



Preparing for the Next Stage In Your Career

We want you to get the maximum benefit from the Career Transition Workshop. To help make that possible, we encourage you to do some preparation prior to the first workshop day.

Prepare a 9 x 12 file folder for your career documents. In it, place the following:

- Your most recent résumé (if you have one)
- Letters of reference
- A copy of your recent performance appraisal
- Copies of ad's or online job posting that interest you

Complete the questionnaire below. It will make it easier for you to develop a strong résumé. Bring the file, and, if you have one, your laptop computer to the workshop.



Preparing for the Next Stage in Your Career Résumé Questionnaire

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Résumé Questionnaire

Describe your career interests and goals:

One of the benefits of a career in the Service is that you rotate through different roles every few years. In lay terms, list some of the job titles that define who you are professionally.

Example: accountant, administrative assistant, logistics manager, paralegal, technology or communications specialist, trainer, security specialist, risk management professional, CEO, COO, CFO, CTO, CIO.

	Job Titles
1.	
2.	
3.	
4.	

How do you want to be viewed by your next employer?

Example: Ready to be promoted to the next level, from logistics coordinator to logistics manager or from administrative assistant to office manager or from finance and accounting manager to CFO.

Describe your ideal job



Your résumé is a sales and marketing document. Describe one to three challenges you had in a recent position. Then outline what you did about them and list the results:

Examples:

- Developed and implemented a new preventative maintenance program that increased equipment readiness from 84% in 2005 to over 98% in 2007.
- Through morale building and personnel services support increased re-enlistment levels of eligible personnel from 78% in 2005 to 95% by 2008.
- Reduced pay action error rates from a record high of 22% in 2004 to less than 1% in 2006.
- Created the Coast Guard Affirmative Claims Program and collected over \$1million in previously uncollectible claims for damage to Government property.

Professional Data	
Current Employer:	
City, State:	
Start Date:	End Date:
Current title: Date promoted to that title:	
Previous titles and dates promoted to those titles:	
Previous Employer(s)	
Employer:	
City, State:	
Start Date:	End Date:
Titles with dates:	

Employer:	
City, State:	
Start Date:	End Date:
Titles with dates:	
Employer:	
City, State:	
Start Date:	End Date:
Titles with dates:	
Employer:	
City, State:	
Start Date:	End Date:
Titles with dates:	
Employer:	
City, State:	
Start Date:	End Date:
Titles with dates:	

- *Should you need more room, please use the back of this page.*



Education: degrees and credentials

Licenses and/or certifications

Security Clearances

Major Awards

Technical Skills

Examples: Microsoft Access, Excel, Word, PowerPoint, Dreamweaver, etc.

If you are an IT or Communications Technology Professional, please organize your skills on a grid like the following example:

Technical Skills	
Technologies:	Virtual Private Networks (VPN); Firewall Security; 802.11 Wireless LAN (WLAN) Security; Content Delivery Network (CDN); Video Conferencing; Video Streaming; 802.11 b/a/g Wireless Local Area Networks. Internet/Extranet; Video On Demand (VoD); IP Technology; Voice Over IP (VoIP/VoATM/QoS/CoS); B2B Network Connectivity; Storage Area Networks (SANs).
Network Hardware:	<u>Cisco Products</u> : 1700, 2600, 3600, 7206 VXR, 7513 Routers, IGX 8410 WAN Switches; Catalyst 2924-XL, 2950G, 3548-XL, 4006, 4500, 6513; ASN 5300 Server, PIX 506, 515 Series, MCS 7835 Server, Access Point 350, 1200. <u>Nortel Networks</u> : ASN, BCN Routers, BayStack 350, 450, Acclear 1200; Contivity 1600, 1700; Symbol – 4314 Access Point.
Software:	Check Point; Surf Control; XBR; WaveLink; Symbol AirBeam; Lotus Notes; Exchange; Outlook; Poeplesoft; Kronos; JDA; Lawson; Oracle8; Microsoft SQL; Sybase; Visio; DHCP; DNS; WINS; eCAS; BCMS.
Mainframe, Servers & NOS:	IBM-AS/400 Series (270, 510, 530, 640, 730, 740 and 890); IBM-RS/600s (H70 and S80); IBM-ESS Shark E20 Array, Compaq-Storage Works 1200, (SANs); Sun 5000, 4000; Windows NT 4.0/XP/2000; Novell Servers 4.1x and 5.1x; Avaya-8300, 8700 Linux Servers.
Protocols & Transports:	TCP/IP, SNA, NetBios, IPX/SPX, IPSEC, ICMP, HTTP, HTML, SNMP, AppleTalk; BGP, IGRP, EIGRP, RIP, RIPIL, DLSW, OSPF; ATM, VPI/VCI, Frame Relay, MLPS, SONET, DS0, DS1, DS3, OC3, T-1/PRI ISDN, xDSL.
Network Management:	Cisco Works 2000; Cisco Call Manager; HP OpenView; IBM AIX NetView; Nortel Networks Optivity for NMS; IBM-Tivoli; IBM-Netfinity; Network Associates Sniffer Pro; Frontier NetScout Probes; Fluke LAN meter; Visual Networks Up-Time; Remedy.