

CAREER Connection

GATEWAY COMMUNITY COLLEGE OFFICE OF CAREER SERVICES

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“How Am I Supposed to Write a Resume? I Have No Experience!”

Believe it or not, some of the problems that seem to have no solution are solvable. It usually only takes some creative thinking and your willingness. Take the “I have no experience” dilemma, for example. Gateway students who have just graduated from high school and those who have never held a “real” job might think they are doomed to confess to this situation. Well, maybe so and maybe not. And maybe you still have time to do something about it. The path to experience can be through VOLUNTEERISM. We ask students: “Have you ever done work through your church? Coached a little league team? Worked with Scouts? Done community clean-up through an organization or on your own? Worked for a political candidate? Belonged to a club?” These are some examples of volunteer experience that can provide significant impact on a resume. When you sit down with your Career Services Associate, you will be able to explore your volunteerism and capitalize on the skills you gained.

Good news!

The statistics are all in your favor. According to an April 2017 report from National Center for Educational Statistics. Employment rates for 20-24 year olds in 2016 were:

88% for those with four-year or better college education

77% for “some college, no bachelor’s degree” (including Associates Degree)

69% for those with only a high school diploma

With your associate’s degree, you can anticipate earnings and employment opportunities far higher than those with only a high school diploma. *Career Connection* is published quarterly to answer questions you might have about your career goals. Whether your goals are clear, or you are not sure where your future lies, we are here to work with you, one-on-one, to address your concerns. Come by N217 or call (203) 285-2144 for an appointment.

Curbing Interview Fear

The all-important interview appointment is set. It’s the result of your hard work creating a great resume and cover letter.

NOW WHAT DO YOU DO? If your resume and cover letter were good enough to get you the interview, you’ve probably done at least some of the work necessary to ace the interview. But what is the next step? And how do you shake the nerves and make your interview performance worthy of getting the job?



Let’s look at some of the most common questions you might be asked. When the interviewer asks you to “Tell me a little about yourself” what are they asking for? And how do you respond to “What is your weakest point?” If you know what you are going to say, you are several steps ahead of the person who enters the interview unprepared. Look at each question from the interviewer’s point of view. What are they trying to find out? Are these just ice-breakers to put you at ease, or will they “count” in your score as a potential employee?

REMEMBER THAT EVERYTHING YOU SAY IN THE INTERVIEW COUNTS. Set your mind on what they are looking for, and answer accordingly. A little about yourself does

You Have the Power: Interview the Interviewer

Job searches go two ways: they are looking for someone to hire, and you are working to convince them that the person is you. You send the employer a resume and cover letter and you prepare for the questions you might be asked at an interview. But it goes the other way, too. You owe it to yourself and your potential employer to find out who they are and how they operate. Not only will it help you get the job, but it might also help you decide if this is where you want to work. How do you do this? Read their website. Learning about the company positions you to work to their strength. What does the company value? What are their priorities? Be sure to include those strengths in your resume and cover letter. When it's time for your interview, you'll be prepared to answer that often-asked question: "why do you want to work for this company?" You have options. Keep them open by staying on top of the job search. Want help gearing up for the job search? Call Career Development and make an appointment for your one-on-one meeting. We're in room N217, (203) 285-2144.

(continued from other side) not include your homerun in Little League when you were ten unless you are looking for a job as a coach. But, if you are applying for a job as a chef, they will be interested to hear that you have been cooking since you were five and you served your first complete meal when you were seven. Relate your personal life to the position in question. Show them how you came to develop the skills or the passion for the job you want.



Why Do I Need a Cover Letter?



An effective, well-written resume TELLS the prospective employer about your qualifications for the job. It is brief - using no extra words - and easily grasped in the average 6-seconds it will be viewed. Then there's the cover letter. Here's your chance to SHOW the prospective employer what the resume outlined. It's a place to tell your story and prove your suitability for the position. That's why a cover letter is an important part of your portfolio. In fact, 100% of the hiring managers who attended the GCC Job Fair last April said that the cover letter is absolutely necessary and is often the difference between taking a prospective employee to the next step or not. The Career Development department works with you to identify the information that will convey the information your employer needs. IT IS NOT A REPEAT OF YOUR RESUME - it is an important extension of your resume that should demonstrate why you are the best fit for the job. As with resumes, each cover letter should be tailored to the specific job you are seeking.

The Career Development Department is here to help you uncover your hidden talents. Come by to schedule a one-on-one appointment!

Career Services Staff

Kellie Byrd Danso, M.Ed., NCC, Director of Student Engagement and Career Development

Leigh Roberts, MS, Student Engagement Career Development Associate

Judy Goldwyn, MA, Career Services Associate

Career Services is located in room N217. Call (203) 285-2144

