple degrees.	
Résumé indicates graduation date or anticipated graduation date, <b>not</b> years attended.	
Résumé includes a city and state for each job, degree and professional association.	
Résumé lists each section in reverse chronological order (most recent first).	
Job duties begin with an action verb (present tense for current experiences/past tense for past experiences).	
Résumé highlights accomplishments.	

<b>FORMAT</b>	<b>CHECK</b>
Résumé uses consistent font style throughout (size 10-12 point), with the exception of headers.	
Résumé design is consistent (section headers, job titles, dates, spacing around categories, line spacing, dashes/hyphens, bullet size/position, indentations, bolding and capitalization).	
Résumé is single spaced.	
Résumé has visual impact and design matches industry and profession (creative versus conservative, use of color, design elements).	
Résumé uses concise language (limited to 1-2 pages).	
Résumé is error-free (no spelling, grammar or punctuation errors).	
Résumé does <b>not</b> include personal information or an Objective Statement.	
Résumé does <b>not</b> include the following: I, me, my or mine.	
Résumé does <b>not</b> include the statement “References available upon request”.	

# JASON E. BAUMANN

N4587 Danny Lane • Fond du Lac, WI 54937 • 920.924.5687 • jbaumann3@gmail.com

## PROFESSIONAL SUMMARY

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Motivated and dependable electrical lineman who continually strives to improve and develop skills. Passion for working outdoors. Safety focused; accident free in over four years of construction work. Analyze situations thoroughly by gathering relevant facts and develop solutions in a timely manner. Assigned to work on multiple crews because of flexibility and dependability; traveled throughout state for projects. CPR and AED Certified. Proficient in Microsoft Office: Word, Excel, PowerPoint. High comfort level with technology.

### Knowledge of methods, materials and tools used in lineman trade. Experience includes:

- Class A CDL
- Rubber gloves and hot sticks
- Operation of Sky-Trak, trenchers, backhoes, forklifts, aerial lifts and scissor lifts, bucket trucks, and Digger Derricks
- Setting and framing poles
- Hanging cross arms
- Stringing three phase wire
- Hanging transformers
- Advanced pole climbing with WPFR system

## EDUCATION

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### ELECTRICAL POWER DISTRIBUTION TECHNICAL DIPLOMA

May 2021

#### Moraine Park Technical College, Beaver Dam, WI

- GPA: 3.7 / 4.0
- Student Senate Member: Bright Futures peer mentor, Habitat for Humanity home build
- Electrical Power Distribution Club Member: Salvation Army bell ringer
- Leadership and Service Award
- Technical Achievement Award

## WORK EXPERIENCE

---

### LABORER

2019–Present

#### Waupun Equipment Company, Fond du Lac, WI

- Rent equipment to customers, providing recommendations for equipment that will best meet needs
- Demonstrate start-up, operation and shutdown of equipment
- Instruct customers on safe use of equipment
- Complete paperwork and collect payment for rentals
- Address customer concerns in a professional manner
- **Exceptional customer service recognition from customers and manager**

### CONSTRUCTION LABORER

2017–2019

#### CD Smith, Fond du Lac, WI

- Worked as member of crew to build pole sheds and trusses and pour concrete
- Operated heavy equipment
- Read and followed construction blueprints
- Maintained and repaired equipment resulting in cost savings to company
- **Prioritized and assigned tasks within crew to ensure jobs are completed at or under quoted hours while maintaining zero accidents record**



# MARCUS O'CONNOR

555-555-5555 • marcusconnor@gmail.com

Self-Motivated • Collaborative Team Member

*"Ready to get to work!"*

## SKILLS SUMMARY

### Technical Skills

- Proficient welding processes: GMAW, GTAW, SMAW, and FCAW.
- Skilled in thermal cutting.
- Operate metal fabricating equipment.
- Interpret blueprints, welding drawings, and specification.

### Soft Skills

- Work cooperatively with team members.
- Maintain safe work environment.
- Employ safe work practices including use of PPE.
- Follow instructions.

## EDUCATION

Moraine Park Technical College, Fond du Lac, WI

**Welding Technical Diploma**

Anticipated May 2021

**Gas Metal Arc Welding Certificate**

December 2020

**Welding Boot Camp**

June 2020

## MANUFACTURING EXPERIENCE

Blue Marsh National, Horicon, WI

Welder Intern

April 2020–July 2020

*Read blueprints and follow specification requirements. Perform mig and tig welds on stainless steel.*

- 100% attendance record.

Mercury Marine, Fond du Lac, WI

Line Operator

January 2018–April 2020

*Used hand and pneumatic power tools. Operated overhead cranes to move materials and finished product.*

- Assisted in team efforts to accomplish plant goals.
- Continually meet an exceeded production schedules.

## VOLUNTEER EXPERIENCE

American Cancer Society

- Assisted in raising over \$40,000 during motorcycle poker run.

# TAYLOR OSGOOD

Seeking position as...

**\*IT Security Analyst\***

**US ARMY VETERAN | DEPENDABLE | ANALYZER**

5555 Parkview Road ~ Fond du Lac, WI 54937  
(920) 223-3223 ~ [taylorosgood@gmail.com](mailto:taylorosgood@gmail.com)  
[www.linkedin.com/in/taylorosgood](http://www.linkedin.com/in/taylorosgood)

## *Proof of skills ...*

<b>US Army</b>	Self-motivated and goal directed professional.
<b>Dependable</b>	Solid work ethic backed by over 10 years of teamwork and leadership experience. Apply Homeland Security standards to defend against intrusion.
<b>Analyzer</b>	Naturally wired to break complex systems into smaller parts to better understand how to fix it. Adapt to new technologies and learn quickly.

## TECHNICAL PROFILE

**Programs** – Install, configure, and manage Check Point Security solutions.

**Software** – MS Project, MS Visio, Acrobat, MS Office, VMware®, Windows PowerShell Console and Windows PowerShell Integrated Scripting Environment.

**Certifications** – Google IT Support Certificate. Checkpoint CCSA certification.

**Skills** – Data extraction, recovery, and analysis. Implement three phases of network security: planning, building and managing network security policies. Employ security strategies to websites. Deploy virtual machines, perform live migrations, and implement full virtualization hypervisors. Deploy and manage applications across a global network of managed data centers. Proficient in key components of networking to ensure connectivity of IoT devices to the Internet.

**IT Cybersecurity Capstone/Project** – ABC Small-town Company, Fond du Lac, Wisconsin | 2021

- Worked with customer to incorporate new software throughout business.
- Changed individual access status to reflect new software and employee job responsibility changes.

## EDUCATION / TRAINING

**Associate of Applied Science Degree – Information Technology – Cybersecurity Specialist** | 2021  
Moraine Park Technical College, Fond du Lac, Wisconsin

**Advanced Leadership and Management Development Course** | 2019  
Fort McCoy, Wisconsin

## EXPERIENCE

**Mid-States Aluminum Corp.**, Fond du Lac, Wisconsin | 2018–Present

*Machine Operator* —

Load parts into CNC machine. Troubleshoot equipment challenges to keep line operational.

- Part of team that helped to reach company record sales in 2020.

**United States Army**, Various Locations | 2007–2020

*Storage and Distribution Manager* —

Planned, directed, and coordinated distribution operations for company of 100-150 individuals.

- Developed standards and emergency operating procedures manual to maintain quality and security.
- Provided exceptional customer service earning 97% satisfaction rate over the past 10 years.

# NANCY NURSE

999 Address Avenue | West Bend, WI 53090 | (262) 999-9999 | nnurse@gmail.com | www.linkedin.com/in/nancynurse

## PROFESSIONAL SUMMARY

Nursing student with over five years of healthcare experience in hospital and clinic settings. Ability to remain calm in high stress situations. Strong desire to make a difference providing compassionate care to patients.

Delegation and Prioritization  
Critical Thinking Skills  
Medication Administration  
Patient Assessments  
Patient Education  
Wound Care

## EDUCATION

<b>Associate of Applied Science–Nursing</b>	Anticipated May 2021
<b>Certificate–Practical Nursing</b>	May 2016
<b>Technical Diploma–Nursing Assistant</b>	May 2010
Moraine Park Technical College   West Bend, WI	
<ul style="list-style-type: none"><li>GPA 3.95/4.0</li><li>High Honors</li></ul>	<ul style="list-style-type: none"><li>Student Nursing Association, Member</li><li>Dean’s List</li></ul>

## CERTIFICATIONS

Licensed Practical Nurse   State of Wisconsin	June 2016
CPR	Expires in 2022

## CLINICAL EXPERIENCE

Med Surge   Froedtert St. Joseph’s Hospital   West Bend, WI (Preceptorship)	March–May 2020
Med Surge   Community Memorial Hospital   Menomonee Falls, WI	January–March 2020
OB   Froedtert St. Joseph’s Hospital   West Bend, WI	October–December 2019
Ortho   Froedtert St. Joseph’s Hospital   West Bend, WI	January–May 2019

## WORK EXPERIENCE

### Nurse Extern

Community Memorial Hospital   Menomonee Falls, WI	July 2019–Present
<ul style="list-style-type: none"><li>Provide emotional support to patients and family members.</li><li>Educate patients on home care procedures.</li><li>Received recognition by nursing staff and doctors for ability to work well as a team and for providing compassionate patient care.</li></ul>	

### CNA




Froedtert St. Joseph’s Hospital   West Bend, WI	October 2014–May 2019
Cedar Community   West Bend, WI	June 2010–October 2014
<ul style="list-style-type: none"><li>Assisted patients with ADL’s.</li><li>Checked vitals and obtained patient information.</li></ul>	

## VOLUNTEER EXPERIENCE

Ruby’s Pantry   West Bend, WI	September 2018–Present
Karl’s Place   West Bend, WI	December 2018–May 2019

# SALLY SNAPCHAT

Social Media Professional

-  265 Main Street | Campbellsport, WI 53090
-  ssnapchat@gmail.com
-  920.999.9999
-  [Linkedin.com/in/sallysnapchat](https://www.linkedin.com/in/sallysnapchat)

## SUMMARY

Resourceful and creative marketing/social media student with over three years of photography experience.

## TECHNOLOGY SKILLS

SOCIAL MEDIA CONTENT CREATION

SAVVY WITH TECHNOLOGY

~ADOBE SUITE, MS SUITE, CANVA

PROFICIENT WITH SOCIAL MEDIA

~INSTAGRAM, SNAPCHAT, FACEBOOK

WEB DESIGN

## SOFT SKILLS

STRONG CUSTOMER RELATIONS

POSITIVE ATTITUDE

STRONG WORK ETHIC

FLEXIBLE

## EDUCATION

**AAS, MARKETING AND SOCIAL MEDIA MANAGEMENT** Anticipated 2021  
Moraine Park Technical College | Fond du Lac, WI

- GPA 4.0/4.0
- Dean's List
- Student Senate Member

## EXPERIENCE

**MARKETING INTERN** 2020–Present  
Preferred Realtor | Fond du Lac, WI

- Stage homes for sale
- Shoot and apply Photoshop techniques to high resolution property listing photos
- Create mock up marketing materials for social media and print advertising
- Assist receptionist with responding to phone/emails and schedule showings
- Earned Best in Photography Award in 2020

**FREELANCE PHOTOGRAPHER** 2017–Present  
Self-employed | Campbellsport, WI

- Provide high quality photography services to clients specializing in senior portraits, engagements, and families
- Earned 100% positive feedback from satisfied customers
- Built personal website and multiple websites for clients

**SERVER** 2016–2018  
Brickplace | Fond du Lac, WI

- Served food and drinks to customers
- Assisted with bartending and catering to large groups
- Earned multiple 10/10 service awards for providing exceptional customer service

## VOLUNTEER EXPERIENCE

YMCA | Fond du Lac, WI 2019–Present

Solutions Center | Fond du Lac, WI 2019–2020

Fond du Lac Association of Commerce | Fond du Lac, WI 2018–2019

# COVER LETTERS

## THE “NEW” COVER LETTER

Cover letters are a unique way you can create an image of yourself.

Cover letters highlight:

- The value, qualifications, and strengths you bring to the targeted or specific position.
- Your most distinguishing achievements as they relate to the organizations’ needs.
- Your confidence, personality, and call to action – request to meet with hiring manager.

## COVER LETTER WRITING GUIDELINES

### Format

- Include: Your header (same format used on your resume), Date, Person, Company Address, and Dear . . . (see sample format on next page)
- Complimentary close (Sincerely, Regards, etc.),  
Your typed name.

### Content - “Pitch” Personal Brand

- Use Career Assessment results.
- Skills Match Activity on page 11.
- Employer focused (minimal “I” statements).

### Design

Email – read on one screen (easy to read – more hiring managers viewing from mobile device)

Traditional mail – space out more but same length.

### Target

- 130 words total.
- Sentences less than 20 words.
- Tell your story.

## BE BRIEF (SHORT FORM)

### First Paragraph

- Grab attention. – Begin with a quote, aspiration, statement, or personal experience.
- Why you? – Bottom-line benefit to hiring you. What is the employers’ return on their investment in you?

### Second Paragraph

- Prove it. – Identify key accomplishments, use numbers (#’s) to prove your value.
- Personalize – who are you? – describe what type of person they will experience; fun, energetic, driven, etc.

### Third Paragraph

- Call to action. – May we talk? Let’s speak more. . . ., I look forward to meeting soon, I’d love to meet and discuss. . .

## COVER LETTER REVIEW CHECKLIST

Use this checklist when proofreading your cover letter.

<b>CUSTOMIZATION</b>	<b>CHECK</b>
Cover letter is customized to a specific position and uses key words from job posting or industry / profession.	
Cover letter includes the current date.	
Cover letter is addressed to a specific person (first and last name) including the company name and mailing address.	

<b>CONTENT</b>	<b>CHECK</b>
Cover letter describes the purpose for writing the letter including the specific position you are applying for and how you found out about the position (first paragraph).	
Cover letter summarizes your qualifications for the position including skills, experience and accomplishments (middle paragraph).	
Cover letter requests a meeting or personal interview and specifies how to reach you (closing paragraph).	
Cover letter describes why you are interested the employer, focuses on the employer needs and the benefits you bring to the position.	
Cover letter mentions what you enclosed for the employer to review.	

<b>FORMAT</b>	<b>CHECK</b>
Cover letter heading (address, phone number and email address) matches the résumé.	
Cover letter font style matches the resume.	
Cover letter models a business letter format.	
Cover letter is single spaced.	
Cover letter uses a minimum of personal pronouns (use of "I").	
Cover letter is signed in black ink (below complementary close and above typed name).	
Cover letter is error-free ( <b>no</b> spelling, grammar or punctuation errors).	
Cover letter is concise (limited to 1 page).	



# TAYLOR OSGOOD

US ARMY VETERAN | DEPENDABLE | ANALYZER

*Seeking position as...*

**\*IT Security Analyst\***

5555 Parkview Road ~ Fond du Lac, WI 54937  
(920) 223-3223 ~ [taylorosgood@gmail.com](mailto:taylorosgood@gmail.com)  
<http://www.linkedin.com/in/taylorosgood>

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August 15, 2020

Ms. Elizabeth Taylor, Human Resources Department  
Duluth Trading Company  
123 Trading Way  
Mount Horeb, WI 53572

Re: **Security Engineer II**

Dear Ms. Taylor:

Would you like to have the peace of mind knowing you have the most up-to-date security professional in your corner? I have just completed a Cyber Security Associate Degree utilizing the most current technologies on the market.

As an intern at ABC Small-town Company, I utilized my exceptional communication skills to work directly with customer application, network, and cloud security inquiries. My previous experience as a manager in the military included leading internal/external audits including compliance.

Although I could be described as a computer geek, I live life to the fullest with humor and integrity. By the way . . . love your "Buck Naked™ Underwear."

You have nothing to lose and all to gain by giving me a call. Shall we talk?

Sincerely,

*Taylor Osgood*

Taylor Osgood

# JASON E. BAUMANN

N4587 Danny Lane • Fond du Lac, WI 54937 • 920.924.5687 • jbaumann3@gmail.com

February 15, 2021

Ms. Julie Gallagher  
Alliant Energy  
1919 Alliant Energy Center  
Madison, WI 53713

Dear Ms. Gallagher:

As a student in the Electrical Distribution Program at Moraine Park Technical College, I have had the opportunity to learn about your organization and strong Lineman Apprentice program. As such, I was excited to learn of your opening, posted on the Alliant Energy website for an Apprentice Lineman. My work experience and the training I am receiving through school have equipped me to be well qualified for this position.

Through my training at Moraine Park I have gained valuable knowledge and understanding of electrical theory and power line equipment. I have had the opportunity to become comfortable with operating line trucks and other related tools and machinery. In addition, I have strong pole climbing skills as well as experience performing maintenance and repairs from a bucket truck.

My work experience has allowed me to develop valuable leadership skills and a strong mechanical aptitude. As a Construction Laborer with CD Smith, I have had the opportunity to travel throughout the state as part of numerous construction crews. I regularly assume responsibility as crew leader which involves assigning and monitoring tasks to ensure jobs are completed on time and in a quality manner. I am comfortable delegating work and encouraging the crew to stay on task. As well, I have developed invaluable customer service skills through my experiences at Waupun Equipment Company. When working with customers I take the time to listen and understand their needs. I communicate in an easy to understand manner and address customer concerns with professionalism and a calm demeanor. I take pride in creating satisfied customers.

My knowledge of power distribution and an excellent work ethic would make me a valuable employee. I would be thrilled for the opportunity to continue learning as an Apprentice Lineman with Alliant Energy. After your consideration of my enclosed résumé I would welcome the chance to interview for this position. I can be reached at 920.924.5687 or jbaumann3@gmail.com. Thank you for your time and consideration.





Sincerely,

*Jason Baumann*

Jason Baumann

# SALLY SNAPCHAT

Social Media Professional

-  265 Main Street | Campbellsport, WI 53090
-  ssnapchat@gmail.com
-  920.999.9999
-  [Linkedin.com/in/sallysnapchat](https://www.linkedin.com/in/sallysnapchat)

May 5, 2021

Ms. Samantha Brown  
Creative Cloud Company  
123 Main Street  
Fond du Lac, WI 54937

Dear Ms. Brown:

Are you looking for an artistic and creative professional with an eye for design and passion for the ever-changing social media world? Look no further! As I read your posting on Handshake for a Social Media Design Specialist, I was amazed at how closely my background and skills matched the skills you are seeking.

My resume is enclosed for your review.

## YOUR REQUIREMENTS

- Associate degree or Certification in Web Development, Marketing, or equivalent
- Adobe Creative Cloud with an emphasis on Photoshop
- Experience with photography, image, and graphic editing

## MY QUALIFICATIONS

- Social Media Management Associate Degree from Moraine Park Technical College in Fond du Lac, WI
- Proficient using Adobe Suite (Photoshop, Illustrator and InDesign). Also savvy with technology and social media platforms (Instagram, Snapchat, and Facebook).
- Over four years of photography and image editing, and web design experience.

I would be grateful for the opportunity to meet with you to discuss your needs and my qualifications in more detail. Thank you for your consideration.

Sincerely,

*Sally Snapchat*

Sally Snapchat

# INTERVIEWS

Congratulations! Your résumé and cover letter secured you an interview! Now it is time to shine in your interview.

The more you prepare for your job interview, the more confident you will appear to the prospective employer. The following steps will help you prepare for the interview. When it comes to interviews, the most common advice is to be honest and be yourself.

## **STEP 1: RESEARCH THE COMPANY**

Research the company and review the job description before the interview. Revisit the information you collected and prepared in the Skills Match Activity (page 11). Learn as much as you can about the company so you can demonstrate how you meet the employer’s needs. Interviewers will look more favorably on a candidate who has made the effort to research the company and the position.

## **STEP 2: DEVELOP PROVE IT STATEMENTS**

Throughout your interview you will want to focus on your skills that match the employer’s needs / qualifications. The time you spend preparing “Prove-it” statements will assist you in developing strong interview responses that will help land you the job.

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*“People hire people they like, so your job in an interview is to build rapport and change the interview format into more of a conversation.”*

*Source – Careerealism*

---

### **A. List 10 strengths that describe you well in relation to the job for which you are interviewing.**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

### **B. For each strength, develop a “Prove-It” statement:**

- Provide a “good story” that shows you managing a customer conflict, solving a problem, putting forth more effort than required, etc.
- Quantify it: provide volume, amount, etc.; “Deposited more than \$25,000 nightly.”
- Provide results: as a result, did you increase productivity, reduce turnover, what?
- Always link it up: tell the employer that you’ll display this trait at their place too.

### **C. Review your “Prove-It” statements before every interview.**

### I Can “Prove-It” Samples:

<b>Strength</b>	<b>“Prove-It” Statement</b>
<b>I am organized.</b>	For example, at my last job, the department was really unorganized. I suggested we develop a new file system and workflow pattern, which eliminated three steps in record processing and increased our efficiency.
<b>I am flexible and quick to learn.</b>	At my last employer we experienced a major reorganization due to decreased sales. I assumed some of the duties that were done in a department that was eliminated and helped develop a manual that explained our new focus to others in my department.

<b>Strength</b>	<b>“Prove-It” Statement</b>

## **STEP 3: PRACTICE, PRACTICE, PRACTICE!**

An important step in your interview preparation is practicing interview questions. This will build confidence and allow you to be more relaxed during your interview.

1. Practice answering interview questions out loud in front of a mirror or with family and friends.
2. Practice modeling good nonverbal communication skills.
3. Practice answering common interview questions.
4. Record yourself and take note of your body language and mannerisms. The Career Centers have a web-based mock interview platform to enhance your interviewing skills. Stop by one of the Career Centers to get started using [Interview Stream](#).
5. Ask a Careers Instructor for help and request a mock interview.
6. Continue practicing until you feel confident and prepared.

### **Typical Interview Questions**

Take the time to consider these questions.

Note: Additional questions are found in the Interview Worksheet (page 37).

- Tell me about yourself.
- What are your greatest strengths?
- What are your weaknesses?
- Where do you hope to be in five years?
- How much do you expect to get paid?
- Why did you leave your last job?
- What did you dislike about your last employer?
- Why should we hire you?

Over the years, these key questions have not really changed. Employers hire a person, not a skill set. They want to learn about you to evaluate how you will fit into their organization.

## **Behavior-Based Questions**

Behavioral questions are questions in which you are asked to describe specific situations when you have demonstrated a skill critical for success in the position you are seeking. Honesty and preparation are crucial.

What you have done in the past is a predictor of what you will do in the future. Prospective employers want to know how you handled yourself in various situations. Be prepared to explain what you did in a variety of situations. Share stories with positive outcomes.

When answering Behavior-based questions, keep the **“STAR” (Situation, Task, Action, Result) method** in mind:

**S/T** - First, describe the **Situation** or **Task** at hand. Use a specific example. You are being asked how you handled a situation in the past. What was the situation or task at hand?

**A** - Relate the **Action** you took as a result of the situation or problem. Focus on the role you played.

**R** - Finally, talk about the outcome or **Result** of your action. Back up your result with quantifiable information such as statistics and examples.

Concentrate on developing complete STAR answers with a beginning, middle and end.

- Analyze the skills required for the job you are interviewing for using the job description and the Skills Match Activity (page 11). Identify examples from your past experience where you demonstrated those skills. “Tell a story” about your use of particular skills or knowledge.
- Be prepared to provide examples of when results did not turn out as you planned. What would you have done differently?
- Before starting the interview process, identify two to three of your top selling points and determine how you will convey these points (with demonstrated STAR stories) during the interview.

Review the list of behavior-based questions found in the Interview Worksheet (page 39).

## Questions for the Interviewer

Most interviews will end with the opportunity for you to ask questions of the interviewer(s). Always have questions prepared. Remember: Interviewing is a two-way street. You want to know if this will be a satisfactory move for you, just as the company hopes to determine if you are a good match for them. What do you really want to know about this position/company? ASK NOW!!!

- How would you describe a typical workday?
- Which job qualifications do you consider most important?
- How did this position become vacant?
- Could you describe your management style?
- What is your view of the company's outlook?
- What types of educational opportunities do you make available to employees?
- What are the opportunities for advancement or progression?
- Describe the day-to-day stressors I would face in this position. What are your short, medium and long-term goals?
- How would you describe the culture?
- How will I be evaluated or measured?
- When do you plan to make a decision about this position?
- What is the best part about working here for you?

---

### AS EASY AS 1...2...3

1. Can you do the job?  
(skills/qualifications)
  2. Will you do the job? (motivation)
  3. How will you get along with others? (interpersonal)
- 

## Illegal Questions

Federal and state laws prohibit prospective employers from asking certain questions that are not related to the job for which they are hiring. Questions should be job-related and not used to find out personal information. In general, employers should not be asking about your age, race, gender, religion, marital status, disabilities, ethnic background, country of origin or sexual preferences.

Many of the illegal questions that interviewers ask are unintentional -- in fact, if you tactfully point out the question is illegal, the interviewer will likely realize his or her mistake and immediately retract the question.

The challenge for you is to figure out what to say while you're sitting in that chair faced with an illegal question. You have three basic options:

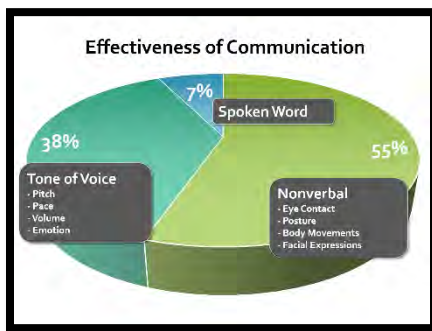
1. Answer the question. If you don't mind providing the information and you don't want to make waves, you can respond to the question and move on to the next one.
2. Don't answer the question but answer the "intent" behind the question. This is usually the best option, since it allows you to provide a tactful answer without sacrificing your rights. To answer the intent behind the question, try to figure out what the interviewer REALLY wants to know. For example, if you are asked whether you are a United States citizen (not legal to ask), reply that you are authorized to work in the U.S., which is a question the employer can ask and which is appropriate to answer.
3. Refuse to answer the question. Inform the interviewer that the question does not seem to be legal or relevant to the specific requirements of the job. Be forewarned, though, that such a direct response should really be saved for questions that are offensive or deeply troubling.

## **STEP 4: THINK ABOUT YOUR NONVERBAL COMMUNICATION**

**Nonverbal Communication** is communication without the use of spoken word. It can be intentional or unintentional.

**Nonverbal Communication includes:**

- eye contact
- facial expressions
- voice
- body movements
- posture



In some studies, nonverbal communication has been shown to carry between 65% and 93% more impact than the actual words spoken. Nonverbal communication can affirm or contradict the words actually being spoken.

- Communication can be hindered when nonverbal cues contradict what's being said.
- When verbal and nonverbal communication messages act in concert, information is communicated more effectively.

### **Eye Contact**

- Eye contact is your primary tool for establishing nonverbal connections with others.
- Effective eye contact conveys your level of interest and warmth.

### **Facial Expressions**

- A key reason we trust facial expressions is that most of them are automatic and involuntary.
- Smiling is one of our most important facial expressions. Smiling conveys thumbs up, suggests good will, and signals that you are pleasant to work with.

### **Voice**

- The tone, pausing, pitch, pace, volume, and emotion of your voice can either reinforce or contradict your verbal message. It conveys emotional meaning, attitude and impact.
- The best way to demonstrate confidence -- a hugely important employment factor -- is to project your voice strongly.

### **Body Movements**

- Hand gestures
- Nodding
- Respect physical space

### **Posture**

- One of the first key things people notice is how you carry and present yourself.
- Command respect by standing tall and claiming the space to which you are entitled. Plant your feet about six to eight inches apart with one slightly in front of the others.

---

**FACT: In a survey of over 2000 bosses, 33% claim that they know within the first 90 seconds of an interview whether they will hire someone. Effective nonverbal communication is a critical part of the interview!!**

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### **DURING THE INTERVIEW**

- Sit up and straight during the interview, don't fidget.
- Relax and lean forward a little towards the interviewer so you appear interested and engaged.
- Don't lean back; you will look too casual and relaxed.
- Keep your feet on the floor and your back against the lower back of the chair.
- Keep hands in lap, on the arm of the chair or folded on table.



# Dressing for success

## What to wear for your interview



Your appearance should be neat and clean, pressed and polished.

**Business environments** - wear a suit or dress pants and a nice shirt or blouse.

**Technical or casual environments** - wear dress pants or khakis with a nice shirt or blouse.

Make sure your hair is clean, neat and professionally styled.

Apparel should be clean, neatly pressed, fit well and remain in place when sitting and/or walking. Stay clear of revealing clothing.

Take a shower, use deodorant and brush your teeth prior to the interview.

Only wear subtle perfume, cologne or aftershave. Your scent should leave the room when you do.

Trim your nails. Women - use clear or neutral polish or leave unpolished.

Cover visible tattoos.

Remove facial and body piercings other than single ear jewelry.

Test-drive your interview wear. You want to feel comfortable during your interview.

Have a back-up outfit planned for a second interview.



## **INTERVIEW DO'S AND DON'T'S**

Your actions, words and attitudes often influence the way other people think about you. What you do or don't do in the interview can make the difference in getting the job.

### **DO:**

- Be professional!
- Get a good night's sleep the night before so you will be mentally alert for the interview.
- Bring an extra résumé, list of references, small notebook and pen.
- Rinse your hands under warm water and dry them thoroughly right before the interview to avoid the "clammy" handshake.
- Leave your cell phone in your car or turn it off.
- Arrive 10 to 15 minutes early to use the restroom, find offices, allow for any unexpected traffic problems, and to RELAX!
- Treat all secretaries and receptionists politely—they are important allies.
- Express enthusiasm. Smile and offer a firm handshake upon meeting the interviewer or other staff; speak clearly and directly and vary the tone of your voice. Be positive!
- Remember and correctly pronounce the names of the people you meet.
- Sit up straight, maintain good eye contact and lean slightly forward in your chair. Show a sincere and polite interest in the job as well as in the interviewer.
- Answer interview questions completely.
- Listen to the interviewer. This will avoid asking questions that have already been covered. Also, take the time to clarify any questions you are asked that you don't understand.
- Sell your qualifications rather than your need for a job.
- Use "please" and "thank you" when appropriate. This courtesy should also be extended to everyone in your job search.
- Indicate your interest in the job by saying, "I am very interested in this position because..."
- Thank the interviewer(s) when the interview is done.

### **DON'T:**

- Bring Relatives, friends or children.
- Ask questions about pay and benefits.
- Act as if you have to get this job.
- Talk negatively about your previous co-worker or supervisor in the interview.
- Interrupt. If you have questions or need clarification, wait for a logical break in the conversation to speak.
- Bring up personal matters (personal problems, financial matters, health issues). Instead, focus on your qualifications for the job.
- Criticize former employers and co-workers.
- Give petty excuses such as: "The work was too hard." "My coworkers were not nice."
- Lose sight of the effect you are having on the interviewer.
- Chew gum, play with your hair or constantly adjust your clothes. These things are distracting.
- Read any papers or handle any item on the interviewer's desk.
- Bring anything bulky to the interview: books, shopping bags or overly large briefcase.
- Do not bring your coffee or drink into the interview.

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### **THINGS TO BRING TO THE INTERVIEW**

- Extra copies of your résumé printed on quality résumé paper
  - List of references
  - Questions to ask the interviewer(s)
  - Pen and notepad in a nice portfolio
-

## INTERVIEW QUESTIONS WORKSHEET

### General interview questions about you and what you offer the company

- 1. Tell me about yourself.** The interviewer is asking you to explain the main skills or knowledge that you offer the company. He or she is not asking for your life's story or details about your private life. Think of three to five things to mention related to the job for which you are interviewing.
- 2. What do you know about our company?** The interviewer wants to know if you did any research on the company, including its history, culture, products and any recent (positive) news. If you haven't learned anything about the company before your interview, the interviewer is going to think that you really don't care about working there. What have you learned about the company that you'd like to mention?
- 3. Why do you want to work for this company?** A related question is "What do you hope to gain from this work experience and why?" The interviewer wants to know what was appealing to you about the company and/or the job. This relates to the research you've done on the company.
- 4. What are your strengths?** Related questions are "Tell me something you are extremely good at and why." and "What accomplishments are you most proud of?" The interviewer wants to know what makes you unique. What can you do that other people can't? Or can you do something better than other people can? What strengths will you mention? Why?
- 5. What are your weaknesses?** A related question is "Name something about yourself that you can improve on and how you would do it." This is a hard question, although interviewers like asking it to see what you'll say. Be ready for it by thinking of two examples of weaknesses (not character flaws) and share what you are doing to improve on these weaknesses.

6. **Why did you leave your last job?** Related questions are “Are you eligible for rehire?” and “Will your former employer give you a good reference?” The interviewer wants to know why you are looking to change jobs and/or whether you and your previous employer parted on good terms. When you answer this type of question, always try to stay positive about your current or former employer. If you had a conflict with your supervisor, you could say that there were differences in personality or philosophy between you and your supervisor. If you are asked about something you don’t like in your current or previous position, choose one job duty you don’t like and briefly and honestly explain why. If you were fired from a job and you are asked about it, tell the truth but be brief.
  
7. **What do you expect as a starting salary?** A related question is “How much money would you like to earn?” The interviewer wants to see if you’ll eliminate yourself from the running by overpricing yourself, or if you’ll work for a very low salary. Do not mention a salary! You may turn the question back to the interviewer by asking what salary they had in mind for the position.
  
8. **Why should I hire you?** The interviewer wants to know why you are a better fit for the position than the other applicants.
  
9. **Tell me about your education and training background.** The interviewer is asking whether you have the education and training that the job requires.
  
10. **Do you plan on continuing your education?** The employer may be asking this to see if you are planning to go back to school at some point, if you are open to more training or education or even to see your feelings about school.

11. **What's your formula, method or philosophy for getting along successfully with other people?** The interviewer wants to know how you handle conflict. Think about a situation in which you've been in conflict with a co-worker or classmate and how you resolved the problem in a positive way.
  
12. **In your past jobs, was there a co-worker you really didn't like and why?** A related question is "Give me an example of how you handled a conflict between you and a teacher or co-worker." This question is an insight into your personality for the interviewer, and not a way for you to get back at a teacher or co-worker. Handle this question very carefully and avoid naming the teacher or co-worker.
  
13. **What are your long-term career plans (five years or more from now)?** A related question is "What are your top five goals for the next two to three years?" The interviewer may ask this question to see whether you're thinking about staying in your current line of work, or to see if you're interested in pursuing additional training in your field. The employer may ask this to see if you plan to leave them for other opportunities.
  
14. **What do you enjoy doing in your spare time?** The interviewer wants to get a more rounded picture of you as a person. What hobbies or leisure activities will you mention?
  
15. **Describe the system you use for keeping track of multiple projects.** How do you track your progress so that you can meet deadlines? (commitment to task)
  
16. **What, in your opinion, are the key ingredients in building and maintaining successful business relationships?** Give examples of how you've made these work for you. (relationship building)

## Behavior-Based Questions

Following are some typical behavior-based questions that interviewers often ask. The job competencies they're designed to measure are in parentheses. Use **STAR** (page 33) to structure your responses.

1. **Provide a specific example of a time when a coworker or classmate criticized your work in front of others.** How did you respond? How has that event shaped the way you communicate with others? (communication)

**S / T (Situation or Task) –**

**A (Action you took) –**

**R (Result) –**

2. **Describe a time when you got coworkers or classmates who dislike each other to work together.** How did you accomplish this? What was the outcome? (teamwork)

**S / T (Situation or Task) –**

**A (Action you took) –**

**R (Result) –**

3. **Tell me about a time when you dealt with an upset customer.** How did you approach the problem? What was the outcome? (customer service, problem solving)

**S / T (Situation or Task) –**

**A (Action you took) –**

**R (Result) –**

## **FOLLOWING UP AFTER THE INTERVIEW**

Now that your interview is over, you can relax and wait for the answer. **WRONG!** No interview is over until you have sent thank you notes to all who interviewed you. You should also notify your references that they may soon be getting a telephone call from your prospective employer. Be sure to coach them on what you would like them to emphasize.

Sending a thank you note is your opportunity to make one more impression before the decision is made. Send a thank you note even if you are turned down for the job. Let the employer know that you appreciate their consideration and you would be interested in future opportunities.

- Write a thank you letter or note no later than 24 hours after the interview, even if things didn't go well.
- Thank you letters can be in business letter format (page 41), hand written or emailed.
- Be brief and to the point. Note the job you interviewed for and also list the date of your interview.
- Always send a written thank you letter to a person by name and title.
- If there are multiple people, such as a panel interview, send a separate thank you to each person or send a single thank you to a key person for distribution. When sending more than one thank you letter, it is most effective to vary each letter.
- When thanking a potential employer, restate your interest in the position and the employer.
- The thank you letter is an opportunity to again sell your qualifications. Briefly include any pertinent information you failed to mention earlier. Be sure to reemphasize your most important qualifications and skills for the job.



## **EVALUATING THE EMPLOYMENT OFFER**

When making the decision to accept a job offer, make a list consider all the features that are important to you in your job: the organization's reputation/prestige, the training program, the salary, the benefits, location of job, opportunity for advancement, work environment, opportunity for free time (evenings and weekends), opportunity for travel, colleagues with whom you'll be working and so forth.

### **What Matters Most?**

After you have all the features on your list, rank them in order of their priority to you. For example, type of work may be most important to you, followed by salary and then benefits.

### **Weigh Your Options Carefully**




In the final analysis, remember to weigh carefully what is most important to you. You need to be sure that your job will be a good experience for you and will allow you to achieve your goals.

Keep in mind that while you want to make the best possible decision at this time, your decision is not irrevocable. The odds are great that you will not remain with your first employer for your entire career. As you progress in your career, you will continue to learn which features are of highest value for you (your values will probably change with time) and how to find the best opportunity to have these values met.

**YOU'RE  
HIRED!**

# SALLY SNAPCHAT

Social Media Professional

 265 Main Street | Campbellsport, WI 53090  
 ssnapchat@gmail.com  
 920.999.9999  
 [Linkedin.com/in/sallysnapchat](https://www.linkedin.com/in/sallysnapchat)

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May 31, 2021

Ms. Samantha Brown  
Creative Cloud Company  
123 Main Street  
Fond du Lac, WI 54937

Dear Ms. Brown:

Thank you for the opportunity to discuss the Social Media Design Specialist position. Our conversation gave me a better understanding of your organization and the requirements of the job. The additional information from Max and Katherine was helpful in gaining a better perspective of the position.

My strong technology and social media marketing skills will definitely make a contribution to your company. I am proficient in all the computer software packages you use and possess the customer service experience you want.

I enjoyed meeting the office staff and touring the facility. Creative Cloud is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. It would be a privilege to join your team. I will contact you next week to inquire about the hiring decision.

Again, thank you for your time and consideration.

Sincerely,

*Sally Snapchat*

Sally Snapchat



# ON THE JOB SUCCESS

## REGULARLY SELF-ASSESS YOUR WORK PERFORMANCE

Set yourself up for success! It is a good practice to evaluate your performance annually. Are you providing the level of performance required for your position? Do you demonstrate the top 10 essential skills employers want (page 3).

Read the work characteristics that pertain to the skills below and rate yourself in each area.

4 = Outstanding, 3 = Good, 2 = Performance could use improvement, 1 = Performance demands intervention

SKILL AREA	4	3	2	1
<b>1 Problem Solving Skills</b> - Can I logically solve problems and communicate rationale and strategies to achieve a workable solution?				
<b>2 Ability to Work in a Team</b> - Do I have the skills to work cooperatively with others toward a common goal? Do I encourage others and offer assistance to others on my team?				
<b>3 Strong Work Ethic</b> - Do I do more than what is expected of me? Do I show up on time for work every day? Do I do what it takes to get the job done? Am I productive?				
<b>4 Analytical/Quantitative Skills</b> - Do I have the ability to collect and analyze information and make decisions? Do I use clear, logical steps to understand an issue from all angles before taking action? Can I explain patterns I see in data?				
<b>5 Strong Written Communication Skills</b> – Do I write in an articulate manner? Do I demonstrate mastery of grammar, spelling, punctuation, capitalization, word usage and sentence structure?				
<b>6 Leadership Skills</b> - Am I a leader? Do I have the ability to be persuasive or to influence outcomes? Do I have a vision of where I want to be and work to achieve that goal? Do I think strategically?				
<b>7 Strong Verbal Communication Skills</b> - Do I communicate with clarity and confidence to internal and external customers? Am I able to express myself clearly and succinctly? Am I comfortable talking with people in different types of settings?				
<b>8 Initiative</b> - Do I take initiative to make things better? Do I have the ability to judge what needs to be done or take action without being told by others? Am I proactive? Am I persistent in overcoming difficulties that may arise in pursuit of a goal?				
<b>9 Detail-Oriented</b> - Do I have an eye for details? Do I pay close attention to a task or job to make sure it is done properly and without any errors?				
<b>10 Technical Skills</b> - Do I have the technical skills to successfully perform my job? Do I participate in professional development opportunities to stay current in my field?				

List two areas of strength (from the list above) and give examples that support your list.

Identify one area that needs to be improved or could be enhanced. Describe how this could be achieved.

# MILITARY FRIENDLY RESOURCES

## CONNECT WITH MPTC'S VETERAN SERVICES

Contact Moraine Park Technical College's Student Veterans Specialist at (920) 924-3209 or [veterans@morainepark.edu](mailto:veterans@morainepark.edu).

Additional resources can be found at MyMPTC/Support Services/Veteran Services.

 <b>WDVA</b> <a href="http://WisVets.com">WisVets.com</a> Employment News Listings for Opportunities in Your Community	 <b>WERC</b> <a href="http://Get2WERC.com">Get2WERC.com</a> For Wisconsin Military Service Members and Their Spouses	 <b>DWD</b> <a href="http://DWD.Wisconsin.gov/veterans">DWD.Wisconsin.gov/veterans</a> Office of Veterans Services Veteran Employment Specialist
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## Wisconsin Veteran Employment Resources

 <b>WiscJobsforVets</b> <a href="http://WiscJobsforVets">WiscJobsforVets</a> <b>WiscJobs</b> <a href="http://WiscJobs.org">WiscJobs.org</a> Official State of Wisconsin Government Employment	 <b>JCW</b> <a href="http://JobCenterofWisconsin.com">JobCenterof Wisconsin.com</a> Wisconsin-Centered Employment Exchange	 <b>eBenefits</b> <a href="http://www.ebenefits.va.gov/ebenefits/jobs">http://www.ebenefits.va.gov/ebenefits/jobs</a> Help for Veterans and Transitioning Service Members	 <b>USA Jobs</b> <a href="http://USAJobs.gov">USAJobs.gov</a> For Federal Job Seekers
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