

## 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 person at Fort Steilacoom and Puyallup. We are available by email or phone. Staff Directory information located on the next page.

### Save the Date – Spring Term Employment & Education Fairs!

YOUR Job & Career Connections would like to invite you to attend our annual Employment & Education Fairs. Open to students, community, faculty, and staff - free for job seekers!

**May 13<sup>th</sup> 2025** – Fort Steilacoom Campus

10am to 1pm - Cascade building 3rd floor

**May 21<sup>st</sup> 2025** - Puyallup Campus

10am to 1pm – College Center 1<sup>st</sup> & 2<sup>nd</sup> floor

Not looking for a job? The Employment & Education Fair is still for YOU. Attending jobs fairs early in your education connects you with recruiters who can answer questions about your career pathway and provide insights that may change which courses you choose. These events can also lead to possible internships, job-shadowing, informational interviews, volunteer opportunities, and more!

View registered employers in Handshake and note that some employers may attend one or both days. Not sure what to expect during a job fair? Need to make a resume or update an existing resume. Stop by or schedule an appointment with Job & Career Connections to work with a staff member on your resume or talk through how to prepare for a job fair.

### The Student Emergency Assistance Grant

The Student Emergency Assistance Grant (SEAG) provides funding for students who have a sudden, unexpected, emergent need so they can stay in school. Currently enrolled students may request funds by completing an intake with the Basic Needs Department. Funding is limited each term. Eligible students may receive only (1) SEAG award per academic year.

Connect with the Basic Needs Department by emailing [PARC@pierce.ctc.edu](mailto:PARC@pierce.ctc.edu), calling 253-864-3268, or stopping by the Welcome Center at the Fort Steilacoom campus or the Student Success Center at the Puyallup Campus.

### Criminal Justice Job Fair

**March 4<sup>th</sup>, 2025**- Fort Steilacoom Campus

10am to 2pm - Cascade building 3rd floor

**Application Seminar** – 11am to 12pm – Cascade 389

Learn about the application process with the Washington State Patrol Human Resources

Interested in a career in the protective services or criminal justice? Curious what the application process looks like to be a Patrol Officer? Representatives from 14 local agencies will be on campus to speak about their opportunities, experience, and provide details about their agency. Refreshments provided, open to all students and community.

Questions? Contact Cindy Bassage 253-912-3675 or [CBassage@pierce.ctc.edu](mailto:CBassage@pierce.ctc.edu)

## Workforce Staff Directory

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

**PY (Puyallup)** Student Success  
Center, Gaspard bldg., ADM 106

**Hours:** In-person and remote  
service available Monday – Friday,  
8am-11am for drop-ins and  
afternoons by appointment.

## Resume Tips to Stand Out from the Crowd!

Employers often receive many applications for a single posting. Making sure your information shows you are a top candidate is key in distinguishing yourself from the rest of the applicant pool. 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 copy or 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 if you possess them. Some 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!

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

**Jobs, Work Study, & Internships:** <https://pierce.joinhandshake.com>

**Need Help?**  Find campus and community resource: [Pierce Advocacy and Resource Connections \(PARC\)](#)

### The Financial Aid Priority Timeline for Summer Term is April 22<sup>nd</sup>

If you plan to attend summer term, now is a great time to complete your 2025-2026 Financial Aid application.