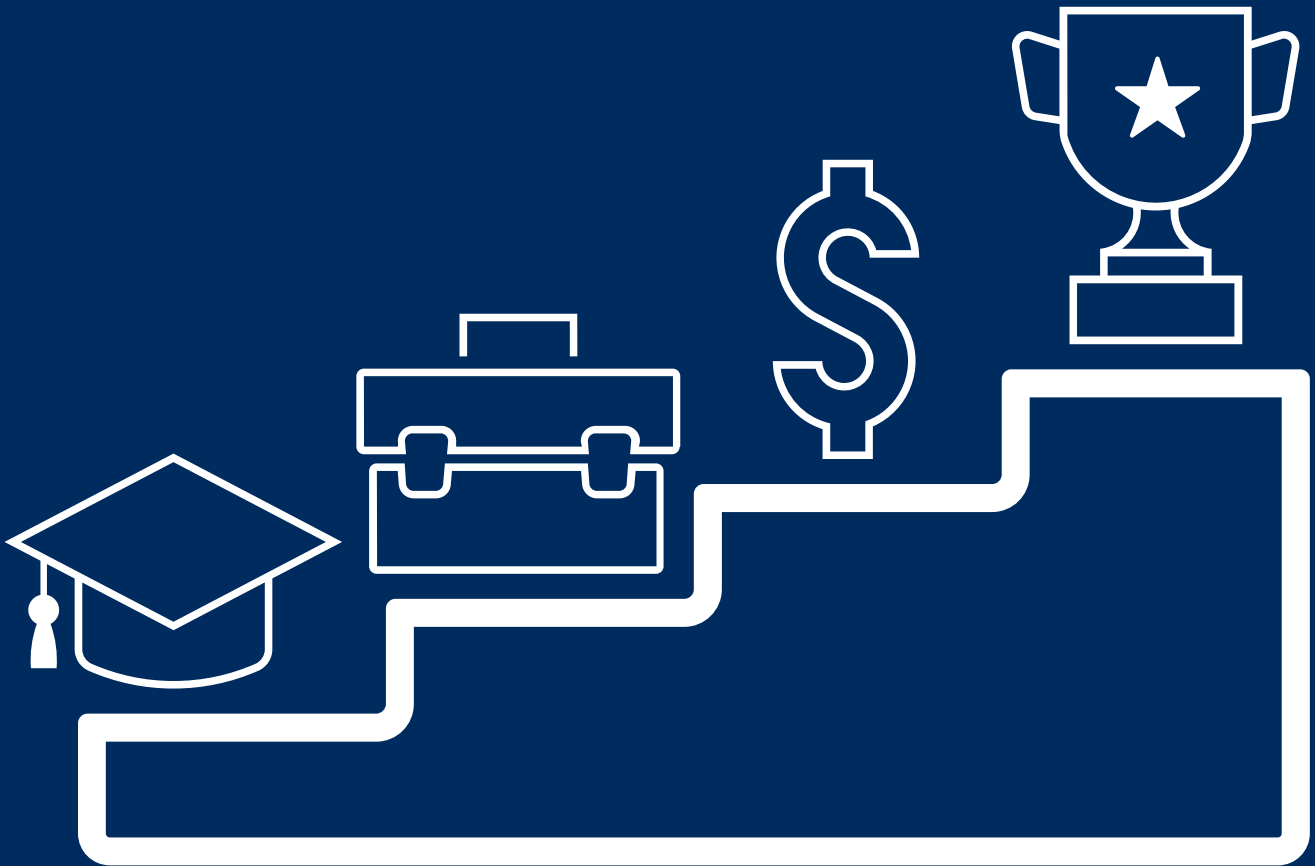




COLUMBIA
STATE COMMUNITY
COLLEGE

CAREER GUIDE



SELF-ASSESSMENT

"Only by knowing yourself will you be able to make the right decisions about your career – decisions that reflect your most important personal values and concerns." – Barbara Moses

[Onet Values Search](#)

[Onet Skills Search](#)

[CareerOneStop Skills Matcher](#)

[Myers Briggs Type Indicator](#)

[Enneagram Type Test](#)



IDENTIFY YOUR SKILLS AND GOALS



Employers want transferable skills. They want to re-create your past success in their workplace.



Identify your strengths and accomplishments



Identify your weaknesses and areas of improvement.



Reflect on work experience, personal qualities and academic/co-curricular activities



Identify your future career goals.

For more information visit [NACE](#)

[Competencies for a Career-Ready Workforce](#)



EXPLORE MAJORS AND CAREERS



What Can I Do with
This Major



Occupational
Outlook Handbook



Jobs for
Tennessee



ONET



Career One Stop



Candid Career



ONLINE BRAND

Online networking sites become your virtual resume and business card.

“

90% of employers factor a candidate's social profiles into thier hiring decision.

Handshake



”



Upload professional profile pictures



Use correct grammer and spelling



Review your posts, likes or things you have shared



Always communicate with your career in mind



RESUMES

FirstName LastName

Columbia, TN 38401 | 931.123.1234 | firstname.lastname@gmail.com

SUMMARY OF QUALIFICATIONS

- List in three to five bullets the skills and personal traits you offer an employer
- These bullets should relate directly to the position of interest – see following two samples
- Highly motivated professional with two years of sales experience
- Resourceful problem solver, continually assessing available resources and opportunities

EDUCATION

Columbia State Community College | Columbia, TN | *Degree, Major* | Month 20XX

- GPA: #.#/4.0

EXPERIENCE

Company | City, ST | *Position Title* | Month 20XX – present

- Action verb/skill to communicate outcome success
- Use numbers as often as you can
- Align with needs of the job

Company | City, ST | *Position Title* | Month 20XX – Month 20XX

- Action verb/skill to communicate outcome success
- Use numbers as often as you can
- Align with needs of the job

LEADERSHIP

Organization | City, ST | *Position Title* | Month 20XX – Month 20XX

- For positions in the past, use past tense verbs
- List successes, not just tasks completed
- Entries will typically include 3 to 5 bullets



For more information visit [Indeed.com](https://www.indeed.com)

Columbia State Community College, a Tennessee Board of Regents institution, is an AA/EOE educational institution.

ACTION VERBS TO USE IN RESUME

- achieved
- adjusted
- advocated
- amplified
- analyzed
- arranged
- assessed
- attained
- budgeted
- capitalized
- collaborated
- completed
- composed
- conducted
- consulted
- contributed
- coordinated
- created
- demonstrated
- designated
- designed
- developed
- distinguished
- enforced
- established
- evaluated
- exceeded
- executed
- formulated
- founded
- generated
- identified
- illustrated
- implemented
- improved
- improvised
- informed
- installed
- launched
- maintained
- managed
- modified
- monitored
- observed
- organized
- participated
- planned
- prepared
- presented
- proposed
- raised
- represented
- scheduled
- strategized
- strengthened
- supervised
- transferred
- transformed
- translated
- updated
- upgraded
- visualized
- volunteered

For a list of more action verbs visit [Indeed.com](https://www.indeed.com)



COVER LETTERS

FirstName LastName

Columbia, TN 38401 | 931.123.1234 | firstname.lastname@gmail.com

May 20, 20XX

Mr. Your Potential Employer

Position Title

The Company Name

City, ST ZIP

Dear Mr. Your Employer:

Introductory Paragraph: Grab the reader's attention by sharing applicable personal traits and skills. Then, state why you are writing; name the position or type of work for which you are applying; and mention where you learned of the position or organization. Give specific dates if you have had specific conversations with a person, and include this personal reference as it may attract more attention.

Body: This should be your sales pitch. Explain why you are interested and how you best fit the position through particular skills, duties or experiences that are a part of the job description. You may also want to elaborate on your academic knowledge and qualifications.

Closing Paragraph: Be short and to the point. Show you are excited for this position and reiterate you have the knowledge and skills they are looking for in a candidate. Indicate the steps you would like to happen next, mention your availability to meet for an interview and finally thank the employer for his or her time and consideration.

Sincerely,

SIGN YOUR NAME IN BLUE OR BLACK INK

FirstName LastName

For more information visit CareerOneStop.org



REFERENCES

FirstName LastName

Columbia, TN 38401 | 931.123.1234 | firstname.lastname@gmail.com

REFERENCES

Mrs. FirstName LastName

Position Title

Company Name

Address

City, ST ZIP

email@gmail.com

931.123.0001

Mr. FirstName LastName

Position Title

Company Name

Address

City, ST ZIP

email@gmail.com

931.123.0002

Dr. FirstName LastName

Position Title

Company Name

Address

City, ST ZIP

email@gmail.com

931.123.0003





COLUMBIA
STATE COMMUNITY
COLLEGE

INTERVIEW GUIDE



RESEARCH THE COMPANY AND POSITION



Research the company's history, values and mission



Check the company's website and other social media platforms



Research the business model and leadership



Make sure you revisiit the job description and can communicate why you would be a good fit for the position



INTERVIEW QUESTIONS TO ANTICIPATE

- Tell me about yourself?
- What are your short-term and long-term career goals and how do you plan to achieve them?
- What are the most important rewards you expect in your career?
- What are your greatest strengths/weaknesses?
- How has your college experience prepared you for a career?
- What motivates you to put forth your greatest effort?
- In what ways do you think you can contribute to our organization?
- Why did you choose your major/career path?
- Why do you want to work here?
- Why should we hire you?
- How would you define the word "success"?
- What qualities should a successful manager possess?



S.T.A.R. APPROACH

This method is used when you are asked to provide a real-life example of how you behaved or handled certain situations.

SITUATION

Briefly outline background information to frame the situation

TASK

Briefly narrate what you were trying to accomplish

ACTION

Give examples of how you utilized relevant skills and qualities to resolve the situation/achieve a goal/task

RESULT

Briefly summarize the positive outcome



SITUATIONAL QUESTIONS TO USE S.T.A.R. APPROACH

- Describe a time when you were under a lot of pressure. How did you react?
- Tell me about a mistake you made. How did you handle it?
- Share an example of a time you had to make a difficult decision. What did you do?
- Tell me about a time you worked with others to complete a project.
- Share an example of a time you failed. What did you learn from the experience?
- Tell me about a time when you set and achieved a specific goal.
- Describe a time when you had a conflict with a colleague. How did you handle it?



INTERVIEW QUESTIONS TO ASK

- Please describe a typical day on the job.
- What do you see as the greatest challenge in this position?
- What personal qualities, skills or experience would help someone do well in this position?
- What are the company's plans for future growth?
- How are employees evaluated and promoted?
- How much contact and exposure to management would I have?
- What type of training program do you offer new employees?
- What makes your organization different from your competitors?
- What do you like best about working here?

