**Cloud County Community College**



Career and Transfer Center

Handbook

785-243-1435 ext. 323

www.cloud.edu

**Contact Information**

**Brenda Hanson, Director**

**Cloud County Community College**

**2221 Campus Drive PO Box 1002**

**Concordia, Kansas 66901**

**bhanson@cloud.edu**

**FAX: 785-243-1043**

**http://www.cloud.edu/About/Career-Center/index**

**Career and Transfer Center Mission Statement**

**The Cloud County Community College Career and Transfer Center provides services for lifelong career planning skills, employability skills, and to assist in the career success of students, alumni, and community members.**

**The Career and Transfer Center is part of an integrated system of workforce development and employment programs with relevant education, social service, and career planning strategies.**

**Services include:**

* **Career assessment**
* **Individual assistance in planning career goals**
* **Job Vacancy Bulletin to provide temporary, part-time and full time employment**
* **Resume assistance and consultation**
* **Mock interviews and practice skills**
* **Cooperative Education course for on the job training and work experience**
* **Career portfolio assistance**
* **College transfer assistance**
* **College online courses for credit include Job Search, Dynamics of Career and Life Planning**

**Cloud County Community College is committed to a policy of nondiscrimination on the basis of race, gender, national origin, handicap, or other non-merit reasons in admission, educational programs or activities, and employment as required by applicable laws and regulations.**

**Career Planning and Exploration**

**The Career and Transfer Center provides a variety of inventories and assessments designed to assist in career planning. A successful job search includes self-knowledge and self-exploration to determine interests, abilities, and values that provide information during the job search phase. Resumes should be constructed around strengths and skills while interviews are more positive when based on interests, abilities, and values. Therefore, to know oneself is vital to career success.**

**Various assessment tools are available through the Career and Transfer Center. They are designed to determine traits and abilities related to particular careers, work readiness, and career related skills.**

**Many online assessments that are self-scoring are available as well. An online website that has self-scoring assessments and career information is available at ACT. This website is** [www.actprofile.org](http://www.actprofile.org)

RESUMES

Resumes are designed to present your personal and professional qualifications to the employer. Resumes are used to screen candidates for positions in a quick manner and should be created to assist in getting an opportunity for an interview.

There are various formats of resumes one can use, depending on your skills and work experience.

**Chronological:** This is the most commonly used resume format. Information under each heading is listed in reverse chronological order, meaning most recent information is first. This is an excellent format for entry level workers, recent graduates and those without lots of job change in their history. It shows skill progression.

**Combination:** Skills are identified with work history presented first without responsibilities listed. Persons who have had similar positions with related work skills often consider this format.

**Scanned:** No formatting is used and must have key words that electronic technology identifies.

**Functional Resumes**: The functional resume format may be preferred by job-seekers with a limited job history, a checkered job history of working multiple jobs in a short period of time, or a job history in a different career field than what you are now pursuing.

All resumes should begin with a heading that includes the name, address, and related information about the job seeker. Sub-headings should include information such as education, work experience, activities/memberships, awards, and references. Optional sub-headings might include a career objective, outstanding skills or highlights, leadership experience, hobbies, or knowledge related to the job in which you are applying.

Most resumes should be one page printed on fine quality stationery. In some cases a 2 page resume in necessary. If this is the case, make certain the name is on it in the event pages become separated.

**Chronological Resume Sample**

**Mary Ann Jones**

**Temporary Address: majones@calhoun.edu Permanent Address:**

**2069 Cherry Lane (774) 555-6262 1429 Holyoke Street  
Huntsville, AL 12345 Marysville, VA 43569**

**OBJECTIVE:** To obtain a staff nurse position in a community hospital.

**EDUCATION Calhoun Community College,** Tanner, AL May 2013

Associate Degree in Nursing. GPA: 3.75 Related Courses:

Basic Pharmacology, Human Anatomy and Physiology I, Safety Issues for Clinical Practices, Family Centered Nursing

**Huntsville High School,** Huntsville, AL May 2010

High School Diploma, Graduated Valedictorian

**WORK Wayne’s Shrimp Shack**, Huntsville, AL 10/12 – Present

**EXPERIENCE** *Waitress/Hostess*

\* Greet customers

\* Make dinner reservations.

\* Provide positive public relations for management

\* Ensure customer satisfaction and timeliness of service and food delivery

\* Train new hostesses and waitresses

**Tots-to-Teens Center**, Neshoba, AL 09/11 – 09/12

*Office Assistant*

**\*** Provided administrative support for professional staff   
\* Answered phones and referred messages to appropriate personnel

\* Coordinated after school and daycare activities for youth

\*Scheduled appointments for the director

\*Mediated conflicts during day camps

**VOLUNTEER County Health Department,** Huntsville, AL 12/10 – 12/12

**EXPERIENCE** *Candy Striper/Personal Aid to Head Nurse*

Assisted nurses with presentation set-ups at local high schools and

community centers. Scheduled client appointments. Greeted patients

at check-in. Performed clerical tasks including filing. Comforted

infant patients in distress. Aided with blood pressure screenings.

**Mary Ann Jones**

**Temporary Address: majones@calhoun.edu Permanent Address:**

**2069 Cherry Lane (774) 555-6262 1429 Holyoke Street  
Huntsville, AL 12345 Marysville, VA 43569**

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**AWARDS &** *Who’s Who Among America’s Community College Students*, **ACTIVITIES** Dean’s List, Student Government Association, Nursing Club

**SKILLS** Proficient in computer office applications including WORD, Excel,

Adobe, and electronic mail. Able to read blood pressure and heart

rates using medical equipment. Fluent in Spanish and German.

**REFERENCES**

Nancy Smith, Former Nursing Instructor

Huntsville Nursing College

4231 Yates Drive

Huntsville, AL 12345

nsmith@huntsville.edu

817-314-9876

Christine Abernathy, Former Employer

Tots to Teen Center

9547 Ross Street

Neshoba, AL 68327

981-674-3209

Wayne Grant, Employer

Wayne’s Shack

Huntsville, AL 68540

981-569-2840

**COMBINATION FORMAT**

**Brian Gray**

1 Main Street, New City, Georgia 91010

Home: (555) 322-7337 Cell: (555) 322-7337

example-email@example.com

**Summary of Skills**  
Dynamic Wind Turbine Technician with an impressive blend of technical expertise and people skills. Committed to providing quality and consistent support no matter the hour or weather.

|  |  |
| --- | --- |
| * Lean principles knowledge * Valid CA driver's license * Can move up to 100lbs * Good at deciphering technical documents | * Proactive * Disciplined * Neat and professional * Self-starter |

**Experience**

Next Gen Energy, Hope Mills, CA, **Wind Turbine Technician.** July 2009 to Current.

* Run operational tests on systems and equipment to reinforce proper processes and remedy malfunctions
* Ensure compliance with all legal requirements
* Draft or modify landowner agreements
* Purchase needed parts and materials
* Develop operating procedures
* Oversee outside contractors

Tom’s Wind Power, Hope Mills, CA **Wind Turbine Technician**. September 2006 to June 2009.

* Maintained sub-station equipment.
* Thoroughly inspected and repaired program systems components.
* Carefully organized, analyzed and prepared technical data reports to ensure proper workflow and productivity.
* Applied engineering principles to develop and operate electrical, mechanical and data processing systems.
* Produced and maintained accurate design documentation.

**Education**

Cloud County Community College, Concordia, KS. Associate of Applied Science in Wind Energy, 2012. Related courses included:   
\* Electrical Theory \*Airfoils and Composite Repair \*Wind Turbine Siting  
\*Employability Skills and Blueprint Reading \*Hydraulics  
\*Mechanical Systems \*Electronics \*Transformer Theory \*Motors Generators PLC’s

Wind Energy Internship, Smoky Hill Wind Farm, Ellsworth, KS. Fall 2011

OSHA 30 Training completed May 2012

Rescue Training completed May 2012

**Brian Gray**

1 Main Street, New City, Georgia 91010

Home: (555) 322-7337 Cell: (555) 322-7337

example-email@example.com

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**References**

Daniel Smith, Wind Energy Instructor

Wind Community College

3333 Campus Drive

Albany, KS 66901

785-432-8435 ext 311

[dsmith@wind.edu](mailto:dcyre@cloud.edu)

John Amos, Former Supervisor

Tom’s Wind Power

3306 Curd Lane

Hope Mills, CA 77489

714-827-6693

[jamos@tomeypowers.com](mailto:jamos@tomeypowers.com)

Jeffrey Kind, Executive Director

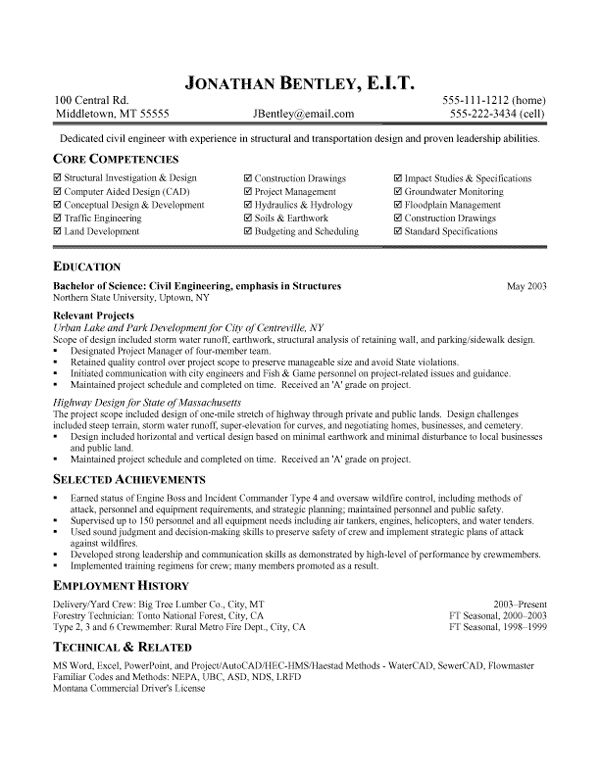
Ingen Wind Energy Corporation

4483 Franklin Drive

St. Louis, MO 55441

318-945-0934

[jkind@ingen.com](mailto:jkind@ingen.com)

**Functional Format**

**COVER LETTERS**

A cover letter is sometimes also called a letter of application. A cover letter is a formal business letter that acts as an introduction to your resume. Since it is a formal business document, it should be in **block business letter format.** In this format, text is left justified (aligned on the left-hand margin).

Your cover letter must "sell" you as the best candidate for the job! It should highlight your accomplishments and qualifications, as well as explain how you can benefit the company. It should be easy to read and have a positive tone. As you can see, it is VERY important that your cover letter be well thought out as it is your first contact with a potential employer.

Each paragraph of your cover letter has a different purpose, and there strategies you can use to make each paragraph effective.

The first paragraph should be designed to get the attention of the reader. It should indicate why you are writing, what position you are applying for, and how you learned of the job.

The second and possibly the third paragraphs need to increase the reader’s interest further by your interests, skills, and how you will benefit the employer. Your remarks should highlight the main points the reader should look for in your resume.

Lastly, always thank the reader for their consideration of you and a request for an interview. You should always indicate how you plan to follow up on this contact. It is wise to have your phone number in this final paragraph as well.

**SAMPLE COVER LETTER for Specific Position**

2341 Amos Drive  
 Central, MO 43298  
 September 9, 2015

Susan Baker, RT  
Central Regional Health Center  
719 Crestview Lane  
Central, MO 43298  
  
Dear Ms. Baker:

I am inquiring about the Office Assistant position with your company. I learned of the position by visiting with staff in the Career and Transfer Center at Cloud County Community College.

Enclosed is a copy of my resume for your review. Through my coursework at Cloud County, I completed many classes which relate to the office work, such as Introduction to Business and Computer Applications. I have gained skills including Microsoft Office, PowerPoint, and Excel. In addition to my college degree, I have worked in companies that provided me experience in working in an office setting and with customers. My leadership skills were also advanced by my involvement in sports and several activities.

I am available to work full-time and am confident that I have the education and skills to work in your office. I have always been interested in working as an office assistant and I look forward to an opportunity to work with you.

Thank you for your time and consideration. I am available at your convenience to visit with you personally. I will contact you next week if I have not heard from you to arrange an interview appointment.

Sincerely,

Sherry Smith

Sherry Smith  
Enclosures

**COVER LETTERS**

As you can see from the samples below, having a letter that is easy to read is just as important as your resume. Use the same fine quality of paper for the cover letter as the resume. It should all match. Font styles and size should match as well. There should be room for your signature.

There is one sample cover letter known as a memo or Broadcast Letter. This is used for those times when you’re mainly inquiring about any job openings they may have available. Although it can be used, it is not as effective as when you are applying for a specific position. Given it is a memo, it lacks your hand written signature which also adds a personal touch.

Make sure you follow the directions for applying as outlined in the job you are applying for. If you try to do something differently, it will be a waste of time to apply. For example, if directions say to apply with Human Resources and you send it to the President of the company, your resume may be tossed without any consideration. If the directions indicate to submit a letter of application with your resume, do so. This doesn’t mean you need a job application. Remember this is a different form available through the company. A letter of application is the cover letter.

I will repeat this remark again. You only get one chance to make a good first impression! Your cover letter is likely the very first contact with an employer, followed by your resume. It cannot be emphasized enough that you are careful in wording, formatting, and that you show your professionalism.

There are several things that job seekers can do in their cover letters that can actually *hurt* their chances of getting an interview. You will want to avoid these mistakes.

* **Don’t write “To Whom It May Concern,” or "Dear Sir or Madam."** If you don't know the person's name, use something generic and gender neutral, like *Candidate Selection Team* or *Dear Hiring Manager.* Try to find the contact’s name by calling the company if possible. Sometimes you are unable to determine this if you’re responding to a job on the Internet but it is in your best interest to find a particular name when possible.
* **Don’t use slang**, like *I crushed the highest sales in my region three years running*.
* **Don’t use correction fluid** or make corrections after the letter is printed. Reprint your letter if necessary.
* **Don’t hand write** your letter or address the envelopes in your own handwriting. Microsoft Word's Envelopes and Labels feature can help create professional-looking labels.
* **Don’t write a letter longer than one page**.
* **Don’t provide false information** about yourself or your qualifications.
* **Don't include erroneous information** about the company.
* **Don’t include personal information** (avoid references to religion, family, etc.).
* **Don’t write poorly** (avoid using clichés, exaggeration, and typographical or grammatical errors, etc.).
* **Don’t use form letters and mass mailings**. Each letter should be tailored to a specific job.
* **Don’t include photos** unless specifically asked.
* **Don’t confess weakness** or apologize for a lacking qualification.
* **Don’t use an improper tone** (angry, demanding, desperate, confessional, too enthusiastic).
* **Don’t include salary information unless asked**.

**SAMPLE INTERNSHIP COVER LETTER**

507 Heritage Drive  
Smithville, MO 98317  
May 5, 2015

Ms. Cynthia Little  
Smithville Realty Inc.  
Smithville, MO 98317

Dear Ms. Little,

I am inquiring about a Cooperative Education Internship in Business for spring 2016 at your agency. I became aware of this possible opportunity by visiting with staff in the Career and Transfer Center at Cloud County Community College.

Enclosed is a copy of my resume that outlines my coursework completed and work experience. I am working towards completing my associate degree and then transferring to a major university with my plan to eventually become a real estate agent. My spring class schedule will allow me to work from 9a.m. to 1p.m. on Mondays, Wednesdays, and Fridays.

In addition to my coursework, I have been involved in the Business Club and work as a Student Ambassador through Cloud County Community College. These experiences have broadened my leadership and organizational skills. Through an internship with your agency, I would gain an understanding of a typical day in working in realty.

Thank you very much for your time and consideration. I am available to attend your required orientation. You may contact me at 643-897-0463, and I would be happy to provide you with additional information you might require.

Sincerely,

Rene Baldwin

Rene Baldwin

Enclosures

**Broadcast Letter Sample**

DATE: May 2, 2015

TO: Human Resources Manager  
 Smithville Chamber of Commerce  
 228 North 4th St  
 Smithville, MO 69438

FROM: Lisa Needy  
 418 6th St  
 Nortonville, IA 54987

I am writing to inquire about career opportunities available in your community. I am interested in positions you might have available in a retail business. I am confident that my education and work experience would prove to be valuable in the retail industry. I would like to work full-time and have enclosed a copy of my resume for your review.

Through my coursework at Cloud County Community College, I completed many courses that relate to the retail field, such as Business Accounting, Salesmanship, and Leadership Skills. In addition to obtaining my Associate of Science degree, I have many work related skills such as cash register operation, customer service, and computer technology.

Thank you for your time and consideration. I would welcome the opportunity to visit with you further regarding any positions you may be aware of. You may reach me by calling 613-798-5381.

Enclosure

**Thank You For The Interview Sample Letter**

Campus Apartment 3-18

Concordia, KS 66901-1002

May 25, 2015

John Smith

Designs by John

428 Rush Street

Denver, CO 83029

Dear Mr. Smith:

I appreciated the opportunity to talk with you on May 24. The information you shared with me about employment at Designs by John and the graphic design industry in general was excellent. I am excited about the possibility of applying my education and experience in a position as a Graphic Designer.

Thanks again for your time and consideration. If I can provide you with any additional information about my skills, please let me know. I look forward to hearing from you soon.

Sincerely,

Ann E Job

Ann E. Job

**Letter of Acceptance Sample Letter**

4398 Smart Road

Concordia, KS 66901

May 25, 2015

John Smith

Designs by John

428 Rush Street

Denver, CO 83029

Dear Mr. Smith:

I am very pleased to accept your offer for the position of Graphic Designer as outlined in your letter of May 20, 2015. I understand I will begin my duties with an Employee Orientation session on June 1 at 8 a.m. I am happy to confirm the starting salary of $48,950 plus health insurance and one week’s paid vacation.

Enclosed are the completed health insurance forms, W-4, and parking permit application. I look forward to meeting the challenges of working for Designs by John.

Sincerely,

Ann E Job

Ann E. Job  
Enclosures

**Sample Letter of Rejection**

4398 Smart Road

Concordia, KS 66901

May 25, 2015

John Smith

Designs by John

428 Rush Street

Denver, CO 83029

Dear Mr. Smith:  
  
After serious consideration, I have decided to decline your offer of employment as a Graphic Designer. This has been a very hard decision to make, however, life circumstances have changed would not be compatible my career plans.

Thank you very much for your time, consideration, and employment offer. Your confidence in me is greatly appreciated. I wish you continued success in your business.

Sincerely,

Ann E Job

Ann E Job

**INTERVIEWS**

An **interview** is a meeting between an employer and a job applicant. The interview may take place in person, over the telephone, through video conferencing, or perhaps even something like Skype. The interview may be formal or somewhat casual. It may involve just you and the employer or it might be a group of people who are interviewing you. The interview is designed for the ultimate purpose of determining if you are the right person for the job for both you and the employer.

|  |
| --- |
| The employer asks questions to see how well you understand the industry, the position, and your ability to perform the job duties. During an interview, you will need to show the employer that you know about and understand the needs of the company. One way to prepare for that is to research the company. Typically you can gain knowledge by searching on the Internet, requesting information from the company prior to your interview, or visiting with your career center or employment agency.  You will want to know: |

|  |
| --- |
| what products or services the company sells  who their customers and competitors are  how the company is doing within the industry  what the company culture is like |

The company is trying to determine if you will fit in a positive way with the culture of the organization. You may not meet every job qualification they are looking for, but if you present yourself well in an interview, there is a good possibility that you could be chosen over candidates with similar or better qualifications who don't communicate as well.

**You will also want to know if you are the right fit for the company. By doing your research you will be better prepared to a**sk questions in order to learn more about the company and the position itself. Use this time to decide whether the job is a fit for you. You will want to learn if the company is growing, if the position will be a right fit with your interest and give you the opportunity to use your unique skills and abilities. Your questions should help you determine if the work atmosphere is one in which you work well and one which you will enjoy.  
  
Before interviewing, make sure your social networking sites display you in a professional manner. Many employers check out such sites or simply “Google” job candidates. Review what information is available about you. If you can see it then so can employers!

**Common Mistakes that you should be aware of when dressing for an interview**

**Wearing clothing that doesn’t fit properly** – An outfit that does not fit well might give the interviewer the impression that you are not used to dressing appropriately or that you simply do not care enough to dress well.  Loose clothing can look sloppy and the discomfort of tight clothing can be very distracting.  Make sure your attire fits you well, especially when you are sitting down. Have your clothes pressed well to give a neat appearance.

**Wearing clothing that is too revealing** – Skirts that are too short are a common problem for women and can be deemed unprofessional by an interviewer.  Always sit down in your skirt to make sure it has enough leg coverage, especially if it has a slit.  In addition, your top should not be too sheer, low-cut or sleeveless.

**Wearing too much jewelry** – Clanking bracelets, multiple rings and dangling earrings can be very distracting to an interviewer.  Women should wear 2-3 minimal, conservative pieces of jewelry.  Men may also want to avoid earrings.

**Ignoring your feet** – A great outfit can be ruined by a poor choice of footwear.  It can also give the impression that you do not pay attention to the details.  Men should wear dressy, dark, polished shoes with matching dark socks.  Women should wear dressy, closed shoes and should avoid high, overly-sexy or strappy heels.

**Making risky grooming choices** – You can really make a statement with your choice of hairstyle, make up and fingernails.  Just make sure the statement does not have the potential to turn off your interviewer.  It is best to choose styles that are minimal and professional.

In addition to proper attire, your body language also gives the employer an impression of you. In preparing for an interview, you may think a lot on what you are going to say, but also give thought to what your body, facial expressions and gestures are communicating.  Your body language can be just as important as the words you speak during an interview.  Do you frown when you are thinking, do you fidget with your jewelry or nervously bounce your leg? Do you clear your throat or have some other nervous gesture? Body language is a reflection of your true thoughts and attitude. The real secret to portraying good body language is to actually approach an interview with confidence and positive thoughts about your abilities.  The more positive you feel toward an interview, the more appealing your body language will appear.

**Successful Interview Tips**

Arrive a bit early so that you are mentally prepared for this important time. Take an extra resume or 2 in case you need to refer to it during the interview. You may also want to have a copy of the job description for the same purpose.

Make sure your cell phone is off. It is disruptive to have it ring in your interview. It shows the employer that the interview is of secondary importance to you.

Many job candidates jingle the change in their pockets or play with their keys when they are nervous. If you keep your pockets empty you will avoid this nervous behavior.

Never take someone with you when you interviewing. It is never appropriate to have a friend or family member wait for you inside the building while you are   
being interviewed.

Do NOT chew gum during the interview. Do not smoke prior to or during the interview. The smell will still be on your clothing if you smoke prior to the interview. The rest goes without saying.

Avoid speaking negatively about past employers or experiences.

Show motivation to work and have professional goals.

Save salary negotiations until you have been offered the position.

Practice interview questions so that you are prepared and can be comfortable with your remarks.

In responding to questions, be sure to stay to the point without belaboring remarks but also respond so that it is clear and concise.

**Common Interview Questions**

1. Tell me a little bit about yourself.

2. Why are you interested in working for our company?

3. Why have you chosen this particular occupation?

4. How has your education prepared you for this position?

5. Tell me about your best/worst supervisor.

6. Where do you see yourself in 3 to 5 years?

7. Given me an example of how you solved a particular problem.

8. Describe a time when you worked on a team.

9. What did you like or dislike about your previous job?

10. What are your strengths/weaknesses?

11. What was the biggest accomplishment / failure in this position?

12. How do you evaluate success?

13. Why are you leaving or have left your job?

14. What are your salary requirements?

15. Why do you think you will be successful at this job?

**Illegal Interview Questions**

State and federal laws make discrimination based on certain protected categories, such as national origin, citizenship, age, marital status, disabilities, arrest and conviction record, military discharge status, race, gender, or pregnancy status, illegal. However, if the employer asks questions that directly relate to specific occupational qualifications, then the questions may be legitimate. The intent behind the questions need to be considered. If asked an illegal question, be prepared to redirect it to the interviewer or respond in a positive manner. Practicing for your interview will better prepare you for appropriate responses.  
  
**Nationality**   
Are you a U.S. citizen? What is your native language?  
Where were you/your parents born?   
**Age**   
How old are you? What is your birth date?  
When did you graduate?  
  
**Marital/Family Status**Are you married? Who do you live with?   
Do you plan to have a family? When?  
How many children do you have? What are your child care arrangements?

**Affiliations**: What clubs or social organizations do you belong to?   
 **Religion**: What religion are you? What church do you belong to?   
 **Disabilities**   
Do you have any disabilities? Have you ever filed a worker's compensation form?  
Have you had any recent or past illnesses or operations? If yes, list them and give dates.

**Medical History**   
What current or past problems might limit your ability to do this job? Do you smoke?  
Have you had a history of mental illness?

**Arrest Record**   
Have you ever been arrested?   
Have you ever plead guilty to a crime?

**Military**   
Were you honorably discharged? Tell me about your military record.   
Have you served in the military of countries other than the United States?

**Credit**   
Do you have any credit problems?   
Have you recently filed for personal bankruptcy?   
Is your salary presently subject to legal attachment or wage garnishment?

**Steps to Be Successful in Your First Year of Employment**

**Step 1: Adopt the right attitudes.** Employers’ number-one complaint is the attitude new graduates bring to the workplace. Look around and find those people in the organization who seem successful and respected by others. Model your attitudes after theirs. Humility, readiness to learn, readiness to change, respect, confidence, having an open mind and positive work ethics all are positive attitudes to take to work every day.

**Step 2: Adjust your expectations.** A major cause of the frustration many new graduates experience is their expectations. Frustration is nothing more than the difference between expectations and reality. If you work at keeping your expectations realistic, you won’t be disappointed.

**Step 3: Manage the impressions you make.** You must place a premium on impression management in your first year. Whenever you start any job, there are many people watching you and trying to assess your ability to succeed. You are an outsider until you prove otherwise. Just because you are an employee does not mean that the people in the organization have accepted you.

**Step 4: Build effective relationships**. It is people that shape the organization, determine how things are done, decide your future, and guide the success of the organization. Every job, no matter how technical, will require you to be successful at working with people.

**Step 6: Become a good follower.** Employers don’t want to see your leadership skills in the beginning—they want to see your “followership” skills. There is no more important person than your boss on your first job. You must give top priority to learning how to build a positive and mutually productive relationship.

**Step 7: Understand your organization’s culture. Organ**izations want employees who “fit” their culture and enthusiastically embrace it. You aren’t allowed to deviate from the culture until you are first accepted as part of the “team” and have a track record of proven performance. That won’t happen in your first year, so focus on “fitting in.”

# ****Step 8: Develop work savvy.**** Most new graduates find that they have to learn how to apply their knowledge in a job setting. Book knowledge is fine, but what can you do with it? How does it fit the tasks you have to do? How can you use it to get results?

**Step 9: Acquire the knowledge, skills, and abilities you need.** Employers expect you to need development: Take advantage of it and don’t be embarrassed to ask for training or help.. Listen to your performance reviews. Then develop a plan to guide your development. If you have spare time, which often happens in the beginning, use it to learn something new.

Once you accept the unique nature of the transition from college to work, it can be lots of fun, very exciting, and a terrific start to a successful career.

**Step 10: Take responsibility.** Remember that it is your responsibility to make *your* transition to work a success, not your employer’s. The good ones will help you, but it’s your career.

*-Adapted from* Salisbury University Power Point presentation by *Charlie Endicott*: First Year on the Job. 2007

**RESOURCES**

**Career Planning Guide:** <http://www.actstudent.org/career/>

**Online Career Assessments and information:** <http://www.careeroverview.com/>

**Occupational Outlook:** <http://www.bls.gov/ooh/>

**WhoDoYouWant2b?** <http://www.whodoyouwant2b.com>

Real life students talking about their majors, colleges, and career paths in video format based on over 15 career industries and pathways. Click on the appropriate heading i.e. college student then click on interested “Pathway”.

**Build a resume online**, find out about college finance options, roommate stories, the military as an option and find some career and college information [www.myfuture.com/](http://www.myfuture.com/)

**Career Planning Websites:** <http://www.ncda.org/aws/NCDA/pt/sp/resources>

**Career Advice, tutorials, references:** <http://www.careers.org/advice>

**College and Career Life Planning:** <http://www.collegecareerlifeplanning.com/>

**Department of Labor Website:** <http://www.careeronestop.org/>