UPCOMING EVENTS:

4/7 Interviewing workshop 3-5p PRC F 142

4/8 Interviewing workshop 6:30-8:30p PRC F 142

4/9-4/10 Mock interviews by appointment

4/11 Subnetting workshop 6-9p PRC*

Group tutoring:
- **4/12** Subnetting (Part 1) 9-11a PRC*
- **4/25** In Lab (Steadman) 12-5p PRC H131 or (Aparna) 6-9p SCC I 122

SPECIAL ALERT!!
4/30 IT JOB FAIR 1-4p PRC Conference Center

Call a career coach to confirm location and visit our website at nisgtc.org for more information

NISGTC NEWS

The National Information, Security & Geospatial Technologies Consortium

APRIL 2014

From the Executive Director

We are excited that we have reached a milestone: 1000 students since inception have signed up to participate in our DOL NISGTC grant! This has been quite a team effort between Career Coaches, Instructors, Deans, Directors, tutors, and other staff in getting the word out about taking advantage of the benefits of this grant. Students have been taking courses, getting tutoring help to get beyond roadblocks, completing certificates and degrees, passing certification tests, and getting high-paying jobs, all with augmented support from the grant.

Please do plan to take time to attend this month's Interviewing Workshops, and then practice interviewing in our mock interviews in preparation for attending the IT Job Fair (4/30 from 1-4 pm at the PRC Conference Center). Also, we hope you have already attended one of the excellent resume workshops put on by the Career Coaches. Regardless of whether you have attended one of these workshops or not, though, take time to update your resume using the Resume Checklist that is part of this newsletter before you attend the Job Fair or go to an interview to ensure it puts you in the best light. And remember, we encourage all our students to complete their degrees and certificates even if they accept a job. Completion is important from a grant perspective, but it also makes you more attractive to employers over the long run.

Looking Forward to an IT Career?

Software Developers, Applications and Systems Software	*Information Security Analysts – DFW is #1*	*Database Administrators – DFW is #3*
2013 jobs - 1,042,402	*2013 jobs - 75,995*	*2013 jobs - 119,676*
2010-2013 change - 104,348 - 11.1%	*2010-2013 change - 5,671 - 8.1%*	*2010-2013 change - 11,241- 10.4%*
Projected 2013-2014 change - 2.9%	*Projected 2013-2014 change - 2.6%*	*Projected 2013-2014 change - 3%*
Median Hourly Earnings - $45.06	*Median Hourly Earnings - $41.62*	*Median Hourly Earnings - $37.39*

Source: The Best Jobs for 2014 and the Best Cities for Those Jobs by Joshua Wright – EMSI

OUR TUTORS MAKE A DIFFERENCE

Collin recently added two new tutors— Sung Powley and Knic Ebel. Sung is a Collin student and Knic is currently working in the IT industry. With these additions to our staff, we are able to offer coverage in a variety of IT classes.

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Networking

Resume Essentials: What are Employers Looking For?

OVERVIEW: A resume should answer the following questions: Who are you? What do you want? Why should we hire you? What have you done? What do you know?

- **NAME, ADDRESS, PHONE, EMAIL, LINKEDIN URL:** top of page, centered, bold, larger font size.

- **RESUME HEADLINE:** a brief phrase that highlights your value as a candidate for this position (i.e. *Information Technology Specialist* or *IT Professional with Five Years of Experience in Software Support*).

- **SUMMARY OF QUALIFICATIONS/ACHIEVEMENTS:** 3-5 concise sentences summarizing most pertinent experience & qualifications (customized for the position).

  Eight years of experience working in the_____ (fill in the blank) industry
  Demonstrated ability to adapt to new equipment & technology as evidenced by...
  Resourceful in solving problems and maximizing resources as shown by...

- **CORE TECHNICAL SKILLS:** all key technical skills including such things as: *Specific Operating Systems; Hardware & Software; Specific Programming Languages; Web-Based Technologies.*

- **INDUSTRY CERTIFICATIONS:** all relevant industry certifications including as appropriate: *Microsoft Certified Technology Specialist, (Month Year); Cisco Certified Network Associate, (Month Year), etc.*

- **EDUCATION AND TRAINING:** all education including degrees, certificates and training. Include name of educational institution – City, State plus degree major and year completed or planned completion date.

- **PROFESSIONAL EXPERIENCE:** list of important duties & responsibilities. Begin with most recent experience or most relevant.

  Organization Name / Employer —— City, State
  Job Title —————--- From Month/Year to Month/Year
  Specific job responsibilities with each title

FORMATTING TIPS:
—Each resume should be customized for each posting.
—Type style and font size should be consistent throughout and no smaller than an 11 pt.
—Dates of work and job titles should be clearly highlighted.
—Current work experience should be written in the present tense, past/previous work experience should be written in the past tense.
—Use active power verbs to describe experience.
—References should be listed on a separate page.

Source: http://www.worksmart.ca.gov/tips_resume.html

CAREER COACHES

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COLLIN COLLEGE

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