



# CO-OPCLIPS

## Cooperative Education Program

VOLUME 4



### What Employers are Looking for in Your Resume:

#### • Communication Skills

Your cover letter and resume show your written communication skills, attention to detail, and organizational skills (how you organize the information).

#### • Will this person fill the need?

Employers look for resumes that are tailored to the position.

#### • Value you can bring to the organization

How will you improve the company? Are you a leader who will work well with others while also being self-motivated?

#### • Will this applicant stay with the organization for the long term?

Show your employment dates and job stability.

#### • Accomplishments

Explain specific achievements and show how you took the initiative. Once you get into an interview, you can show your portfolio of work to demonstrate your accomplishments.

#### • Is this person professional?

Your cover letter and resume should be letter-perfect and demonstrate your professionalism through your communication style.

#### • Correct spelling, punctuation, and grammar

84% of executives surveyed by Office Team, a staffing service company in Menlo Park, California, reported that a single typographical error on a resume will disqualify a job candidate from consideration. The employers surveyed recommended that a job seeker needs to conduct a thorough edit of his/her resume, not just a quick spell-check. Read your resume several times, and have friends and family also review it for errors before sending it to hiring managers.

### + Attitude

A negative attitude is like a flat tire: You're not going far until you change it.

Wendy Marshall, Fort Worth, TX

## 7 Tips to Improve Your Career

### 1. Improve Your Look

Take a look in the mirror and think about an employer's first impression of you. If you want to improve your appearance, revamp your look and your wardrobe. Ask friends, family, and wardrobe consultants for assistance.

### 2. Continue to Network

Even if you love your job, you should maintain your personal network to look for future opportunities. Network both in person and through professional groups. Participate in at least one networking event a month to expand your circle of contacts.

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## • Career Quiz •

1. How many job changes will you have in your professional work life?

*Answer: 10-12*

2. When interviewing, employers usually make a decision about the potential employee in what amount of time?

*Answer: 30 seconds or less*

3. What percentage of job openings are listed to the public?

*Answer: Less than 20%*

4. Most people find employment through what technique?

*Answer: Personal networking*

*Source: US. Department of Labor, Bureau of Labor Statistics*

Continued from page 1

### 3. Take a Class

Take classes that will help you in your career, such as in computers, leadership, or project management. Build skills that will be useful to you while also building your network and qualifications. Offer to conduct a short training session to your colleagues to demonstrate what you have learned.

### 4. Do More Than Is Required

Volunteer to work on special projects and serve on committees, showing your boss that you take the initiative and you are motivated. Your boss will remember that you took extra steps to help the organization be successful.

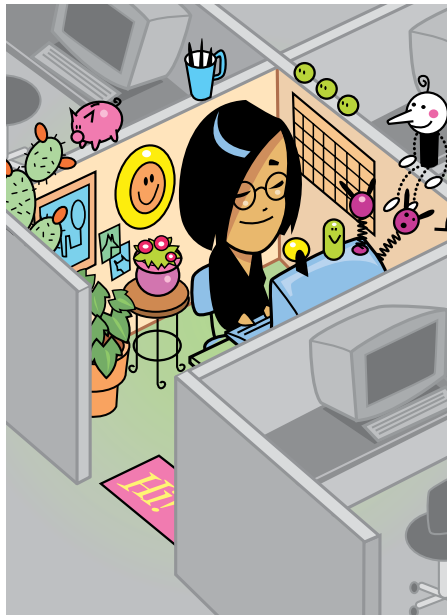
### 5. Be Positive

People remember colleagues/employees who have a positive attitude. When challenges come up, face them with a positive frame of mind and provide positive solutions for them.

### 6. Continue to Learn

Volunteer at a place that you are passionate about, get involved in student clubs here at HFCC through Student Activities, attend professional conferences, and read the newspaper and articles about your profession. These will help you

to stay informed, adapt to change, and master new tasks.



### 7. Manage Your Priorities

Aim for balance in your life, making you a happier worker, family member, and friend. Learn techniques to destress and practice them daily. Evaluate your responsibilities, use time management skills, and ask for help when needed.

Source: CAM Report, 11/15/07

## WANTED: Competencies & Skills

The U.S. Department of Labor has identified the 6 most important competencies for you to compete in the 21st century job market as the ability to:

1. Organize, plan, and allocate resources.
2. Work with others in a diverse setting.
3. Acquire and use information.
4. Apply Math and Science concepts to solve problems.
5. Understand and work with a variety of technologies.
6. Articulate thoughts and ideas clearly and effectively, both in writing and speaking.



## Good News for Community College Graduates: Middle-Skill Jobs in Strong Supply

Middle-skill jobs (those requiring more than a high school diploma but less than a 4-year degree) will be plentiful in the next decade, according to a report from the Workplace Alliance. The U.S.



Henry Ford Community College

COOPERATIVE EDUCATION

### Business/Economics Division

- Accounting
- Administrative & Information Management
- Business
- Business Administration
- Computer Software Applications
- Legal Assistant Management
- Office Administration

### Art Department

- Graphic Design

### Technology Division

- Architecture/Construction Technology
- Automotive Technology
- Computer Information Systems
- Electrical Technology
- Heating & Cooling
- Hospitality Studies
- Industrial Drafting & CAD Technology
- Manufacturing Productivity Systems
- Multi-Skilled Maintenance Engineering Tech
- Power/Building Engineer

### Health Careers Division

- Medical Insurance Specialist

Technology/Graphic Design  
Nancy Stupsker  
Office T-112 (313) 845-6359

Business/Health Careers  
Mary Brill  
Office L-329 (313) 317-1710

On-Campus Business Positions  
Lynn Halton  
Office L-329 (313) 845-9703

Department of Labor predicts that 45% of all job openings between 2004 and 2014 will be in middle-skill careers.

Other conclusions from this report:

- There is substantial demand for individuals to fill skilled positions, especially those requiring an associate degree or vocational training or certification.
- There are good opportunities in clerical, sales, construction, transportation, production, and installation/repair jobs. Construction and health care occupations offer the strongest options.
- Baby boomers retiring will open up the most positions in these middle-skill careers, as many workers will be needed to fill the positions.
- Since 1986, employment in these middle-skill jobs has increased:
  - Emergency/health diagnosing jobs increased by nearly 40%.
  - Therapists (radiation, respiratory, recreational) increased by 30%
  - Blue-collar jobs (carpenters and HVAC mechanics) increased by 20%.

Visit [www.skills2complete.org](http://www.skills2complete.org) for a list of middle-skill occupations

## “I Don’t Know” and Other Excuses Not Acceptable

The mayor of Megian, Russia, has decided to combat the “can’t do” spirit of many of his workers by banning more than 25 phrases from their work vocabulary. Alexander Kuzmin has banned these phrases from being used:

- “I can’t.”
- “I don’t know.”
- “It’s not my job.”
- “It’s impossible.”
- “I’m having lunch.”
- “I was away/sick/on vacation.”

The mayor believes that eliminating these phrases will improve efficiency and job performance of his employees. Why don’t you try to ax these words from your work vocabulary?

*Associated Press, September 5, 2007*



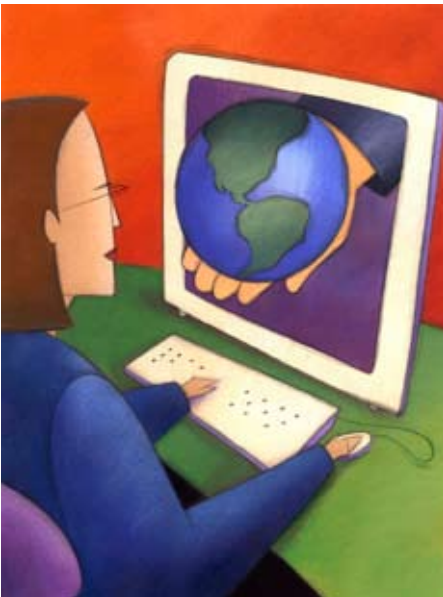
“I can’t.” “I don’t know.”  
 “It’s not my job.” “It’s impossible.”  
 “I was away/sick/on vacation.”  
 “I’m having lunch.”



## Michigan in the Top 10 of Most Women-Owned Businesses

The number of female-owned businesses is increasing at about double the rate as other businesses, according to the Center for Women’s Business Research. In 2006, women-owned firms accounted for \$1.1 trillion in revenue and created over 7.2 million jobs. Here are the states/districts with the highest percentage of women-owned businesses:

1. District of Columbia - 35%
2. Maryland - 32.6%
3. Hawaii - 32.5%
4. New Mexico - 32.1%
5. New York - 31.8%
6. Illinois - 31.6%
7. Michigan/California - 31.5%
8. Virginia - 31.3%
9. Oregon/Washington - 31.2%
10. Georgia - 30.9%



reports that 8.2 million U.S. jobs are “highly offshorable” while another 20.7 million are “offshorable.” Blinder ranks the following careers as having the greatest risk of being offshored:

### Career

Computer Programmer  
 Data Entry Clerk  
 Mechanical Draftsman  
 Computer Research Scientist  
 Actuary  
 Statistician  
 Telemarketer  
 Editor

Teamwork Capabilities  
 Leadership Skills  
 Enthusiasm

## Benefits of Participating in Co-op

- Enhance marketability by providing valuable work experiences
- Provide academic credit toward graduation
- Develop self-confidence, responsibility, and professional competencies
- Gain employer contacts and exposure to the world of work
- Integrate work experience and classroom instruction
- Develop long-term career goals
- AND, in addition to all these benefits, you also earn money to help pay for college \$\$

## Most Offshorable Careers

Alan S. Blinder, economics professor at Princeton University, has created an Offshorability Index that ranks the U.S. jobs that can be most easily offshored to lower-paying companies in foreign countries. He

## Personal Characteristics Employers Seek in Job Candidates

Honesty  
 Motivation/Taking Initiative  
 Communication Skills  
 Self-Confidence  
 Flexibility  
 Interpersonal Skills  
 Strong Work Ethic

## IDEAL CANDIDATE OF THE 21st CENTURY SHOULD DEMONSTRATE:

# “A Total Package”

- Oral and Written Communication Skills
- Interpersonal Skills
- Computer Literacy
- Knowledge of World Culture
- Strong Work Habits
- Positive Attitude
- Creativity
- Flexibility / Adaptability
- Teamwork
- World Language Ability
- Career-Related Work Experience
- Solid Decision-Making Skills

