

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. 3rd fl.

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

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

Save the Date for the 2020 Pathways Week!

The week of May 18th – 22nd will feature a week of pathway events for students and alumni to explore next steps options!

Events at BOTH campuses will feature the Employment & Education Fair, Transfer Fair, BAS Fair, and Military Pathways Fair! Pre-event workshops will also be available. Keep an eye out for the schedule of events and opportunities to attend and learn about your next steps.

Now is a great time to start working on a resume or updating the resume you already have. Stop by Job & Career Connections to work with a staff member. We are available from 8-11 for walk-ins or call 253-964-6265 for an appointment in the afternoon.

Resume Tips

Your resume is your first impression to a potential employer. What you say, how you say it, and how it looks does matter.

Format: There are three main formats for a resume. Unless specified by the employer, choose the format that makes the strongest impression.

Chronological – highlights your work history starting with current/most recent position held then works backwards, listing previous positions. This format is most popular and provides the employer with a clear picture of your work history.

Functional – highlights your areas of expertise and skills. This format is ideal for applicants whose work history may have gaps, if they are changing careers after training, or if they have worked for the same employer for a very long time.

Combination – This format brings out the best of both the chronological and functional formats, highlighting skills and work history. It is most popular with professionals who have a strong work history with the same employer but in various positions.

No matter which format you choose, keep these rules in mind:

- Be honest and accurate. Employers will check!
- Proofread, proofread, proofread! Have more than one person read over your resume. Spellcheck won't catch it if the word is spelled correctly but is used in the wrong way. Your brain may overlook the error. Tip: read it from right to left.
- Be consistent. Margins should line up, spaces should be even, and font should be the same throughout.
- Use key words and industry specific terms. The employer will be looking for them and they will help your resume stand out.
- Utilize the staff at Pierce College Job & Career Connections.

Funding Eligibility: Take the **Start Next Quarter** online survey at 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

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

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

Adriana Tsapralis, Workforce Coordinator
atsapralis@pierce.ctc.edu 253-964-912-2399 ext.5017

Annette Sawyer-Sisseck, Business/Accounting Navigator asawyer-sisseck@pierce.ctc.edu
253-864-3362

Denise Green, Workforce Coordinator
dgreen@pierce.ctc.edu 253-864-3385

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

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

Mary Allason, Social Service Mental Health Navigator
mallason@pierce.ctc.edu 253-912-2399 ext. 5884

Mindy Mason, Workforce Coordinator
mmason@pierce.ctc.edu 253-912-3617

Pauline Webster, WorkSource Collocated staff
pwebster@pierce.ctc.edu 253-912-2399 ext. 5701

Roxanne Cassidy, Puyallup Opportunity Grant/HEET Coordinator
rcassidy@pierce.ctc.edu 253-840-8329

Workforce partner Carol Hill, Ft. Steilacoom Opportunity Grant Coordinator chill@pierce.ctc.edu
253-964-6577

Students, staff, or community members needing assistance can meet with Workforce staff **8am-11am for walk-ins or afternoons by appointment. To accommodate for staff training, winter and spring quarter hours may vary: M-W 8-5, THR 8 - Noon*

***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.*

Finding an Internship

An internship, volunteer, or job-shadow experience can be a valuable way to learn about your chosen career pathway, gain hands-on experience, and help to build your professional resume and network. For many students, an internship is a requirement for their degree or certificate. Others may choose to participate simply for the experience. Whichever cause drives you, there are several points you may want to consider.

TIMING: When do you want or need to complete an internship? It can take several weeks or longer to find and secure. We recommend looking a quarter ahead of when you would like to start your internship to ensure enough time to apply, have it approved by your advisor, and complete necessary paperwork.

OUTCOMES: What do you want to garner from this opportunity? Your advisor will go over the requirements for your program but also the learning objectives. Are there specific processes you want to learn more about or try? Software to see in action? Skills to improve? An internship is meant for you to try out NEW things, not an extension of what you are already proficient at doing.

COMMITMENT: Each department has minimum hours or credits that must be completed. However, your site may ask for a different commitment length. It is important that you discuss with your advisor and the site to make sure the length of commitment works for both parties and for you.

FINDING IT: There are many ways to locate a potential internship. A few sources we recommend include: www.myinterfase.com/pierce_ctc/student, www.volunteermatch.org, www.internships.com, www.linkedin.com, checking with your advisor for any contacts they may have, and using your professional network. While many companies may not be able to pay you or even have an internship posted, you may choose to contact them professionally to see if they would be open to an internship, volunteer, or job-shadow.

FIT: An internship is more than just a requirement. Consider the type of working environment you thrive best in and/or may fit your needs. Is there a niche you have identified already or are you exploring? What characteristics of a supervisor do you desire? Think of the internship like you would a job because they are just as important in shaping your career pathway.

For assistance in preparing for and finding an internship, Your Job & Career Connections staff can help with creating a professional resume and cover letter, interview preparation, internship search resources, and more!