



Additional Post-Secondary Options



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THE BENEFITS OF EXPLORING A TWO-YEAR PROGRAM OF EDUCATION AFTER HIGH SCHOOL

For many individuals, attending college after high school can certainly seem an intimidating prospect. Almost everyone who plans to pursue some form of higher education will ask “Will I be able to handle it?” A two-year college can be a good testing ground for students to discover if they can manage the pressure of attending a larger college or university. It can also provide the safe surrounding for students to build their confidence levels and develop valuable study skills. Since class sizes are smaller, students can take advantage of the extra attention from their instructors, and perhaps one of the greatest benefits of exploring a two-year option is the time to consider a solid, attainable career plan. Many students who immediately enroll in a four-year program directly after high school will spend the first two years taking basic requirement courses and deciding on a college major. Students who opt to take the two-year path on the road of post-secondary education will often find it more financially sound when completing these tasks than their four-year counterparts do.

Many students are uncertain as to their individual career goals. Two-year schools can provide the opportunity to participate in different areas of study and decide on a degree path before entering a four-year college in an official capacity. All forms of post-secondary study are beneficial, and student success will be dependant on an individual’s personal needs and goals. Under the umbrella of two-year options, there are several different options from which to choose, and can include:

*From high school to a two-year program, then directly entering the workforce.

*From high school to a two-year program, to a four-year program, then directly entering the workforce.

*From high school to a four-year program, to a two-year program, then directly entering the workforce.

For students who ultimately want to enroll in a four-year program, but the cost of a four-year tuition plan is not immediately available due to budgetary constraints, a two-year program can effectively bridge that gap. A two-year program can be utilized to complete required courses, leaving the eventual four-year course load open to concentrate on a particular major of study. The fewer courses taken at the four-year level can reduce the total cost of education overall.

Is community college for you?

- You know where you want to be but need some training to get there
- You want to explore different choices before settling on a path
- You need to cut the cost of a four-year college degree
- You want to sharpen your study skills before enrolling at a university
- You want small classes and personal attention during your first college years
- You want to continue to work at your job while going to college
- You want to live at home

If you checked even one box on the quiz, you may want to check out a community college. You won't be alone—45 percent of all first-year college students start at a community college.

These institutions offer two kinds of education:

1. If your goal is a four-year degree, you can earn a two-year (associate) degree at a community college, then transfer to a four-year college as a junior.
2. You can earn an occupational degree or certificate in two years or less, then start working immediately in a high-demand field.

Many community college students have jobs and family responsibilities. Scheduling classes may be a big challenge. So community colleges tend to offer courses during the day, in the evening, and on weekends. They have pioneered new teaching methods, too. Some offer courses online (distance learning), combine Internet and classroom learning, give interactive TV courses, condense semester courses into shorter time frames, and more.

Interested? You don't have to wait. Consider taking a community college course during high school. You will learn what college work is like, and rack up some college credits, too.

Source: Adapted from "Considering Community College," *College Times*, 2005-06, The College Board.

TWO-YEAR COLLEGES

FREQUENTLY ASKED QUESTIONS

Q: What type of admissions policy do most two-year schools implement?

A: Many two-year colleges have an open admissions policy, meaning most applicants are accepted without regard to standardized test scores, grade point average, or class rank. Those that do not have completely open policies will likely not have as many or as stringent application requirements as four-year schools do. However, some do recommend and/or require standardized test scores, but most two-year schools use these scores for placement purposes, not admissions decisions. Some may also recommend and/or require letters of recommendation, transcripts, or interviews as well.

Q: What is a community college?

A: Two-year colleges can be referred to as community, technical, or the more antiquated term junior college. They can be public or private institutions, and should be regionally or nationally accredited. The highest credential awarded at a two-year school is an Associates Degree, and most offer a comprehensive curriculum that would include transfer, technical, and continuing education programs. Public two-year colleges are commonly referred to as community colleges, while some private two-year institutions are still referenced as junior colleges.

Q: Do I have to take the SAT or ACT test for admission?

A: While many two-year colleges do not require standardized test scores for admissions purposes, some suggest or require them for appropriate course placement purposes. Even if you are planning to apply to a college that does not require the SAT Reasoning or ACT test, it would still be prudent for you to have them as part of your permanent academic record. You may begin at a college that does not require these types of scores, only to decide partway through your sophomore year to transfer to another school that does require them, at which point you would likely not want to spend a Saturday morning taking the SAT with a classroom full of high school students.

Q: How do I know where to begin?

A: Two-year colleges are known for providing a caring environment, with faculty members who are expert instructors in their respective fields. Individual student needs are taken into account, regardless of age, sex, race, current job status, or previous academic preparation. They join a strong curriculum with a broad range of counseling and career services intended to assist students in making the most of their educational opportunities. These schools have the resources to help students determine where to focus their studies, to identify areas of potential career interest, and to set challenging occupational goals.

Q: What is an Associate Degree?

A: An Associate Degree is a degree granted by a college or university after satisfactory completion of a two-year full-time program of study or its part-time equivalent. Four-year colleges and universities accept transfer credit only from schools that are formally recognized by a regional, national, or professional educational agency. This accreditation signifies that an institution or program of study meets or exceeds a minimum level of educational quality necessary for meeting stated educational objectives.

Q: Does a two-year college calendar operate in the same manner as a four-year college calendar?

A: Two-year colleges generally operate on the semester system, in which the academic calendar is divided into two equal parts. While many four-year colleges also follow this type of

calendar, some follow another kind of format, such as a quarter system. The quarter system is more aptly referred to as a trimester, since the academic calendar is divided into three equal terms (and would not include summer session). To convert semester units into quarter units or credit hours, simply multiply the semester units by 1.50. Conversely, multiply quarter units by two-thirds to result in semester units.

Q: Do all two-year colleges offer evening courses?

A: Individual schools will vary in their scheduling options, but most two-year colleges understand that many students are balancing the demands of home, work, and school, and because of this most will provide students with the necessary flexibility, and offer some courses that meet in the evenings and/or on weekends.

Q: What is considered a typical course load at a two-year college, and could I finish my coursework sooner than this?

A: While many students will enroll in these types of programs full-time, an equally large number attend on a part-time basis in order to fulfill employment and family commitments as they advance their education. For the full-time student, the usual length of time it takes to obtain an Associate Degree is two years; that's roughly five to six courses per semester. Generally speaking, your length of study will be dependent upon the number of courses taken per semester. The fewer courses taken per term, the longer it will take to earn a degree. To assist with this, many schools implement a proactive approach and will now award credit through examination or for equivalent knowledge gained through relevant life experiences.

Q: Why should I consider a two-year program as an option after high school?

A: Upon high school graduation, some students simply do not have career goals that have been defined, and while they do not wish to put their post-secondary educations on hold, paying for the cost of tuition at a four-year school can be incredibly expensive when making the attempt to decide on a given career path. As the cost of a university education escalates, whether public or private, the option of spending one's freshman and/or sophomore years at a two-year school can look attractive to many students. Others begin attendance at the two-year level because they lack the initial qualifications: a specified GPA, standardized test scores, or knowledge of specific academic subjects required by the four-year school of their choice. Additionally, students from other countries often find it easier to adapt to language and cultural changes at a two-year school before transferring to a larger, more diverse four-year college.

Q: Could I enroll in a two-year college simply to take a few post-secondary courses, or to improve my skills?

A: For those students who need to strengthen their academic skills, two-year colleges can offer a wide range of developmental programs in mathematics, languages, and learning skills, designed to prepare students for success in post-secondary studies.

Q: Do two-year colleges offer any programs that would prepare me to enter the job market?

A: Many offer career programs that prepare students for employment, or assist those already employed in upgrading their professional skills. Some schools have established partnerships with local businesses and area industries to provide specialized training programs, and some also provide the academic portion of apprenticeship training. Others may offer extensive job-shadowing and cooperative education opportunities.

Q: Are instructors at the two-year college level highly qualified?

A: Full-time professors at two-year colleges are not required to conduct research and publish scholarly works to maintain tenure, as is usually required at the four-year college level. Therefore, instructor attention can be more focused on programs of study in the classroom and individual student needs. Two-year faculty members often spend more hours in the classroom, on average, than faculty in any other sector of higher education. Many have a minimum

education at the Master's level in their particular field of study, and teach courses at two-year institutions because of an appreciation for both the smaller class sizes and truly engaging learning environment.

Q: Are programs all two year commitments or could I enroll in a shorter certificate program of some kind?

A: In addition to Associate Degree programs, many two-year colleges offer certificate and diploma programs as well. The amount of time it takes to complete these types of programs will vary, but virtually all take less than the two years required for the associate degree.

Q: How can I be sure that any credit I earn will be transferrable to a four-year program?

A: Different universities will have their own structured policies regarding transfer credit. Some will accept credit only on a course-by-course basis. Others will accept your Associate Degree as the equivalent of a student's freshman and sophomore years and would accord you junior status immediately upon entrance. The best way to make sure that you can transfer as many of your earned credits as possible is to plan ahead and know the specific guidelines and policies set by the school you wish to transfer into.

Q: What is an articulation agreement?

A: Many two-year and four-year colleges have "articulation" agreements designating what credits from the two-year school will transfer to the four-year college, and exactly how this would occur.

Q: Am I able to transfer to a four-year college if I never took the SAT Reasoning Test or the ACT?

A: Admission requirements for most four-year institutions will vary. Depending upon the reputation or trendiness of the school and/or program you wish to enter, requirements may be quite selective and competitive. Typically, you will need to show satisfactory standardized test scores, possess an academic record of a certain standard, as well as completion of specific subject matter. It would be important to consult with individual schools for more details.

Q: Are two-year colleges reasonable in terms of cost?

A: Two-year colleges can be quite cost-effective. Annual tuition and fees average approximately half of the cost at public four-year colleges, and less than 15% of private four-year institutions. Also, since most two-year programs are generally in close proximity to students' homes, students can save a significant amount of money on the room, board, and transportation expenses traditionally associated with a college education.

Q: Will the cost of tuition change if I were to attend a two-year college located out-of-state?

A: As with public four-year schools, the tuition charged to in-state students is generally lower than that charged to out-of-state students. That being said, the tuition can still be more cost-effective to that of potential four-year college costs.

Q: Is financial aid offered at two-year colleges?

A: Yes. While there may not be significant award in the form of merit-based aid, virtually every two-year college awards need-based aid to qualifying students. Many students who plan to attend a two-year program are eligible for a range of financial aid programs, including Federal Pell Grants, Perkins and Stafford Loans, state aid, and on-campus work study jobs. It is best practice to make direct contact with the Financial Aid Office to gather more information on a given school's financial aid options, policies, and deadlines.

Q: Is there a minimum or maximum number of courses I can be enrolled in during a given semester?

A: Many students attend two-year colleges on a part-time basis, and as such may be carrying only one course per semester. Students must carry a certain number of courses to be considered of full-time status, and this will vary from school to school. It would be a good idea to consult individual schools for their specific requirements.

Q: Do two-year colleges offer housing?

A: Although some may offer on-campus housing for their students, most two-year schools do not. However, even if on-campus housing is not available, most schools will offer some type of housing referral service with an on-campus office.

Q: What is the average class-size at a two-year college?

A: As with four-year institutions, class size will vary considerably from school to school. As a general rule, classes at two-year colleges tend to be smaller than their counterparts at four-year institutions. At a large university, it is not uncommon for an introductory survey course to have more than 100 students enrolled, while the same type of course at a two-year college would have an average of about 30 students enrolled.

Q: Do two-year colleges offer any sports?

A: Some two-year colleges offer intramural or intercollegiate level sports. Consult individual schools for more details about their sport offerings.

Q: Do two-year colleges offer any extracurricular activities such as student newspapers, theater productions, or musical groups?

A: These options will vary significantly from school to school. Some two-year schools have active student governments which oversee student organizations and may sponsor social and/or charity events. Student organizations can include chapters of national/regional societies, as well as special interest clubs. Some will offer the kinds of activities found at four-year colleges, such as campus radio stations and student newspapers.

VOCATIONAL SCHOOLS/CAREER COLLEGES *FREQUENTLY ASKED QUESTIONS*

Q: What are vocational and/or technical schools?

A: In general, these are institutions that offer post-secondary awards, certificates, or diplomas requiring less than two years of study. These programs are designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession. More information about vocational and technical schools is available at www.petersons.com/careered/index.html

Q: What should I look for when choosing a vocational school or career college?

A: When undertaking the complex task of selecting the program that would best meet your needs, being as informed as possible is crucial. The following are some guidelines to keep in mind and questions to ask when evaluating your program options:

*How long has the school been in business?

*Is there full-service placement available?

*What percentage of students who begin a program officially complete or graduate? Of these students, how many find work in their chosen career fields, and how long does it usually take to get hired?

*At the completion of a program, will you be awarded a specific certification or title?

*On average, how long does it take to earn a degree or certification?

*Is course work offered on a full or part-time basis?

*Is a background in a certain skill area, such as typing, engine repair, or electronics needed prior to enrollment in a given program?

Q: What are the average starting salaries for graduates of these types of programs?

A: It is difficult to pinpoint exactly how much money can be made in a specific trade, since salaries across the board will vary greatly. A great resource to check out is the Occupational Outlook Handbook, produced by the Bureau of Labor Statistics. It is available online at <http://bls.gov/ocohome.htm>. This site allows you to search for specific career areas to find salary and other useful information on a particular field, including job growth potential.

Q: What are some student services offered by career colleges and vocational schools?

A: Every school and college is different, but generally most offer academic/career counseling, employment services for current students, placement services for program completers, internships (paid and unpaid), remedial services, resume preparation assistance, and tutoring.

Q: How important is it for a trade school to be accredited?

A: As with any educational institution, it is important to make note of accreditation, and by what specific organization. These agencies look at the school and/or program's mission statement, and makes a determination as to how well that school is meeting or exceeding set standards of practice, as well as financial and other resources, the quality of overall academic offerings, and the level of service provided to students. Vocational schools are accredited by specialized accrediting organizations such as The Accrediting Council for Continuing Education and Training, The American Culinary Federation Educational Institute, The American Council for Construction Education, etc. Peterson's offers a complete listing of accreditation agencies in its Vocational and Technical Schools Guide.

Q: How many graduates are placed, within six months of graduation or program completion, in their respective fields of training?

A: A school's placement rate may be obtained in several ways. Most schools will provide this data as an integral part of their prospective student orientation program. If not, ask for it. Be cautious of a school that does not make its placement rates readily available. If you are considering an occupation that requires a state license, such as cosmetology, barbering, or medical assistant, it would also be a good idea to inquire about the percentage rate of graduates who have passed or failed their licensing examinations.

Q: Am I eligible for financial aid?

A: The primary source of aid for students attending a vocational institution of higher education is from the federal government, which offers both grant and loan financial aid programs. In general, to be considered eligible to apply for federal aid, one must be a United States citizen or eligible non-citizen, enrolled or accepted for enrollment as a regular student in an eligible program at an eligible institution, and you must make satisfactory academic progress in your designated course of study. Also, you cannot default on any loan or owe a refund or repayment on any previous financial aid received, and you must be registered with the Selective Service if you are so required to.

Q: What types of financial aid would be available to me?

A: There are several types of financial aid offered to assist in paying for educational expenses: grants, loans, student employment (work-study), and scholarships. Grants and scholarships are monies that do not need to be repaid; loans are borrowed monies that must be paid back over a period of time, usually after graduating from a program. Student employment is normally part-time work arranged for a student during the school year, and wages earned are used for college-specific expenses.

Q: How do I apply for financial aid?

A: Most vocational and technical programs use just one financial aid application called the Free Application for Federal Student Aid (FAFSA). To fill out this application, you must go to the following web site: www.fafsa.ed.gov The online application is self-paced and interactive, with step-by-step guidance, and cannot be completed until January 1st of the year in which you are planning to enroll in a post-secondary program.

Q: What would qualify me as a dependent student?

A: If you are considered dependent under the federal definition, your parents' income and assets, in addition to your own, will be counted toward the family contribution you would be expected to pay for tuition expenses. If you are considered independent of your parents, your income alone (if you are married, your spouse's income would not be included) would be included in the need analysis formula. To be considered independent, one of the following criteria must be met:

- * Be at least 24 years old
- * Be a veteran of the US Armed Forces
- * Be married
- * Be an orphan or ward of the court
- * Have legal dependents other than a spouse
- * Be a graduate professional student

GAP YEAR OPTIONS

The gap year option is growing in popularity among today's high school students. You may be asking "What exactly is a gap year?" While some may refer to it as a year off, it is actually intended to be a year ON; that is, a chance to experience and/or explore a particular area of interest before officially enrolling in some kind of post-secondary educational program. A common misperception associated with the gap year is that a student is making the choice not to attend college, when the truth is many students are simply deferring their enrollment in college by one academic year.

Gap year opportunities can be focused on volunteer service, can be adventure and travel based, or can be educationally related. The gap year can also be a useful tool for a student still exploring potential career pathways; a year of transitional living can offer invaluable personal perspective. Options for participation in a gap year program are broad and can include, but not be limited to, the following:

- *AmeriCorps
- *City-Year
- *Earth Watch
- *Habitat for Humanity
- *Outward Bound

A good rule of thumb when considering participation in an alternate program immediately after high school is to plan for completion of college applications during senior year of high school, and once accepted to a post-secondary institution, defer enrollment for one academic calendar year. Most colleges will be receptive to this idea, but do not assume that is automatically the case. For this reason, it is imperative to be aware whether or not your particular school of preference defers freshmen enrollment.

Look at this as a year to accomplish a goal, live out a dream, or to really discover yourself and what it is you want to do with your life!

Visit these web sites to learn more about some gap year opportunities available:

- www.findagap.com
- www.takingoff.net
- www.overseastudy.com
- www.interimprograms.com
- www.dynamy.org
- www.whereyouheaded.com
- www.cityyear.org
- www.americorps.gov
- www.gquest.org
- www.transitionsabroad.com
- www.takingtimeoff.com
- www.studyabroad.com
- www.fastweb.com

GETTING A JOB!!!!

A recent survey of national employers revealed that many applicants are **rejected** for an open position due to some of the following reasons:

- *Little desire/poor reason for wanting the position.
- *Inability to communicate effectively during a job interview.
- *Poor manners.
- *Inappropriate attire.
- *Incomplete or unreadable application form.

Mastery of the job application and interview process are essential in obtaining your desired employment position!

Important First Steps

1. Select a type of work that matches your aptitudes, abilities, skill level, and interests: something you would be happy doing on a regular basis.
2. If possible, seek work in an expanding field: one which could provide an opportunity for advancement.
3. Prepare a resume, and include: an objective, your educational background, your professional work experience, and present and former employment. You may want to make a trip to a local bookstore and purchase a guide on formal resume writing, as many will provide you with helpful hints, practical tips, and valuable advice on effective interview skills.
4. Have ready at least three to five personal/character references, if requested, and be certain to obtain permission from each individual in advance of distribution to prospective employers. You should also verify that all contact information for each reference is accurate and up-to-date.
5. Obtain a certified copy of your birth certificate.
6. If you do not already have one, apply for a Social Security card. You can do so at the nearest Social Security Administration Office; to do this, you will need your birth certificate as well as another form of identification, such as a driver's license.

Filling Out the Application

1. Have your Social Security card handy. You will need it to fill out your application.
2. Use an ink pen that erases, if available, on the application.
3. Read the directions thoroughly prior to completing any information: are you required to type, write, or print? Blue or black ink only? Do not fill out the application until you are certain what information will be needed.
4. Before returning the application to a prospective employer, be sure you have answered it completely. Check both sides to ensure the application is filled out completely.
5. Accuracy and neatness are important; this shows you possess attention to detail and take pride in your work. If you are in doubt as to how a particular question should be answered, ask questions.
6. If any question or information request does not apply to you, be sure to write N/A or "Not Applicable" in the box or space provided.
7. Have a resume ready to attach to your application, but do not assume this will take the place of completing the application; you do not want to make a prospective employer have to waste time locating the information you are being asked to give.
8. Answers you provide in your application can highlight any personal distinctions, experience, or training that sets you apart from others applying for the same position.

9. Be honest about your qualifications. Employers will verify information you include in your application, and failure to answer honestly or completely can jeopardize your chance of getting hired/continuing employment.
10. Don't be overly modest! Once you leave a prospective employer's office, all that will remain to speak on your behalf is your application and resume.

The Introductory Letter

You should exercise great care when writing the introductory letter that will accompany your resume. To increase your chances of enjoying the most worthwhile and positive experience of the job search (getting hired!), your letter must be personalized, effective, and convey what a solid, sincere, and dependable person you are. Your cover letter should be businesslike and to the point, but should also display the personality of a warm, friendly individual; this should be the letter that "sells" you to a prospective employer.

1. Introduce yourself and share how you found out about the job opening, and why you are sending in your resume for review.
2. Address the opening greeting to a particular person, preferably the person responsible for hiring for the position you are interested in obtaining.
3. Be brief! Limit this letter to one page.
4. Highlight your qualifications, and be confident.
5. State that you will call in the near future to schedule a specific date and time for an interview.
6. Be certain the employer knows exactly where and how to make contact with you; be sure the contact information you include is your most current.
7. Write more than one draft of the letter before settling on a final copy.
8. Your letter should be visually appealing; arrange information in a logical sequence, write in a positive tone, and express your ideas clearly.
9. PROOFREAD for grammatical and typographical errors!
10. Keep a copy of the letter for your own records.

Things to Avoid in an Introductory Letter

- *Do not brag.
- *Do not infer the world owes you employment.
- *Do not share early childhood or elementary school memories.
- *Do not reveal personal "pet peeves" or gripe about things that annoy you.
- *Do not mention that you want the job because you really need the job.
- *Do not state that you are not interested in earning money.
- *Do not criticize a past employer; be loyal, even if it hurts!
- *Do not go into too much detail. Be brief and to the point.
- *Do not inflate your vocabulary. Very few professionals are impressed by this overdone technique.
- *Do not repeat information. End tactfully and avoid using postscripts (PS).

The Job Interview: How to Get It

If you are requesting a job interview in writing:

1. Have it properly written and well prepared.
2. Type the letter, unless a hand written document was asked for.
3. Use short, concise sentence structure, and do not go over one page in length.

If you are requesting a job interview by phone:

1. Make your call businesslike and courteous.
2. Speak distinctly and confidently.

3. State your name clearly, and offer to spell it out.
4. Know the name of the person who would be interviewing you.
5. Make a written reminder of the time, place, and name of the person to meet with you.
6. When the desired appointment has been obtained, thank the person with whom you were speaking, and conclude the conversation.

The Actual Interview

1. Get good rest the night before your interview. It will be important to be at your peak both mentally and physically.
2. Be prompt! Allow at least an extra 30 minutes for any unforeseen problems.
3. Perform a “dry run” of your commute to locate the company, find where to park, and get acquainted with the local area.
4. To make a professional impression, dress conservatively, but in a more formal standard of the company’s dress code.
5. Grooming is important. Keep aftershave, perfume, and make-up to a tasteful minimum.
6. Be prepared. Practice typical interview protocol: a firm handshake, making good eye contact, smiling, and practice pronouncing the name of the person you will be meeting with.
7. Become familiar with the company’s background; read through annual reports, online newspaper articles, etc.
8. Focus attention on your assets by giving brief examples that best describe your personality, your abilities and talents, and your accomplishments.
9. Speak distinctly, sincerely, positively, and be sure to answer the questions being asked of you.
10. If at the end of the interview salary has not been discussed, tactfully broach the subject by asking about the salary range and what you would expect to receive if you were offered the position.
11. Be sure you understand whether or not you have been hired, or are being considered or recommended prior to exiting the interview.
12. Thank the interviewer for his/her time and interest, and leave courteously.
13. Be enthusiastic!

After the Interview

1. Promptly thank interviewers, contacts, and references for their assistance with your job search. This thoughtful gesture can open many doors for you in the future.
2. If you have not been notified that the position has been filled, make a call. Conveying that you are still interested in the position may work in your favor.
3. If a job offer is made to you, give the employer your answer as quickly as possible, and be sure to confirm the time and place where you will report for work.
4. Notify any other prospective employers that you are now employed and no longer available.

Did you fail to obtain the position you had wanted? Take the time to think through your experience. Was there anything you could have done differently, or an error you made that you could correct? Did your application lack secure references? There is usually always something that can be improved upon before embarking on the next round of job interviews. Don’t get discouraged! Determination, drive, and flexibility are a must when seeking employment. Stick with your plan, don’t give up, and you will find the work meant for you.

Potential Sources of Employment

1. **Informal Contacts:** Friends, neighbors, relatives, school alumnae, church, club, and community groups, professional organizations, career centers, and career counselors

are excellent resources. People who know you personally are often the best source of information on new and upcoming job openings.

2. **New Hampshire Employment Services:** Always a good source to investigate.
3. **Teachers, Principals, Coaches, Counselors, other educational personnel:** These resources can be important, as they often play roles in the recommendation/reference portion of a job search.
4. **Local Chamber of Commerce:** Another resource worth exploring, especially if you are seeking employment in another area or out-of-state.
5. **Job Placement:** A service offered by various colleges and universities with access to several types of employment. This option however, is often reserved for current students and alumnae affiliated with the institution.
6. **Classified Ads:** Newspapers, professional journals, trade magazines, and online resources can provide a broad range of definite possibilities.
7. **Business News:** The local newspaper (Foster's, the Portsmouth Herald, the Concord Monitor, the Manchester Union Leader) will often highlight a new store expansion, store opening, a new industry moving to town, or the promotion of a particular individual.
8. **Bulletin Boards:** At churches, schools, the grocery store, governmental offices, private businesses, local laundry facilities: these can be useful, but can often contain postings that have become out-of-date. Be sure to check dates thoroughly before responding to any advertisement.
9. **Help-wanted signs:** Usually these types of positions need to be filled immediately.
10. **Yellow Pages** in the: telephone directory, city directory, and/or industrial directory of some kind contain the names of area firms and businesses, usually according to types of services or areas of expertise.
11. **Private Employment Agencies:** Typically not geared to entry-level jobs and are often less helpful to the job-seeking beginner. Some organizations of these types have fees associated with their services and while many are paid for by companies looking to hire, some fees need to be paid by job seekers.
12. **Service Clubs:** The Rotary, Lions' Club, the American Legion, the Elks' Lodge, and other organizations of this kind often have odd jobs available for teenagers. These service clubs are listed in your local phonebook and area offices will have more specifics.
13. **Business Organizations:** The National Alliance of Businessmen, Employment Services, etc.
14. **Governmental Agencies:** JOB CORP, Goodwill Industries, Human Resource Development, Manpower Development Training, Work Incentive Programs, local temporary employment agencies, etc.

THE RESUME

What it is: A resume is a summary of your educational and professional experiences and skills, relevant to the field of employment. This document should highlight and focus on your accomplishments and qualifications for a desired position, or particular educational placement. It is important to remember that this is not meant to be an autobiographical document that details every event in your life from birth; its purpose is to get you in the door for a job interview.

What To Include: A Guideline of Categories

*Your personal identification information, including your name, address, telephone number(s), email address, etc.

***Objective statement:** This is an optional component for inclusion in a resume. If you choose to include one, state your academic and/or professional area(s) of interest, as clearly and specifically as possible. If you have more than one area of potential career interest, additional resumes with individualized objectives may be necessary.

***Education:** Relevant information of academic background should be included here. List high school attending/attended, as well as the high school's location, and the month/year of your high school graduation, or anticipated date of graduation. Other items to be considered and/or mentioned: scholastic honors, awards, certificates, achievements of note over the course of your academic career. It would be optional to include specific courses taken that relate directly to your objective statement, should you decide to include one.

***Work Experience:** List pertinent experience in reverse chronological order (most recent first); these can be paid or unpaid positions. Include the name of the organization, address, city and state, your job title, and the dates you were employed there. Emphasis should be placed on accomplishments and major responsibilities you held. If available, include statistical information. Format can be in paragraph form, or bulleted notations, and use action verbs.

***Skill Set:** This usually refers to knowledge of computer applications, languages spoken, etc. When highlighting computer skills, be sure include experience with both hardware and software types.

Dos and Don'ts of Resume Writing

**Do* keep it short- one page is the rule of thumb.

**Do* be neat: print your copies from a quality desktop printer.

**Do* be concise and use action words and phrases where appropriate to describe your experience.

**Do* ask someone whose opinion you trust to look over your resume and provide feedback before officially sending it out.

**Do* ensure the information you have included is both honest and accurate.

**Do* check grammar, spelling, and syntax carefully.

**Do* place emphasis on accomplishment over duties where appropriate, and quantify accomplishments wherever possible.

**Do* keep your focus; it is important for your objective to be clear.

**Do Not* overuse fancy typeface fonts, underlines, or other characters for visual effect; this can be distracting to the person reviewing your materials.

**Do Not* misrepresent your experience or your skills.

**Do Not* use I or me.

**Do Not* use long, run-on sentences, abbreviations, or information of a personal nature.

**Do Not* sell yourself short!

Remember: Depending upon the type of position you are seeking, you may need to include a specific cover letter stating why your qualifications fit the position advertised, and why you would like to work with that particular company. Follow up with a phone call a few days after sending out your materials to ensure all necessary paperwork has been received and is in order. Many positions will also require job seekers to complete an application form; be sure to take action on this task if needed.

Christopher Jones
24 Mansfield Avenue
Durham, New Hampshire 03824
(603) 987-6543
Chris73118@hotmail.com

OBJECTIVE

To secure a challenging sales position with a major organization. Self-motivated and resourceful high school graduate. Qualities for the position include:

- Excellent communication, presentation, and negotiation skills
- Highly self-motivated
- Ability to work independently
- Ability to identify and attain goals and objectives that are set

EDUCATION

Oyster River High School

55 Coe Drive
Durham, New Hampshire 03824
(603) 868-2375

- Graduated June 2004 with a concentration in Marketing and a GPA of 2.8
- Successfully completed required and related course work such as Marketing and Economics
- Participated in school wide activities such as Chorus, Band, and various sports teams
- Volunteered for community service at various businesses in town

EXPERIENCE

Intern, Durham Community Center, Durham, NH

2003 - Present

- Coordinated a local advertising drive that increased the number of elderly people coming to the center by 20%
- Organized games for afternoon participants
- Escorted some of the elderly people to and from the center

SKILLS

- Computer skills: Microsoft Word, Excel, PowerPoint
- Spanish: Two academic years

INTERESTS

- Baseball
- Weight lifting
- Skiing

AWARDS RECEIVED

- Attendance

- Vocational Honor Society
- Athletic Award for Baseball

REFERENCES AVAILABLE UPON REQUEST

Military Options.....

Military Services
(for Active Duty and Reserves)
Toll-Free Numbers
Web Sites
General Military Information

866.VIEWNOW

www.careersinthemilitary.com
www.myfuture.com

Army

800.U.S.A.ARM.Y

www.goarmy.com

Marines

800.MARINES

www.marines.com

Navy

800.U.S.A.NAVY

www.navy.com

Air Force

800.423.USAF

www.airforce.com

Coast Guard

877.NOW.USCG

www.gocoastguard.com

Army National Guard

800.GO.GUARD

www.1800goguard.com

Air National Guard

800.TO.GO.ANG

www.goang.com

U.S. Army Reserve

800.U.S.A.ARM.Y, ext. 182

www.goarmyreserve.com

U.S. Naval Reserve

800.U.S.A.USNR

www.navalreserve.com

U.S. Air Force Reserve

1.800.257.1212

www.afreserve.com