

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 in limited capacity at Fort Steilacoom. We continue to be available by email or phone. Contact information can be found in our Staff Directory on the next page.

Need Help Now?

Pierce Advocacy and Resource Connections (PARC)

Look for [Pierce Advocacy and Resource Connections](#) on Pierce College's main landing page to connect students, alumni, staff, and community members to resources offered on campus and in the community. Information for services and resources include:

- **Crisis Hotline:** Crisis hotline numbers <https://www.pierce.ctc.edu/help-crisis>
- **Emergency Funds:** Do you need money immediately for things like housing, childcare, transportation, or food? Emergency funding may be available to you. <https://www.pierce.ctc.edu/help-emergency-funds>
- **Food:** Do you need a bite to eat or need groceries for your family? Learn more about the food-providing resources available to you. <https://www.pierce.ctc.edu/help-food>
- **Health and Wellness:** Do you need low-cost healthcare or access to mental health providers? Learn more about medical health, mental health, and wellness resources available to you. <https://www.pierce.ctc.edu/help-health>
- **Housing and Utilities:** Do you need a place to live or are having issues paying rent? Learn more about temporary housing, re-housing, and rental and utility assistance. <https://www.pierce.ctc.edu/help-housing>
- **Legal Support:** Do you need to find a lawyer or need help with legal issues? Learn more about legal assistance, getting assistance with your taxes, re-entry programs, and transition services available to you. <https://www.pierce.ctc.edu/help-legal>
- **Money and Employment:** Do you need money for college or are looking for a job? Learn more about financial aid, cash assistance, budgeting help, employment resources and other assistance available to you. <https://www.pierce.ctc.edu/help-employment>
- **Transportation:** Do you need to get around town or to campus? Learn more about bus passes and transit assistance, driver's licenses, and rental bikes. <https://www.pierce.ctc.edu/help-transportation>
- **Childcare and Parent Support:** Do you need to find resources to support you as a parent while you attend school? <https://www.pierce.ctc.edu/help-childcare>
- **Veteran Resources:** Are you looking for organizations in our area who assist and benefit veterans? <https://www.pierce.ctc.edu/help-veterans>
- **LGBTQIA+ Resources:** Are you looking for LGBTQIA+ resources for yourself, a family member, or friend? <https://www.pierce.ctc.edu/help-lgbtqia>

Funding Eligibility: *Start Next Quarter* online survey 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/

Workforce Staff Directory

**Diana Baker, Job & Career
Connections/Worker Retraining
Manager** dbaker@pierce.ctc.edu
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**Eleni Palmisano,
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**Lori Kelly, WorkSource/ESD Collocated
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**Mary Allason,
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**Mindy Mason,
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**Roxanne Cassidy,
Puyallup Opportunity Grant/HEET
Coordinator** rcassidy@pierce.ctc.edu
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**FS (Fort Steilacoom) Welcome Center,
Cascade bldg. 3rd fl.
In-person service is available in limited
capacity at Fort Steilacoom Tuesdays &
Wednesdays from 9am to 2pm.**

**PY (Puyallup) Student Success Center,
Gaspard Administration bldg., A106
In-person service is currently unavailable.**

Key Words in Your Resume

Have you ever been to a restaurant, knowing what you want, so you scan through the menu until you see the item described exactly how you wanted? Bingo! I wanted a Double Bacon Burger and they have a Double Bacon Burger. Now if they titled it, *Two Times the Fun*, you may have found it *if* you took the time to read *every* description, or you may have missed it and chosen something else. It is the same with your resume.

Using key words grabs the employer's attention right away because they see what they are looking for whether consciously or subconsciously. You may have the skills and experience they need, but if they are not able to recognize it quickly, you may get over-looked. On average, employers spend **5-7 seconds** on your resume to decide if they want to continue with your application.

So what key words do you use? Take a look at the job posting. Notice job duties and required qualifications including: education, experience, skills, and abilities. Pay attention to what is listed first under job duties and at the top of their qualification list. Note the description words they use such as clients versus customers or performed versus conducted. Instead of saying you have computer skills, list out the programs in the job description that you are skilled in using. Be specific to their needs on the job posting, but do not simply copy and paste the description.

In cases where you think they may be using a computer scanning system to pre-screen resumes, it can be helpful to write out acronyms and then put the acronym in parenthesis. Also, write out the year in full in case they are looking for someone with recent experience.

If possible, have your resume reviewed by someone familiar with the industry or career pathway. Job & Career Connections is available to review your resume and give feedback.

Pierce College FAFSA/WASFA Workshops

Need assistance completing your financial aid application? We're here to help!

These summer workshops will be offered at the Fort Steilacoom campus (Cascade 300) as well as virtually via Microsoft Teams to review the **Free Application for Federal Student Aid (FAFSA)** and **Washington Application for State Financial Aid (WAFSA)**. Staff will walk you through the application process and answer any questions you may have about applying for financial aid.

In-person workshops are on Tuesday and Wednesdays at Fort Steilacoom. Virtual workshops are Mondays and Thursdays. Use the link below to select the day, time, and format that works best for you.

Workshop sign-up link: <https://forms.office.com/r/afExHGzkit>

Questions? Not available during these times but still need help? Contact Eleni Palmisano at 253-722-3429 or epalmisano@pierce.ctc.edu