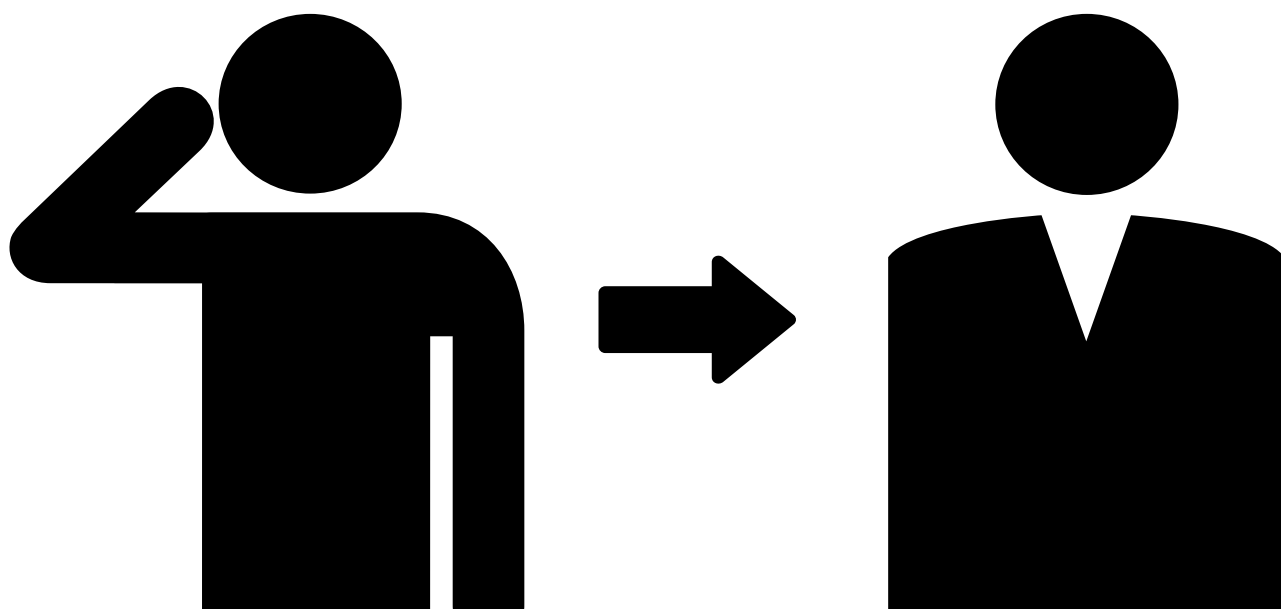


# **JOB SEEKER INFORMATION GUIDE**



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As a job seeker, H2H knows that you want to find that perfect position as quickly and painlessly as possible. Starting off with a plan of attack will help to make your job search more efficient.

Here is a quick outline of how to begin your job search:

**Be Prepared** – Use the **Job Seeker Information Guide** and other resources so you’ll be equipped when you come across the right job. Being prepared includes keeping your resume updated, knowing what you’re looking for in your next job and continually learning so that you’ll be an asset to your next employer. Setting aside time dedicated to your job search and creating goals are also important to keep you motivated and on track.

**Search** – Use job sites like **www.H2H.jobs** to narrow your search to only those positions you know you’re qualified for and would like to pursue. Don’t limit your hunt to online only; go to job fairs, make phone calls and generally keep your eyes and ears open to opportunities that might arise.

**Get Connected** – Join a professional organization, utilize social networking sites, and let your friends and family know that you’re looking for a job. The old adage “it’s not what you know, but who you know” still remains true and is a great way to find your next position.



www.H2H.jobs

One of the most valuable tools you have at your disposal is Hero 2 Hired. H2H is a comprehensive employment program that contains everything a job seeker needs to find a job, including job listings, career exploration tools, education and training resources, virtual career fairs, a mobile app that will be available on iOS, Android™ and Windows® Phones, an innovative Facebook application, and a variety of networking opportunities.

Now that you know a little bit of what H2H has to offer, read on to learn more about how H2H can connect you to your next job!

WEBSITE

H2H.jobs is not just another job site. In addition to searchable job postings by military-friendly employers around the country, H2H provides everything you need to find a job, all in one place. Take a look at the valuable tools and resources you can access at H2H:



JOB SEARCH

Search by keyword, location, salary, education level, or industry. Receive an immediate list of open job announcements and apply to those jobs using your professional profile which includes a resume, work samples, photos and videos, and other valuable information.



LIVE & VIRTUAL HIRING EVENTS

Check our calendar to see if a Hiring Our Heroes job fair is coming to your area. Attend a virtual career fair online to meet company reps and search open jobs. If you miss an event, you can always respond to job openings or find information online 24/7.



MILITARY SKILLS TRANSLATOR

Regardless of which military branch you serve, simply enter your military occupational code and we'll translate your training and experience into a list of relevant career paths. Explore your options then view and apply for immediate job openings in each career type.



CAREER EXPLORATION

Not sure what you want to do, or interested in a new career? Learn about various industries and occupations, or start with a career assessment survey to identify jobs that fit your strengths. Discover the best direction for the next step in your life.



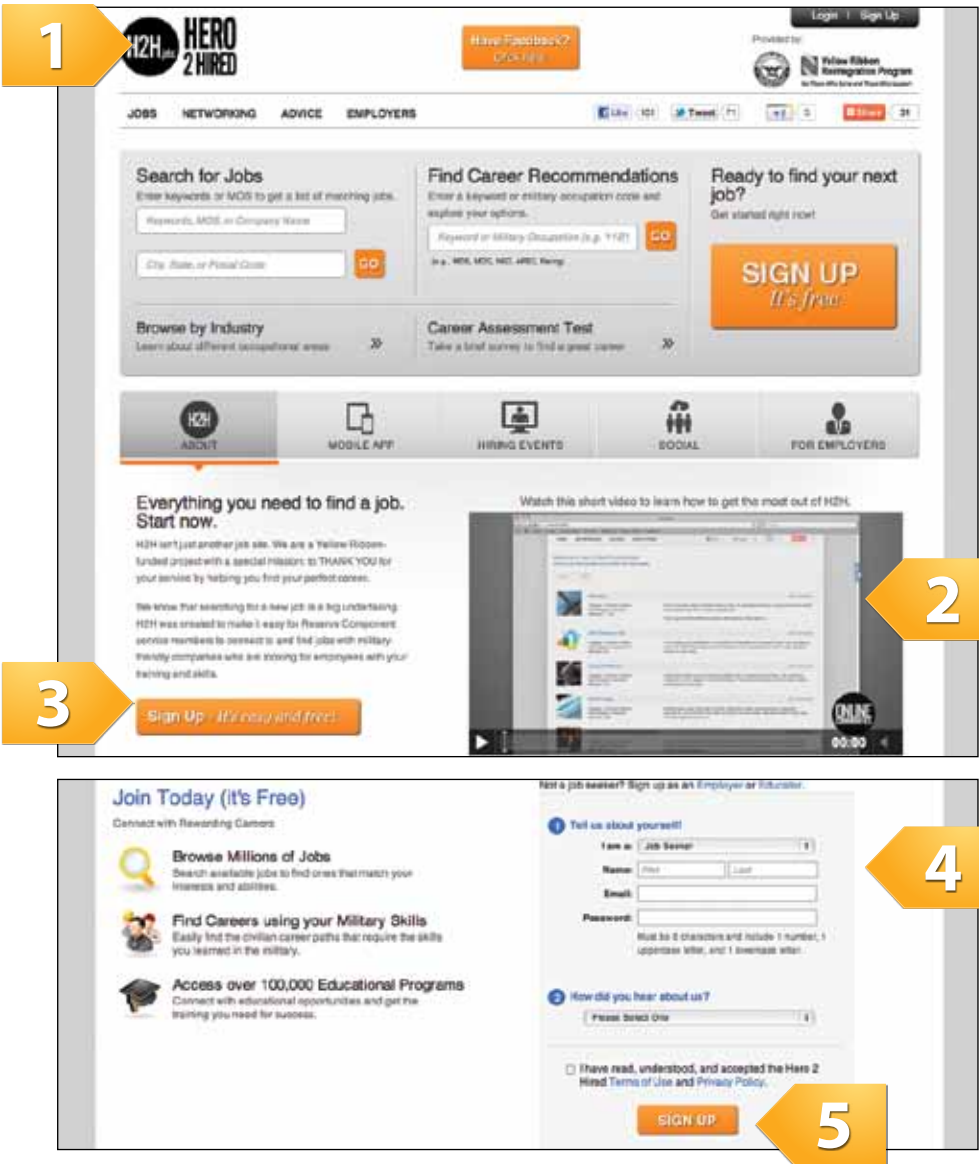
ADVICE & TRAINING

Need advice? We can help with job hunting techniques, resume preparation, and interviewing tips. We also have information on school and college offerings, certificate and training programs, apprenticeships, financial aid, military benefits, and more.



SOCIAL NETWORKING

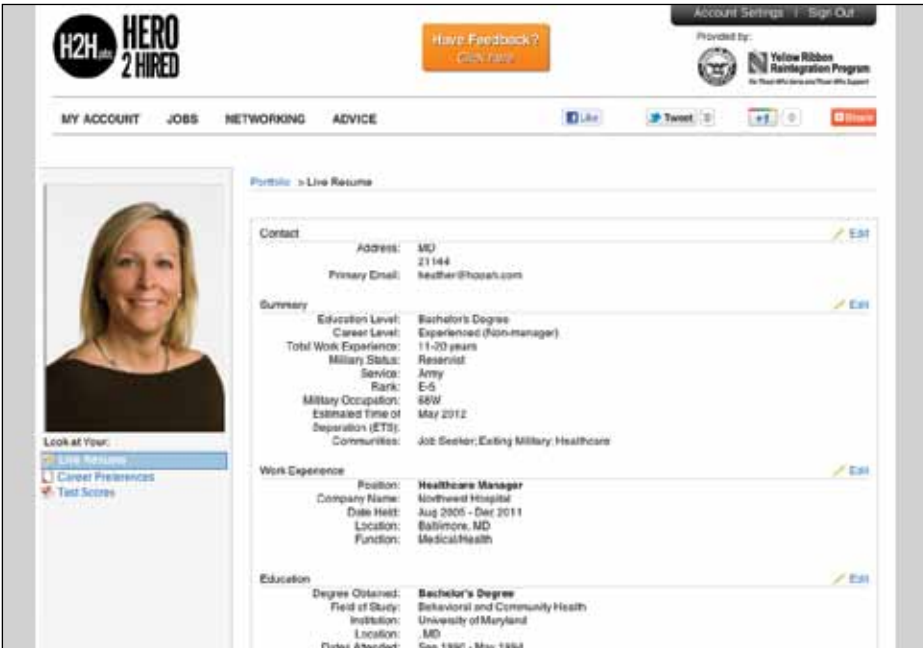
Join online groups related to your experience and interests and get even more help with your job search. You can also visit our pages on social networking sites like Facebook, where you can ask questions, share experiences, email job listings, and network with employers.



SIGN UP

Start your job search today by signing up on H2H.jobs! It's quick and easy; just follow the steps below:

- 1) Visit [www.H2H.jobs](http://www.H2H.jobs).
- 2) Watch the video to get acquainted with H2H.
- 3) Click on the orange **Sign Up** button.
- 4) Fill out the form.
- 5) Click on **Sign Up**.



CREATE YOUR PROFILE

Once you've signed up on H2H, create your profile. The more accurate and up-to-date your profile is, the easier it will be for potential employers to find you. Just follow these steps:

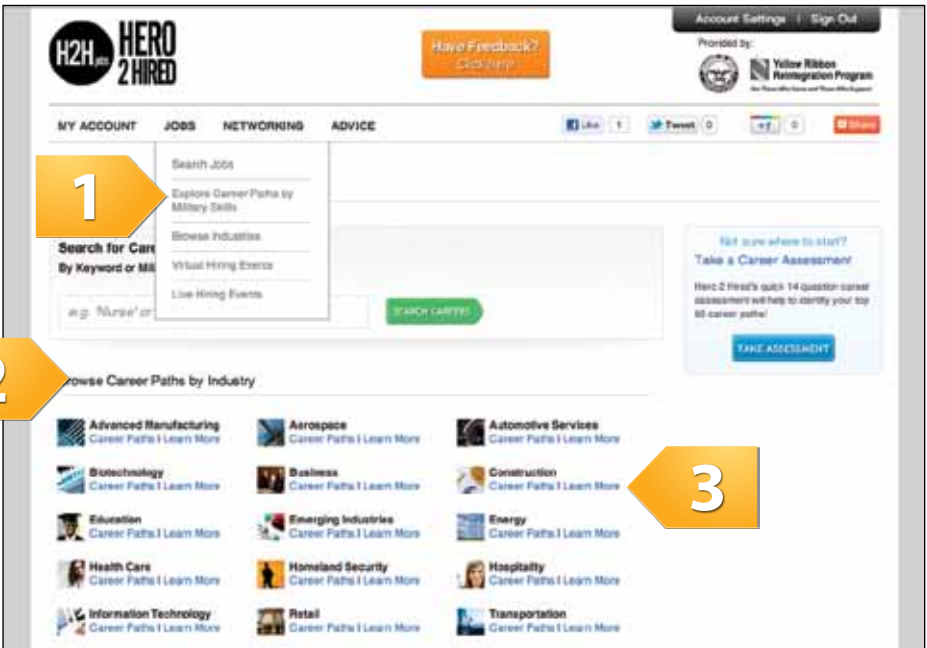
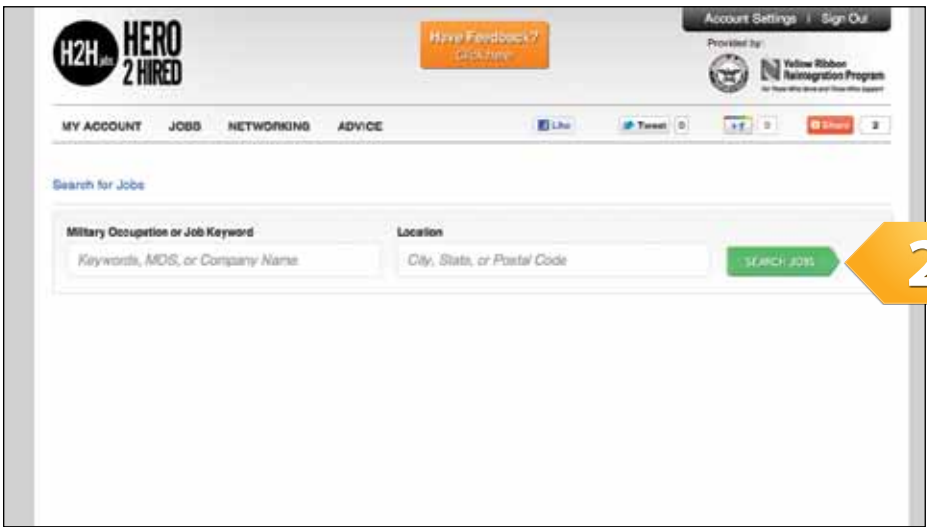
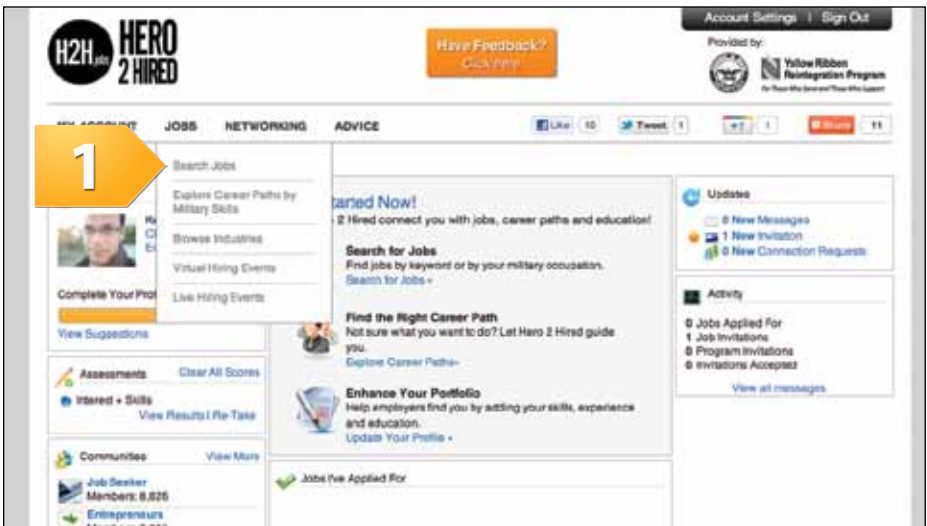
- 1) After signing up, you'll immediately be prompted to enter some basic information about yourself, and you'll have the opportunity to upload your resume.
- 2) Then go to the **My Account** tab and click on **Profile**. There you can edit your personal information, upload a picture of yourself, add work experience, and more.



SEARCH JOBS

Once you're signed in to H2H.jobs, you'll be brought to your dashboard, where you can begin your job search. Just follow the steps below:

- 1) Under the **Jobs** tab click **Search Jobs**.
- 2) Search for jobs using a keyword, military occupational code, or company name. You can also narrow your search by location.



EXPLORE CAREER PATHS

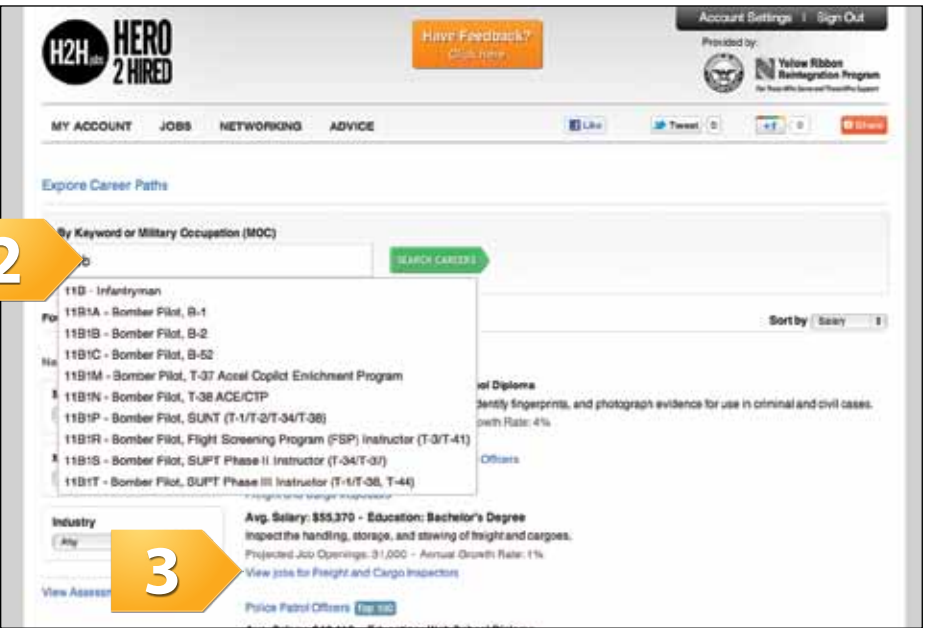
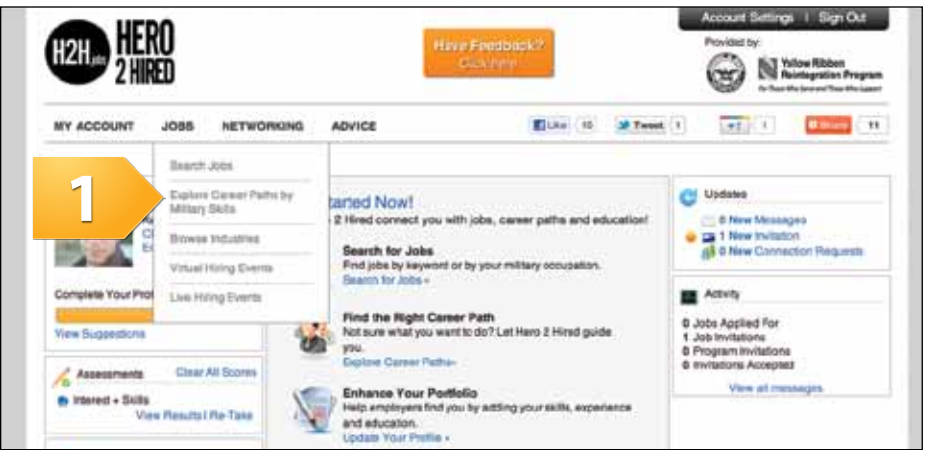
Here you can learn more about industries that fit your interests and the jobs they offer. Just follow the steps below:

- 1) Under the **Jobs** tab click **Explore Career Paths by Military Skills**.
- 2) Browse the available industries.
- 3) Click on **Career Paths** to find positions in available industries or **Learn More** to get more information about that industry.

MILITARY SKILLS TRANSLATOR

Use our Military Skills Translator to get a list of career paths that fit with your military training and experience. Just follow the steps below:

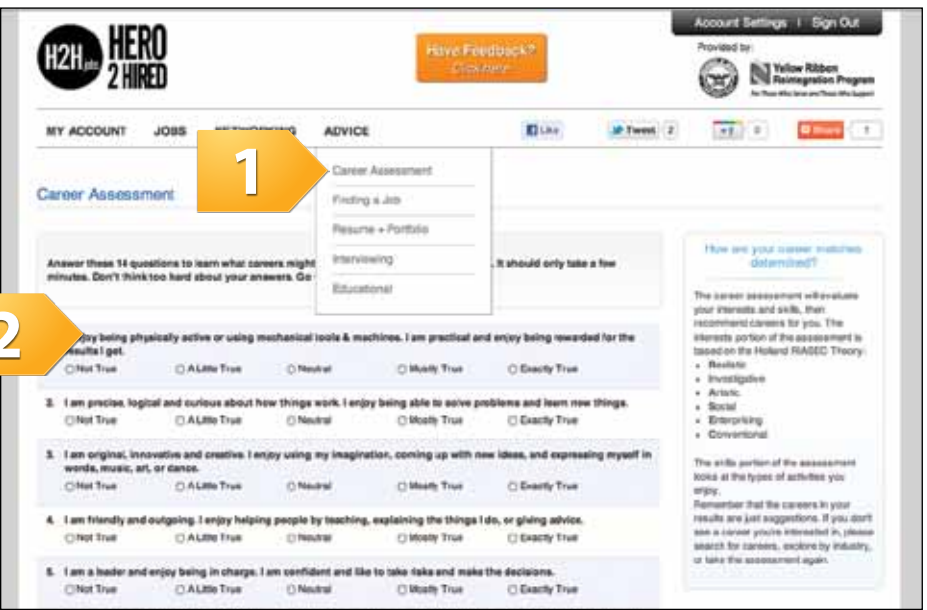
- 1) Under the **Jobs** tab, click on **Explore Career Paths by Military Skills**.
- 2) Type your military occupational code in the search box and it will bring up a list of job categories that match your skills. Information provided includes definition of the job, salary, education, and projected job openings.
- 3) Click on the **View Jobs** link to get a list of jobs in that category.



CAREER ASSESSMENT

If you're not sure what career path is right for you, take our 14 question assessment. It will evaluate your interests and skills, then recommend careers for you. Follow the steps below:

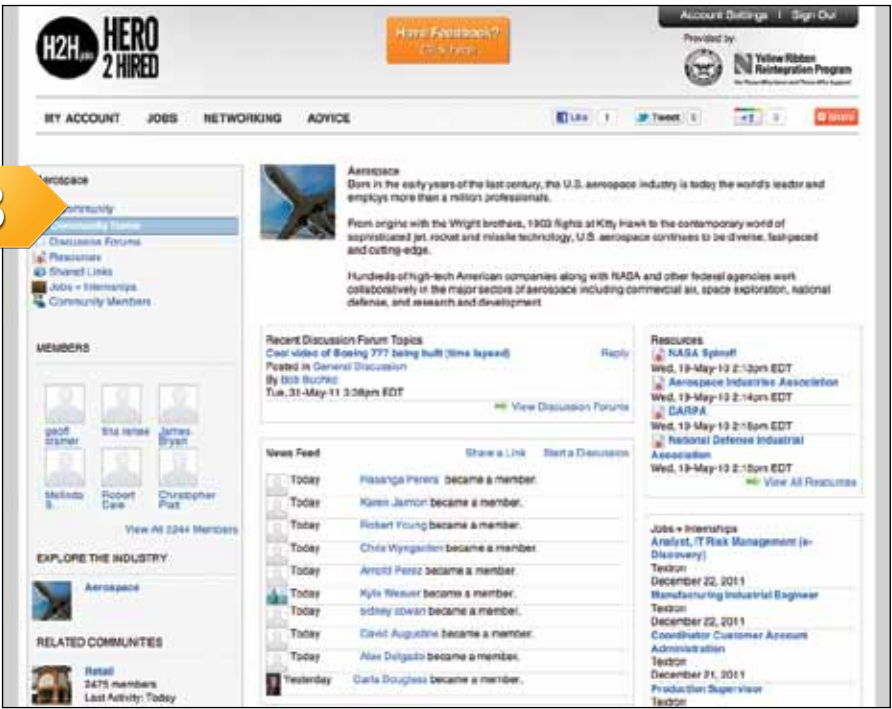
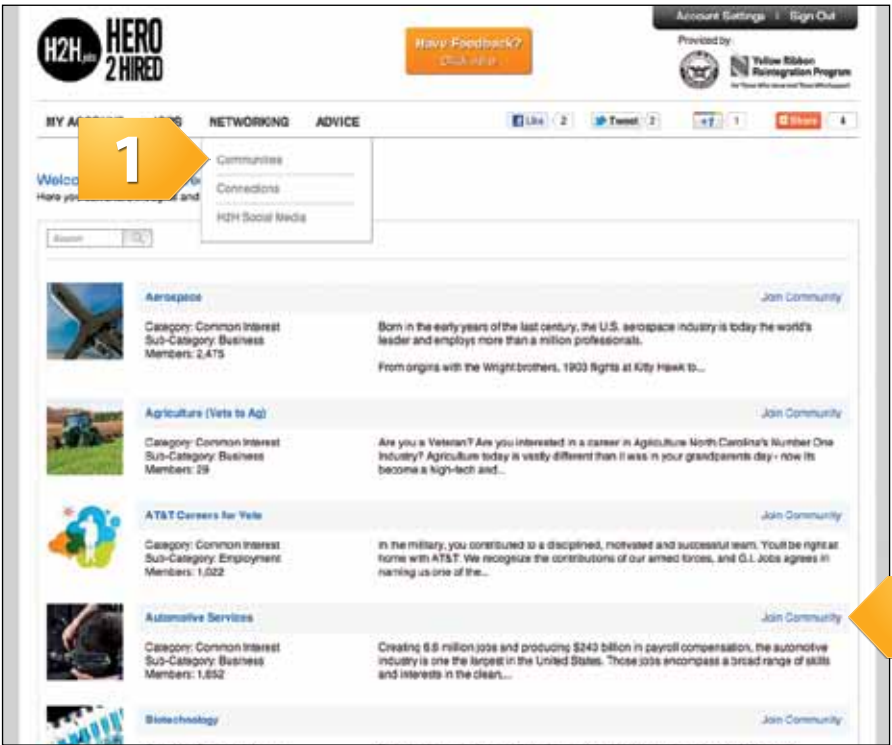
- 1) Under the **Advice** tab click on **Career Assessment**.
- 2) Answer each question then click the **See Your Results** button to receive your career recommendations.



COMMUNITIES

Join one or all of our industry-specific communities where you can network with people in your field. Just follow the steps below:

- 1) Under the **Networking** tab click on **Communities**.
- 2) Find a community that fits your interest and click on **Join Community**.
- 3) Once you've joined a community, you'll be able to share in discussions, browse resources, add contacts, and more.



MOBILE APP

The H2H mobile application makes it easy to keep up with the latest job opportunities when you're on the go. Download the app on your iPhone®, Android™, or Windows® Phone device, and access H2H anytime, anywhere.

HERE ARE ALL THE THINGS YOU'LL BE ABLE TO DO WITH THE H2H MOBILE APP:

- Sign up and use your H2H account
- Build and edit your profile
- View your resume
- Search jobs by location, military occupational code, keyword
- View job locations on Google Maps
- Search jobs within career paths
- Save jobs and job searches
- Receive notification when new jobs are added



- Apply for jobs
- Send jobs to other users
- Translate your military skills and training into relevant career paths
- Browse career paths and industry information
- View knowledge, skill, and ability levels for career paths
- Get salary information for each job sector and industry
- Compare different jobs within an industry
- Take our career assessment survey



SOCIAL NETWORKING

Leverage the power of social networking to support your job search with the opportunities provided through H2H. You can join one of H2H's industry communities to connect with people who share the same professional interests, or engage with employers as well as other job seekers through our communities on Facebook, Twitter, LinkedIn, Google+, and YouTube. You'll have a wide range of ways to market yourself, learn more about your career interests, find mentors, and share your knowledge with others. The more you're involved, the faster you can find your next job.



[www.H2H.jobs/communities](http://www.H2H.jobs/communities)



[www.facebook.com/H2H.jobs](http://www.facebook.com/H2H.jobs)



[www.twitter.com/H2Hjobs](http://www.twitter.com/H2Hjobs)



[www.linkedin.com/company/2394524](http://www.linkedin.com/company/2394524)



[www.gplus.to/H2Hjobs](http://www.gplus.to/H2Hjobs)



[www.youtube.com/H2Hjobs](http://www.youtube.com/H2Hjobs)

VIRTUAL CAREER FAIRS

H2H's virtual hiring events allow you to search for jobs and interact directly with employers, all in a convenient online setting. Even better, the exhibit halls, networking lounges, and resource centers are all open 24/7. When official events are not being held, you can still visit employer booths to get more information, search their open jobs, and find job hunting information and resources.



Getting Started

Once you register, you'll be brought to the main plaza where you'll be guided on how to get started.



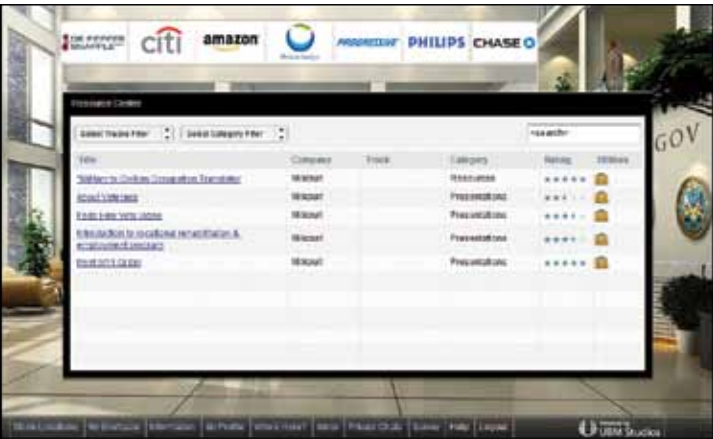
Exhibit Hall

The virtual career fair experience simulates the look of an actual job fair. The exhibit hall is set up with booths for each employer. You can visit employer booths and communicate directly with company reps through text, audio, or video chats. Click a link to pull up open job announcements.



Networking Lounge

The networking lounge allows you to connect and chat with other attendees who may help you in your job search.



Resource Center

Find documents, videos, and other materials with valuable information related to your employment search.

**National Virtual Career Fairs in 2012:**

February 23rd	August 21st
May 23rd	November 13th

To learn more and sign up to attend Virtual Career Fairs, visit [www.H2H.jobs/virtualhiringevents](http://www.H2H.jobs/virtualhiringevents)

LIVE HIRING EVENTS

With over 100 Hiring Our Heroes job fair events taking place around the country, chances are there will be one happening near you. H2H is sponsoring 40 of these hiring events, and volunteers will be at an H2H-branded booth to help you with your job seeking efforts. Visit us online to view our calendar of events and get more information.



HOW TO MAKE THE MOST OF A JOB FAIR

Know Which Employers Are Attending

Find out which employers are expected to be present at the job fair and do some research before you arrive. Be able to answer the question “Why do you want to work for us?” In-depth research of every company might not be practical, but the more you know about each one the better.

Bring Your Resume

Come to the job fair with plenty of resumes ready to hand out. As a back up, load your resume on a portable flash drive to keep with you. You’ll also want to have a pen and pad ready to jot down names, contact info, and where you submitted your resume. Keep everything neatly together in a professional-looking organizer or briefcase.

Prepare to Be Interviewed

Even though a conversation with an employer at a job fair may not be like your typical interview, you should prepare for it the same way. Practice introducing yourself and succinctly relaying your background and experience. You’ll need to quickly sell yourself and be ready with intelligent questions to ask the employer. Also, when wrapping up, show your interest by asking them about next steps.

Act and Dress Professionally

Even though a job fair might seem casual, proper attire, body language, manners, and other interview preparations still matter. Dress sharp, act professional, and display enthusiasm.

Follow Up

Ask for business cards or contact information as you go, and follow up soon after with a thank-you email or letter to each of the representatives with whom you spoke. This step will help you stand out and possibly land you a follow-up interview.

HOW TO GO FROM HERO 2 HIRED

Set Your Goals



Update Your Resume



Begin Your Search



Network

Targeted Job Search Campaigns

Professional Associations

Post Your Resume Online

Respond to Online Job Postings

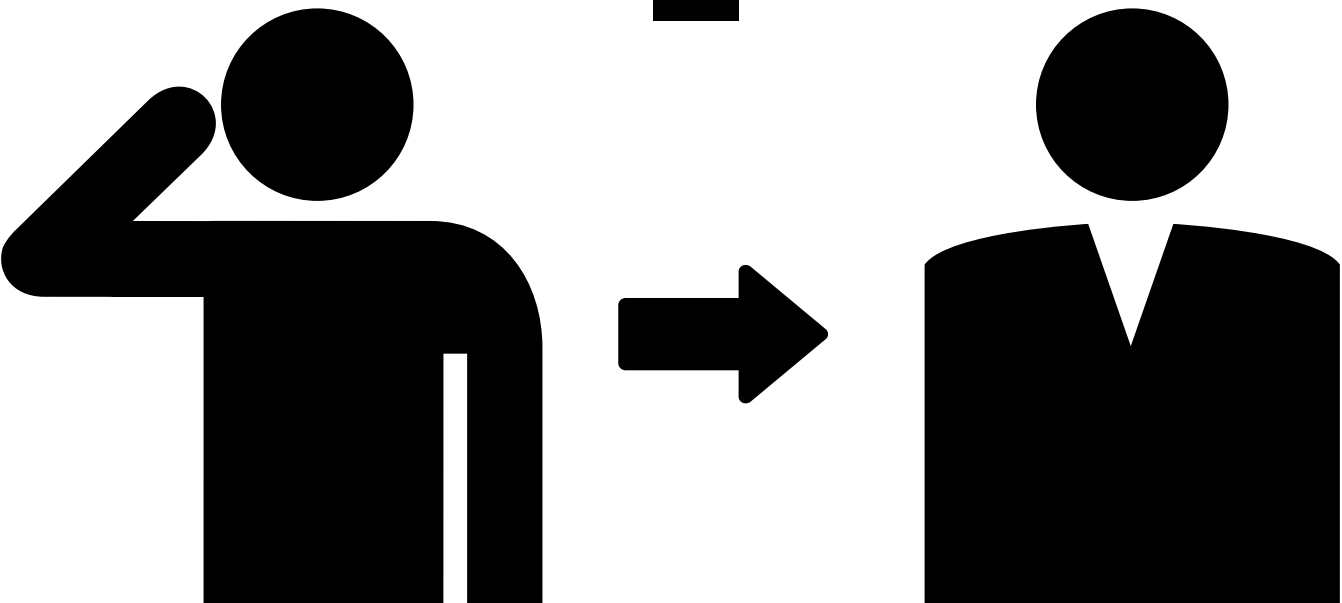
Job Fairs

Personal Referrals

In-Person Cold Calls

Newspaper Ads

Corporate Websites



## CAREER RESEARCH

### What to Know

The closer the match between a job and your work preferences, financial needs, and transferable skills, the more likely you will be successful and happy in that job. Remember to search for that ideal position, but keep in mind it is rare to find a perfect match.

The following is a list of ways you can conduct career exploration:

- Business magazines
  - Business section of newspapers
  - Chamber of Commerce
  - Colleges and universities
  - Employment agencies/services (temporary or full-time)
  - Employment counseling
  - Informational interviews
  - Internet
  - Internships
  - Job fairs
  - Job shadow
- Job sharing
  - Library research
  - Occupational handbooks
  - Small Business Administration (entrepreneurship)
  - Talk to family, friends, teachers, professors, and acquaintances about work and careers
  - Trade shows
  - Training or apprenticeship programs
  - Transition office
  - Volunteering

## STRATEGIES FOR AN EFFECTIVE JOB SEARCH

### SET PERSONAL GOALS

#### What to Know

You need to make some career decisions to provide direction for your job search. Your first step should be to establish realistic goals and figure out the best way to achieve them.

There are three types of goals:

- Short-range (6 months to 1 year)
- Intermediate-range (1 to 5 years)
- Long-range (5 to 10 years)

You may need to make realistic career goals for each time range. What you want to be doing in five years may not be feasible now, but you can work toward that goal. You may need to find a short-term, stopgap job before you can obtain the appropriate, long-term position you really desire. You may also need to obtain a position or training in the short-term in order to qualify for the long-term position you would like to pursue.

You need to have some consistency between your short-term and long-term goals. Each job along the way should be a step toward your long-term goal. You have already started the process of personal appraisal. This is an important step in goal setting.

### What to Do

It is difficult to make decisions about which goals to pursue if you do not know what your goals are or how you want your career to progress. Your goals must be **SMART**:

- Specific
- Measureable
- Adaptable
- Realistic
- Trackable

#### 1. Specific

If your goal is not specific, you may not have a firm idea of how to get that job.

EXAMPLE: I want a good-paying, daytime job so I can continue my education.

The job goal is not specific enough to suggest where to start looking for this kind of employment. Your job search will not be focused. You may find a job, but it will probably not be the most appropriate one.

EXAMPLE: I want a job in warehousing because I already have military experience doing this type of work. It needs to be part-time and at night so I can use my military education fund to attend school during the day, enabling me to change my career. The position must pay at least \$7.00 per hour and have a minimum amount of pressure so I can concentrate on my studies.

This employment goal is specific enough to suggest where to start looking for this type of employment.

#### 2. Measureable

Make a realistic, daily/weekly timetable. This allows you to measure whether or not you are consistent in your employment search efforts.

EXAMPLE: I will contact three employers per day on Tuesday, Wednesday, and Thursday. On Monday and Friday, I will answer newspaper ads and send resumes.

Setting up a timetable avoids procrastination.

#### 3. Adaptable

Setting an employment goal is like using a road map with optional routes. If your search is not getting results, try an alternative route to your destination.

EXAMPLE: I have been looking for a \$9.00 per hour, part-time, evening warehouse job so I can go to school during the daytime.

I have not had any results. I will begin looking for an \$8.00 per hour, daytime warehouse job and will go to school during the evening.

Change your search method if it is not working. If your search method is working, stick with it. Remember: You can stick with your employment search method but change your employment preference, the wage you want, or the hours you will be available to work.



**4. Realistic**  
Make sure your employment goals are realistic for your personal needs, the local economy, and the job market. Your goals may be appropriate for your current needs, but not realistic for the current economic situation. You may have to settle for a position with lower pay, fewer benefits, and less advancement opportunities because the position you need and want is not available in your local employment market. You may have to consider other work until you can move to an area that has the employment opportunities you want and need.

**5. Trackable**  
You need to be able to trace your steps in your search for appropriate employment. Keeping track of where you go, with whom you speak, and the results of each contact is extremely important. If your search is not getting results, you need to be able to closely examine your efforts in order to see if there is some element that is missing or needs to be added. You cannot improve what you cannot track.

Now that we have demonstrated the SMART technique, write your own short, intermediate, and long-range goals. Make them employer related. It is easiest to start with long-range goals and work backwards to short-range goals.

Get Organized  
Schedule Your Time

Think of looking for a job as a job. It requires planning and follow-through. At the beginning of each week, prepare a schedule with blocks of time for each type of activity (phone calls, reading ads, writing letters, etc.). Then as the week progresses, make changes to allow time for interviews. The next page shows an example of a weekly schedule.  
NOTE: Set time aside to enjoy your family and friends, and relax. The sample schedule below shows Friday afternoon and Saturday as time off.

The advantage of a schedule is that it allows you to plan and use your time most effectively. It helps you avoid saying things like “I really wanted to, but...”; “I just couldn’t find the time...” or “I wish I had...” At the beginning of each week, plan for each type of activity. Then when an employer specifies a time for an interview, you can rearrange your schedule to use your time efficiently.

Looking for work is a full-time job. Keep good records. Use office software to organize company and interview notes, schedules, resumes, etc. Get a calendar and keep it current. Your time is valuable and there is much to be done in finding the right job for you. Schedule carefully, balancing your needs.

The method you use to keep track of your job search is not important, but keeping track of it is very important! The chart shown is designed for a person doing full-time job searching. You may want to use the sample chart provided, or you may want to develop your own system. However you decide to do it, make sure you do it well!

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
8:00	Search Internet and want ads	Make personal visits or interviews	Search Internet and want ads	Telephone calls, applications, or inquiries	Telephone calls, applications, or inquiries	Search Internet and want ads
9:00			Letters/ applications			
10:00			Phone calls	Letters/ applications	Letters/ applications	
11:00	Letters/ applications		Follow-up activities	Follow-up activities	Administrative tasks	
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Letters, phone calls, or interviews	Letters/ applications	Search for new prospects—visit library to read professional magazines, directories, etc.	Make personal visits to employment agencies	Time off	Prepare weekly schedule
2:00		Phone calls				
3:00		Follow-up activities				
4:00	Administrative tasks	Administrative tasks	Administrative tasks	Administrative tasks		

PLAN AN EFFECTIVE JOB SEARCH

What to Know

Finding a job is hard work. You should treat it just like a job, and use every resource available, including friends, acquaintances, relatives, teachers, and professors. When you speak with these contacts, ask them about where they work.

Job Search Methods

Start by using H2H.jobs and then check with the following:

- Your transition office
- State Employment Services
- Private employment agencies
- Internet
- School placement offices
- Civil Service Administration (for testing)
- Union hiring hall
- Chambers of Commerce
- Employers

Answer ads in the following:

- Local, state, and national newspapers
- Professional or trade journals

Apply directly to the following:

- H2H.jobs sponsored hiring fairs with US Chamber of Commerce (Hiring our Heroes)
- H2H.jobs sponsored virtual career fairs
- Other Job fairs
- Private Industry Council
- Employers

Hidden Job Market

The hidden job market simply refers to the fact that most jobs are not advertised. Eighty percent of all positions are filled without employer advertising. These positions are filled by, or created for, candidates who come to an employer’s attention through recommendations from employees, referrals from trusted associates, recruiters, or direct contact with the candidate. Effective networking—using your contacts to connect with employer’s contacts—is the key to the hidden job market. Networking on H2H will help you connect with those employers who need to fill a “hidden” job, either now or in the future. Read on to learn more about networking.

NETWORKING

Getting people involved in your search is called networking. It means using personal contacts to get information about job leads and contacts. Regardless of the type of job you are seeking, building a network will help you tap into the hidden job market. You never know where you will find the best job lead. The figure below will help you consider which people to involve in your effort to find work.

Start building your network by making a list of all the people you know. Do not limit the list to people who know the work you do. The people on this list are your primary contacts. They do not have to be people who know about possible job leads, they just might be people who know other people that have knowledge of job leads, occupational information, specific employer contacts, etc. Before you begin contacting the people on your list, decide what type of information you want from the contact.

You may be looking for the following:

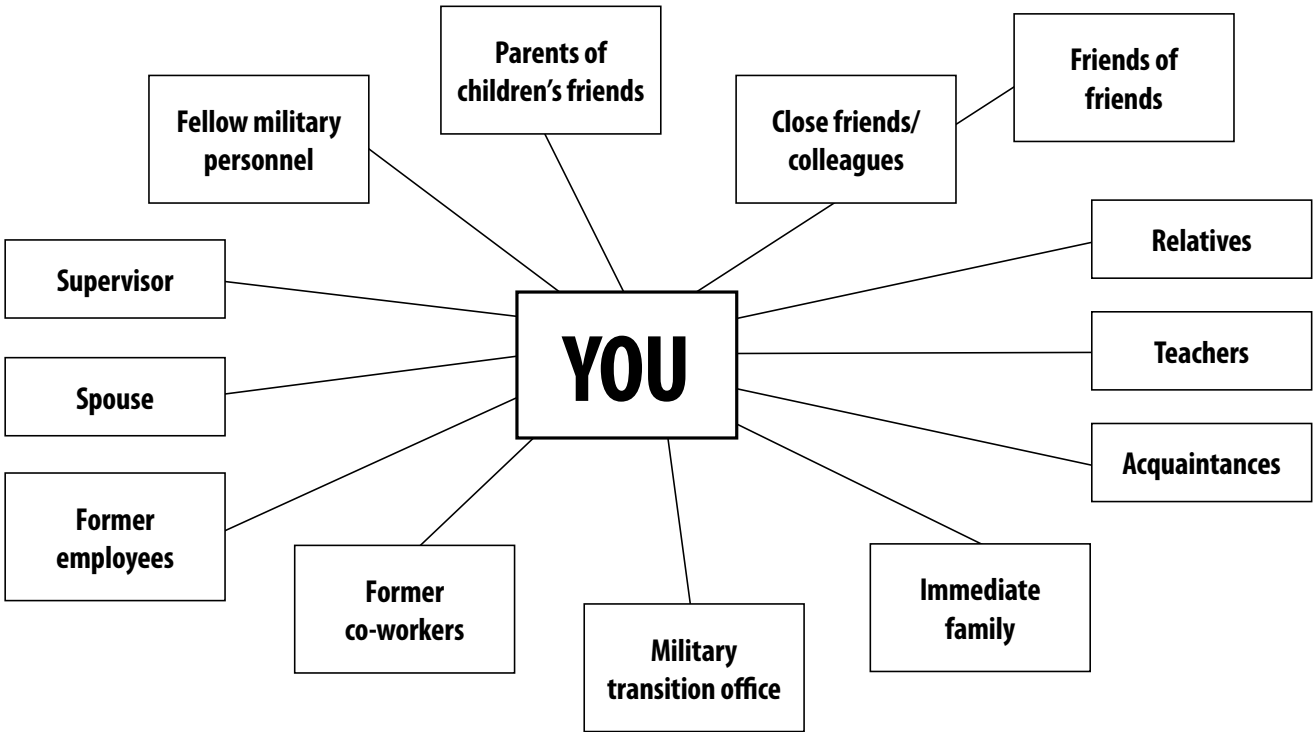
- Information about a particular company, industry, or line of work
- A referral to someone who might be able to help you
- Advice on conducting your search

In many cases, you will want to ask to set up a brief meeting with the person. It is not a job interview, but it may bring you a job lead. Always have plenty of resumes available.

If you feel awkward or embarrassed contacting people to ask for something, remember the following:

- Most people like helping others
- Many people have been in your shoes and remember how hard it was
- Some people will have a job opening or know of one, and feel that fate brought you to them

Begin your networking by calling the people on your list that you can talk to the most easily and work up to making the calls that are more stressful. You may have to force yourself to make the first few calls, but it does get easier with each new call.



COMPLETING A JOB APPLICATION

What to Know

Almost every employer will require you to fill out an application form, even though the company may already have your resume and cover letter. Applications may be used to make the first “cut” in screening applicants for interviews. The form may be a test to see how well you follow directions. It is always a good idea to take your time and do it well. When possible, get two copies of the form. Use one as a draft copy before completing the final form.

What to Do

- Read and follow all directions before beginning to fill out the form.
- Make your application neat and easy to read—it will be judged on appearance and content. If possible, type the form. If you can’t type the form, print neatly. If you make a mistake, cross out the error completely with a single line.
- Do not write “see resume,” even if the application repeats information.
- Read each question and decide how you will answer before you begin to write. This will help you fit the answer into the available space, as well as write the best answer.
- Answer all questions. If a question does not apply or you feel the question invades your privacy, write N/A for “not applicable.” Do not leave blank spaces.
- Take your time, but work steadily. If you take too long filling out an application at the company, the employer may think you are not prepared.
- Answer questions honestly—never lie, and do not use sarcastic answers.
- Ask questions if you do not understand something about the form.
- After you complete the form, check it for accuracy, correct grammar, and spelling. Make sure it is neat and make a copy for your records.
- Work Experience: Make sure you have all the information you will need with you. Work on describing your duties before you fill out an application, so you can be brief and clear in your descriptions. If you prefer not to give your salary history, write “will discuss in interview” in the space provided. However, keep in mind that some employers will screen you out. When giving your reason for leaving, never give a negative answer. “I completed my military goal,” “moved,” and “seasonal” are all very acceptable answers. Do not write “fired.” If you were fired, write “will discuss in interview.”
- Position Desired: Always fill in this space! Never write “any” or “will do anything.” Do some research first so you know what jobs you qualify for and are available in the company.
- Salary Desired: Before filling out an application, be sure you know the lowest salary you would be willing to accept and the wage range for the position you are applying. Call a few companies in the area and ask the pay range for the type of job. It is okay to write “open” or “negotiable” rather than putting a figure on the application to identify the salary.
- Availability: Unless you cannot start a job right way, write “immediately” in this space. Otherwise, write the date you will be available to start work. If asked what hours or shifts you will work, write “open” unless you have specific requirements.
- Special Skills, Abilities, and Training: You are often asked to list any special skills, abilities, experiences, and/or training you have that relates to the position you want. This is an opportunity for you to highlight anything that may possibly set you apart from other applicants.
- Follow up on the application at regular intervals (about every week) until you hear from the employer.

WRITING AN EFFECTIVE RESUME

Your resume is the most valuable tool you have to market yourself to employers. It summarizes how your skills and abilities can contribute to their success, helps you get a job interview, and is used as a screening tool to help employers find the best matches for their open positions.

Your resume should contain the following sections:

- 1) **Contact Information.** Your contact information goes at the top of your resume and must be accurate. Be sure to include your name, as a minimum, on each page.
- 2) **Career Objective Statement.** Be concise, short, and to the point. Be specific and targeted, and answer the question “What can you do for the employer?”
- 3) **Summary of Qualifications.** This section is your opportunity to brag about your best qualities. Highlight your key skill areas. Draw attention to specific skills that support your job goal. You can do this either in paragraph form or a bulleted list. Include your Security Clearance, if you have one.
- 4) **Experience.** List your results and/or achievements that relate to the position you are seeking. Use numbers, percentages, statistics, and examples to illustrate your achievements. Be as clear as possible. Wherever you can, translate your military skills and information into words that a civilian employer can understand.
- 5) **Employment History.** This section includes the dates, positions, and locations of your work experience. It should contain all of your skills, accomplishments, computer software knowledge, machines you can operate, and any ideas or improvements you suggested that made a difference in a process or system. Try to include specific and quantifiable data.
- 6) **Education/Training.** Include all degrees awarded beyond high school. List special honors you achieved and any certifications, licenses, and course work relevant to the job you are seeking.

RESUME CHECKLIST

CONTENT

- Does the most important category come first?
- Is the organization logical and clear?
- Are all major topics emphasized by the employer covered?
- Is each area concise yet complete?
- Are duties and achievements described in specific terms?
- Has the information been tailored to a targeted field or job?

LANGUAGE

- Are action verbs or nouns (keywords for scannable resumes) used?
- Are inappropriate jargon and military abbreviations avoided?
- Are there any errors in spelling, grammar, or punctuation?

APPEARANCE

- Is the resume visually appealing and easy to read?
- Does it use white space, indentation, underlining, and capital letters effectively?
- Does it look professional?
- Are layout features (headings, spacing, type face, ink) consistent throughout?



Once you complete your resume, you can start sending it out. There are many ways to look for jobs and market yourself. Use AS MANY as are appropriate for you. Remember you have a product to sell—yourself!

The best way to do that is to use every available method that is right for you to distribute your resume. What methods will be best for you will be based on your career objectives, the position you want, the industry you’re targeting, the geographic location, and your salary requirements.

**Networking.** Networking is the key to a successful job search and the number one method for finding a job. Talk with anyone who may know of an opportunity that would be right for you: friends, colleagues, neighbors, relatives, etc. You may also want to join a professional association that is related to your chosen career field. Many times these associations have regional meetings specifically for networking.

**Personal Referrals.** Personal referrals are another great marketing strategy. Personal referrals open doors that may not be accessible to everyone. If you know an individual who is employed in a company that you wish to work for, ask them to talk to the appropriate hiring manager and submit your resume.

**Job Fairs.** Job fairs are a great way to meet potential employers. Instead of cold calling or surfing the Internet, job fairs offer the chance to chat with hiring managers in person and pass out your resume.

**Targeted Job Search Campaigns.** This is where you send your resume directly to recruiters or hiring managers working in the industry or company you want to work. You must be careful to select the right recruiters, which can be done through networking or research online.

**Professional Associations.** There are hundreds of professional associations for a variety of industries and career specialties. Do your research and find out the professional associations in your field. Many have websites and publications that post available jobs. Many hold national conferences and local “chapter” meetings which are great networking venues.

**Newspaper Ads.** Responding to job ads in print advertisements is another method. If you see a job ad in a newspaper, professional association journal, or other job announcement publications for which you are qualified, send them your resume. These ads are usually time sensitive so don’t wait.

**Posting your Resume Online.** Many job search sites allow you to post your resume for free. Employers then search for suitable candidates who meet their job qualifications. Many jobs sites give you several options to post your resume. You will either be able to develop an online resume using their system, upload it in a word processing document, or cut and paste it into the website.

**Responding to Online Job Postings.** Responding to online job postings is another option. Remember that networking and personal referrals are the number one way that most people find jobs, so only use this as one of your job search methods.

**Corporate Websites.** Employers are using the Internet more than ever to direct applicant flow. Many companies accept resumes and/or have resume builders directly on their own employment sites.

**In-Person Cold Calls.** This is where you go door-to-door to companies to look for work. This method depends mainly on luck and being in the right place at the right time. Very time consuming, it is not considered a very effective or productive method, but it does occasionally work.

CIVILIAN EXPEDITIONARY WORKFORCE (CEW)

Looking for an exciting career as a Department of Defense civilian supporting U.S. Forces overseas?

CEW SUPPORTS US FORCES

- US Forces in Afghanistan are increasingly dependent on civilian resources in theater.
- DoD civilians are deploying forward and working side-by-side with their Military counterparts.
- CEW supports approximately 500 positions and that number is expected to grow significantly. Immediate need is to fill 350 positions.
- CEW fills positions for a variety of skill sets required in theater—most are specialized and highly paid.



BECOME A PART OF CEW

DoD can quickly hire civilians for deployment to Afghanistan

- CEW needs diverse skill sets found in the private sector
- Non-competitive hiring
- Term-limited appointment for up to four years
- Must meet medical standards and have or be eligible for a clearance

Benefits include base GS salary plus:

- 35% differential for hazardous duty
- 35% differential for post differential
- Significant Overtime Compensation
- Health Insurance and Life Insurance

Benefits also include:

- Using your skills to support the war-fighter
- Being part of a larger mission

TYPES OF POSITIONS (NOT ALL INCLUSIVE)

Urgent

Linguists (Urdu)  
Electrical Engineers  
Safety  
Intelligence Professionals

Ongoing

Logisticians  
Public Affairs  
Contracting  
Governance  
Planning

For more information on CEW, and to apply:

<http://www.cpms.osd.mil/expeditionary/cew-home.aspx>

For information on Veteran’s employment in DoD:

[www.goDefense.com](http://www.goDefense.com)



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