

## How to Start your Job Search



Photography by Glenn Carstens Peters

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It is time to think of jobs! Some Workforce Education and Development students are graduating by the end of this year and others are already searching for jobs. Searching for a job may be a daunting or an exciting process; it is all about attitude. So, you better choose to enjoy the journey and get started!

You will have to do extensive research to ace cover letters, resumes/CVs and interviews, as well as how to utilize networks, social media and job boards. You may not need a job immediately; but it is wise to prepare and build your networks, when you are not under stress of time limitations.

**Assessment.** Your job search is easier if you first decide what type of jobs and companies you are interested in. When you define what you enjoy doing and what you are good at, then you will know what types of jobs will be a good fit with your interests, experience and personality. You will be able to articulate clearly why you are the right candidate for the position.

**Good fit companies.** You may check in professional networks, such as LinkedIn, for people that hold those types of jobs and find what kind of experience, skills and personality your target companies look for. Make a list of the Top 10 companies where you may be a good job candidate.

**Networks.** Tell your friends, alumni networks, ex-colleagues, associates, previous supervisors, and other contacts that you are in the job market. Strike up conversations and make new contacts, including people from other fields. Although research indicates that most jobs come through networking, do subscribe to relevant RSS feeds to receive new postings. Also, contact recruiters in your field to be ready for future opportunities. Do not depend on only one source.

*(CONTINUED ON PAGE 2)*

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(SEE "JOB SEARCH" PAGE 1)

**Online profiles.** Update your profiles in professional and social networks. Your network contacts will see that you are active and you will be in their minds when they hear of jobs in your field. Employers also check candidates on social media – be careful with what you post.

More tips on job searches in upcoming WED newsletters!

Recommended articles:

- [Top 7 Qualities Employers are Looking for in Candidates](#)
- [3 Ways for Job Hunters to Get Past Gatekeepers](#)
- [5 Ways to Kick Start Your Job Search](#)

## The Chair's Message



Barbara Hagler, Workforce Education and Development interim chair

September Greetings! I hope your fall semester is off to a great start. The beginning of the semester was almost overshadowed (pun intended) by all of the solar eclipse excitement in Carbondale. I hope everyone viewed the eclipse safely. It is exciting that Carbondale will be in the solar eclipse path again in 2024.

Charleston, South Carolina is our featured location for this newsletter. I was fortunate to teach there many times and still remember some of the wonderful restaurants in Charleston. I also was fortunate to see some of the many historic sites in the Charleston area. There are many reasons to visit Charleston if you have not been there.

This newsletter includes some tips about job searches. Be sure you read the newsletter and listen to the discussions you may have in some of your classes as they relate to the job search process. The use of social media in the job search process and the use of electronic résumés are just two ways job searches have changed in recent years and continue to change.

Transcripts are still important for the job search process, so be sure to stay on top of your classwork! Also, remember to check your SIU email frequently for messages from your instructors as well as others at SIU.

Barbara Hagler

### Be the First Ones!

Be the first ones to send us the photo of your class. Send us your class group photo, identifying your classmates and others appearing on the photo. Your photo will appear in the newsletter October issue.

### Dear WED Alumni:

We would like to keep in touch with you. Please tell us where you are and what you are doing, include a photo if possible.

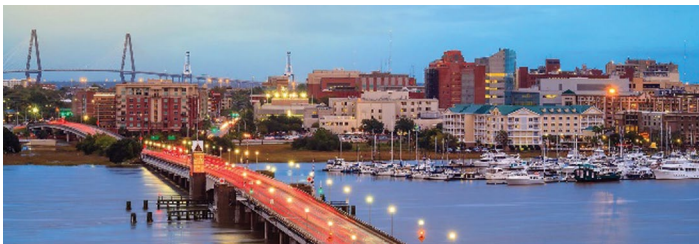
[Submit your information here.](#)

# Joint Base Charleston (JBC)



Joint Base Charleston, Charleston SC.

Joint Base Charleston (JBC), located in the middle of North Charleston, has a unique mission. They span across the Air Force, Naval Weapons Training Facility, and many federal agencies that work to protect our Charleston Shipping Ports and help with humanitarian missions around the globe. Joint Base Charleston's relationship with training facilities and other agencies is an invaluable asset to training and protection for our nation. It is no surprise that the Workforce Education and Development (WED) program has been a major part of that framework since its inception.



Who can really blame our students for loving it.

When our students are not working on their education or aiding in protecting the nation, they are enjoying Charleston, SC. We are the place that everyone wants to be right now! According to [Travel + Leisure magazine](#), we are voted the **No. 1 city in the nation** and **No. 2 in the world** to visit! Who can really blame

our students for loving it here when we have everything right here in the Charleston area, from spending time relaxing and enjoying the white sandy beaches, hitting one of the many golf courses, enjoying a nice day out on to a wine tasting at a plantation or indulging in its wonderful food, sightseeing or just watching the sunset in the harbor. It is all you need! All the southern charm and hospitality that Charleston brings to the low country is what Charleston SIU Extended Campus brings to the students who attend classes with us. We like to make you feel welcome the minute that you walk through the door.

## WED Alumni



Deborah Barnett, PhD., lecturer and off campus degree program manager,

As a WED alumna, Deborah Barnett was excited to join the department in January, 2017, as lecturer and off-campus degree program manager. Before coming to WED, she was assistant dean of students at SIU Non-Traditional Student Services, where she focused her research on adult learners and military students.

In 2007, after 20 years of professional work, Deborah decided to "finish what I started" and returned to college to earn her bachelor's degree. Like many students, she was excited but nervous at the same time. Not only did she earn her bachelor's degree, but she found a renewed love for learning and went on to earn both her master's and doctoral degrees in WED!

Deborah enjoys working with an amazing staff at 14 off-campus sites across the country. She says, "Launching our newest off-campus program in Southern Illinois this fall at [John A. Logan College \(JALC\)](#) was a dream come true! It is truly an honor to be part of the educational journey of our newest group of Salukis at JALC and throughout the country!"

## Joint Base Charleston (JBC) Alumni and Staff in the Spotlight



Jessica Lovette (center) with the 437th Maintenance Training Section.

In 2002, Jessica Lovette earned her bachelor's degree in Workforce Education and Development (WED), and she is still using the degree 15 years later. When she decided to pursue the WED degree, she was an active duty Air Force NCO and a single parent. She had just been retained for training management with the USAF, where she worked on curriculum development in the Aircraft Maintenance Training Division. For her career aspirations and personal needs, the schedule-friendly classes of the SIU WED program were her ticket to a great future! While on active duty, Jessica was a training

manager, training scheduler, curriculum developer and assistant supervisor over the aircraft maintenance schoolhouse. When Jessica left active duty, she returned to the same aircraft maintenance training schoolhouse as the director of training for the C-17 Aircraft Maintenance Group. The training group is responsible for diverse training programs and formal schools for more than 1,400 military and civilian aircraft maintenance technicians, and it serves as the primary training organization for C-17 aircraft maintenance training for eight bases across Air Mobility Command.

Today, with 18 years of experience in adult education and technical training, Jessica still uses her WED degree skills, which have led her and the maintenance training organization to receive recognition as the Command's Maintenance Training Section of the Year twice (2013 and 2016). The personnel she oversees have also been recognized numerous times as command-level instructors and training managers of the year. Jessica has also provided support as a supervisor to many of our WED internships. She believes that none of the organization or individuals' accomplishments would have been possible without the superior SIU WED program!



Vanessa Martin is the site liaison/program advisor at Charleston SIU Extended Campus. She works with the military, veterans and civilians, to help them achieve their educational goals by advising them on when to take classes. She tells students that even with busy schedules, they can achieve their educational goals, just like she did. Vanessa completed her bachelor's degree in Geology when she was a young adult and while working full time. Then she completed her master's degree. Vanessa knows what it is like to work and attend classes or to have a program completely online when one has to move around with a spouse in the military.

Vanessa Martin (left), site liaison/program advisor at Charleston SIU Extended Campus.

### SIU Alumni Association

Whether you already graduated or are a current student, you always may join the Association. Your association benefits are great and, above all, you will develop strong connections with other Salukis wherever you are in the world.

[Submit your membership request](#)

## September 2017 — Important Dates

Sunday, Sept. 3:	Deadline to drop a full-term Fall class to be eligible for a credit/refund
Monday, Sept. 4:	Labor Day Holiday

For a complete listing of fall courses, visit [registrar.siu.edu](http://registrar.siu.edu) and select Schedule of Classes. Find the 2017 Football schedule [here](#). For SIU events, click on [Events Calendar](#).

## Jobs of the Month

- Training Specialist – IBISWorld, Los Angeles [Read more](#)
- Senior Instructional Designer – Aerospace, El Segundo, California [Read more](#)
- HR Generalist – Enfield Farms, Lynden, Washington [Read more](#)
- Senior Training Instructor-Product Training – Volvo Penta, Seattle, Washington [Read more](#)
- Sr. Specialist, Learning and Development – Spire, Saint Louis, Missouri [Read more](#)
- Training and Development Coordinator – Hired by Matrix, Inc., Florham Park, New Jersey [Read more](#)
- Technical Training Specialist – Center, Virginia Beach, Virginia [Read more](#)
- Coordinator Recruitment/Talent Acquisition – Kaiser Permanente, Atlanta [Read more](#)
- Talent Acquisition Implementation Specialist – University of Central Florida, Orlando, Florida [Read more](#)
- Training Specialist-Corporate – Cott Beverages Inc, Lakeland, Florida [Read more](#)

"I completed my degree in 2007, now I'm in charge of training and outreach for the US Equal Employment Opportunity Commission, New York District. The WED degree provided me with knowledge, concepts and skills within training and education." – Miguel Rojas, Equal Employment Opportunity Commission (EEOC), Long Island University, Greater New York City Area

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