

## YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. Visit us at:

**FS (Fort Steilacoom)** Welcome Center, Cascade bldg. 3<sup>rd</sup> fl.

**PY (Puyallup)** Student Success Center, Gaspard Administration bldg., A106

To accommodate for staff training, winter quarter hours may vary: M-W 8-5, THR 8 - Noon.

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### 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, convey 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 materials get ruled out before you have a chance to interview!

#### 3) **Show Evidence of Competencies**

Based upon your job description audit (above), consider what evidence from your past that demonstrates each competency. Think through different life contexts: school, volunteer work, paid work, leisure activities, etc. where you used the skill. Experience does not need to be paid to be valuable. 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!

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

The 2020–2021 FAFSA is available now! For Pierce College, summer quarter is the start for the 2020-2021 FAFSA year. It is important to note that for the 2020-2021 FAFSA it will refer to 2018 taxes (if applicable). If you have recently submitted a FAFSA (either 2019-20 or 2020-21), check your Pierce College Financial Aid Portal: [www.pierce.ctc.edu/financial-aid-portal](http://www.pierce.ctc.edu/financial-aid-portal) to find any additional documents financial aid may need before they can award you.

#### Need Help?

Eleni Palmisano can provide free, individual assistance in filling out the FAFSA/WASFA and understanding how to fill out additional financial aid documentation. See back page for hours.

- Check out our "Affordability" link here: [www.pierce.ctc.edu/dist/affordability/](http://www.pierce.ctc.edu/dist/affordability/) for options.
- Contact Pierce's Financial Aid office: [financialaid@pierce.ctc.edu](mailto:financialaid@pierce.ctc.edu) 253-964-6544.

## Workforce Staff Directory

**Diana Baker**, Job & Career Connections/Worker Retraining Manager [dbaker@pierce.ctc.edu](mailto:dbaker@pierce.ctc.edu) 253-912-3641

\*Available Monday - Thursday at FS

**Jamoral Bonner**, Basic Food Employment & Training (BFET)/WorkFirst Manger [jbonner@pierce.ctc.edu](mailto:jbonner@pierce.ctc.edu) 253-912-2342

\*Available Monday - Thursday at FS

**Adriana Tsapralis**, Workforce Coordinator [atsapralis@pierce.ctc.edu](mailto:atsapralis@pierce.ctc.edu) 253-964-912-2399 ext.5017

\*Available Monday at PY, Tuesday & Thursday at FS

**Annette Sawyer-Sisseck**, Business/Accounting Navigator [asawyer-sisseck@pierce.ctc.edu](mailto:asawyer-sisseck@pierce.ctc.edu) 253-864-3362

\*\*Available Tuesday and Thursday at PY (C190H/J/F), Wednesday at FS

**Denise Green**, Workforce Coordinator [dgreen@pierce.ctc.edu](mailto:dgreen@pierce.ctc.edu) 253-864-3385

\*Available Tuesday - Thursday at PY

**Eleni Palmisano**, Metropolitan Development Council (MDC) Collocated Staff [epalmisano@pierce.ctc.edu](mailto:epalmisano@pierce.ctc.edu) 253-964-6228 or work cell 253-722-3429

\*Available Monday at PY, Tuesday – Thursday at FS

**Jayna Pettersen**, Computer Information Systems/Computer Network Engineering (CIS/CNE) Navigator [jpettersen@pierce.ctc.edu](mailto:jpettersen@pierce.ctc.edu) 253-912-2399 ext. 8612

\*\*Email for availability

**Mary Allason**, Social Service Mental Health Navigator [mallason@pierce.ctc.edu](mailto:mallason@pierce.ctc.edu) 253-912-2399 ext. 5884

\*\*Available Monday-Wednesday at FS (Tuesday & Wednesday in C381)

**Mindy Mason**, Workforce Coordinator [mmason@pierce.ctc.edu](mailto:mmason@pierce.ctc.edu) 253-912-3617

\*Call for availability

**Pauline Webster**, WorkSource Collocated staff [pwebster@pierce.ctc.edu](mailto:pwebster@pierce.ctc.edu) 253-912-2399 ext. 5701

\*Available Tuesday at FS, Wednesday at PY

**Roxanne Cassidy**, Puyallup Opportunity Grant/HEET Coordinator [rcassidy@pierce.ctc.edu](mailto:rcassidy@pierce.ctc.edu) 253-840-8329

\*Available Tuesday – Thursday at PY

**Workforce partner Carol Hill**, Ft. Steilacoom Opportunity Grant Coordinator [chill@pierce.ctc.edu](mailto:chill@pierce.ctc.edu) 253-964-6577

\*\*Available Monday-Thursday 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.**

\*\*Call Navigators and Workforce partners for their hours of availability. Navigators are not always in the Welcome Center or Student Success Center. On those days hours of availability may differ.

## Please help us welcome our newest staff to our Workforce team!

**Mindy Mason** is our new Workforce Coordinator for BFET and WorkFirst. She completed her Master of Education in Counseling at the University of Puget Sound, received her Bachelor of Interdisciplinary Arts and Sciences with a Concentration in Psychology from the University of Washington Tacoma and prior to UWT earned her Associate of Arts and Sciences at Tacoma Community College.

Mindy brings experiences as a Therapist 1 for Adults, Youth, and Family Services at Greater Lakes Mental Healthcare, a School Counselor at Brigadoon Elementary, Federal Way Public Schools, and a Cashier at the University of Puget Sound.

She looks forward to working with students and helping them to reach their potential by connecting them with resources and guiding them through the BFET & WorkFirst processes. Our BFET (Basic Food Education & Training Program) supports students who receive SNAP benefits and who are enrolled in certain professional/technical programs. And our WorkFirst program supports students who are parents of children under 18, receiving TANF (cash assistance), and are enrolled in certain professional/technical programs.

**Pauline Webster** is an Employment Specialist with Washington State's Employment Security Department. She earned her Bachelor's degree from Evergreen State College. Pauline has worked for ESD since 2018 and is primarily located at the WorkSource Pierce office in Tacoma. Beginning January, she will be collocated with the Job & Career Connections offices at Ft. Steilacoom campus (Tuesdays) and the Puyallup campus (Wednesdays). She will be assisting students with the following: Commissioner Approved Training/Training Benefits program guidance, resume and cover letter review, interview preparation, job readiness and job search guidance.

Stop by and welcome our newest Workforce staff.

**Funding Eligibility:** Take the **Start Next Quarter** online survey at [www.startnextquarter.org](http://www.startnextquarter.org), which is used for identifying possible funding sources for those pursuing a Professional/Technical degree or certificate.

**Jobs, Work Study, & Internships:**

[www.myinterfase.com/pierce\\_ctc/student](http://www.myinterfase.com/pierce_ctc/student)

**Pierce College Job & Career Connections Facebook:**

[www.facebook.com/groups/1151589171538211/](http://www.facebook.com/groups/1151589171538211/)