

YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, staff, faculty, and community for self-directed services
FS (Fort Steilacoom) Welcome Center, Cascade bldg. 3rd fl., M-TH 8-5 & F 8-3.
PY (Puyallup) Student Success Center, Gaspard Administration bldg., A106, M-TH 8-5 & F 8-3.

Stand out from the crowd with these resume tips!

Are you trying to get hired after you complete your education at Pierce College? Or maybe you're trying to build new skills to transition into a new career field. Here are some tips to help you build a resume that will stand out from the crowd:

1) **Convert Duties to Accomplishment Statements**

It is important here to “show” and not just “tell.” In the most concise way, you want to convey in a bulleted accomplishment list the “thumbprint” you left on an organization, demonstrating you have the required qualifications they are seeking. Rather than listing your prior work as job duties, like “called attendees and recruited volunteers,” instead say, “recruited 950 volunteers to complete 49 community-based projects over a 2-day weekend.” Boom! That will sell them on your organizational skills.

2) **Make it Keyword Rich**

Keep your resume from being ruled-out of the screening process. To do so, make sure you make a printout of the job description, highlight all the key words, skills, abilities, knowledge, software and competencies listed and then make sure those words are all included somewhere in your resume or cover letter. Some hiring organizations use applicant tracking software (ATS) that screens applicant documents for specific words. Don't let your docs get ruled out before you have an interview!

3) **Show Evidence of Competencies**

Based upon your job description audit (above), consider what evidence from your past work history demonstrates each competency. Think through different life contexts: school, volunteer work, paid work, leisure activities, etc. For any skills you do not yet have, consider proactively learning these skills, particularly if they come up repeatedly on job postings in the field you are targeting.

By focusing on these three tips, you can significantly improve your chances of keeping in the running for most jobs for which you qualify. Investing time in customizing your resume for each job will pay off by focusing on each application individually, rather than sending the same resume out for all applications. Happy job hunting!

Job & Career Connections is in the Cascade Building at Pierce College Ft. Steilacoom & the Student Success Center at Pierce College Puyallup. Staff are available 8-11 for walk-ins or afternoon appointments as available. See the Workforce staff directory on the attached page. Call 253-964-6265, or visit us at www.pierce.ctc.edu/dist/workforce/

Funding Eligibility: www.startnextquarter.org/

Jobs & Internships: www.myinterfase.com/pierce_ctc/student

Pierce College Job & Career Connections Facebook: www.facebook.com/groups/1151589171538211/

Workforce Staff Directory

Diana Baker, Job & Career Connections/Worker Retraining Manager dbaker@pierce.ctc.edu
253-912-3641 *Available Monday, Tuesday, Wednesday, & Friday at FS, Thursday at PY

Jeanette Miller, Basic Food Employment & Training (BFET)/WorkFirst Manager
jmiller@pierce.ctc.edu 253-912-3740
*Available Monday - Friday at FS

Alexis Burris, Educational Opportunity Center Collocated Staff aburris@pierce.ctc.edu
253-964-6682 or work cell 253-722-3429
*Available Tuesday – Friday at FS, Monday at PY

Annette Sawyer-Sisseck, Business/Accounting Navigator asawyer-sisseck@pierce.ctc.edu
253-864-3362 **Available Tuesday & Thursday at PY (C190H/J/F), Wednesday at FS

Brandy Ferber-Christensen, CIS/CNE Navigator bferber@pierce.ctc.edu 253-864-3193
**Available Monday – Thursday at PY (T-TH C190B)

Brittany Crabtree, Basic Food Employment & Training (BFET)/WorkFirst Coordinator
bcrabtree@pierce.ctc.edu 253-912-3617
*Available Monday at PY

Denise Green, Workforce Coordinator dgreen@pierce.ctc.edu 253-864-3385
*Available Tuesday, Wednesday & Friday at PY

Gunnar Jaeck, Basic Food Employment & Training (BFET) Coordinator gjaeck@pierce.ctc.edu 253-912-2399 ext. 5770 *Available Monday – Thursday at FS

Jayna Pettersen, Criminal Justice & Social Service Mental Health Navigator jpettersen@pierce.ctc.edu 253-912-2324 **Available Monday, Tuesday & Thursday at FS (M/TH CJ Office, C387), Wednesday & Friday at PY

Roxanne Cassidy, Puyallup Opportunity Grant Coordinator rcassidy@pierce.ctc.edu 253-840-8329
*Available Tuesday – Thursday at PY

Sandy Mondragon, WorkFirst Coordinator smondragon@pierce.ctc.edu
253-912-3617 *Available Tuesday, Wednesday, & Friday at FS, Thursday at PY

WorkSource Collocated staff 253-964-6798 *Available Tuesday at PY, Wednesday/Thursday at FS.

Workforce partner Carol Hill, Ft. Steilacoom Opportunity Grant Coordinator chill@pierce.ctc.edu
253-964-6577 **Available Monday-Friday at FS

*Students, staff, or community members needing assistance can meet with Workforce staff on the days they are available at the campus indicated, generally: **8am-11am for walk-ins or afternoons by appointment.**

**Navigators are not always in the Welcome Center or Student Success Center. On those days hours of availability may differ. Call Workforce partners to find out about their hours of availability.

Did you know you can apply for next year's financial aid now?

The 2018–19 FAFSA has been available since Oct. 1, 2017. The funding you will receive from filing this application will take effect Summer 2018. It is important to note that for the 2018-19 FAFSA you will refer to 2016 taxes (if applicable) when entering your financial information into the application. If you have recently submitted a FAFSA (either 2017-18 or 2018-19), don't forget to check your Pierce College Financial Aid Portal: www.pierce.ctc.edu/financial-aid-portal to find any additional documents financial aid may need before they can award you. For questions, see information below.

Need Help?

Alexis Burris can provide free individual assistance in filling out the FAFSA and understanding how to fill out additional documentation (see campus hours and phone number in staff column).

- Check out our “Affordability” link here: www.pierce.ctc.edu/dist/affordability/ for options.
- Contact Pierce's Financial Aid office: financialaid@pierce.ctc.edu 253-964-6544.

Free assistance is also available through FAFSA at www.fafsa.ed.gov or 1-800-4-FED-AID.

Upcoming Events on Campus

Resource Fair

January 24, 2018

11am – 2pm

Fort Steilacoom Campus

Cascade Building, 3rd Floor

Community resources include job interview skills, resume writing, financial planning, professional development, potential employers, career planning, and volunteer organizations. Veteran's resources include Tacoma Veterans Center, Wounded Warrior, Disabled American Veterans, AMVETS, Camo 2 Commerce, and Work of Honor.

Employment and Education Fairs

May 2, 2018 - Fort Steilacoom Campus

May 9, 2018 - Puyallup Campus

Watch our future newsletters for more information on the Employment and Education Fairs!