

Northcentral Technical College

Job Search Skills Booklet

Applications, Resumes, Cover Letters, Interviews

Prepared by the Transfer & Placement Office



2011

Table of Contents

Introduction

Job Search Plan

Getting Started	Page 4
Social Networking	Page 5
Internet Job Hunting	Page 6
Job Fairs	Page 7

Tools for Getting a Job

Job Applications	Page 8
Cover Letters	Page 10
Resumes	Page 12
Portfolios	Page 28
References	Page 28
Letter of Recommendation	Page 29
Letter of Interest	Page 30
Thank-you Letter	Page 30

Interview Process

Preparing for the Interview	Page 32
During the Interview	Page 32
After the Interview	Page 33
Common Interview Questions	Page 34

Opportunities to Learn More

A Guide to Employment at NTC	Page 37
Job Shadows, Mock Interviews, Job Search Skills	Page 41
Workshops, Informational Interviews	
Placement Office Services	Page 42

Introduction

This booklet is designed to advise students on how to complete applications, develop resumes, and create cover letters in preparation for a job search. Interviewing tips are also given. Our goal is to prepare you for a job.

The Transfer and Placement Office is located in room C132 in the main building of the Wausau campus at Northcentral Technical College, and it focuses on the needs of program students. The Learning Center is housed in the "A" building and also provides resume assistance, especially to students who are not yet in a college program of study.

This booklet is one tool that might be of assistance to you. When making career choices and developing the skills needed to be successful, you are the "decision maker." If given advice by many sources, take the good of what you hear from all and become your own self-advocate as you create what you need to get a job. In other words, your success is only up to you.

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Director of Transfer and Placement

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The Job Search Plan

Getting Started

What are some proactive ways to get a job?

- Start with people you know. One of the best ways to get a job is to “network.” Networking involves the exchange of information from one person to another, or a group, or an institution. Find out about job leads from a teacher, employer, a relative, a neighbor, a classmate, or someone else. Give them your resume.
- Don’t be afraid to make “cold calls.” Call places of employment that might hire someone with your credentials.
- Look at businesses that post jobs on their website, and be willing to call the business to make sure the positions are still available.
- Answer newspaper advertisements.
- Use career sites to post your resume and cover letter.
- Use the Transfer and Placement Office at NTC and check out the placement website at: www.ntc.edu/placement.
- Use the services of job centers and employment agencies.
- Be ready to “sell yourself.” Why would someone want to hire you? Practice stating what you can do for a business and why you would be a good hire.

Social Networking

Social media and networking can be used to help find and land a job. However, it can also jeopardize job placement if used improperly. Follow these tips when using social networking to job search.

- Beware that social networking sites may not prove to be beneficial to you when looking for a job.
- Businesses may request to review your site and see your profile, photos, and your network connections.
- Limit who can access your profile. Use the social media's privacy settings to control access. Even when done, employers may ask you in an interview to see if you have a "____" account and want to see it on the spot.
- Be sure that you have reviewed your sites with your professional image in mind.
- **Remove** any pictures, posts, and threads that would be considered questionable to an employer.
- Check to see what other people may be posting about you, too. Enter your name into a search browser to see what comes up.

Internet Job Hunting

There are many online resources available to the job seeker. The sites below include online job search resources, job search sites, job search engines, networking sites, and general tips.

Looking for jobs online? Here are some sites to help you get started.

Wisconsin

[Job Center of Wisconsin](http://jobcenterofwisconsin.com) – <http://jobcenterofwisconsin.com>

[Official WI Govt Employment Site](http://wisc.jobs/public/index.asp) - <http://wisc.jobs/public/index.asp>

[WI Workforce & Labor Market Info](http://worknet.wisconsin.gov/worknet/) - <http://worknet.wisconsin.gov/worknet/>

United States

[Federal Jobs & Employment Info](http://usajobs.opm.gov/) - <http://usajobs.opm.gov/>

[Career One Stop](http://www.mynextmove.org/profile/ext/eta) - <http://www.mynextmove.org/profile/ext/eta>

[O Net Online](http://www.onetonline.org/) - <http://www.onetonline.org/>

[Federal, State, & Contractor Jobs](http://www.americajob.com/) - <http://www.americajob.com/>

[Nation Job – Electronic Recruitment](http://nationjob.com/) - <http://nationjob.com/>

Job Search Engines

www.indeed.com

www.job-search-engine.com

www.simplyhired.com

www.monster.com

www.careerbuilder.com

www.craigslist.org

Job Fairs

Wisconsin Job Centers regularly sponsor Job Fairs to connect prospective employees to area employers. For an updated list of Job Fairs, check the [Wisconsin Job Center](http://www.wisconsinjobcenter.org/jobfairs/) web site at <http://www.wisconsinjobcenter.org/jobfairs/>.

Before the Job Fair

- Check with the Transfer and Placement Office for a listing of employers that will be participating. The list will be available the week of the Job Fair.
- Research the companies that interest you. Learn who they are and what they do. Check company websites for information.
- Create a prioritized list of employers you'd like to meet with at the Job Fair.
- Plan your strategy. Visit the booths that interest you when your energy level is up and you are at your best. Do not wander or roam. Present yourself with a purpose. Don't be shy – be prepared!
- Prepare and practice your introduction. You should be able to state in less than one minute your name, work experiences and education in a manner that is natural. Practice this out loud to feel more comfortable in your presentation to the employer.
- Resumes – prepare a strong resume and bring a sufficient amount of copies with you. These resumes must be crisp and clean. Carry them in a portfolio if possible. If you are uncertain of the quality or content of your resume, visit your local Workforce Development Center or Job Center for professional assistance.
- Dress – Dress for Success!! Dress professionally. Treat this event just like you would any other interview. Avoid strong cologne and gum chewing, and do not smoke beforehand. Be well groomed.

During the Job Fair

- Greet each potential employer with a firm handshake and smile. Make eye contact and introduce yourself. Be polite!
- Listen carefully to what the recruiter is saying. The room will be noisy and busy. Try not to become distracted. Focus, Focus, Focus!!
- Try to remember the recruiters' names. Glance at a nametag. Try to get a business card from each recruiter. Save and use this for follow-up purposes.
- Thank each recruiter for their time.

After the Job Fair

Follow up with a thank-you letter. Within three days, send a letter to each employer you spoke with. You may enclose your resume.

Tools for Getting a Job

Job Applications

There are different ways to complete a job application: online, by going to the company's website, by contacting the business by phone or e-mail and asking them to send you an application, or by picking one up in person.

Be ***prepared*** when completing an application. Have a sheet of information with you, including:

- Personal Information - include your name, address, phone number, e-mail address, and social security number
- Education – schools and dates attended as well as graduation dates and degrees
- Work Experience – for current and prior jobs, including the company's name, address, and phone number, the supervisor's name, your responsibilities, salary, dates of employment and reasons for leaving
- Three Professional References – Name, their relationship to you (Example: supervisor), company, title, address, phone, and e-mail

Completing a Paper Application

- Make sure you have all of the information that you need with you and answer all questions.
- Neat and clean counts, with no spelling errors, by deadline.
- Read the entire application first and especially read the directions carefully. This is your first impression.
- If possible, type the application. Otherwise use black ink and print neatly with no cross-outs. It is better to take two applications and do a trial run.
- Be honest and state reasons for leaving a job in a positive manner.
- Include volunteer or unpaid jobs as work experiences.
- The application is all about why you would be a good hire for the job. Relate your work experiences accordingly.
- Choose references carefully; work supervisors and teachers could be your first choices.
- If there is something on your application that could be considered negative, explain how you have learned from the experience.
- Salary expected could be written as "negotiable" or a range.

Completing an Online Application

- Ask advice from someone from the company before completing.
- Read through the application before answering the questions.
- Enter the information in the correct spot.
- Fill in all the blanks, even optional areas.
- “Keywords” in the job would be appropriate to use.
- Make sure your online application includes the skills that you have that relate to the job.
- Attach a resume in a .pdf format. Bold and italic characters and bullets will not necessarily convert from a Word document.
- Review your online application for errors before submitting it.

Cover Letters

A good cover letter allows the prospective “employer” to “hear your voice” and “see your personality.” It should reflect your personality and your enthusiasm as well as your specific reasons as to why you would be a good hire for the company.

What To Do

- Target a specific job and employer
- Tweak the resume and cover letter each time you send it out to answer the needs of that specific employer
- A resume and a cover letter should be available for all applications that you have completed
- Keep the cover letter to ¾'s of a page
- Avoid using the word “I” as much as possible
- Answer what you can do for the business – not what they can provide for you
- Make sure the letter is neat and free of errors
- Have someone else check over your cover letter for errors
- Give examples of “soft skills” – if you are a caring person, give an example of when you were a caring person and how did that look
- Identify what skills that you have that the business is looking for in a candidate
- It is perfectly acceptable to have three rather than four paragraphs for a cover letter
- If you have little work experience, emphasis your volunteer experiences or other achievements
- Research the company, and add items of specifics about the company in the cover letter
- Always close by asking for an interview and thanking the company for consideration

**Do not underestimate the importance of the first paragraph,
the employer may not read beyond it.**

Electronic Cover Letters

The cover letter and resume should each be a separate document attached in a pdf. format to an email when sending electronically. A short message with these attachments is appropriate.

Here are a few guidelines:

- Please identify what you are sending the business. If items are missing, such as transcripts if requested, tell the business when they should expect to receive the other items.
- Thank the business for the opportunity to apply for job, and rename the position of interest.
- Emphasize what skills that you could bring to this position as a quick sell before the individual opens the cover letter attachment.
- Mention when and how you can be reached and that you look forward to hearing from them (even though this information is in the cover letter).
- Three or four sentences are sufficient. Do not overuse the word “I” as it is more important to emphasize what you can do for “the business.”

Cover Letter Template

Header
(The same one as on the resume)

Date

Individual's name to which you are sending the letter

Individual's Title

Name of the Business

Street Address

City, State, and Zip Code

Dear (Mr. Mrs. Ms.) _____ It is preferable to use a name, but if one is not identified, use "To the attention of:" and the Job Number or title of position.

First Paragraph:

- Name the specific position and company for which you are applying. (You can mention specifics about the company, too).
- Where did you learn about the position?
- Why would you be a good hire for this position? This is very important to add and the statement should not be generic. What makes you any different than anyone else?

Second Paragraph:

- Explain why your education or work experience would benefit the employer. Detail work experiences that relate to this job.
- Specifically, what work skills, related to program, would you be able to use that would benefit the business.

Third Paragraph:

- Elaborate on your interpersonal skills, your leadership skills, and etc. that an employer would value. Give examples of these skills and how you have used them to make a difference.

Fourth Paragraph:

- Ask for an interview without being pushy. Thank the employer. Identify how to reach you.

Sincerely,

(Space for your signature)

Your name typed

Resumes

Resumes have one purpose: To get you an interview. Employers have about 30 seconds to read resumes. The resume and cover letter should be tweaked every time you send it according to what skills you have to offer for that specific job in that business. Use the job description and ask yourself, "What can I do for this company and how is it reflected in my resume?"

3 Types of Resumes

1. Chronological – used when you have relevant work experience and your work history shows progress with skills directly related to the job.
2. Functional – used to categorize your skills, when your work experience is not directly related to your objective.
3. Combination – combines both chronological and functional; a means of showing some relevant work experience and some specific skills.

There are thousands of ways to do a resume. If you ask for advice from multiple sources, take the good of what you hear from each. Be your own self advocate, and you decide what best describes what you can do for that specific job.

Things to Consider When Developing a Resume

- Tweak the resume (and cover letter) every time you send it out.
- Relate your skills to the job qualifications of that specific job.
- Keep the resume to a page if possible and keep it an easy read by using bullets and bolding.
- Too much white space may work against you.
- The entire resume should relate to a specific job.
- Leave out personal information, references, abbreviations, and the word "I."
- Be honest, and identify your skill level accurately.
- As a general rule of thumb, you do not need to go back beyond ten years of work experience.

What Every Resume Might Include

Although every resume is different, the following items are usually included in a resume:

- **Heading:** Includes your name, address, phone number and email address.
- **Objective or Summary:** Objective includes the specific job applying for and with what business. A summary includes specifics as to why your background would make you a good hire for this job.
- **Education:** Start with your most recent education (and then go back in time) and include the name of the school, location, date of graduation, and your program. Other types of training can be included. It is not necessary to include your high school education.
- **Related Skills:** If you have little work experience, highlight your specific skills as they relate to the job and your program.
- **Projects:** Another category could be school projects that relate to the job description.
- **Work Experience:** Work can include full-time and part-time jobs, internships, clinical and volunteer experiences. Start with the most recent experience and then go back in time.
- **Achievements/Volunteer Experience:** Any awards or honors that you may have received or activities that you have participated in while in school or in the community.

Internet Job-Hunting and Your Resume

Job-hunting on the internet is tricky. To make sure you are considered you need to:

- **Follow the company's instructions.** If an employer states that to apply for a given job, you must go to their web site and enter a certain code number, do so.
- **Spell out your qualifications clearly.** Pay very close attention to the specific qualifications an employer lists for a particular job, and make sure your resume contains those exact words. Tweak your resume according to the job qualifications and what you have to offer.
- **Keep your resume up-to-the-minute current.** Companies often pick a random pool of applicants by searching the job boards for 'most recent' qualified applicants.
- **Target specific companies and visit their web sites often.** The first announcement of a job opening often appears on a company's own site before it is posted anywhere else. If enough applicants turn up on the site, the employer is unlikely to look any further.

Revising Your Resume for an Online Job Search

A traditional resume that is printed and read on paper may need to be changed for an online job search because it will not easily be moved to a job application or to a resume bank, or be scanned into the company's resume-scanning system.

Things to remember –

- When e-mailing your resume, send the traditional resume or a .pdf file version of your resume as a file attachment.

To create a .pdf file version:

1. Open the resume in Word,
2. Go to file print,
3. Change the printer name to adobe PDF,
4. Then hit O.K.
5. Choose a name for the file,
6. Save it.
7. If you want to save it to your thumb drive, insert
8. Save it.
9. Go to file print again and print the .pdf as usual

- When filing online applications or posting your resume to online resume banks, use a text version. The text version contains no bolding, italic type, no bullets, and has a size 12 font. Basically, it means no formatting or graphics.

To create a text format:

1. Use the "Save As" feature on your word document
2. Choose "Plain Text" as the file format and rename your document
3. Close the file, open the newly renamed document, and the transformation should have taken place

The Scannable Resume

Businesses can quickly search a number of applicants' files by looking for key words associated with the position. Like the text format, this resume is simple but the scanning device is looking for KEY WORDS.

Things to remember –

- Avoid using bullets or lines, bolding, italics, graphics, shading or underlining in your resume.
- Text is simple and easy to read with no bold, underlining, or tabs. All text is justified left.
- Use a size 12 font.
- Save this resume under a different file name.
- Keep the resume in simple text (if it goes over one page, place your name at the top of each additional page).
- Use only one column of information from left to right rather than using two columns (type everything on the left side of the paper and do not center heading).
- Research **specific keywords** that relate to your profession – use key phrases that relate to that job, and avoid using “fluff” words.

Examples of Dental Assistant Keywords: Dental Assistant, Oral Examination, Patient Education, Pre and Post Operative Care, Oral Hygiene and Plaque Control, Sealant Application

Examples of Administrative Assistant Keywords: Computer Skills, Word Processing, Spreadsheets, Call Screening, Appointment Management

- Try to mail or deliver resume with a personal note attached.
- Do not staple your resume.
- Topics to cover are the same as a regular resume:
 - ✓ Heading
 - ✓ Objective or Summary
 - ✓ Education
 - ✓ Related Skills
 - ✓ Projects
 - ✓ Work Experience
 - ✓ Achievements/Volunteer Experience

Scannable Resume Template

Jessica Smith
6565 Maple Leaf Road
Wausau, WI 54401
(715) 112 7777

OBJECTIVE

Dental hygienist position utilizing my education and skills with a growing business.

QUALIFICATIONS SUMMARY

Five years of experience and education in dental hygienist field with proven demonstrated technical skills; certified in local anesthesia and CPR; excellent interpersonal communication skills.

EDUCATION

Associate Degree as a Dental Hygienist from Northcentral Technical College, May 2011.

WORK RELATED SKILLS

Scheduled appointments for both hygienist and dentist
Implemented a soft tissue management program
Experienced in digital ex-ray
Completed dental charting, assessment recording, and sealant placement
Sterilized instruments and disinfected operatories

COMMUNICATION SKILLS

Called insurance companies regarding patient benefits
Focused on a positive attitude and the ability to listen
Caring worker who focuses on motivating patients to improve overall health
Able to work alone or as a team

TECHNICAL SKILLS

Proficient in: Windows, MS Office (Word, Excel, PowerPoint), Internet, and email.

WORK EXPERIENCE

Dental Hygienist. Dr. John Smith, DDS, Wausau, WI 2011

Resume Statements Relating to Programs

Start your statements with action verbs. Below are some examples that are relevant to some of the programs.

Accounting

- Verified details of business transactions
- Sorted documents, such as invoices and checks
- Calculated financial data for use in maintaining accounting records
- Typed vouchers, invoices, checks, and account statements

Administrative Professional

- Coordinated office services
- Completed reports including time/attendance records, new hires, and budget expenditures
- Analyzed record-keeping systems, personnel, and budgetary requirements

Applied Engineering Technology

- Assist industrial engineers with problems involving the production of goods and services
- Knowledge of production, quality control, manufacturing, material handling and costing processes
- Focus on Industrial, Environment, or Safety

Architectural Design & Technology

- Ability to produce drawings for single family and multifamily units
- Estimate costs for building homes
- Specify building systems for residential and commercial use

Automotive Technology

- Work effectively on automotive maintenance and diagnostic and repair jobs
- Diagnose problems and complete repairs on vehicles
- Perform preventive maintenance on equipment and machines

Business Management

- Collaborate with company executives to find ways to save money and increase profits
- Plan strategies to accomplish goals of businesses
- Communicate directly to first-line supervisors who direct workers
- Help supervisors organize work so that it can be done more efficiently

Clinical Lab Technician

- Provides clinical information for disease prevention, medical diagnosis and treatment of the patient by processing specimens and performing laboratory tests
- Perform tests manually, with automated equipment or both
- Responsible for information processing, rining, and quality control monitoring

Criminal Justice – Law Enforcement

- Ability to meet, talk with, and understand people
- Apply problem-solving techniques
- Able to react calmly in an emergency

Dairy Science

- Assist with planning and facilitating activities that support agriculture
- Have awareness of sound environmental practices
- Able to start up own dairy production business

Dental Hygienist

- Meet the dental health needs of individuals
- Recognize symptoms of medical/dental emergencies
- Demonstrate ethical and professional behavior

Early Childhood Education

- Implement appropriate curriculum for different age groups
- Provide a respectful, diverse, and inclusive program
- Integrate safe, healthy, and nutritional practices within the program

Electromechanical Technology

- Analyze and fabricate electromechanical systems
- Troubleshoot electromechanical systems
- Possess good problem-solving skills

Fire Protection Technician

- Understands the importance of fire prevention and public education
- Able to provide emergency medical services
- Perform minimum hazardous material operations

Graphic Communication Technologies

- Design and lay out basic print jobs
- Produce a wide range of printed products on printing presses and bindery equipment
- Able to work well with others

Health Care Business Services

- Prepare and analyze health insurance claims
- Provide appropriate customer service in person, in writing, or on the phone
- Protect the confidentiality of health-related information

Human Services Associate

- Prepared to work for entry-level position in a variety of human service agencies
- Acquired skills needed to work with individuals, groups, and communities
- Able to work with people of diverse racial, ethnic, and cultural backgrounds

Instructional Assistant

- Help teachers in classroom and study halls
- Monitor student behavior in hallways, lunchroom, libraries, and playgrounds
- Take attendance and help students with their assignments

IT- Computer Support Specialist

- Able to provide technical support, assistance, advice, troubleshooting, training and documentation to computer users for hardware, software and systems
- Have a working knowledge of computer hardware and software
- Familiar with the Internet, designing, developing, and publishing web sites

IT – Network Specialist

- Able to install, maintain, manage, and enhance local area networks (LAN) and wide area networks (WAN)
- Familiar with wireless technologies, voice-over-IP, the Internet, web server management, network routers and standard network troubleshooting procedures
- Able to manage network operating systems such as Windows Server 2003 and Linux

IT – Programmer/Analyst

- Converted data from statements of problems in order to create and modify computer programs
- Wrote descriptions of user needs and modified computer programs
- Wrote, designed, and produced programs

IT – Web and Digital Media Development

- Provide basic set up, maintenance, and troubleshooting on microcomputer hardware
- Create programs and scripts using a variety of web-oriented programming and scripting languages
- Create web pages and design web sites

Machine Tool Technics

- Set up and operate manual machine tools
- Inspect parts to ensure that parts meet specifications
- Able to work independently with precision, accuracy, and craftsmanship

Marketing

- Good understanding of customer service
- Able to develop a marketing research plan
- Can create designs for advertising and promotional materials

Marketing – Business to Business

- Generate marketing information for decision making
- Design promotional, marketing, and strategic plans
- Able to work well with people

Mechanical Design Technology

- Work with engineers in the design and preparation of engineering drawings
- Draw and design machinery parts and products using conventional methods and computer-assisted design and drafting systems
- Able to use computer application software

Medical Assistant

- Able to perform clerical functions including bookkeeping and data entry
- Understand concepts of insurance when processing claims
- Work with the patient to prepare for the doctor

Medical Coding Specialist

- Knowledge and use of HCPCS/CPT coding system
- Use ICD coding system to assign diagnostic and procedure codes
- Familiar with laws relating to confidentiality

Medical Transcription

- Able to transcribe medical dictation
- Understand the importance of confidential information while working with patient and institution records
- Can operate word processing equipment utilizing digital dictation software

Nursing

- Assist individuals, families and communities reach the optimal level of health
- Understanding of normal and pathological physiology
- Assist individuals who experience health alterations move toward optimal health

Office Assistant

- Can perform data entry tasks using Microsoft Word and Excel
- Provide excellent customer service skills
- Able to multi-task to meet the needs of the demands of the office

Paramedic Technician

- Able to provide immediate rescue services to sick or injured people
- Skilled in procedures for handling advanced cardiac life support equipment
- Able to assess the needs of patients and provide patient care while on route to the hospital

Radiography

- Able to perform basic routine radiographic examinations as well as more complex procedures involving the heart, brain, and spinal cord
- Administer non-radioactive materials into patient's blood stream for diagnostic purposes
- Operate radiological and magnetic imaging equipment to produce images of the patients' body to determine the presence of cancer

Sign Language Interpreting in Education Associate

- Acts as a communication link between the deaf or hard-of-hearing student and the classroom teacher
- Skill to work in schools or with support service providers
- Understand deafness and work as part of a deaf education team

Supervisory Management

- Have understanding of needed skills in human relations, motivation, leadership, delegation, labor relations, problem solving, decision-making and communication
- Trained in techniques for stress management and time management
- Proficient in computer skills including Microsoft Office

Wood Processes

- Understand manufacturing, marketing, and distribution, and end use of wood products
- Promote innovative ideas for using recycled wood products
- Interpret blueprints and use computer technology

Action Words

On a resume, when describing skills or work experience, start with an action verb. Each phrase should be long enough to capture the interest of the reader, perhaps seven to nine words.

Accomplish	Decide	Initiate	Propose
Achieve	Define	Inspect	Provide
Act	Delegate	Install	Publicize
Address	Demonstrate	Institute	Publish
Adjust	Design	Instruct	Purchase
Administer	Determine	Interpret	Recommend
Advertise	Develop	Interview	Reconcile
Advise	Devise	Investigate	Record
Analyze	Direct	Judge	Recruit
Apply	Distribute	Lead	Redesign
Approve	Document	Maintain	Reduce
Arrange	Edit	Manage	Renew
Assemble	Educate	Manipulate	Report
Assess	Enforce	Market	Represent
Assign	Enlarge	Mediate	Research
Assist	Enlist	Mentor	Resolve
Attain	Establish	Moderate	Review
Budget	Estimate	Modify	Revise
Build	Evaluate	Monitor	Scan
Calculate	Evaluate	Negotiate	Schedule
Catalog	Examine	Observe	Screen
Chair	Expand	Obtain	Select
Charter	Facilitate	Obtain operate	Serve
Coach	Familiarize	Operate	Solve
Collect	Forecast	Organize	Speak
Communicate	Formulate	Originate	Summarize
Compare	Gather	Participate	Supervise
Complete	Generate	Perceive	Survey
Compute	Govern	Perform	Teach
Conduct	Guide	Persuade	Train
Consult	Handle	Plan	Update
Contract	Hire	Prepare	Utilize
Control	Identify	Present	Volunteer
Cooperate	Implement	Preside	Write
Coordinate	Improve	Process	Wrote
Counsel	Increase	Produce	
Create	Inform	Promote	

Choose adjectives and nouns that describe you positively and accurately:

Able to...	Competent	Global	Reliable
Administrative	Complete	Handle stress	Respect for other cultures
Analytical	Creative	Imaginative	Responsible
Bilingual	Dedicated	Intensive	A supervisor
Broad scope	Diversified	In-depth	Teamwork
Capable	Effective	Innovative	Well traveled
Communication skills	Experienced	Integrated	Work well with...
Collaboration	Efficient	Able to listen	
Collaborative	Extensive	Motivated	
Consistent	Exceptional	Multilingual	
	Flexible	Negotiator	

RICHARD ANDERSON

1234 West 7th Street
Antigo, WI 54409
r2anderson@ntc.edu ~ 715.123.4567

OBJECTIVE

To obtain an Accounts Clerk position in the public accounting field in Central Wisconsin.

EDUCATION

Associate of Applied Science in Accounting
Northcentral Technical College
GPA of 3.6 on a 4.0 scale

Anticipated Graduation: May 2013
Wausau, WI

SKILLS

Accounting Field

- Possess extensive knowledge with QuickBooks and MS Excel
- Display advanced understanding of the complete accounting cycle
- Proficient in MS Office 2010, Internet Searches, and Modern Office Technologies
- Able to type at 65 Words Per Minute with 97% accuracy
- Obtain knowledge of accounting practices and procedures
- Able to match, batch, and code invoices
- Experience with tax preparation, reporting, and analysis

Customer Service

- Present a positive attitude and attention to detail
- Communicate effectively in written work and verbally
- Ability to follow daily routine and work effectively under pressure
- Execute excellent organization skills and file management systems
- Conduct polished phone etiquette and a focus on customer service

EXPERIENCE

Life Guard	Marathon County Parks Department	Wausau, WI	5/11 – 9/11
Physical Trainer	Elite Fitness and Health	Antigo, WI	5/09 – 3/11

ACTIVITIES

Volunteer	Volunteer Income Tax Assistance	2011
Treasurer	Beta Rho Zeta Chapter of Phi Theta Kappa	2010

CERTIFICATIONS

1st Aid/CPR American Red Cross
Lifeguard Certificate

Functional Format

John Doe
2232 Campus Drive
Wausau, WI 54401
715.360.5666
jdoe@charter.net

A clear, concise
objective shows focus.

Objective: Obtain a position in residential design at JBJ Manufacturing Company

Summary of Qualifications

- Leadership: Consistently surprised fundraising expectations as a member of the Multi-cultural
- Language: Bilingual Hmong, spoken and written: Seven years of fluency.
- Communication: Training and tutoring experience in youth and education settings.
- Received positive evaluations from supervisors and parents.

Education

Northcentral Technical College: Wausau, WI
Associate Degree: Residential Building Systems
Expected date of graduation: May 2011

The Functional format highlights skills and experience. Careful use of lines and bullets adds impact.

High school diplomas are generally not included on resumes once you are in college.

Graduation date lets employers know where you are in your college career.

Skills

- Software: AutoCAD, C++, Advanced Microsoft Word and Excel
- Accurately read and understand blueprints
- Designed 3 bedroom home with comfortable living space, effective use of lighting, improved functionality

Training and Tutoring Experience

Coffee Café, Wausau, WI

Sept. 2008 – present

- Supervise and train new employees on cashier and customer service protocol, safety standards, and company mission
- Promoted from cashier to trainee supervisor with 3 months employment

Volunteer Tutor, Boys and Girls Club, Wausau WI

Feb. – Dec. 2008

- Provided one-on-one and small group tutoring to students in math, computers, and writing
- Developed study tips guide for students

Functional Resume

Janice Doe
1234 Western Avenue
Wausau, WI 54401
(715) 343-9990
jodoe@ntc.edu

OBJECTIVE To obtain a position as an administrative assistant at (company).

EDUCATION Northcentral Technical College: Wausau, WI
Associate Degree: Administrative Assistant, GPA 3.6 May 2011

RELATED SKILLS

Communication Skills

- Answer telephone and greet visitors
- Adept at fielding scores of questions, both in person and on the phone
- Work well in a team atmosphere or independently
- Scheduled appointments for all staff and clients
- Committed to providing highest level of customer service

Office Skills

- Prepare budgets and verify calculations for accuracy
- Maintain databases to track information
- Possess the ability to multitask, with attention to detail and accuracy
- Perform a variety of high-priority, time-critical, confidential activities
- Able to perform all bookkeeping and accounting functions
- Prepare quarterly and year-end payroll tax reports

Technical Skills

- Familiar with Microsoft Office: Word, Excel, PowerPoint, Access
- Type 55 words per minute
- Proficient with QuickBooks and the Internet

WORK EXPERIENCE

Food service line worker, Taco Bell, Wausau, WI	2004-present
Cashier, Burger King, Wausau, WI	2002-2004
Waitress, Pizza Hut, Wausau, WI	2001-2002

ACHIEVEMENTS

- John Smith Scholarship, NTC Foundation
- Volunteer United Way, Wausau, WI

1000 West Campus Drive
Wausau, WI 54401

TIMOTHY C. TIMBERWOLF

715 675 3331
tctimberwolf@ntc.edu

OBJECTIVE

Obtain a position in the agriculture systems field.

EDUCATION

Northcentral Technical College, Wausau, WI
Associate of Applied Science: Dairy Science
Certificates: Agriculture Business & Agronomy

Expected Graduation: May, 2013
GPA: 3.5

SKILLS & ABILITIES

Agricultural

Assist with planning and facilitating activities that support agriculture
Apply Best Management Practices in production agriculture
Summarize stages of agriculture time lines and planning development
Promote sound environmental practices in agriculture setting

Customer Service

Acquired skills needed to work with individuals, groups, and communities
Able to multi-task to effectively complete projects and assignments
Provide excellent intrapersonal customer service skills

INTERNSHIP EXPERIENCE

Moonshadow Farm CSA	Wausau, WI	May – October, 2012
Updated marketing materials; Assisted with crop planning, planting, tending, and harvesting; Coordinated schedules of other agriculture workers and community patrons; Set-up and staffed booth at Wausau Farmers Market on weekly basis; Inspected gardens for insect invasions; Collected soil samples for nutrient testing		

WORK EXPERIENCE

Northcentral Technical College	Peer Tutor	Wausau, WI	2011-Current
Gap	Sales	Wausau, WI	2009-2011
Wausau Daily Herald	Lawn Care	Wausau, WI	2007-2009, Seasonal

CERTIFICATIONS/MEMBERSHIPS

American Red Cross	1 st Aid/CPR	Wausau, WI	Current
Diversity Club, NTC	Member	Wausau, WI	2011-2012
Intramural Soccer, NTC	Player	Wausau, WI	2010-2011

Jake North
2233 North 5 Street
Wausau, WI 54401
715.212.0077
jakenorth@ntc.edu

Objective To obtain a programmer position at Newland Industry and utilize my programming language skills to provide new opportunities for growth

Education

Northcentral Technical College: Wausau, WI
Associate degree: Programmer/Analyst, GPA 3.5, December, 2011

Computer Skills

Programming Languages:

- C#, Visual Basic, Java, XML, AJAX, HTML, COBOL, PHP, MySQL

Software Applications:

- Visual Studio.Net, Access, Excel, PowerPoint, Word

Web Applications:

- Asp.net, Dreamweaver, Publisher

Operating Systems:

- Windows XP

Customer Service Skills

- Ask engaging questions to identify issues or concerns
- Provide prompt feedback to decision makers at the business
- Instill rapport and trust of consumers by identifying needs
- Listen carefully to the needs of the customer and provide positive feedback

Related Work Experience

Assistant Programmer. Wisconsin Bank, Wausau, WI 2010-2011

- Maintain and upkeep web pages on the internet
- Debug and troubleshoot software programs
- Change databases in order to meet the needs of customers
- Install and test hardware and software to provide continual improvement

Achievements

President of Computer Club, NTC

John Smith
6822 West Aspen Drive
Wausau, WI 54401
715-624-3456
jsmith2013@ntc.edu

Career Objective: Obtain a position as a Mechanical Designer at Rite-Way Engineering.

Professional Profile:

- Proficient in the use of AutoCAD 2011, SolidWorks 2011, Inventor 2011, and Microsoft Windows applications.
- Highly motivated, responsible, and creative individual.
- Resourceful and detail orientated problem solver.
- Excellent written and verbal communication skills. Able to interact effectively with customers, co-workers, and supervisors.
- Hands-on experience in the application of manufacturing processes required to produce custom tooling.

Education:

Northcentral Technical College, Wausau, Wisconsin
Anticipated graduation, May 2013
Associate Degree in Mechanical Design Technology GPA = 3.78

Southfork Training Center, Fargo, North Dakota
Graduated December 2001
Manufacturing Applications Certificate

Work History:

Position: AutoCad Designer
Astro-Jet, Wausau, WI

Summer 2009 Internship

- Completed part drawings using AutoCAD 2008 and Inventor 2007.
- Updated fastener list for Bills of Materials.
- Handled customer calls regarding Engineering Change Requests.

Position: Machine Tooler
Holbrooke Tooling, Fargo ND

January 2002 – March 2007

- Mentored new tool room employees.
- Designed jigs and fixture for use in the manufacturing of extrusion punches.
- Operated CNC milling machine to produce tightly toleranced rail slides.

Portfolio

Portfolios are used to showcase a student's work. It should be bound, titled, and organized in a logical manner. At NTC, Graphic Design, Marketing, Mechanical Design, Architectural Design and Technology are all programs that showcase portfolios.

A portfolio is an additional tool to use during an interview. The key is to intentionally introduce the portfolio during the interview, not haphazardly at the end of the interview. A logical point of introduction would be when discussing your strengths or skills.

Portfolio Contents

- Identification page – your name, program
- Copies of resume and cover letter
- Letters of recommendation
- A copy of your transcript
- Special awards, licenses, certifications, news articles
- Projects that show evidence of the quality of your work
- Evidence of volunteer or special achievement experience

Electronic Portfolio

If you have an electronic portfolio, the URL link may be cited in the resume or cover letter. An electronic portfolio allows you to demonstrate your ability using a computer, and copies could be burned to CDs or DVDs for review.

References

When asking individuals to be your reference, make sure you include those that can attest to your work skills in the workplace or your skills in the classroom. Unless personal references are requested, it is best to not ask family members, relatives, or friends to be a reference. A work supervisor, an instructor, or someone else who can attest to your skills that would be an impartial reference would be a good choice. Most important, all of us want a good reference. Make sure you ask the individual if he/she would be willing to give you a reference. If a period of time lapses, and you would like to use them as a reference again, please contact them.

The references should be listed on a separate sheet of paper, using the same header as on the resume and cover letter. Include the name of the individual, position and your relationship, business, city, state, zip code, phone number and email address. Put the references in the order that you would like the individuals to be called. Three references should be sufficient.

Reference Template

(Header)

References

Jane Smith
Financial Service Team leader, Work Supervisor
American National Bank
3020 North 5th Street
Wausau, WI 54401
715.000.000
jsmith@americannationalbank.com

Student Performance Evaluation

At Northcentral Technical College, all instructors are advised to complete the Student Performance Evaluation, a form on the website at: www.ntc.edu/placement. The evaluation is filled in partially by the student and signed, and then given to the instructor to complete and sign. The information is kept on file in the Transfer and Placement Office and given out to employers when requested.

Letter of Recommendation

A *Letter of Recommendation* may be included in the application process or in an interview. When requesting a *Letter of Recommendation*, consider a current or past employer, an instructor who can attest to your work skills, or someone else who knows your strengths and skills.

Instructors at Northcentral Technical College have the option of completing the Student Performance Evaluation. If writing a letter of recommendation, the key items from the Student Performance Evaluation would be written in the letter of recommendation.

To assist others who might be writing a *Letter of Recommendation*:

- Provide a copy of your grade point average and program
- A copy of current resume
- List some of your accomplishments including volunteer or internship experiences
- If available, include information on who the letter is being sent to
- Give them plenty of time to write a letter – at least two weeks

Follow-up with a *thank-you letter*, and do not forget to tell them the outcome of your job search.

Letter of Interest

If a particular company is of interest to you, a *Letter of Interest* may be appropriate. It is important to identify who the letter should be addressed to in the business. Researching the website or calling directly to identify that person are two options.

Items to include in the *Letter of Interest*:

- Identify your specific area of interest in employment
- Elaborate on why this company would be a company of choice
- Explain your qualifications for your specific area of interest and why you would be a good hire
- Sell yourself – what qualities do you have that would contribute to an organization
- Ask for the opportunity to meet
- Thank him/her for the opportunity to be considered

Thank-you Letter

A *thank-you letter* is sent after a job interview to show your appreciation of the opportunity to interview. A “thank-you” letter should be focused on thanking the employer. Add any additional information that you feel would be relevant. *Thank-you* notes may be handwritten or typed.

A few hints when composing a letter:

- Include your header (address, city, state, zip code)
- Date
- Include the name of the person who interviewed you, position, company, address, city, state, and zip code
- Address formally: Dear Mr. Smith

Show your warmth and appreciation for the opportunity to interview for this position with this individual. Reemphasize your strongest qualifications, without restating the resume and cover letter. The thank-you letter can be short, even one to two sentences may be adequate.

Thank-you Letter Template

Your Street Address
City, State, Zip

Date

Interviewer's Name and Title
Name of Company
City, State, Zip
Date

Dear _____:

The first paragraph should thank the person for the interview. Include the date of the interview. Tell the person what you learned about the company/job that impressed you the most.

The second paragraph should indicate your feelings about how you perceive your capabilities to perform the job description discussed. Relate to some previous education and/or work experience that will again emphasize your worth to the company. State that you really want the job and that you can excel at all responsibilities included. (This second paragraph is optional. It is basically reselling you.)

The final paragraph should include your telephone number and the best times to contact you. State that you hope the person selected is you because you know that you will be an asset to the company.

Sincerely,

Sign your name here

Sample Thank-you Letter

1000 North 58 Avenue
Wausau, WI 54401

1/10/2013

Dear Mr. Brown,

Thank you so much for the opportunity to interview with you yesterday for the mechanical design position. I enjoyed learning about (name of company) and am hopeful that I will be considered for the position.

My AUTOCAD experience will fit nicely with the demands and rigor of the position, and my ability to multi-task to accomplish needed projects will work to your benefit.

Please let me know if you have any additional questions that I could answer. Thank you.

Sincerely,

John Smith

Interview Process

If you are chosen for an interview, you are one of the few. Be ready to sell yourself. Look your best. Learn about the company. Be ready with questions.

Preparing for the Interview

- Research the company; know the company's mission and core values; be aware of current activities with which the company is active.
- Have someone else critique your resume and cover letter, and how you look.
- Have a basic understanding of yourself and what values and skills you bring to the company.
- Be prepared to give specific examples of how you could contribute to a business.
- Listen to the questions carefully. Sell yourself while at the same time be mindful of the time. The interview is about what you can do for them.
- Be knowledgeable about the company and the industry.
- Practice interviewing as much as possible, with emphasis on personalizing your answers by giving examples.

During the Interview

Get off to a Good Start

- Dress appropriately and professionally. Take a good look at the clothes you are wearing to the interview... would it be appropriate attire for the position that you would like to have? Should you be wearing a suit? Is your outfit too revealing? Are your clothes clean and pressed?
- Make sure you appear fresh – have you taken a bath or shower, combed your hair, brushed your teeth, used deodorant?
- Arrive 10 minutes early for the interview.
- Practice a solid handshake that is sincere – let the interviewer take the lead.
- Have your cell phone turned off, and don't chew gum.
- Cover up any tattoos.
- Take out any body piercings that might be considered inappropriate by anyone.

Body Language

- Use natural gestures. **Smile.** Sit up straight, and lean slightly forward.
- Keep arms uncrossed.
- Establish eye contact.
- Show interest and demonstrate a positive attitude by nodding.
- Try to relax. Exhibit patience.

General Guidelines

- Arrive prepared with a resume and a cover letter.
- Listen carefully to the questions before you give your answer.
- When an interviewer is asking questions that are open-ended, such as "Tell me a little about yourself," make sure that your background information relates to the job itself and when and why you developed an interest in a specific field.
- If asked, "Why did you leave your last job," try to be positive rather than dwelling on issues.
- Prepare for the interview by thinking of several strengths you have that relate to the job you are seeking.
- Weaknesses should be turned around and presented in a positive manner by describing how you have overcome them.
- Research the company before you interview to show your motivation.
- Always have a plan for furthering your professional growth by education or work experiences.
- Stay away from the topic of salary and time off when first interviewing for the job.
- A concluding question may be, "Why hire you?" Be ready to give your best reason as to why you would be the best hire and give examples.
- Make sure that you have thanked the interviewers for their time, and ask when you will be hearing from them on their decision.
- It is appropriate to ask how the follow-up is done by the company.

After the Interview

If you do not hear from the company within the time stated during the interview, it is appropriate to call and check the status of the position – many companies prefer email inquiries.

If you did not get the position, it is appropriate to ask how you could better prepare for a future interview.

Common Interview Questions

1. Tell me a little about yourself. Emphasize your passion for the career. Relate this question to what skills you have to offer and how the skills have been developed over the years.
2. Why do you want to work here? Bring up positive examples about the company.
3. Why should I hire you? What skills do you have that make you stand out?
4. Why did you leave your last job? Be positive, never, ever, dwell on negatives of the last job.
5. What are your strengths?
6. What are your weaknesses?
7. Do you prefer to work alone or with a team?
8. What are your goals? Mention ways that you will continually improve including education.
9. What specific skills do you bring to our business?
10. What can you do for the company or me? Be prepared, practice what skill sets you have.
11. What motivates you?
12. What has been your biggest challenge/failure? Mention what you learned from it and how it made you better.
13. What has been your biggest accomplishment?
14. Do you have reason to believe that you would have difficulty performing any of the essential job duties?
15. Do you have reason to believe that you would have difficulty meeting the company work schedule?
16. How did your education prepare you for this position?
17. What do you know about our company? Research the company, check online, and know more than the basics.
18. What is most important to you, money or the type of job?
19. What would you like to do in your future, 5 years down the road? Always look to improve yourself.
20. Do you have plans for continued education? Be honest, continuing on in school for some programs is an expectation.
21. What made you decide to enter this field? Talk about your passion.
22. What qualities do you feel that you would need to have to be hired for this position?
23. What would your current supervisor say about you?
24. How do you like to spend your spare time? If possible, relate it to the job itself.
25. Give an example of when you multi-tasked to complete a project. Give specific examples that relate to the job you are trying to get.
26. Give an example of how well you can work under pressure or stress.
27. Do you have any questions that you would like to ask me? Always have questions.
28. What were favorite subject in school and your least favorite subject? Make sure any negative is turned into a positive.
29. Describe your dream job.

Behavior-Based Interview Questions

Interpersonal Skills

- How important is it for you to be liked, and why?
- Explain five interpersonal skills that best describe you.
- How do you go about building relationships based upon trust and respect?
- What have you done in the past to contribute toward a teamwork environment?
- Give me an example of a time when you went above and beyond the call of duty.

Time Management

- Describe your current projects and how you keep them scheduled for on-time delivery.
- Describe a time when a project under your direction was late and how you dealt with the issue.

Risk Taking/Decision Making

- Describe a time when you weighed the pros and cons of a risk and why you decided to take it.
- What factors must be present for you to make a decision?
- Describe a decision you made and came to regret, and why.

Problem Solving

- Give an example of a time when you helped solve a problem at work or school. What exactly did you do to solve the problem and how did it improve the business?
- What did you do to logically solve the problem?
- Did you initiate the problem solving on your own, or did you enlist others to help you?

Appropriate Questions to Ask in an Interview

Try to ask questions that show you are interested in a good “fit” rather than in simply getting a job.

- What would a typical day be like for me at this position?
- Who would be my supervisor, and tell me about his/her job?
- What challenges does this business face today, and how are you planning to meet those challenges?
- Do you provide incentives for continual training and development?
- How will my performance be evaluated?
- Is there opportunity for growth in your company?
- Where does the company hope to be in a few years?
- What type of person is likely to be successful in this company?
- What is the industry outlook?
- What is your history with the company?
- What advice do you have for people new to the company?
- What is the next step in the interview process?

Illegal Questions

Federal and state laws prohibit prospective employers from asking certain questions that are not related to the job they are hiring for. Questions should be job-related and not used to find out personal information.

In a nutshell, employers should not be asking about your race, gender, religion, marital status, age, disabilities, medical issues, ethnic background, country of origin, sexual preferences, or age.

Your Options When Asked an Illegal Question

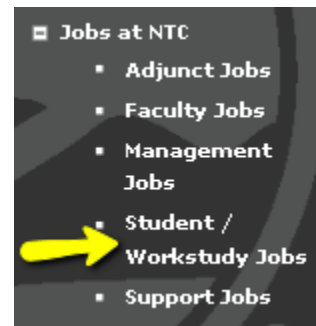
- Answer the question. Answer the “intent” of the question. For example, if you are asked whether you are a United State’s citizen (not legal to ask), reply that you are authorized to work in the United States.
- Try to change the topic of conversation and avoid the question.
- Refuse to answer the question. To refuse to answer might cost you the job, especially if you are very uncomfortable with the question. However, consider whether you really want to work somewhere where you are asked questions that are not appropriate.

Opportunities to Learn More

A Guide to Employment at NTC

Northcentral Technical College offers students the opportunity to work in a stimulating and diverse environment with state-of-the art facilities at all of NTC's campuses. NTC students may be hired as Student Employees or as Work Study. Work Study positions are open to students that accept Federal Work Study as part of his/her financial aid package. Follow the steps below to search and apply for campus employment opportunities.

Start at the [NTC web site](#) and scroll down to the bottom section of links. Click the +sign in front of "Jobs at NTC" and click "Student/Workstudy Jobs". This links you to a page where you can search for available jobs. [Bookmark this page.](#)



If this is your first time at the NTC Job Search Site, create an account before starting a job search.

Creating an Account

Click "Create an Account" on left side menu; fill in the requested information; click "Create."



Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Login Information

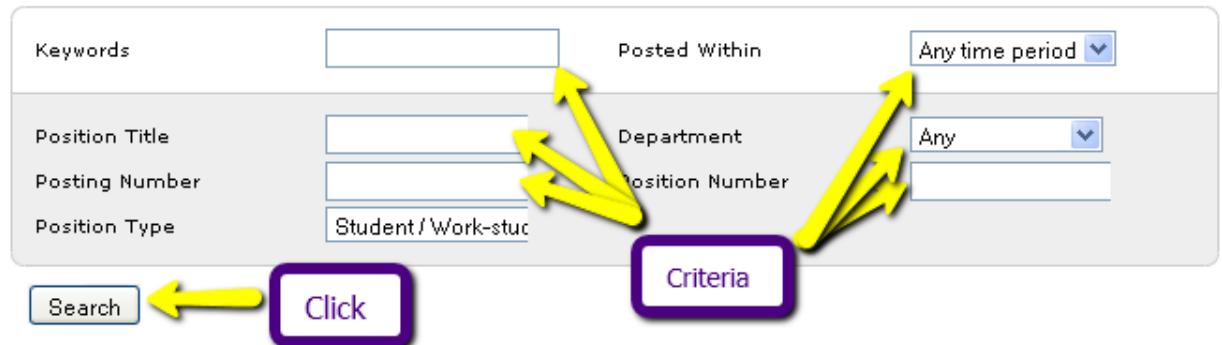
* User Name	<input type="text"/>
* Password	<input type="password"/>
* Password Confirmation	<input type="password"/>
* Email Address	<input type="text"/> <small>If you do not have an email address, please read this review at About.com for more information.</small>
* Email Address Confirmation	<input type="text"/>

Find Open Positions

From the "[Student /Work Study Jobs](#)" web site either enter search criteria (keywords, position title, posting number, etc.),

Search Jobs | 33 jobs

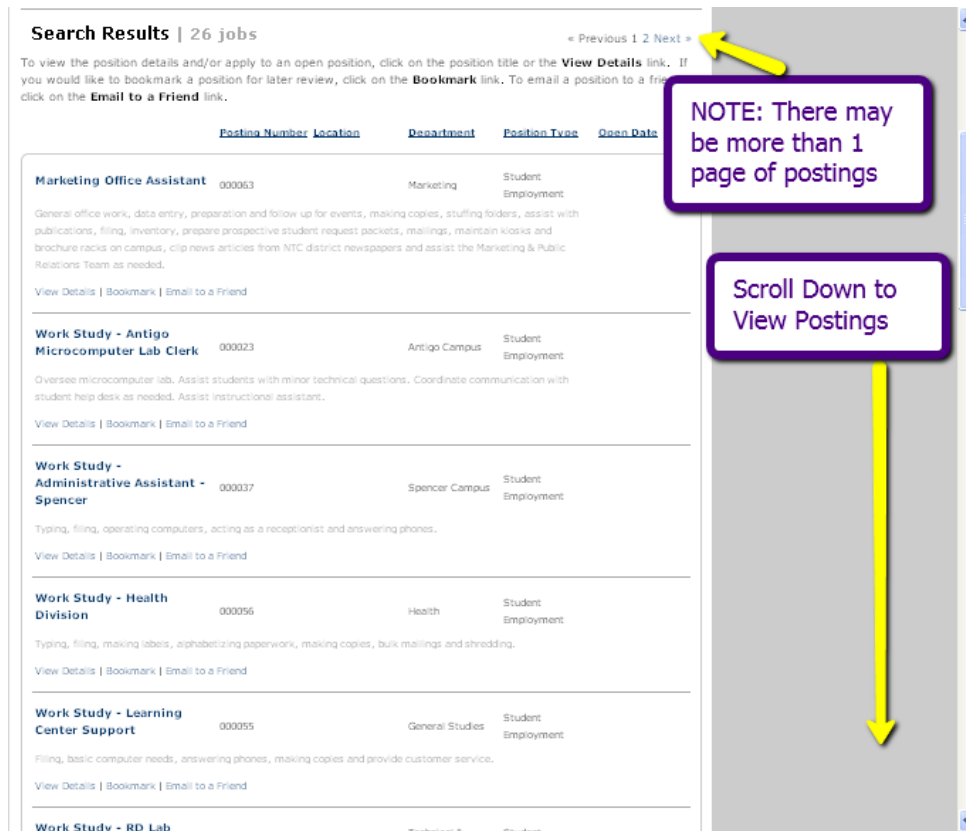
To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the **Search** button.



The screenshot shows a search form with the following fields and annotations:

- Keywords:** An empty text input field.
- Position Title:** An empty text input field.
- Posting Number:** An empty text input field.
- Position Type:** A dropdown menu with "Student /Work-stuc" selected.
- Posted Within:** A dropdown menu with "Any time period" selected.
- Department:** A dropdown menu with "Any" selected.
- Position Number:** An empty text input field.
- Search Button:** A button labeled "Search".
- Annotations:** A purple box labeled "Criteria" has yellow arrows pointing to the "Keywords", "Position Title", "Posting Number", "Position Type", "Posted Within", and "Department" fields. Another purple box labeled "Click" has a yellow arrow pointing to the "Search" button.

or scroll through the postings.



The screenshot shows search results for 26 jobs. The results are displayed in a table with columns for Posting Number, Location, Department, Position Type, and Open Date. The first five results are visible:

Posting Number	Location	Department	Position Type	Open Date
000053		Marketing	Student Employment	
000023	Antigo Campus		Student Employment	
000037	Spencer Campus		Student Employment	
000056		Health	Student Employment	
000055		General Studies	Student Employment	

Annotations on the screenshot include:

- A purple box labeled "NOTE: There may be more than 1 page of postings" with a yellow arrow pointing to the pagination links at the top right.
- A purple box labeled "Scroll Down to View Postings" with a yellow arrow pointing downwards along the right side of the page.

Applying for a Position

When a position to apply for is found, click the position title to view the full position posting.

Student Employment - Peer Tutor	000043	Student Success	Student Employment
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Tutor NTC students in Program courses. Meet with students on a regular schedule to review materials, improve study skills, compare class notes and keep organized.

[View Details](#) | [Bookmark](#) | [Email to a Friend](#)

Click "Apply to this Job"

Student Employment - Peer Tutor

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) | [Apply to this Job](#)

Enter "Username" and "Password" used to set up account.

Login

Username Password [Forget your username or password?](#)

Don't have an account?

[Create a new account](#) now.

Enter based the account set up.

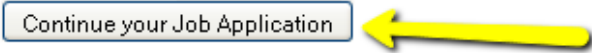
Click "Continue to your Job Application"

Student Employment - Peer Tutor

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) |



The sections of the application include: Applicant Details, Demographic Information, Educational Background, Work History, Reference, Supplemental Questions, FMLA Information, Check for Errors and Submit. Fill in information - **Required fields are indicated with an asterisk (*)**. Click "Save Changes" OR "Next" to continue through the application. The final step is certifying the application with your initials and clicking "submit." A confirmation number will be given; this is proof the application has been successfully submitted.

Next Steps

A submitted application goes to a designated NTC staff person from the department that posted the position. If you do not hear from anyone regarding your application, contact the department or NTC's Human Resources at 715 803 1483.

Student Employment - Peer Tutor	000043	Student Success	Student Employment
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Tutor NTC students in Program courses. Meet with students on a regular schedule to review materials, improve study skills, compare

[View Details](#) | [Bookmark](#) | [Email to a Friend](#)

Job Shadows

If you want to go beyond an informational interview to learn more about what a job is like, consider participating in a job shadow. Job shadows are usually set up from one to four hours in a business location that pertains to the job that you would like to have some day. The goal is to give you a feeling of what the job is like and what normal duties are performed. Job shadows are temporary and unpaid. There is no “guarantee” that you will be allowed to ask questions on the job shadow as you would with an informational interview. Almost any workplace is a potential job shadow site. At NTC, job shadows are set up through the Transfer and Placement Office, by calling 715.803.1767 or emailing Suzi Mathias at mathias@ntc.edu.

Mock Interviews

At NTC, some programs require students to participate in mock interviews with employers that would typically hire students from that program. The mock interviews usually are 30 minutes - with 15 minutes of questions and 15 minutes of critique. Come prepared for the mock interviews with a resume and a cover letter. Research the company. Listen carefully to the suggestions and implement changes. Send a thank-you note to the employer after the mock interview. The employer conducting the mock interviews is usually someone from Human Resources and may be looking for students that would someday be a good hire. Students may sign up by program and staff request in the Transfer and Placement Office, C132.

Job Search Skills Workshops

If you want to prepare a resume or cover letter, Job Search Skills workshops are offered three times a week in the Transfer and Placement Office, C132.

Informational Interviews

The term *informational interviewing* is taken from the words of Richard Nelson Bolles and means “trying on jobs to see if they fit you.” It is not the same as a job interview, but it is a very effective means of networking. The goal is to talk to someone from a career field that interests you. At NTC, informational interviews are set up through the Transfer and Placement Office, by calling 715.803.1767 or emailing Suzi Mathias at mathias@ntc.edu.

**NTC Placement Services
Transfer & Placement Office
Wausau Campus, Room C132**

ONLINE SERVICES: www.ntc.edu/placement

For NTC Graduates

TechConnect: www.ntc.edu/ses/

- Register to receive job postings from TechConnect
- Post your resume on TechConnect for employers to review

For All NTC Students

- WisCareers site for career information: www.wiscareers.wisc.edu (NTC registration code: ntc-c697)
- Search for jobs on TechConnect
- Job Search Skills Booklet online version

IN-PERSON SERVICES for all NTC Students

- Job Search Skills Workshop: C132, Mondays 1-2 p.m.; Tuesdays, 3-4 p.m.; Thursday 8-9 a.m.
- Arrange informational interview and/or job shadow
- Sign up for a mock interview

PLACEMENT CONTACTS:

Suzi Mathias, director, Transfer & Placement
715.803.1767; mathias@ntc.edu

Renata Vissers, assistant, Placement
715.803.1085; vissers@ntc.edu