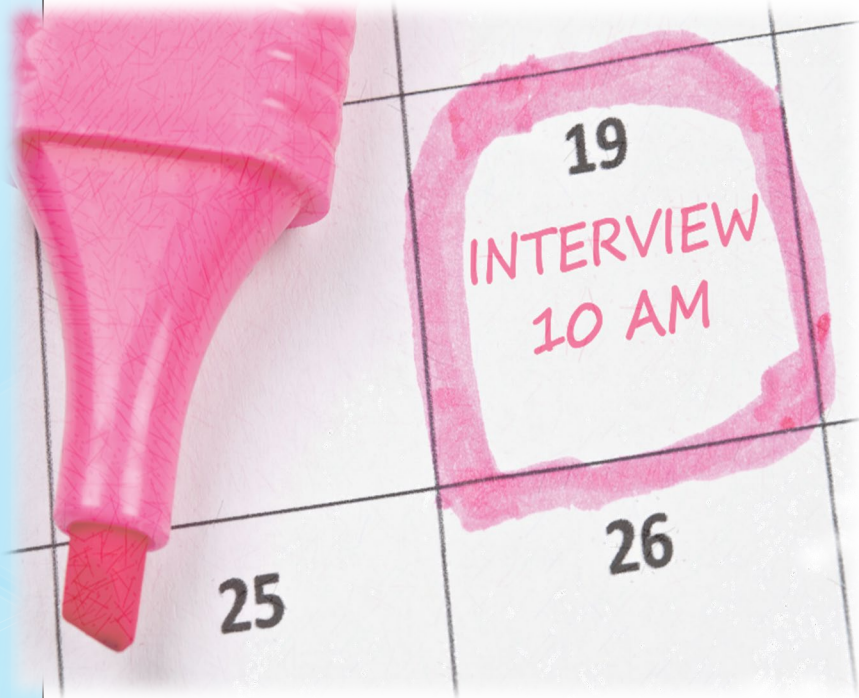


Scott MFRC Employment Assistance Program

From Job Search to Job Offer



Class Administration

M&FRC Marketing

Breaks

Smoking Areas

Cell phones

SIP

The Stats

 **BLUE STAR FAMILIES**
MILITARY FAMILY
LIFESTYLE SURVEY

MILITARY SPOUSE EMPLOYMENT

48% EMPLOYED

21% UNEMPLOYED
(ACTIVELY SEEKING WORK)

29% NOT IN THE
LABOR MARKET

79% FEEL MILITARY SPOUSE STATUS HAS A NEGATIVE
IMPACT ON ABILITY TO PURSUE A CAREER

TOP REASONS FOR NOT WORKING

51% FAMILY COMMITMENT

51% SERVICE MEMBER JOB DEMANDS

42% CHILDCARE

TOP REQUESTS TO HELP IMPROVE
MILITARY LIFESTYLE CHALLENGES
INCLUDE **CHILDCARE, HEALTHCARE,**
AND DEPLOYING LESS.

RETENTION AND RECOMMENDING SERVICE

MILITARY SPOUSES ABLE TO MAINTAIN A
CAREER ARE **36% MORE LIKELY** TO
RECOMMEND MILITARY SERVICE

CHILDCARE



83%

lack of childcare has impacted ability
to pursue employment or education

66%

are not able to find childcare that
fits their current situation

38%

spend \$500 or more per month on chil

How to Start

1. Clean up your Social Network

2. Rekindle & Grow Network



3. Make a list of your work history, volunteerism, projects, accomplishments, education, training, skills

4. Set obtainable goals



5. Continue Learning

6. Step out of your comfort zone



What Do Resumes Do?

Identify your **value** to the employer

- ➡ Highlight work accomplishments, experience, and education
- ➡ Emphasize skills that **match** job requirements

Resume purpose: to make you appear to be the ideal candidate for your dream job...it is a **marketing tool!**

1. Contact Information

Rose M. Hill

618-256-8668 * rose.hill@gmail.com

<http://www.linkedin.com/in/rosehill>

Scott Raether

123 Nashville, IL • (309) 123-1234 • scott.raether@gmail.com

(Ms.) Quinn Hill ✓

Ndege “Nick” Vernon ✓

~~sexypants@email.com~~

2. Career Summary

PURPOSE: **Catch** the reader's attention.
Entice them to continue reading.

Information Systems Security Associate

A dedicated team player pursuing a career transition into the IS industry combining by education and transferrable experience such as: accounts management, record security, auditing, and information assurance. Trained leader with outstanding interpersonal communication skills. Expert problem solver with advanced critical thinking skills.

Personnel Management
Systems Administrator
Team Building

Risk Management
Process Improvement
Resource Protection

Training and Development
Customer Service
Six Sigma White Belt

3. Professional Experience

- Chronological format
- Skill set format
- Volunteerism
- Special projects
 - Recommend bullet format
 - Putting in Months / Year
 - Highlight achievements, accomplishments, recognition, and numbers

Analyzed and streamlined existing production process resulting in 20% savings in production costs

Ranked top sales person of the year increasing product revenue 30% over last year."

4. Education & Training

- List School, Degree, Date Completed
- Add Minor if relevant
- Add Coursework if you lack job experience
- Internships and Special Projects
 - May go on top or bottom depending on experience.
 - GPA if above 3.5
 - School Recognitions
 - Specialized Training (length and date)

5. “Extras”

Technology Skills

Equipment Skills

Honors and Awards

Public Speaking

Publications

Committees and Task Forces

Professional Affiliations

Volunteerism

Languages

Arrangement - Styles

Chronological

- Begins with your most recent position and other jobs in reverse chronological order
- Most Common, widely received and trusted
- Works well for job seekers with a strong, solid work history

Functional

- Focuses on your skills and experience rather than your chronological work history
- Used most often by people changing careers or those with employment gaps
- By highlighting skills rather than history one can emphasize that he or she is qualified

Combination

- Mix between functional and chronological
- The top of the resume is a list of one's skills and qualifications. The bottom or second page is one's chronologic work history

The Resume

Scannable Type

85% of resumes are **never** seen by a HUMAN!

Most employers use software to help them to conduct an initial screening of resumes.

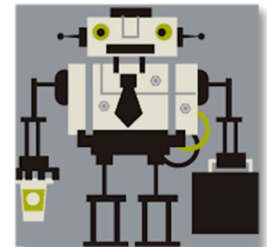
These **Applicant Tracking Systems** (ATS) screen out or reject an estimated 70% or more of the resumes submitted either because the documents don't reflect the desired qualifications or are formatted in a way that the system can't read.

“Knockout” Keywords or Answers

- Legal and Logistical – able to work in US, geographical area
- Basic Qualifications – Do you have X degree or license

Hot Match

- Analyzes and rates applicants against job descriptions
- Rates match at 50%, 75%, and 90%

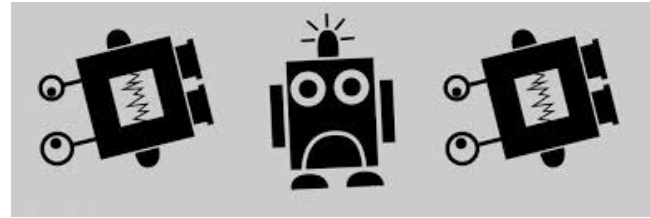


The Resume

Word it out



Beat the Bots



Job Scan

STEP 1: PASTE or **UPLOAD RESUME**

United States Air Force (1997 to Present)
FACILITY/ PROJECT MANAGEMENT

- Provided accountability for coordinating management of six related projects valued at \$250K, directed toward strategic leaderships needs and other organizational objectives.
- Assisted in facilitating a \$550K Audio visual upgrade project, ensured organization received best possible pricing; aided in determination of product use as it sourced eight different seminar rooms in a \$43M Conferencing Center.
- Guided a 30K Wireless phone connectivity project which enhanced mission support for 9K personnel increasing capabilities by 90%.

EXECUTIVE/PROGRAM MANAGEMENT

- Clarified restraints in organizational tasker account, identified and accounted for 93 unused program licenses- result was reduction of need by 31% and avoided \$75K in cost.
- Facilitated and processed 1200+ personnel reports through organizations appraisal website with an outcome of a 100% accuracy rating.
- Simplified organization scheduling process; formulated direct access to customers through website registration -- reduced scheduling requirements by 50%.

ASSISTANT INSPECTOR GENERAL

[Clear resume](#)

STEP 2: PASTE JOB DESCRIPTION

to identify successful and unsuccessful project elements.

- Develop best practices and tools for project execution and management.

Acquisition & Deployment

- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company to complete project related tasks.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.

Operational Management

- Direct and manage project development from beginning to end.
- Develop full-scale project plans and associated communications documents.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.

[Clear job description](#)

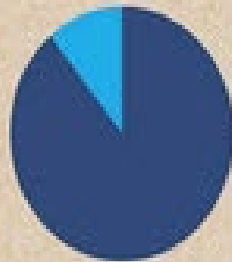
SCAN

LinkedIn



LinkedIn is the most popular professional network.

- ★ Built with recruiting in mind, LinkedIn is all about professional experience and skills – great information for recruiters, especially when you're looking for a specific skill set.
- ★ Make sure your posting has plenty of specifics so your candidates can quickly assess whether the position is a good fit.



89%
of recruiters have hired
someone through LinkedIn.



10,200,000 applicants found their
job on LinkedIn.

LinkedIn



Moving due to a permanent change of station or transitioning from the military?

- You now have access to the most powerful jobhunting tool.
- SECO and LinkedIn offer military spouses moving due to a PCS and within 6 months of separating from the military access to a one-year LI premium.

Premium Services:

1. **Profile Views** - Shows everyone that has viewed your profile in the last 90 days.
2. **InMail** – 5 InMails per month. Can be carried over.
3. **Advanced Search** – Fine tune your search for people and companies.
4. **Open Network** – Allow anyone to connect with you.
5. **Competition Level** – See where you stand before applying
6. **LI Learning** – Access to 12K courses



Users with complete profiles are 40x more likely to receive opportunities through LinkedIn than someone with an incomplete profile.

How to become an All-Star

1. Your industry and location
2. An up-to-date current position (with a description)
3. Two past positions
4. Your education
5. Your skills (minimum of 3)
6. A profile photo
7. At least 50 connections

The Best Profiles Include:

1. Professional Picture
2. A LinkedIn Banner
3. Customized URL
4. Header with Keywords
5. Summary that is catchy
6. Experience with numbers and accomplishments
7. Volunteerism
8. Skills and Endorsements
9. Recommendations
10. 200+ Connections
11. Engagement

Your Job Search



Do recruiters want quantity or quality?

Do you want to apply for job where everyone else is?

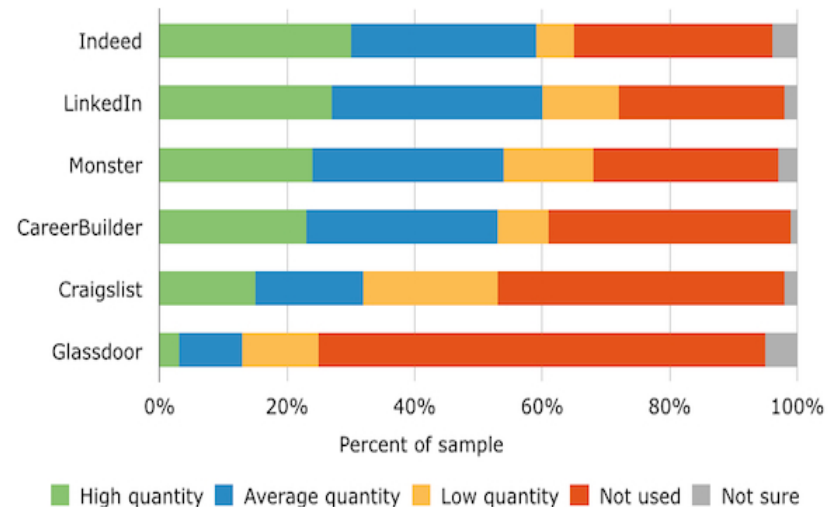
Indeed is the best place to find the most jobs. However, it is the worst place to apply for jobs.

Use it...but separate yourself from the competition

Indeed Delivers the Highest Quantity of Applicants

Another key consideration needed to determine a job board's worth: How many applicants does it deliver? When we asked recruiters to rate each job board in terms of how many candidates they received from it, Indeed came in first place, with 30 percent of recruiters saying the site delivers a "high quantity" of applicants. In second place, with 27 percent, was LinkedIn.

Quantity of Applicants



In terms of quantity, Monster was a much closer runner-up than when delivering quality candidates. Twenty-four percent of respondents said that Monster delivered a "high quantity" of candidates, compared to just 8 percent giving the job board high ratings for "high-quality" candidates.



Why does LI dominate in this category?

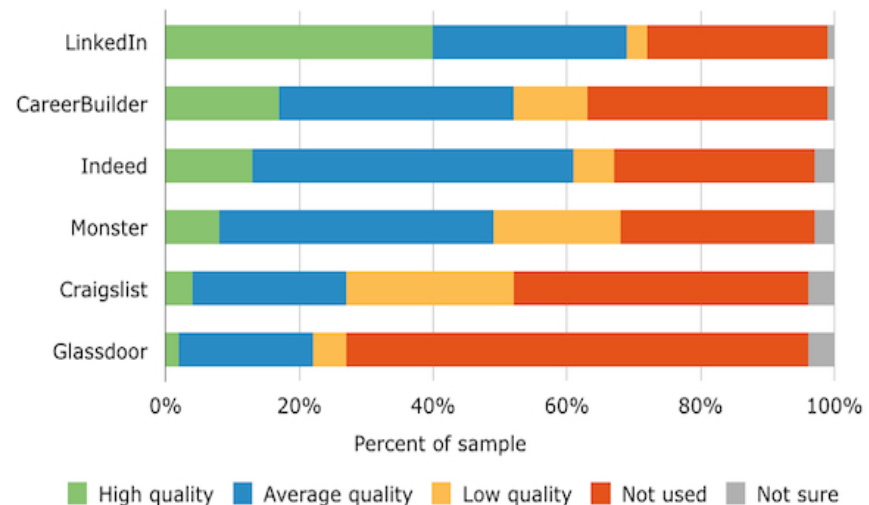
Is this where you should be performing your search?

This is where you should put your time and energy. It is where the recruiters lurk and where they are spending their money.

LinkedIn Delivers the Highest Quality of Applicants

We asked recruiters to rate the quality level of the applicants they receive through each job board. According to our survey, the majority (40 percent) of recruiters note that LinkedIn delivers "high-quality" applicants.

Quality of Applicants



The runners-up, CareerBuilder and Indeed, were described as delivering "high-quality" job candidates by only 17 and 13 percent of recruiters, respectively. On the other end of the spectrum, Monster, Craigslist and Glassdoor delivered the fewest "high-quality" candidates.

Your Job Search

Let's say you are looking for a position with a company...

✓ Greater Nashville Area, TN



Lyft Operations Center Specialist Promoted

Lyft

Nashville, TN, US

The ideal candidate is someone who is energetic, calculating and well-prepared and maintains a passion for technology and current events with the ability to juggle several, ... [app.greenhouse.io](#)



1 connection works here

PREMIUM Top 50% among applicants · +58% headcount growth over 2 years

2 weeks ago



Claims Customer Care Specialist Promoted

Lyft

Nashville, TN, US

We are looking for best in class service professionals and will provide the training needed. We're looking for someone motivated to go above and beyond for our community members... [app.greenhouse.io](#)



1 connection works here

PREMIUM +58% headcount growth over 2 years

2 weeks ago



Manager, Learning Experience & Design

Lyft

Nashville, TN, US

We are seeking a fast-learning, results-oriented, and adaptive leader to create, implement, and continuously improve the associate and partner training experience. As part of ... [app.greenhouse.io](#)

SIUE 5 alumni work here

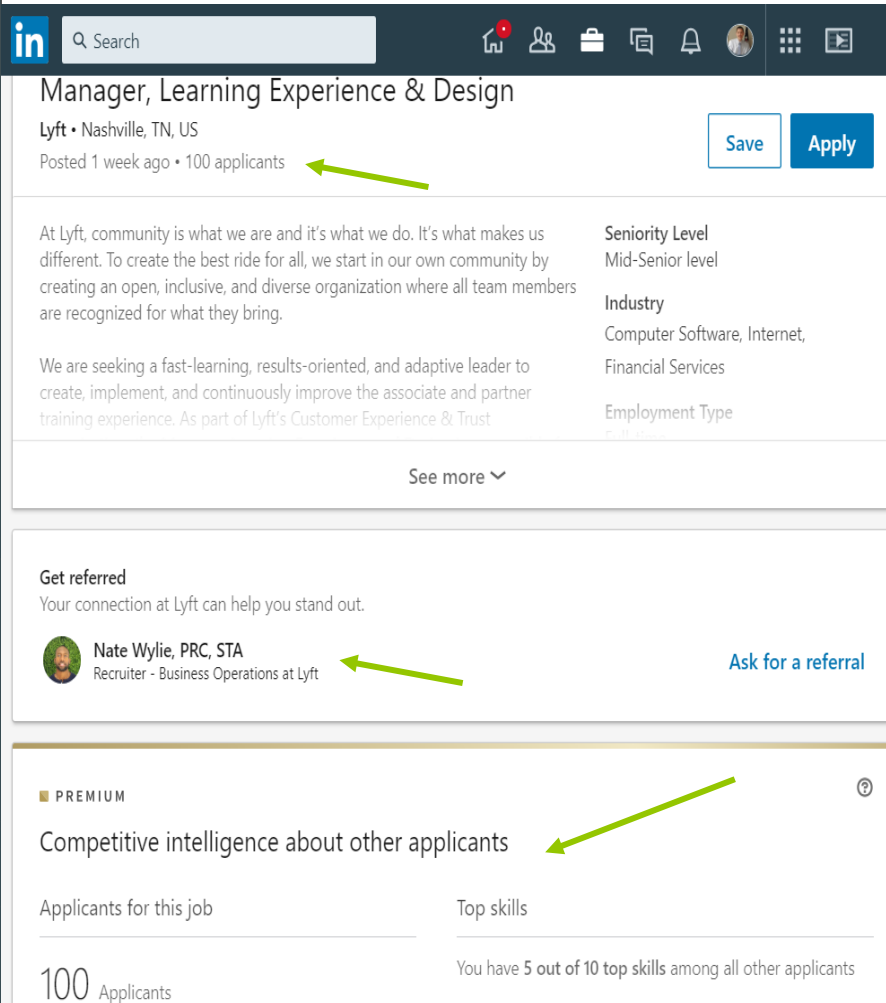
PREMIUM +58% headcount growth over 2 years

1 week ago

● Messaging

Your Job Search

Premium Account



Manager, Learning Experience & Design
Lyft • Nashville, TN, US
Posted 1 week ago • 100 applicants

At Lyft, community is what we are and it's what we do. It's what makes us different. To create the best ride for all, we start in our own community by creating an open, inclusive, and diverse organization where all team members are recognized for what they bring.

We are seeking a fast-learning, results-oriented, and adaptive leader to create, implement, and continuously improve the associate and partner training experience. As part of Lyft's Customer Experience & Trust

Seniority Level
Mid-Senior level

Industry
Computer Software, Internet, Financial Services

Employment Type
Full-time

[See more](#)

Get referred
Your connection at Lyft can help you stand out.

Nate Wylie, PRC, STA
Recruiter - Business Operations at Lyft

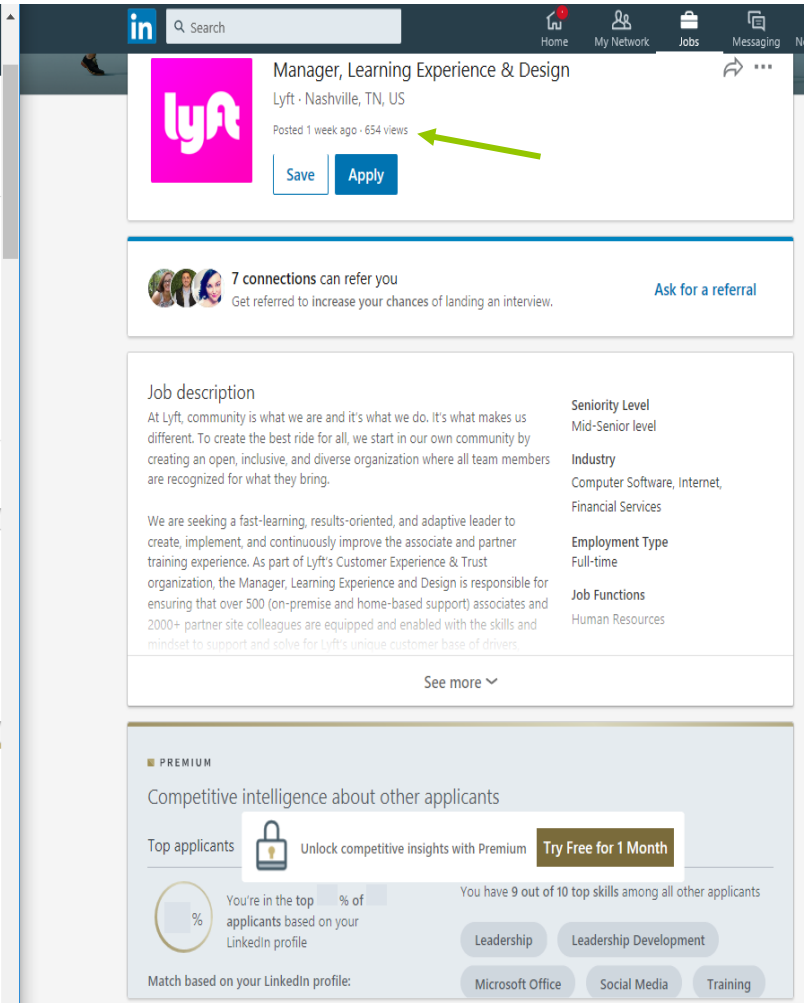
PREMIUM

Competitive intelligence about other applicants

Applicants for this job: 100 Applicants

Top skills
You have 5 out of 10 top skills among all other applicants

Standard Account



Manager, Learning Experience & Design
Lyft • Nashville, TN, US
Posted 1 week ago • 654 views

7 connections can refer you
Get referred to increase your chances of landing an interview.

Job description
At Lyft, community is what we are and it's what we do. It's what makes us different. To create the best ride for all, we start in our own community by creating an open, inclusive, and diverse organization where all team members are recognized for what they bring.

We are seeking a fast-learning, results-oriented, and adaptive leader to create, implement, and continuously improve the associate and partner training experience. As part of Lyft's Customer Experience & Trust organization, the Manager, Learning Experience and Design is responsible for ensuring that over 500 (on-premise and home-based support) associates and 2000+ partner site colleagues are equipped and enabled with the skills and mindset to support and solve for Lyft's unique customer base of drivers.

Seniority Level
Mid-Senior level

Industry
Computer Software, Internet, Financial Services

Employment Type
Full-time

Job Functions
Human Resources

PREMIUM

Competitive intelligence about other applicants

Top applicants: Unlock competitive insights with Premium. Try Free for 1 Month

You're in the top % of applicants based on your LinkedIn profile. You have 9 out of 10 top skills among all other applicants.

Match based on your LinkedIn profile: Leadership, Leadership Development, Microsoft Office, Social Media, Training

Your Job Search

Manager, Learning Experience & Design

Lyft • Nashville, TN, US

Posted 1 week ago • 100 applicants

Save

Apply

Ask for a referral



Nate Wylie, PRC, STA

Recruiter - Business Operations at Lyft
Nashville, Tennessee

Hi Nate,

Hope all is well with you! I came across the Manager, Learning Experience & Design role at Lyft and am interested in applying. Would you be open to sharing my LinkedIn profile with the hiring team so they know about my interest in this role?

Happy to chat more if you have the time as well. Looking forward to hearing from you.

Nate will receive a link to view this job.

Back

Send

Ask for the Referral

- Edit the message to show your qualifications.
- This could increase your chances 11x

Company Research

Need to know about the company:

- ❑ Mission statement
- ❑ Company culture
- ❑ Industry events/forecast



Where to find the info:

- ❑ Company website
- ❑ Glassdoor.com - Interview questions and employee feedback
- ❑ LinkedIn
- ❑ Social Media -- Facebook, Google+ and Twitter
 - ❑ Like or follow the company to get updates

Cover Letters

- ✓ Highlight abilities
- ✓ Display Company knowledge
- ✓ Personalize every cover letter
- ✓ Your sales pitch -- a MUST!!

ADDISON JOYCE, RN

963 E. Main, Helena, MT 59601
406-555-5220 • a.joy@myisp.com

February 22, 20xx

John Smith
Human Resource Manager
Clipper Emergency Center
420 Saddleback Way
Helena, Montana 59601

Dear Mr. Smith:

I was pleased to learn of your need for a dedicated ICU Staff Nurse. With solid experience and education in prevailing ICU practices, acute patient care, family relations, and staff development, I am prepared to become an immediate contributor to your team.

The following are highlights of my qualifications and accomplishments:

- Extensive experience in ICU, CCU, Emergency, and Medical Surgical environments.
- In-depth knowledge of administration that includes admissions, assessment, treatment, referral, and education.
- Frequent commendations by patients and families for providing exceptional care.
- Employee awards for dedication, performance, leadership, and patient advocacy.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, allow me to play a crucial role in fast-paced, patient-centered environments. Furthermore, with a history of success contributing to the healthcare community, patients, and their families, I will immediately impact operations at Clipper Emergency Center.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your hospital.

Sincerely,

Addison Joyce

Enclosure

Cover Letter Writing Tips

ADDISON JOYCE, RN

963 E. Main, Helena, MT 59601
406-555-5220 • a.joy@myisp.com

February 22, 20xx

John Smith
Human Resource Manager
Clipper Emergency Center
420 Saddleback Way
Helena, Montana 59601

Dear Mr. Smith:

I was pleased to learn of your need for a dedicated ICU Staff Nurse. With solid experience and education in prevailing ICU practices, acute patient care, family relations, and staff development, I am prepared to become an immediate contributor to your team.

The following are highlights of my qualifications and accomplishments:

- Extensive experience in ICU, CCU, Emergency, and Medical Surgical environments.
- In-depth knowledge of administration that includes admissions, assessment, treatment, referral, and education.
- Frequent commendations by patients and families for providing exceptional care.
- Employee awards for dedication, performance, leadership, and patient advocacy.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, allow me to play a crucial role in fast-paced, patient-centered environments. Furthermore, with a history of success contributing to the healthcare community, patients, and their families, I will immediately impact operations at Clipper Emergency Center.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your hospital.

Sincerely,

Addison Joyce

Enclosure

© Copyright 2012 CareerPerfect.com

Introduction: *Keep it brief*

- If no name is available, avoid

Body: *Summarize qualifications*

- Include numbers and specific results
- Use paragraphs and/or bullets – choose style that best showcases the information

Closing: *Establish expectations for next step*

- Be assertive yet polite
- Indicate follow-up

Write a Winning Cover Letter

Four approaches:

- **Traditional:** Briefly state why you are writing
- **Interest-Piquing:** Start off with impressive information to grab immediate attention
- **Drop Names:** Let referral do the work.
- **Who You Are:** Important to communicate in every letter.

Thank You Letter/Card

Often overlooked!

- Shows your genuine interest
- Reminds the hiring manager to contact you
- Send after every interview

- Be brief
- Send within 24 hours
- Use e-mail as last resort

Social Recruiting

Social recruiting has enhanced the way companies find and vet candidates.

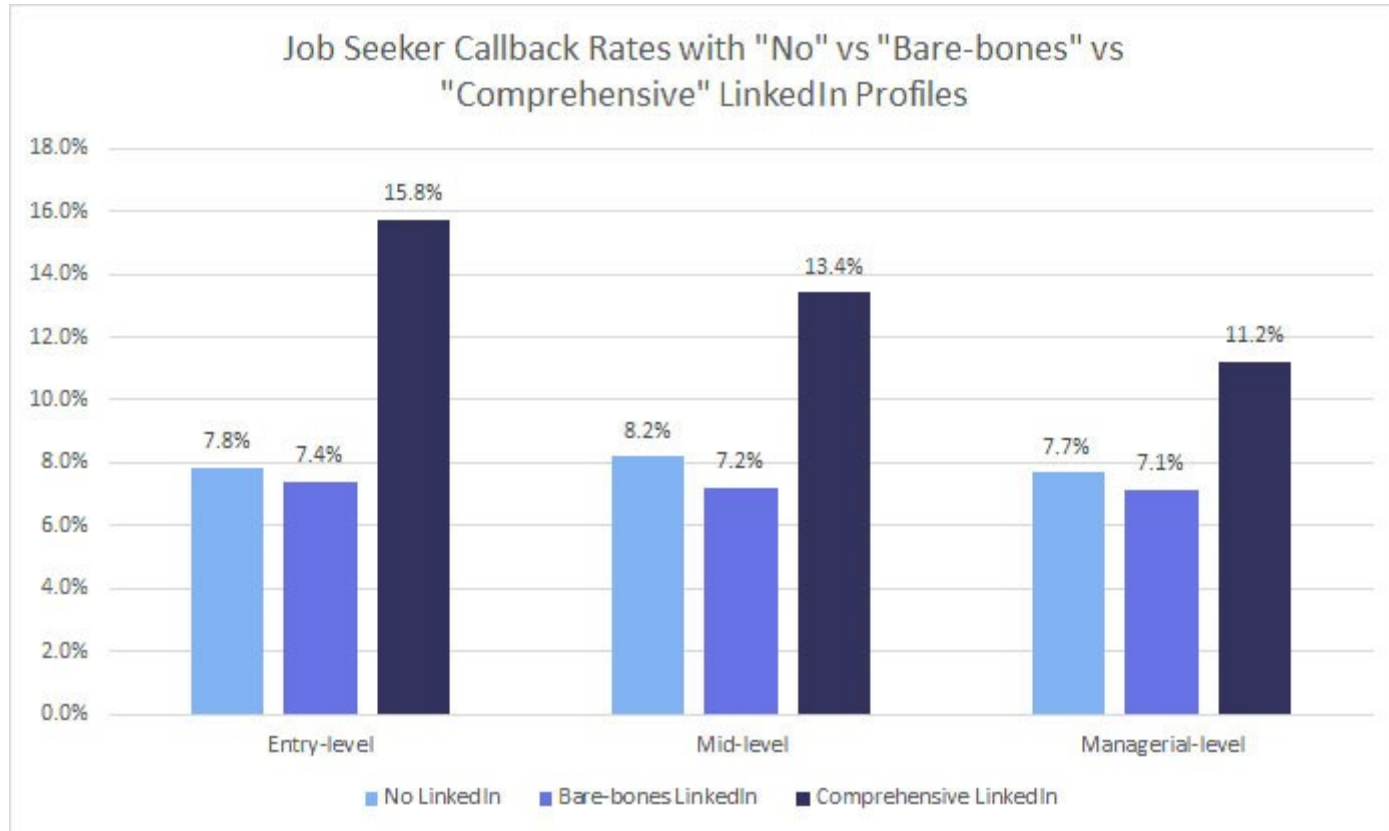
Percentage of Improvement in:



If you have a good version of your resume, do hiring managers really care whether or not you have [a LinkedIn profile](#)?

[According to a new study](#), the answer is an overwhelming **YES!!**

Social Recruiting



Congratulations –

You are on your way to creating outstanding resumes that will enhance your career brand.

Now it is time to Network!!

Contact us for:

- ✓ One-on-one resume reviews
- ✓ Attend our other workshops
- ✓ Go to Networking events and Job Fairs
- ✓ Participate on LinkedIn
- ✓ Pay it forward



ICE Comment Card



**Please take a moment to tell leadership about
the wonderful services offered at the M&FRC**