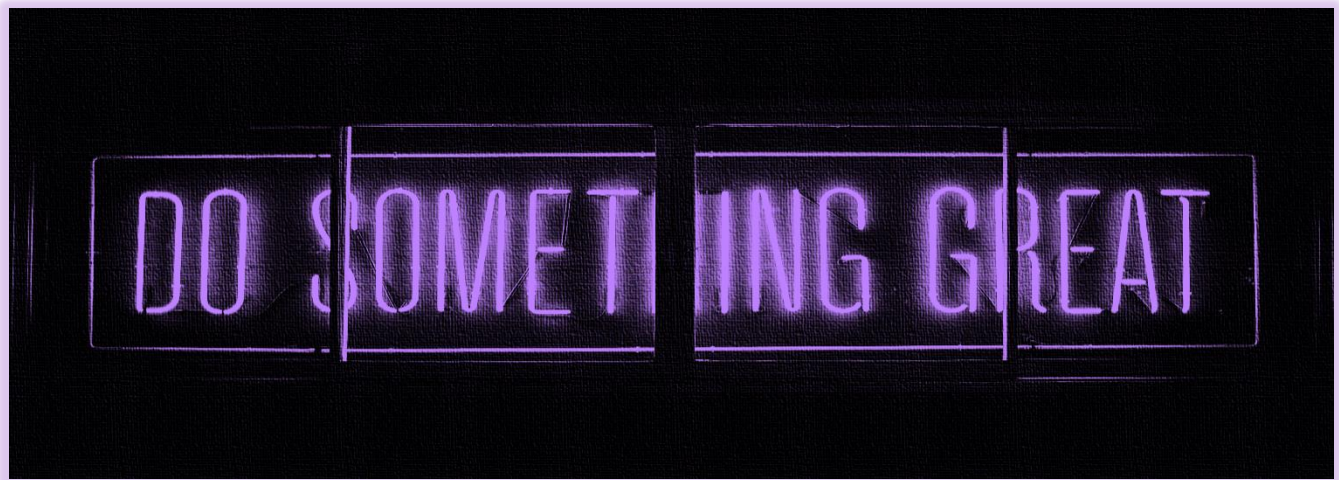


# GEER UP NEWSLETTER



ISSUE NO 2 | DECEMBER 2021 | VOLUME 1

UPLIFTING PROFESSIONALS



## THE CAREER SEARCH ISSUE

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**01 ----WELCOME!----** Welcome to your second monthly GEER UP newsletter! **GEER UP** stands for **Governer’s Emergency Education Relief, Uplifting Professionals**. This is where we keep you informed about important elements in the process of taking classes, earning an industry recognized certification, and then marketing your improved skillset to find meaningful work.

*Please note: That while the GEER program has ended, much of the information in this newsletter is helpful to anyone who wishes to get a job.*

## 02 ---- CAREER SEARCH – YOUR CAREER CAMPAIGN ---- written by Sean Wright

Job Search. Career Search. Career Campaign. Is there any difference? This could be argued many different ways, but what matters is that you understand the relevant due diligence you need to practice in your search. If you are searching for a meaningful career, something more than just a job to make ends meet, then you should set realistic expectations for the effort you need to put in.

If you get lucky you may be hired quickly, but even when you are well qualified for the work you are applying for it is wise to plan for a 6 month, or longer, search process. The harder you work, the more luck you will create because your network will be engaged, you will be searching job boards, reading the latest news in your field/industry, potentially tailoring your resume to most / all jobs you apply for, organizing and tracking your search efforts, and doing your best to tap into 100% of the job market.

### **“Luck is where preparation meets opportunity” - Eisenhower**

1. [Networking](#) is about talking to people, asking informed questions, and being prepared. Networking connections could introduce you to your next job! Make sure you update your LinkedIn profile. Up to [80% of job openings](#) are filled through networking, so build and maintain your network to increase opportunities for referrals.
2. [Online job boards](#) only account for about 20-30 % of job openings that are out there [according to CNBC](#). While they are easy to access and reveal many opportunities, they are only part of the most effective career campaign's. See resources in section 3 for some solid job/career search job boards.
3. [Staying informed](#) adds nuance through increased understanding of your career pathway and should be part of your preparation. Seek out newsletters, blogs, and traditional information sources to learn what is prominent in your field and what thought leaders are saying. (i.e. professional organizations, the blogs of companies you are interested in working for, etc.)
4. [Update your resume](#) with your newly acquired skills and your new / pending certification. The best approach is to highlight your accomplishments and contributions through the use of relevant skills. More than responsibilities / job duties listed, accomplishments help potential employers see the value you will be bringing their business.
5. [Organize and track](#) your efforts so that when you've applied to dozens of jobs and an employer calls you about a position you forgot you applied months ago wants to know if you're still interested. By saving the job description and knowing what versions of your resume and cover letter you used you will not only be able to say you are still interested, but you will also have specific information for an informed conversation with the potential employer!
6. [Practice your interview skills](#) regularly. Write your answers down, practice them in the mirror, record them, refine them until the answers roll off of your tongue.

### 03 ---- RESOURCES FOR YOUR SEARCH ----



College

Central

Network

<https://www.collegecentral.com/montgomerycollege/> Montgomery College's website where employers are looking for MC's talent, it also has a robust national reach for job openings around the country. You must use your MC User ID and MC email to sign up. In addition to job postings, you will find job search podcast links, resume builder, and additional tools.

[www.indeed.com](http://www.indeed.com) Indeed.com continues to be a popular place for employers to post their openings and well worth setting up your full profile. With millions of positions listed worldwide you can search for work locally, or around the world. You can look up company reviews, salary information, manage your profile, save and track jobs of interest or that you have applied to and interviewed for. Their mobile app is pretty solid too... Career Search on the go!

Career Changers who are short on specifically relevant experience may want to try some less conventional ways to build their experience and resume to further appeal to employers. In addition to searching for a traditional job you could look for a micro-internship through Parker Dewey, short term contracted professional work through Free Lancer, Upwork, and other gig economy type platforms.

- [www.parkerdewey.com](http://www.parkerdewey.com) Short-Term, paid, professional projects open to all U.S. college students and recent graduates of U.S. based institutions. How it Works: <https://www.parkerdewey.com/career-launchers>
- [www.freelancer.com](http://www.freelancer.com) Jobs available for all skills.  
How it Works: <https://www.freelancer.com/info/how-it-works> >Go to "How to earn money freelancing" tab.
- [www.upwork.com](http://www.upwork.com) Find the right work for you, with great clients, at the world's work marketplace. <https://www.upwork.com/i/how-it-works/freelancer/>

A Career Changer also needs to carefully consider how to arrange her/his/they resume so that all of the best that she/he/they have to offer for the job stands out. You should show that you are well qualified for the role in the first third to half of the first page of your resume, or you run the risk of being overlooked. This typically means using a hybrid chronological-functional resume format, placing a skills/qualifications section above your work experience and just below a well written professional summary. Thebalancecareers.com has a good article on career changer resume writing here: <https://www.thebalancecareers.com/career-change-resume-writing-tips-4134292>

#### Federal Career Search

Most federal agencies advertise on USA Jobs.com, but some have their own website and/or separate recruitment channels. I'd recommend starting/updating your profile on USA Jobs, and researching the particular department(s) you are interested in.

The process for applying for a federal job and writing a federal resume is significantly different from applying for non-federal positions. You should research the federal hiring process, participate in a workshop, or work with a Career Coach who understands the process and resume writing.

- USA Jobs <https://www.usajobs.gov/>
- FederalJobResults.com - <http://federaljobresults.com> and <http://federaljobresults.com/federal-job-resources.htm> - this site also provide information about free webinars and workshops.

#### **04 ---- SUCCESSES – CERTIFICATIONS ----**

##### Certifications Earned by GEER Students this Month

- PMP - Project Management Professional
- CPhT – Certified Pharmacy Technician
- EKG Technician
- PCEP – Certified Entry-Level Python Programmer
- CompTIA Security +
- AWS – Amazon Web Services: Certified Solutions Architect Associate



##### Student Spotlight – Jeanne Glover, PMP



Jeanne came to GEER seeking her PMP (Project Management Professional) certification. She initially planned to earn her PMP within a few months back in 2020. Dealing with loss of income along the way she remained resilient and prayerful, and sought support. Through her consistent effort, seeking resources for studying, getting informed about exam day, practice of relaxation techniques, and more she was able to overcome significant hurdles and earn her certification. Congratulations to Jeanne on earning her Project Management Professional certification with an above target score in November of 2021!