

## YOUR JOB & CAREER CONNECTIONS

We are your Career Center, open to students, alumni, staff, faculty, and community for staff assisted and self-directed services. **We are currently serving individuals remotely and can be contacted by email or phone. In-person service is temporarily closed.** Contact information can be found in our Staff Directory on the next page.

### **WOIS 2021 Scholarship** *Sponsored by WOIS/The Career Information System*

The WOIS Scholarship is awarded to one or more WOIS or Career Planner users each year. Scholarship amounts range from \$500 to \$1,000. Up to three scholarships will be awarded.

#### **Pierce College will nominate up to two students for consideration.**

Steps to apply:

- 1) Complete the second page of the WOIS Scholarship form which can be found attached to the Job & Career Connections Winter Edition 2 Newsletter email. It must be **typed and single-spaced**.
- 2) Submit application to the Pierce College Job and Career Connections Office at [JCC@pierce.ctc.edu](mailto:JCC@pierce.ctc.edu) no later than **Friday, April 2, 2021 at 5:00pm**. Make sure to send your application from your **Pierce College student email**.

Funds awarded will be paid directly to the scholarship recipient after he or she has sent transcripts to WOIS from one quarter or semester of post-high school education, training, or apprenticeship. The scholarship must be used within one calendar year after it is awarded. Funds may be used for any expenses related to education, training, or apprenticeship.

Please contact [JCC@pierce.ctc.edu](mailto:JCC@pierce.ctc.edu) or call 253-964-6265 with questions.

### **Explore Pathways and Connect with Employers**

There are many great ways students can explore career pathways, connect with employers, and gain valuable job skills. Here are a few:

- **Work Based Learning** is an on-site learning experience allowing students to apply what they've learned in the classroom to real-life situations. Some school programs require a work based learning associated with class credit hours. Not only does it give students experience in the career field, but also can provide opportunities to directly connect with potential employers.
- **Internships** are short-term work experiences that can be paid or unpaid which provide entry-level experiences to a particular industry or career field. An internship can be a great entry point to a specific company, plus help you gain network contacts and experience to add to a resume.
- **WorkStudy** is part-time work allowing students to earn money to help pay expenses and gain on the job experiences related to the student's course of study. WorkStudy is part of a student's Financial Aid award. Once you know you have been awarded WorkStudy through Financial Aid, then you would search for an open WorkStudy position which can be on or off campus. Find out more about Pierce College WorkStudy at <https://www.pierce.ctc.edu/se-faqs>.
- **Job Shadowing** is following and observing a trained and experienced employee to learn more about their job and is typically short term. It can help when choosing a career pathway, build a resume, gain network contacts, or used for new employees as part of their job training.
- **Volunteering** can be another great way to gain experience while at the same time giving back to your community. One great place to find volunteer opportunities is with Pierce College **Service Learning** at <https://www.pierce.ctc.edu/service-learning>.

For help in finding one of these opportunities or creating a resume contact Pierce College Job & Career Connections at 253-964-6265 or at [jcc@pierce.ctc.edu](mailto:jcc@pierce.ctc.edu).

# Workforce Staff Directory

**Diana Baker**, Job & Career  
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**In-person service is temporarily closed.**  
**FS (Fort Steilacoom)** Welcome Center,  
Cascade bldg. 3<sup>rd</sup> fl.  
**PY (Puyallup)** Student Success Center,  
Gaspard Administration bldg., A106

## How to Prepare to Find an Internship

An internship gives students an opportunity to “test out” a potential company they may want to work for and, in turn, the company can try students out as potential employees. This opportunity could give you the inside track when applying for open positions within that company and is a great addition to your resume.

Several programs at Pierce College require students to take a final capstone internship course as a bridge between your academic journey and the world of work. This provides students with industry experience and acts as a transitional course between your formal training at Pierce and a real world application. Students are typically responsible to contact local companies and set up their own internships with faculty guidance.

Do not waste this opportunity!

To prepare to approach potential companies for your internship follow this 5-Step Plan:

- 1) Polish your Pixels – Check out your social media to ensure there is nothing that will raise eyebrows should a company decide to Google your name.
- 2) Examine Entry Level Job Postings – Search Indeed.com to find entry-level jobs in your career-field. List out both desired and required qualifications, and note which companies are currently hiring.
- 3) Refine your Resume – Focus on writing a compelling Qualification summary that aligns with your job research in #2. Then include your most relevant skills including technical proficiencies, software, soft and hard skills near the top third of your resume. Also, refine your LinkedIn profile and list your link on your resume with your other contact information.
- 4) Study your Syllabi – Often students do not know how to word the exact skills they have learned, so let your former class syllabi do the heavy lifting for you! Under the Education & Credentials section of your resume, list “Key Coursework includes”. Also, be sure to list the degree and certificates you are pursuing as well as your target graduation date from Pierce College.
- 5) Work with Job & Career Connections – Review your resume with Job & Career Connections staff to help you further stand out and highlight your skills and qualifications prior to applying.

For help contact Pierce College Job & Career Connections at: 253-964-6265 or at [jcc@pierce.ctc.edu](mailto:jcc@pierce.ctc.edu).

**Funding Eligibility:** Start Next Quarter online survey [www.startnextquarter.org](http://www.startnextquarter.org), identifies possible funding sources for degrees or certificates.

**Jobs, Work Study, & Internships:** [PC Job Connect](#)

**Pierce College Job & Career Connections Facebook:**  
[www.facebook.com/groups/1151589171538211/](http://www.facebook.com/groups/1151589171538211/)