

CURRICULUM ON CITIZENSHIP

Strand C3: College & Careers

Level 11

This Strand is composed of the following components:

- A. College
- B. Military Careers
- C. **Civilian Careers & Jobs**



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C. Civilian Careers and Jobs

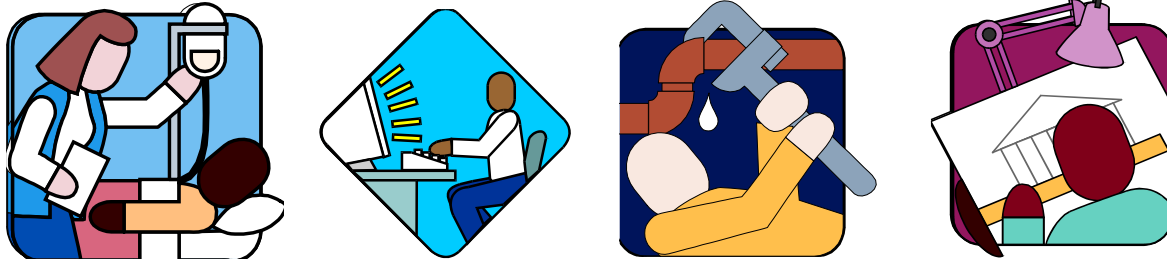
Objectives

DESIRED OUTCOME (Followership) / PRACTICUM B

90% of Unit Cadets understand the opportunities available in various career fields and can make an informed decision about what opportunities to pursue, and how best to attain the career they want.

1. Discuss the resources and processes available for comparing different careers, and the aspects of a career you would want to know more about before making career decisions.
2. Describe the job application process, and important aspects of submitting a job application that will make you more successful.
3. Identify common aspects to job interviews and how you can best prepare to be more successful in the interview process.
4. Draft a resume that uses all the common sections included in most resumes, properly conveying information that will market you to a hiring manager.

C1. Careers



At this point in your life, you may know what type of job or career you want to pursue in life, or you may not have any idea at all. This lesson will discuss civilian careers in the same ways that C3 B2 discussed military careers. Our goal is to give you information that will help you do your own research and come to your own conclusions with the best information about the subject.

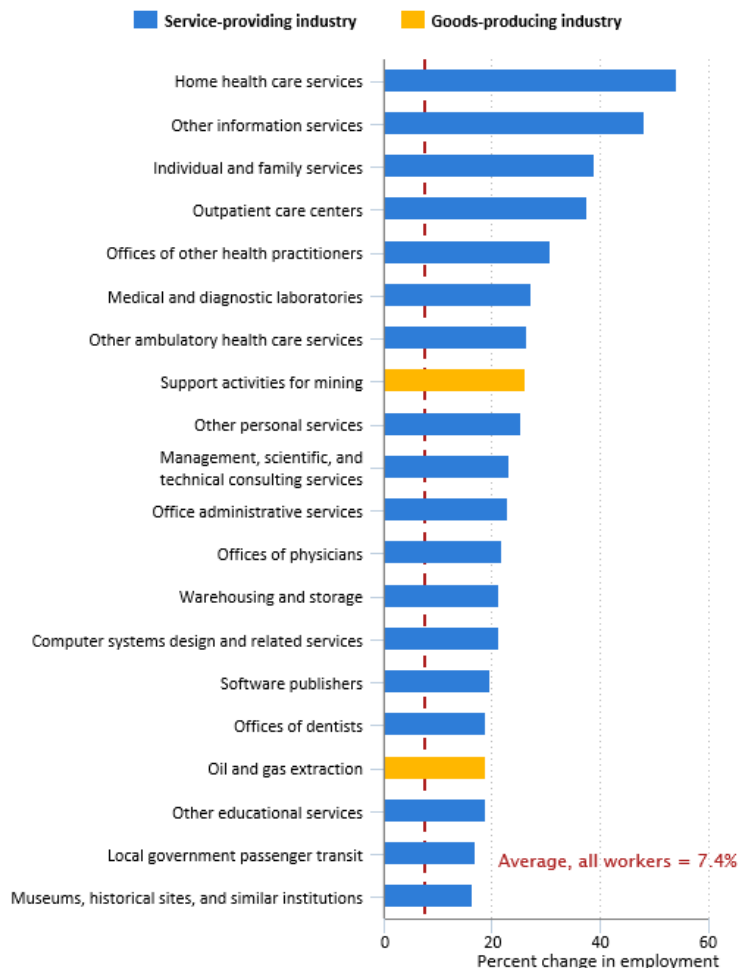
What’s happening in the US economy and workforce changes over time – probably more often than this lesson will be updated. So we’re not going to try to tell you what’s going on today – since you may be reading this five or ten years from today. We’ll approach the subject in a way that will give you information available to us today, and will guide you to gather your own up-to-date information when you need to.

A very good resource for jobs and careers is the Bureau of Labor Statistics (BLS), part of the US Department of Labor. They collect statistics from all types of jobs, from employers and workers throughout the United States. It’s broken down by state and geographical area, which can help you focus on what applies to you. If you’re at the stage of trying to see what’s out there, the BLS Occupational Outlook Handbook will give you a good idea. It is the government’s premier source of career guidance featuring hundreds of occupations—such as carpenters, teachers, and veterinarians. It is revised every 2 years, and contains employment projections for the next decade. There is a LOT of information, but it’s not hard to narrow it down to find specific data that is useful to you, and general trends. Type BLS Occupational Outlook Handbook into a search engine, and it’ll take you to the document on the BLS website.

The Occupational Outlook Handbook gives you information about hundreds of jobs: a description of what you do in that job, the normal work environment, how to get that type of job (requirements like education or

Chart 1. Fastest growing industries

Percent growth in employment of wage and salary workers, by detailed industry, projected 2016–26



Source: U.S. Bureau of Labor Statistics.

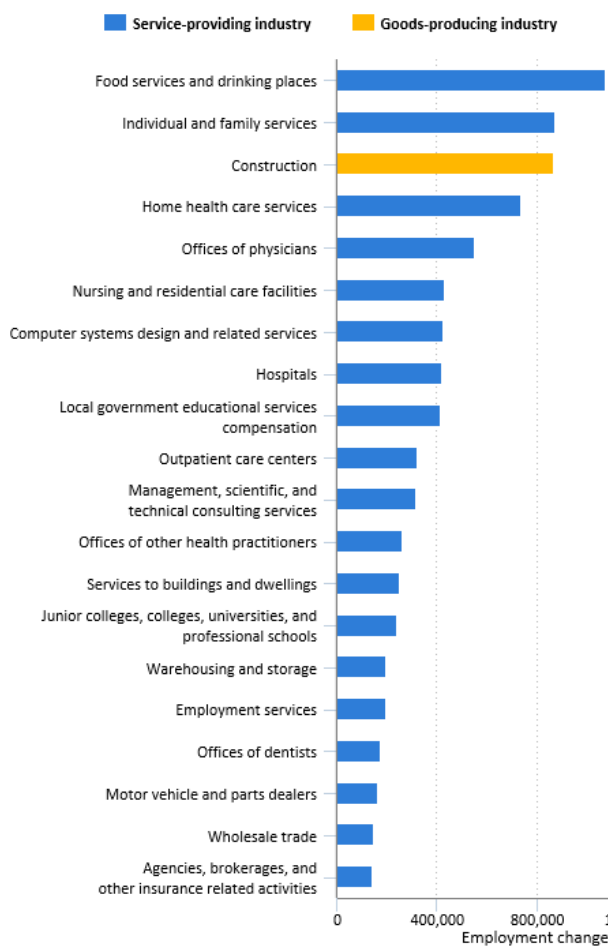
certification programs), the average pay, job outlook for the ensuing 10-year period, and state data regarding how many jobs there are now and are projected to be. It talks about the qualities needed to be successful in that job.

The OOH also refers you to other useful information, like ProjectionsCentral.com which links you to even more data at state and county levels, or articles regarding the data in their surveys. You can search the data to determine what jobs are projected to grow at various rates, for different education levels, and different pay levels. The information is there – you’ll have to play with it. It’ll make you think about what’s important to you. Is it overall salary? The amount of education you’ll need? The job security of being in a growing field? A specific field you love? You can definitely use the information in the OOH and related sites to narrow your options based on what’s important to you. At the click of a mouse, the OOH is even translated into Spanish!

The charts shown here provide interesting information if you’re considering going into any of these career fields:

Chart 2. Industries with the most new jobs

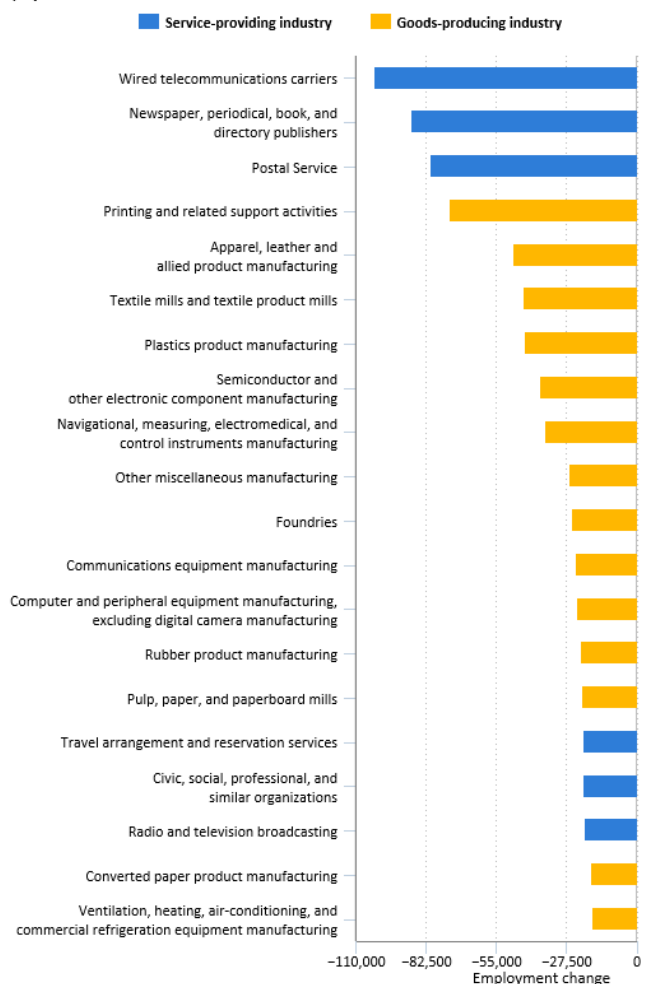
Numeric growth in employment of wage and salary workers, by detailed industry, projected 2016–26



Source: U.S. Bureau of Labor Statistics.

Chart 3. Industries with the most job losses

Numeric decline in employment of wage and salary workers, by detailed industry, projected 2016–26



Source: U.S. Bureau of Labor Statistics.

There are many programs available that will help you determine careers or jobs that you have the aptitude for. Your Career Counselor can help you with this. You can find a wealth of information on the internet, including surveys and tests that indicate areas of interest or aptitude.

The answers to a high school student seeking her way to success after high school lie not in the question “Can I go to college?”, but “What do I need to do to enter the career field I want a job in?” Higher education, statistically, does offer a promise of better jobs and higher salaries. But it doesn’t make sense to spend four or more years in college if your dream job doesn’t require a college degree. By the same token, if you don’t have a “dream job” in mind, higher education may put you in a position for greater success as you make career decisions later on in life. As you are doing your research and preparing for college while in high school, it’s important to select a college that offers classes and degrees in the areas you want to pursue. You can find out more about that in Lesson C3A.

C2. Filling out a Job Application

It’s likely you’ll be applying for a job soon – even just a part-time job that helps you get by while you’re in college or tech school. This lesson will briefly give you some information about the job application process so you will be successful when you apply.

Networking is often the best way to get a job. Do you have a friend or family member who works somewhere you’d like to work, or knows someone who can get you into a company? Use your connections to get a job that takes more than just walking into a retail establishment and asking for a job application!

Many companies have on-line application processes now, so don’t ignore what’s on line when you’re thinking of even a simple job. When you’re doing research, you may be able to fill out an application on their website.

The State Employment Development Department can help you sift through posted jobs, and can help you prepare your resume as well. There are many on-line resources that you can use to discover what’s available. When you work with an employment office, they can often get you in to a specific job or employer directly so you stand a better chance of getting the job.

But for many of us, going straight to a store or office is still a good way to get a job. Especially in retail, it isn’t rare at all for job seekers to ask a store manager whether they’re hiring, and for an application. These will usually be minimum wage jobs, but it’s a good place to start.

You may just go to a store (or download a form off the internet) to pick up a job application. It’s easier to take it and fill it out at home, but there are times when you’ll just fill it out on the spot. Make sure you have a pen so you can fill out the application without borrowing one from your potential employer. It’s a good idea to bring a notebook with you that has the kind of information job applications usually ask for, such as

- full names and addresses and phone numbers/email addresses of previous employers
- full name, address, contact information of schools you’ve attended/graduated from
- names and contact information of references
- dates of school graduations, previous employment (at least to the month)
- salaries paid in previous jobs

If you turn in an application that’s full of blanks, it’s an indication to your potential employer that you’re not prepared or very thorough – you don’t want to make that impression! Answer all questions on the form completely and accurately, and be neat.

In your application, you’ll normally want to account for all your time. Be prepared to explain breaks between jobs or school. If you’ve done volunteer work that fills that time or that shows you have the skills and abilities for the job you’re trying to get, make it clear what you’ve accomplished. If you’re able to provide examples of your work, either have them with you or offer to provide them (i.e. if you’re a carpenter and you’ve made carpentry projects, show the employer a photo of your work).

It’s good to be able to provide references that can tell the employer something about you. Some of these may be past employers, some may be friends, teachers, or colleagues. Don’t use relatives as references. When you’re

planning on listing someone as a reference, get their permission first so they're not surprised if an employer calls them about you.

If you're mailing in a job application, include a cover letter that states the job you're applying for, why you're interested in that job or the company, and qualifications that make you the person they should hire. Keep it brief, but a good cover letter is an introduction to your resume or job application.

As with any document you're submitting, it's a good idea to get someone else to look it over for you before you hand it in. A second pair of eyes will often catch errors that you missed when you filled out the form.

C3. Job Interviews

You will likely go through a few, or even many, job interviews during your working life. It always helps to be prepared, do your research, and be confident.

The following are tips from the website Live Career <https://www.livecareer.com/career/advice/interview/job-interview-tips> (Randall S. Hansen, 2018)

1. Conduct Research on the Employer, Hiring Manager, and Job Opportunity

Success in a job interview starts with a solid foundation of knowledge on the jobseeker's part. You should understand the employer, the requirements of the job, and the background of the person (or people) interviewing you. The more research you conduct, the more you'll understand the employer, and the better you'll be able to answer interview questions (as well as ask insightful questions). Scour the organization's website and other published materials, search engines, research tools, and ask questions about the company in your network of contacts.

2. Review Common Interview Questions and Prepare Your Responses

Another key to interview success is preparing responses to expected interview questions. First, ask the hiring manager as to the type of interview to expect. Will it be one-on-one or in a group? Will it be with one person, or will you meet several members of the organization? Your goal is to try to determine what you'll be asked and to compose detailed yet concise responses that focus on specific examples and accomplishments.

A good tool for remembering your responses is to put them into a story form that you can tell in the interview. No need to memorize responses (in fact, it's best not to), but do develop talking points. There are excellent tools available to help you with interview questions and responses. Also, consider using the STAR Interviewing Technique.

3. Dress for Success

Plan out a wardrobe that fits the organization and its culture, striving for the most professional appearance you can accomplish. Remember that it's always better to be overdressed than under and to wear clothing that fits and is clean and pressed. Keep accessories and jewelry to a minimum. Try not to smoke or eat right before the interview and if possible, brush your teeth or use mouthwash.

4. Arrive on Time, Relaxed and Prepared for the Interview

There is no excuse ever for arriving late to an interview. Short of a disaster, strive to arrive about 15 minutes before your scheduled interview to complete additional paperwork and allow yourself time to get settled. Arriving a bit early is also a chance to observe the dynamics of the workplace.

The day before the interview, pack up extra copies of your resume or CV and reference list. If you have a portfolio or samples of your work, bring those along too. Finally, remember to pack several pens and a pad of paper to jot notes. Finally, as you get to the offices, shut off your cell phone. (And if you were chewing gum, get rid of it.)

5. Make Good First Impressions

A cardinal rule of interviewing is to be polite and offer warm greetings to everyone you meet from the parking attendant to the receptionist to the hiring manager. Employers often are curious how job applicants treat staff members and your job offer could easily be derailed if you're rude or arrogant to any of the staff. When it's time for the interview, keep in mind that first impressions the impression interviewers get in the first few seconds of meeting you can make or break an interview.

Make a strong first impression by dressing well (see #3), arriving early (see #4), and when greeting your interviewer, stand, smile, make eye contact, and offer a firm but not bone-crushing handshake.

Remember that having a positive attitude and expressing enthusiasm for the job and employer are vital in the initial stages of the interview; studies show that hiring managers make critical decisions about job applicants in the first 20 minutes of the interview.

6. Be Authentic, Upbeat, Focused, Confident, Candid, and Concise

Once the interview starts, the key to success is the quality and delivery of your responses. Your goal should always be authenticity, responding truthfully to interview questions. At the same time, your goal is to get to the next step, so you'll want to provide focused responses that showcase your skills, experience, and fit" with the job and the employer. Provide solid examples of solutions and accomplishments" but keep your responses short and to the point.

By preparing responses to common interview questions (see #2), you'll ideally avoid long, rambling responses that bore interviewers. Always attempt to keep your interview responses short and to the point. Finally, no matter how much an interviewer might bait you, never badmouth a previous employer, boss, or co-worker. The interview is about you" and making your case that you are the ideal candidate for the job.

7. Remember the Importance of Body Language

While the content of your interview responses is paramount, poor body language can be a distraction at best or a reason not to hire you at worst. Effective forms of body language include smiling, eye contact, solid posture, active listening, and nodding. Detrimental forms of body language include slouching, looking off in the distance, playing with a pen, fidgeting in a chair, brushing back your hair, touching your face, chewing gum, or mumbling.

8. Ask Insightful Questions

Studies continually show that employers make a judgment about an applicant's interest in the job by whether or not the interviewee asks questions. Thus, even if the hiring manager was thorough in his or her discussions about the job opening and what is expected, **you must ask a few questions**. This shows that you have done your research and that you are curious. The smart jobseeker prepares questions to ask days before the interview, adding any additional queries that might arise from the interview.

9. Sell Yourself and then Close the Deal

The most qualified applicant is not always the one who is hired; the winning candidate is often the jobseeker who does the best job responding to interview questions and showcasing his or her fit with the job, department, and organization. Some liken the job interview to a sales call. You are the salesperson and the product you are selling to the employer is your ability to fill the organization's needs, solve its problems, and propel its success. Finally, as the interview winds down, ask about the next steps in the process and the timetable in which the employer expects to use to make a decision about the position.

10. Thank Interviewer(s) in Person, by Email, or Postal Mail

Common courtesy and politeness go far in interviewing; thus, the importance of thanking each person who interviews you should come as no surprise. Start the process while at the interview, thanking each person who interviewed you before you leave. Writing thank-you emails or notes shortly after the interview will not get you the job offer, but doing so will certainly give you an edge over any of the other finalists who didn't bother to send thank-you notes.

Final Thoughts on Job Interview Success

Succeeding in job interviews takes research, practice, and persistence. The more effort you put into your interview preparation, the more success you'll see in obtaining job offers" especially if you remember and follow these ten job interviewing tips.

C4. Preparing a Resume

Even in today's on-line world, a resume is still a critical step to being hired at many jobs. You don't want to ignore the benefits of having a Linked In or similar profile, but in the hiring process, a resume is often your foot in the door. Your resume won't get you the job, but it may get you the interview you need to sell yourself to the hiring manager. As you select the type of resume you'll submit for a job, keep in mind what you're selling: you! For some jobs a traditional list of past positions will suit, while other positions may call for you to find a different way to showcase the skills you've developed.

In the past, it was common to create a resume and flood the market with it – send out 200 copies to all the various companies in the business you were looking to enter. It is more common now to individualize your resume for an actual job you're applying for. You may have a generic resume that you adjust for each job, but pay close attention to every job announcement you're responding to, and do your best to show how well you meet the criteria they're looking for. So well that they should select you for an interview!

Some jobs use on-line resumes – their own format or even fill-in-the-blank forms. Many government jobs (USAJOBS) use this tool, which allows reviewers to quickly compare resume information for many applicants. When you fill out this type of resume, ensure you're following the same tips that apply with the resume you build and print yourself.

Your resume represents you in a critical "live or die" step in the hiring process. In big companies, a hiring manager may spend only seconds glancing at your resume. If you want to survive this first hurdle, it's important that you provide the information they're seeking. You can accomplish this by customizing each resume you submit to match what the company is looking for. I don't mean that you make up information for each resume – just that you adjust the information you provide about yourself to answer their search.

Whether you're applying to be an English teacher, a technical document writer, or a human resources manager, your resume represents your ability to communicate. You need to find ways to be clear and concise, but also impressive. You have one page to show your potential employer that you're the person they want for the job; that you'll be able to produce what they're looking for.

So what should your resume include?

- Header (your name and contact information)
- Summary Section (high-level overview of your qualifications, what you can do for the company)
- Work Experience Section (current and previous positions held – can include volunteer service)
- Skills Section (hard and soft skills you possess that relate to the job you're seeking)
- Education Section (degrees and certifications you have earned)

There are many ways to format a resume, and they can be based on your individuality, the nature of the company or its hiring managers, the type of job it is, and the qualifications you have. The most popular format remains the reverse chronological format, where you list your most recent position and work backwards in the Work Experience Section. It makes it easy for the reader to see your employment history and achievements.

There are many resume building applications available, both free and fee based. Don't try to build a resume from scratch. Review the various formats available and see what works best for you. If you're applying for a highly

competitive job, and are a good candidate, you should consider seeking professional assistance to ensure you're marketing yourself as well as possible.

Who should you send your resume to? Job announcements will give you this information. If you're applying to a company that isn't advertising specific jobs, send it to someone in the organization who is in charge of projects you'd like to work on, or possibly someone in Human Resources who manages hiring processes for the company.

Practical Exercise

You are a cadet leader in the California Cadet Corps. Your objective is to be a Primary Staff Officer on the 10th Corps Staff. Draft a resume that convinces the 10th Corps Commander that you are an excellent candidate for one of the coveted positions.

Building your resume:

In the Header, make sure your name stands out, and include all common forms of contact information – address, phone, email. You may want to even include a social media account if it's something you want the employer to review (i.e. a Linked In account or similar). Do not include a photograph of yourself, or give personal information (i.e. height, weight, age, religion, race, marital status, sexual preference, etc.).

C/MAJ Ima Leader
123 Main Street
San Francisco, CA 94112

(415) 123-4567
ima.leader@cacadet.org

In the Summary Section, you want to sell yourself. You'll generally include who you are and what you're seeking – . For example:

Cadet Officer with three years' experience leading cadets at battalion and brigade level, including command experience in drill team, platoon, and company and staff experience in battalion and brigade personnel and operations. Seeking primary staff position on the 10th Corps Staff where I can make a lasting difference in cadet activities and the future of the Cadet Corps.

For the Work Experience Section, you'll list the positions you've held. Using the reverse chronological format, you start with the most recent and work backwards. You should list the company or organization, position held, dates, and possibly key aspects of your job there.

22 nd Brigade, CACC Commander	San Francisco Bay Area August 2019 – June 2020
<ul style="list-style-type: none">• Lead Brigade Staff in oversight of eight cadet battalions• Plan brigade activities• Enhance communications from 10th Corps to battalion level	
922nd Cadet Battalion, CACC Executive Officer	San Francisco, CA August 2018 – June 2019
<ul style="list-style-type: none">• Supervise five primary staff officers and 8 assistants• Coordinate Annual General Inspection preparation• Oversee activity planning for bivouac, parades, and community service• Lead drill competition planning and execution	
922nd Cadet Battalion, CACC Armed Drill Platoon Commander	San Francisco, CA October 2018 – April 2019
<ul style="list-style-type: none">• Train and motivate platoon of cadets to win drill competition	

If you have a separate Skills Section, you'll want to include the skills that are being sought by the company for the job you're applying for. In some resumes, the Skills Section replaces the Work Experience Section. You might take a functional approach here instead of a chronological format, especially if the skills you have are more important than how long you've worked somewhere, or if you have gaps in your job history.

Competent in Word, Excel, and Power Point Trained in CACC Planning Processes for OPORD and WARNORD generation
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In the Education Section, you list the degrees, courses, or certifications and licenses you possess. You might also list awards or accolades you've received if the information is appropriate to the employer.

Officer Candidate School – June 2017 Honor Graduate Command and Staff School – November 2017 Leadership School – Basic, Intermediate, and Advanced Levels – October 2016, 2017, & 2018
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C/MAJ Ima Leader

123 Main Street
San Francisco, CA 94112

(415) 123-4567ima.leader@cacadet.org

Summary: Cadet Officer with three years' experience leading cadets at battalion and brigade level, including command experience in drill team, platoon, and company and staff experience in battalion and brigade personnel and operations. Seeking primary staff position on the 10th Corps Staff.

Work Experience:

- | | |
|---|---|
| 22nd Brigade, CACC
Commander | San Francisco Bay Area
August 2019 – Present |
| <ul style="list-style-type: none"> • Lead Brigade Staff in oversight of eight cadet battalions • Plan brigade activities • Enhance communications from 10th Corps to battalion level | |
| 922nd Cadet Battalion, CACC
Executive Officer | San Francisco, CA
August 2018 – June 2019 |
| <ul style="list-style-type: none"> • Supervise five primary staff officers and 8 assistants • Coordinate Annual General Inspection preparation • Oversee activity planning for bivouac, parades, and community service projects • Lead drill competition planning and execution | |
| 922nd Cadet Battalion, CACC
Armed Drill Platoon Commander | San Francisco, CA
October 2018 – April 2019 |
| <ul style="list-style-type: none"> • Train and motivate platoon of cadets to win drill competition | |

Skills:

Competent in Word, Excel, and Power Point
Trained in CACC Planning Processes for OPORD and WARNORD generation

Education:

Officer Candidate School – June 2017 Honor Graduate
Command and Staff School – November 2017
Leadership School – Basic, Intermediate, and Advanced Levels – October 2016, 2017, & 2018

Significant Awards:

Outstanding Cadet NCO Award – Senior Division (May 2017)
Outstanding Warrant or Junior Officer Award – Senior Division (May 2018)
Outstanding Senior Officer Award (May 2019)
Merit Ribbon (June 2018)
Executive Officer's Citation Ribbon (June 2019)
Brigade Advisor's Citation (May 2017)
Summer Camp Honor Cadet Officer Bar (June 2018)
Summer Camp Honor Cadet Bar (June 2017)
Honor Cadet Officer Bar (May 2018)
Honor Cadet Bar (May 2017)