



INFORMATION FOR JOB-SEEKING ALUMNI:

Welcome to The Citadel Career Center!

The Citadel Career Center Staff are charged with the primary task of assisting current Citadel Cadets and CGC Students. We will also assist Citadel Alumni with their career-related questions and recognize that with their experience, they best benefit from being able to receive and use information at their own pace. Through our self-service approach, Citadel Alumni may use resources appropriate to their needs 24/7, enabling them to move forward in their search when they are ready to do so.

To best assist you, the Career Center has anticipated most questions, addressing them through the following Alumni FAQ (Frequently Asked Questions). Please refer to this document as you use the available resources and should questions arise, please send them to CareerCenter@Citadel.edu and we will follow up with you as appropriate.

Best Wishes in Your Search!

The Citadel Career Center

Q. How do I Network with Other Citadel Alumni?

A. The most comprehensive list of alumni contacts is available via the CAA Online Community developed for alumni association members. To learn about and use this online directory, visit www.citadel.edu/alumni, go to **Membership**, and then select **CAA Online Community**. When searching to find alumni in a specific firm, use the Advanced Search option (available at the bottom of the Simple Search screen).

The best time to contact alumni in the cities of interest to you is after you have constructed your list of target organizations. Ask if they can advise you re: contacts in the firms of interest to you. Provide these alumni copies of your resume and be sure to keep those you ask for referrals updated on your progress.

For Citadel Alumni Club Contacts, see the **Citadel Clubs**, Classes, and Groups at www.citadel.edu/alumni.

Q. How Do I Get Started on My Current Career/Job Search?

A. First, you need to know your professional focus. Which career areas should you pursue? What type of job do you seek? What talents do you wish to use? Within what type of industry do you wish to work? What training/experience do you possess? What training/experience do you lack?

To find these answers and determine your professional focus, complete an online career interest and education planning profile system called **FOCUS**. The program takes approximately 2 – 2 ½ hours to complete and is available via www.citadel.edu/career_services/FOCUS.htm. Your AccessCode is citadel215. FOCUS is, in effect, a profiling program that matches your values and interests with those of professionals in a wide variety of occupations and helps you determine the occupations that best fit you. Refer to the FOCUS Guide and the FOCUS Presentation (both available at the above link) for further background information and tips on using the system to advantage. Keep your printouts for future reference.

Another resource to help determine which career area is best for you is the book titled **'What Color is Your Parachute'** by Richard Bolles, Ten Speed Press, www.tenspeed.com

Q. Once I know my professional focus, what is the next step?

A. Second, you need to determine your geographic targets. Which cities are the best choices for you?

You are typically most effective when you identify the several cities of greatest interest to you, then intensively market your skills in those cities. Confining your efforts to a single city, especially a smaller city that attracts many job seekers (such as Charleston) can be frustrating and you may realistically need to expand the scope of your search to include larger metro areas.

You may quickly gauge the job market for a particular city by using www.indeed.com. Just enter the city and type of work you seek. (*Indeed* searches several job boards at once and allows you to set up an email alert when jobs fitting your criteria are posted).

Also refer to the step-by-step process for **Your Job Search** outlined via PowerPoint or PDF at www.citadel.edu/career_services/JobSearch.htm.

Q. Once I have determined my professional focus and have selected my geographic preferences, what is the next step?

A. Target firms, after researching their websites and other sources, in prioritized groups of ten. Type a list of these firms, leaving space by each to record contact information and the next steps needed after each contact. The best sources for finding your target firms include the following (typical) Chamber of Commerce publications:

1. Membership Directory
2. Major Employers Directory
3. Industrial Directory

These publications provide valuable information such as key contact names and titles, phone and fax numbers, web site addresses, type of business, employee count, where headquartered, etc.

Using this comprehensive information helps you identify and research the firms of greatest interest to you as you develop your target list. It also helps you avoid overlooking many firms. Identify the professional area that best-fits you in the Membership Directory, such as CONSULTANTS-BUSINESS. Alphabetically cross-reference the firms of interest in the front of the directory to get the name of a contact for each firm. Call each firm to express your interest and to ask for advice on applying to that firm. If you need more information on a firm, ask if you can visit the firm's office to get this information, or use the Internet and/or libraries to research the firm.

Contact information for the Chambers of Commerce for some commonly desired cities may be found through the link at the bottom of the *Information for Alumni* webpage. Another resource on firms in a variety of cities is the '**JobBank**' series at www.adamsmedia.com.

Keep in mind that the above method for targeting firms is highly encouraged for a successful search. Classified job advertisements in newspapers and online generally account for approximately 30% of available jobs. The rest are found via targeting and direct contact with the firm and through networking.

Additional details regarding the selection of your target firms may be found by reviewing the step-by-step process for **Your Job Search** outlined via PowerPoint or PDF at www.citadel.edu/career_services/JobSearch.htm.

Q. What is the next step after I have created my list of target firms?

A. Develop appropriate resume, cover letters, and work samples/portfolio. Then begin contacting your target firms for initial interviews or informational meetings.

Resumes should be kept to one page, if possible. List your most-relevant skills in a skills block on the top half of the page. Be sure your contact information is current and clear. Concise and appropriate objective statements are important. If transitioning from the military, translating military experiences as applicable to the civilian position, where possible, is

important. Any incorrect spelling or other error on a resume can prevent a candidate from being hired. Avoid including personal information, such as marital status, that may bias your candidacy. Do not provide your social security number on your resume.

Resume construction tips, samples, and additional information may be found via www.citadel.edu/career_services/ResumeSamples.htm. Many of the resume templates included in word processing packages provide poor formats; our suggested format is significantly stronger.

Cover/Marketing Letters typically need to do the following:

1. Tell the firm who you are.
2. Tell the firm why you are writing.
3. Tell the firm what you can do for them, referring to your resume.
4. Tell the firm what you will make happen next (i.e., that you will call them within 10 days to request a meeting and to seek their advice).

You can 'cut and paste' the heading of your resume to the top of your letters and to the top of your reference page. This standardized heading with your name and contact information looks good and helps the recipient keep your materials together. Cover/Marketing Letter construction tips and samples may be found via www.citadel.edu/career_services/Communication.htm.

Reference Page Information and Samples are also available on the Resume page via www.citadel.edu/career_services/ResumeSamples.htm.

Work Samples/Portfolio information may be found via www.citadel.edu/career_services/Resumes/AcademicPortfolios.pdf. (**Note:** This information is provided as an Academic Portfolio for current students. Experienced professionals may use this as a guide to create a Professional Portfolio. Substitute past and current projects related to work and even community service for "classroom" materials).

For information and tips on how to conduct **Your Job Search**, including how to determine your target firms, please refer to the step-by-step process via PowerPoint or PDF at www.citadel.edu/career_services/JobSearch.htm.

Q. How do I Prepare for Interviews?

A. You must be an attractive candidate to the potential employer and need to show him/her why you are the best person for the job. This requires preparation, to include preparing to answer commonly asked interview questions. Interview Preparation (including a list of the most commonly asked interview questions), Follow-Up, and Offer Evaluation information may be found via www.citadel.edu/career_services/Interviewing.htm. Also, read '**Knock 'Em Dead**' by Martin Yate, available via www.knockemdead.com or www.adamsmedia.com.

Your preparation should also include thorough research on the firm. Dive deep into their website for information that is generally read by current employees to find out about the company culture. Read news journals and current event articles to keep abreast of the latest trends in various industries. Visit www.vault.com to order copies.

Q. What Resources are Available for Transitioning Military?

A. Several resources are listed below. You may want to contact search firms one year before you will be leaving the military to begin your file. These firms have sample resumes and other useful information available via their web sites.

Transitioning and Former Military may seek assistance through Competitive Edge Services, Inc., which assists all transitioning and former military through their Corporate Gray Military Job Fairs, Corporate Gray Online (www.GreenToGray.com), and their Corporate Gray Series Books -- "From Army Green to Corporate Gray," "From Navy Blue to Corporate Gray," and "From Air Force Blue to Corporate Gray" (by Carl Savino and Ronald Krannich, Impact Publications, www.impactpublications.com). For additional information, visit www.corporategray.com.

Another resource is various Veterans Employment websites, including: Corporate Gray Online - www.CorporateGray.com, Military.com - www.Military.com, Military Hire - www.militaryhire.com,

TAOnline - www.taonline.com, and Vet Jobs - www.VetJobs.com.

Transitioning Junior Military Officers may seek assistance from several search firms. Please refer to **Your Job Search** PowerPoint or PDF via www.citadel.edu/career_services/JobSearch.htm for further details, including current contacts.

Q. What do I do After the Interview?

A. Prior to leaving the interview, be sure to know what the next step is in the firm's process. Know when you should expect to hear back from them and what you need to do to remain a candidate.

After the interview, it is most appropriate to follow-up with a Thank-You Letter. If you are especially interested in the position, re-affirm your interest in the letter. If you do not wish to proceed in the process, thank the individual(s) for the opportunity to meet with him/her/them and learn more about Company X, and then politely ask to be removed from consideration. It is okay to discover that the position would not be a good fit for you and communicate this to the employer. Should a more appropriate opportunity surface in the future, you will have left the door open to be considered an applicant.

Thank You/Follow-Up Letter Construction Tips and Samples may be found via www.citadel.edu/career_services/Communication.htm. Refer to the Interviewing web page at www.citadel.edu/career_services/Interviewing.htm for tips on Follow-Up and Offer Evaluation.

Give a company the time in which they expect to follow-up with you. If you do not hear from them within a day or two after that timeframe, it is appropriate to follow-up by phone and/or email to learn of your status. They may have needed additional time to meet with all initial candidates or perhaps a staff member who has a part in the next step was traveling and needed to be caught up. There are many reasons why you may not have heard from an employer. Regardless, do not let time continue to pass without contacting them. There is a chance that they tried to reach you, but were unable to do so. Your inaction, even though you may feel the ball is in the employer's court, may be perceived as disinterest.

Q. What Other Resources are Available to Alumni Through The Citadel Career Center?

A. So that we may best assist you, please review the *Information for Alumni* section of our website at www.citadel.edu/career_services/info-alumni.htm. This section contains numerous resources and information regarding available services, most of which are self-service methods, including:

Register for an account with *The Gate*, our web based career management and recruiting system (online job board, resume database, mentoring network, and more). Use *The Gate* to view (and apply to) job postings, include your resume in the Resume Book (database) for recruiters using the system to view, and serve as a mentor to current students/alumni or seek mentors for yourself. Please Note: Some job postings are associated with our On-Campus Interview (OCI) program that is for students *only*. OCI postings are designated within the application instructions' section. If the posting indicates alumni as a candidate group, you may apply as indicated; however, any interviews to be arranged will take place at the employer's site.

The Citadel Fall Career Fair / Spring Career Fair. Alumni with up to 5 years of experience may benefit from attending Career Center hosted fairs. Attending recruiters mainly seek entry-level candidates and may consider Alumni candidates (refer to the participant list for details provided by registered recruiters).