



U.S. DEPARTMENT OF LABOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
TRANSITION ASSISTANCE PROGRAM (TAP)
VERSION 4.2

U.S. DEPARTMENT OF LABOR

Career and Credential Exploration (C2E) Workshop: Vocational Track





Important Announcements

- **Technology:**
 - Classroom Computers
 - Personal Cell Phones
- **Breaks:** 10-minutes hourly with 1 hour lunch



Safety

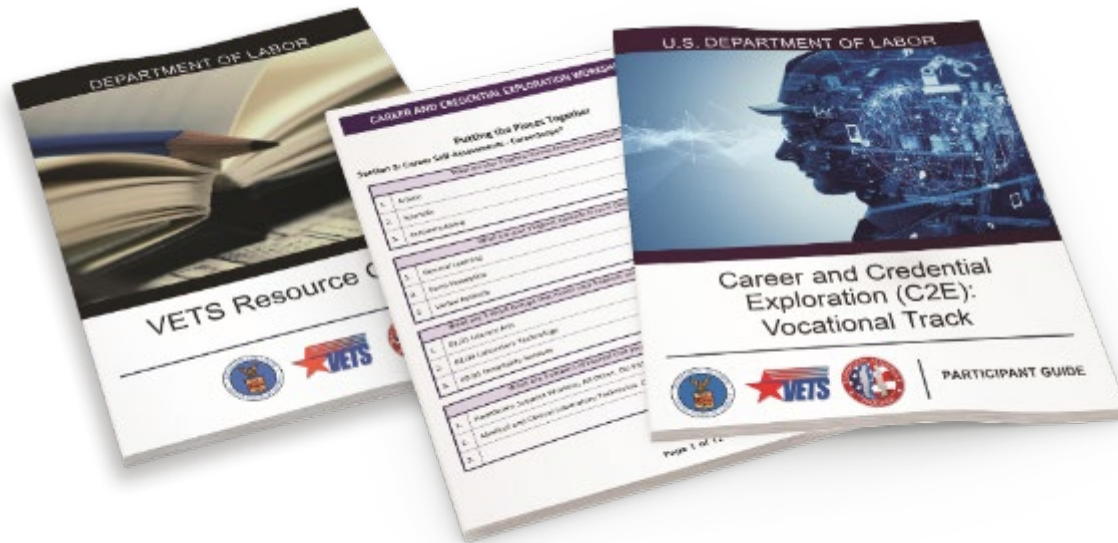
- **Emergency Exits**
- **Meeting Points**
- **Installation POCs**
- **Communication**



Course Materials

Access workshop materials.
dol.gov/C2Ematerials

Scan QR code to access
the workshop materials.



1 | Getting Started



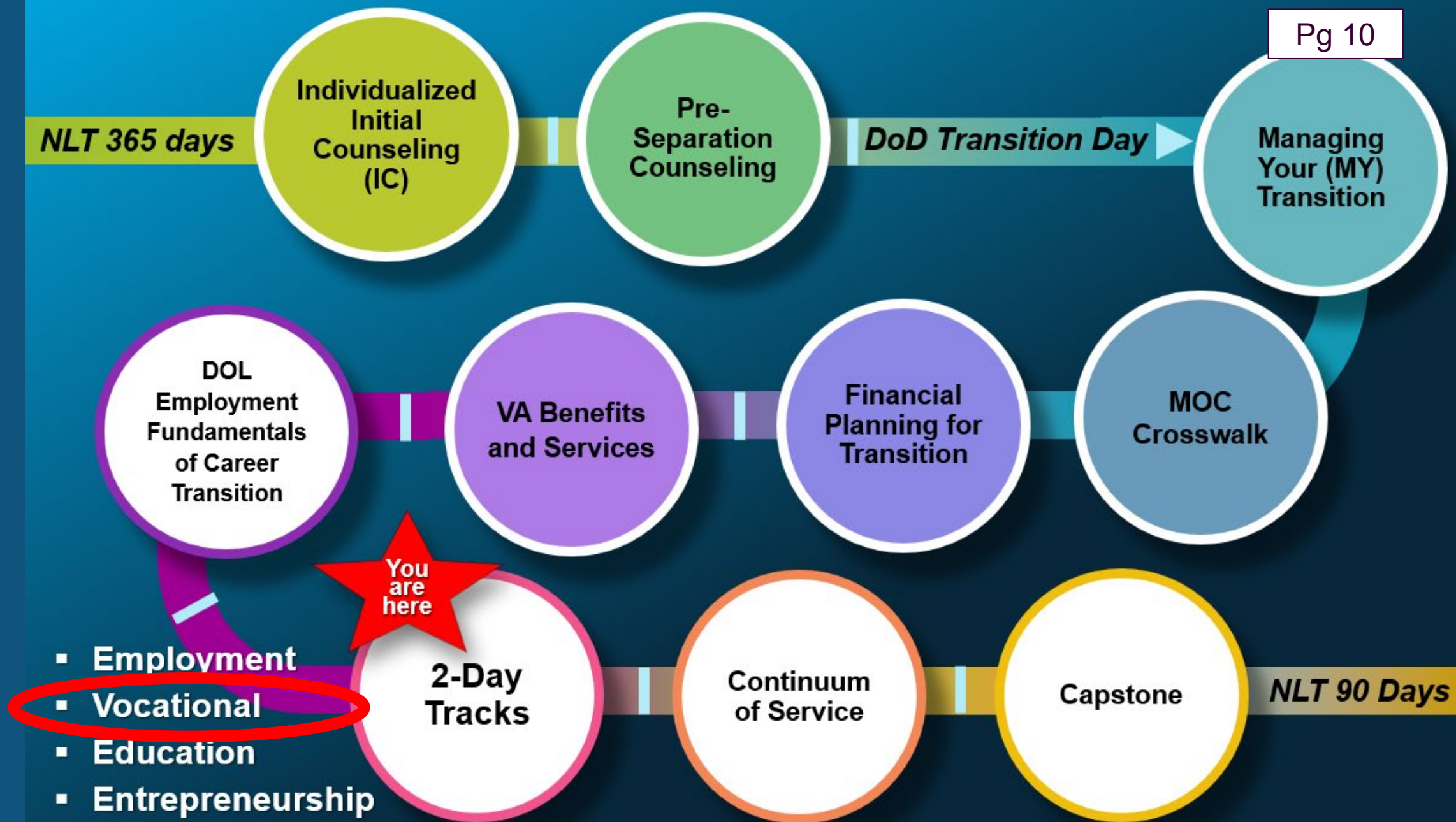
Section 1

- ☐ Where Are You in the Transition Process?
- ☐ Course Overview
- ☐ What is a High-Quality Civilian Career?



TRANSITION OVERVIEW

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Course Overview

Getting Started

Career
Exploration

Career Self-
Assessments

Labor Market
Research

Exploring Career
Credentials and
Training
Opportunities

Preparing Your
Resume

Taking Your Next
Steps

Course Objectives

1. Identify and explore career opportunities.
2. Complete and review self-assessments.
3. Define concept of career and technical education.
4. Identify training requirements.
5. Identify associated costs.
6. Develop a plan of action.

Career Readiness Standard (CRS) / Deliverable

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Complete a comparison
of technical training
institution options.

Download the full course
worksheet,
dol.gov/C2Ematerials

| EARN & LEARN PROGRAM DETAILS | PROGRAM 1 INFORMATION | PROGRAM 2 INFORMATION |
|---------------------------------|-----------------------|-----------------------|
| Job/ Program Name | | |
| Job Posted Date | | |
| Desired Credential | | |
| Accreditation | | |

| STUDY & LEARN PROGRAM DETAILS | PROGRAM 1 INFORMATION | PROGRAM 2 INFORMATION |
|----------------------------------|-----------------------|-----------------------|
| School / Program Name | | |
| Desired Credential | | |
| Accreditation | | |
| Length of Program | | |

High-Quality Civilian Career

Shondra Baker's Journey



A high-quality civilian career provides meaningful work, which allows one to use knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage.



Activity 1.1: Identify Current Earnings by Education and Training

| CAREER-RELATED EDUCATION AND TRAINING | WEEKLY MEDIAN WAGES | YEARLY MEDIAN WAGES |
|---------------------------------------|---------------------|---------------------|
| Master's Degree* | | |
| Bachelor's Degree* | | |
| Associate Degree* | | |
| High School Diploma | | |
| DOL Registered Apprenticeship | | |

Go to <https://www.bls.gov/> | apprenticeship.gov/



What Did You Find?



Where did the
Registered Apprenticeship
yearly median wages fall?

Section 1 Progress

- ☑ Where Are You in the Transition Process?
- ☑ Course Overview
- ☑ What is a High-Quality Civilian Career?





2 | Career Exploration

Section 2

- ☐ My Current Status
- ☐ Using My Next Move for Veterans to Identify Occupations



My Current Status



- ☐ I am unsure.
- ☐ I am undecided.
- ☐ I don't have a clear plan.
- ☐ I have a specific plan.



Activity 2.1: What About You?

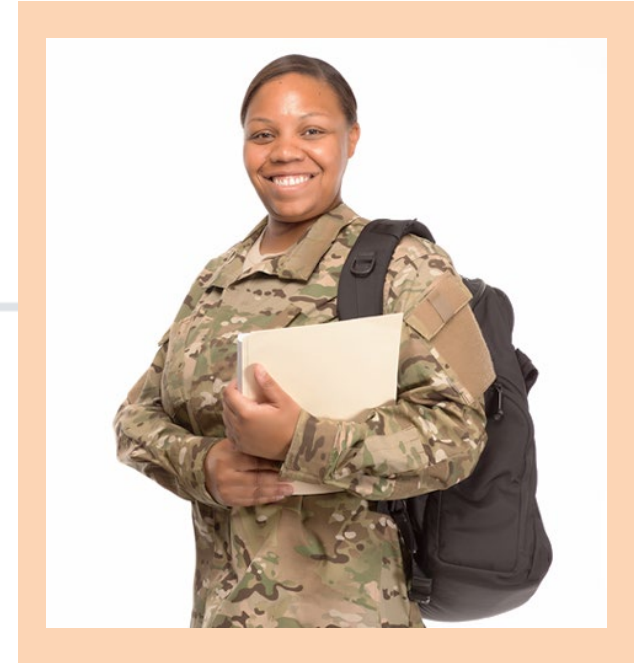


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Demonstration 2.2: Identify Occupations Using My Next Move for Veterans




[Demo My Next Move](#)







Activity 2.3: Identify Occupations Using My Next Move for Veterans

 **Search careers with key words.**



Describe your dream career in a few words:




Examples: doctor, build houses


 **Browse careers by industry.**


There are over 900 career options for you to look at. Find yours in one of these industries:

 **Use your military skills.**

Enter the name or code of your military classification. We'll suggest civilian careers with similar work.





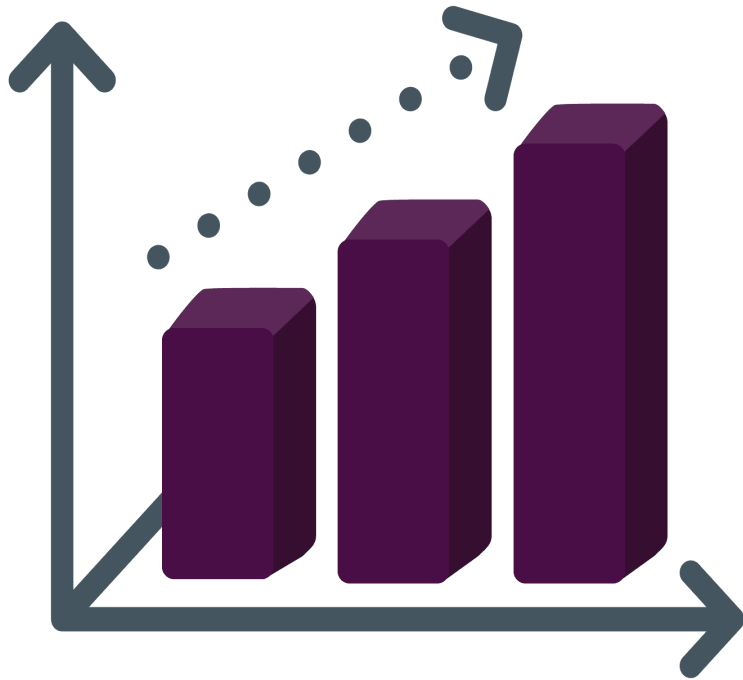
Examples: 0963, radio chief

Go to <https://www.mynextmove.org/vets/>





What Did You Find?



- Job Title?
- Bright Outlook?
- Education requirements?
- Other related occupations?

Section 2 Progress

- ☒ My Current Status
- ☒ Using My Next Move for Veterans to Identify Occupations



The background of the slide features a dark blue gradient with several incandescent light bulbs. Each bulb contains a glowing yellow question mark, symbolizing uncertainty or a need for guidance. The bulbs are arranged in a cluster, with some in sharp focus and others blurred in the background.

3

Career Self- Assessments

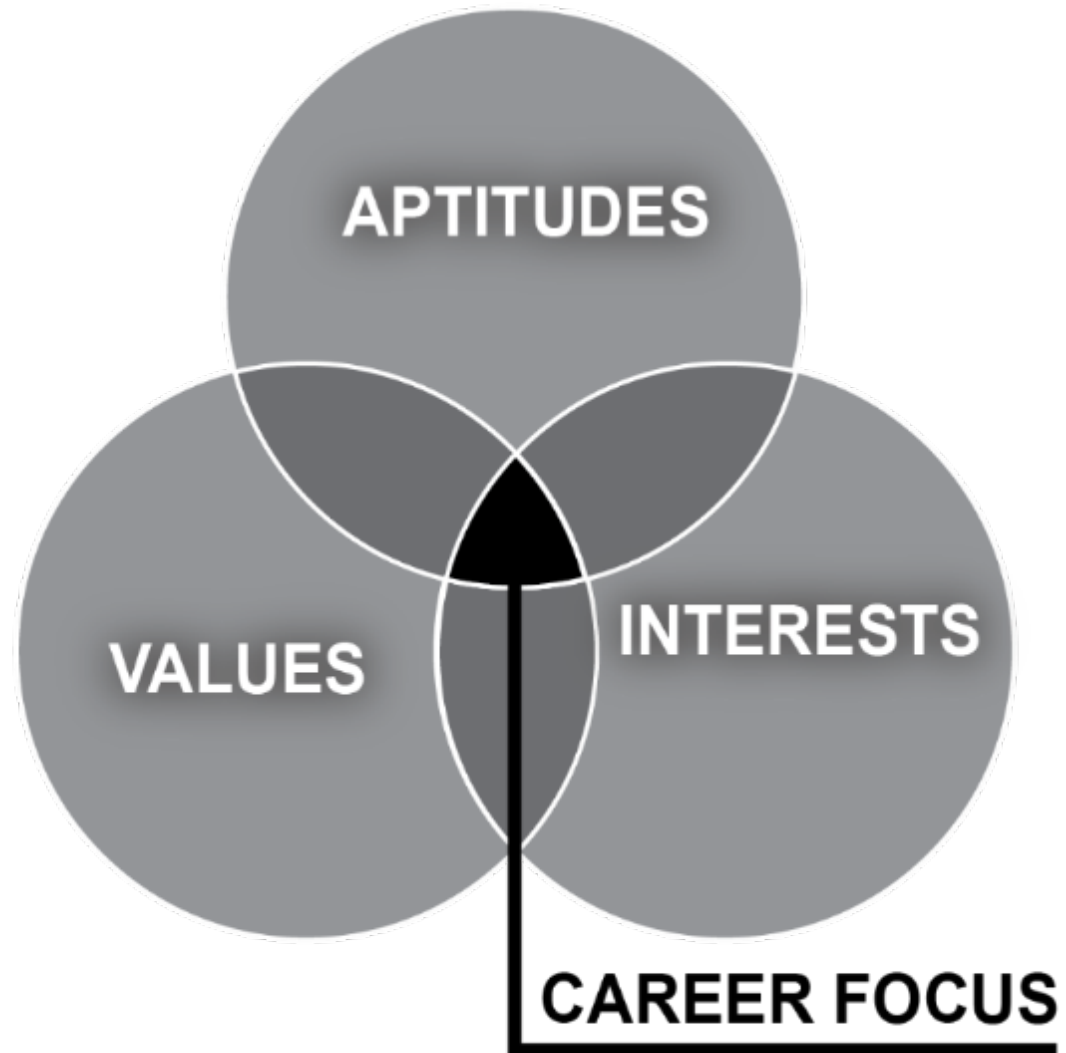
Section 3

- ☐ Using CareerScope® to Identify Your Aptitudes
- ☐ Using O*NET® to Identify Your Interests
- ☐ Using CareerOneStop to Identify Your Work Values

SECTION



Career Self-Assessments



Career Self-Assessments Video

Access the workshop materials.

dol.gov/C2Ematerials

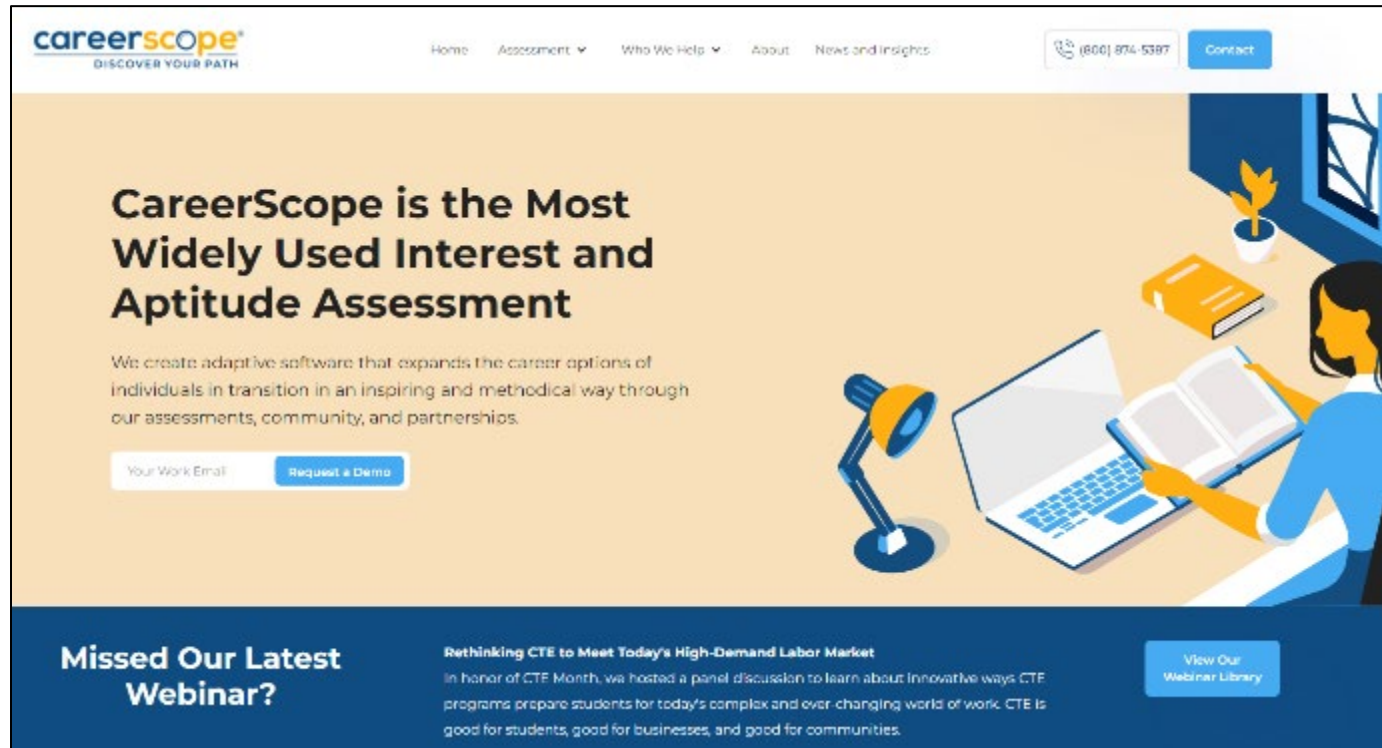
OR

Scan the QR code to view the video on your phone.



CareerScope® Aptitude Assessment Overview

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The image shows the CareerScope website homepage. At the top is the CareerScope logo with the tagline "DISCOVER YOUR PATH". Navigation links include Home, Assessment, Who We Help, About, and News and Insights. A contact number (800) 874-5397 and a Contact button are also present. The main heading reads "CareerScope is the Most Widely Used Interest and Aptitude Assessment". Below this, a paragraph states: "We create adaptive software that expands the career options of individuals in transition in an inspiring and methodical way through our assessments, community, and partnerships." There is a form for "Your Work Email" and a "Request a Demo" button. An illustration of a person working at a desk with a laptop and books is on the right. A footer section titled "Missed Our Latest Webinar?" promotes a webinar on "Rethinking CTE to Meet Today's High-Demand Labor Market" and includes a "View Our Webinar Library" button.

careerscope®
DISCOVER YOUR PATH

Home Assessment Who We Help About News and Insights (800) 874-5397 Contact

CareerScope is the Most Widely Used Interest and Aptitude Assessment

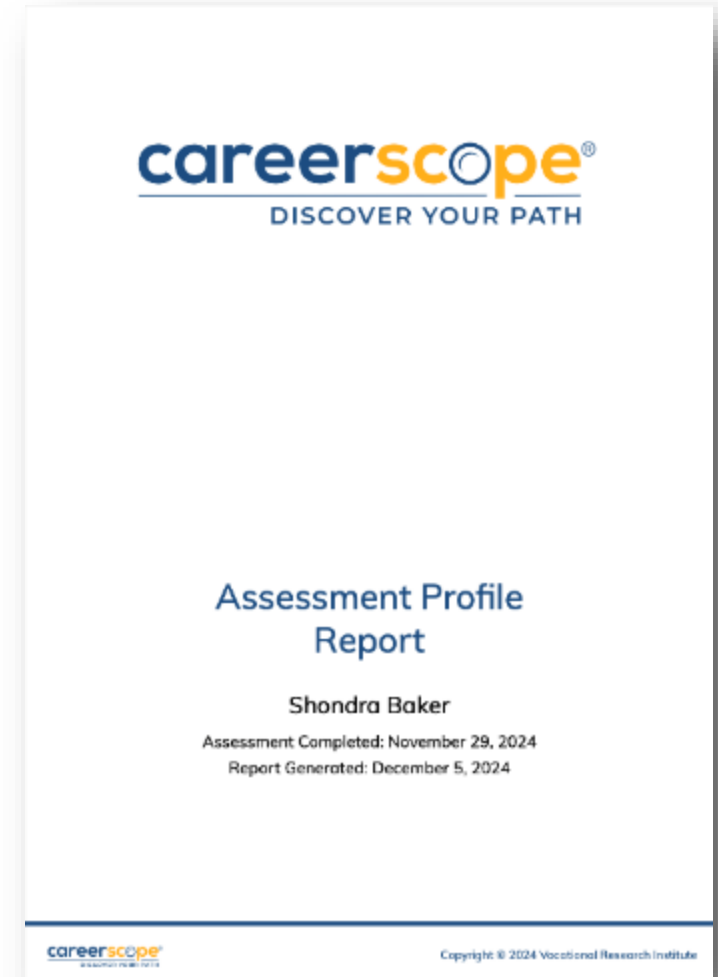
We create adaptive software that expands the career options of individuals in transition in an inspiring and methodical way through our assessments, community, and partnerships.

Your Work Email Request a Demo

Missed Our Latest Webinar?

Rethinking CTE to Meet Today's High-Demand Labor Market
In honor of CTE Month, we hosted a panel discussion to learn about innovative ways CTE programs prepare students for today's complex and ever-changing world of work. CTE is good for students, good for businesses, and good for communities.

View Our Webinar Library



The image shows the cover of a CareerScope Assessment Profile Report. It features the CareerScope logo and tagline at the top. The title "Assessment Profile Report" is prominently displayed. Below the title is the name "Shondra Baker". Further down, it states "Assessment Completed: November 29, 2024" and "Report Generated: December 5, 2024". The footer includes the CareerScope logo and the copyright notice "Copyright © 2024 Vocational Research Institute".

careerscope®
DISCOVER YOUR PATH

Assessment Profile Report

Shondra Baker

Assessment Completed: November 29, 2024
Report Generated: December 5, 2024

careerscope®
DISCOVER YOUR PATH

Copyright © 2024 Vocational Research Institute

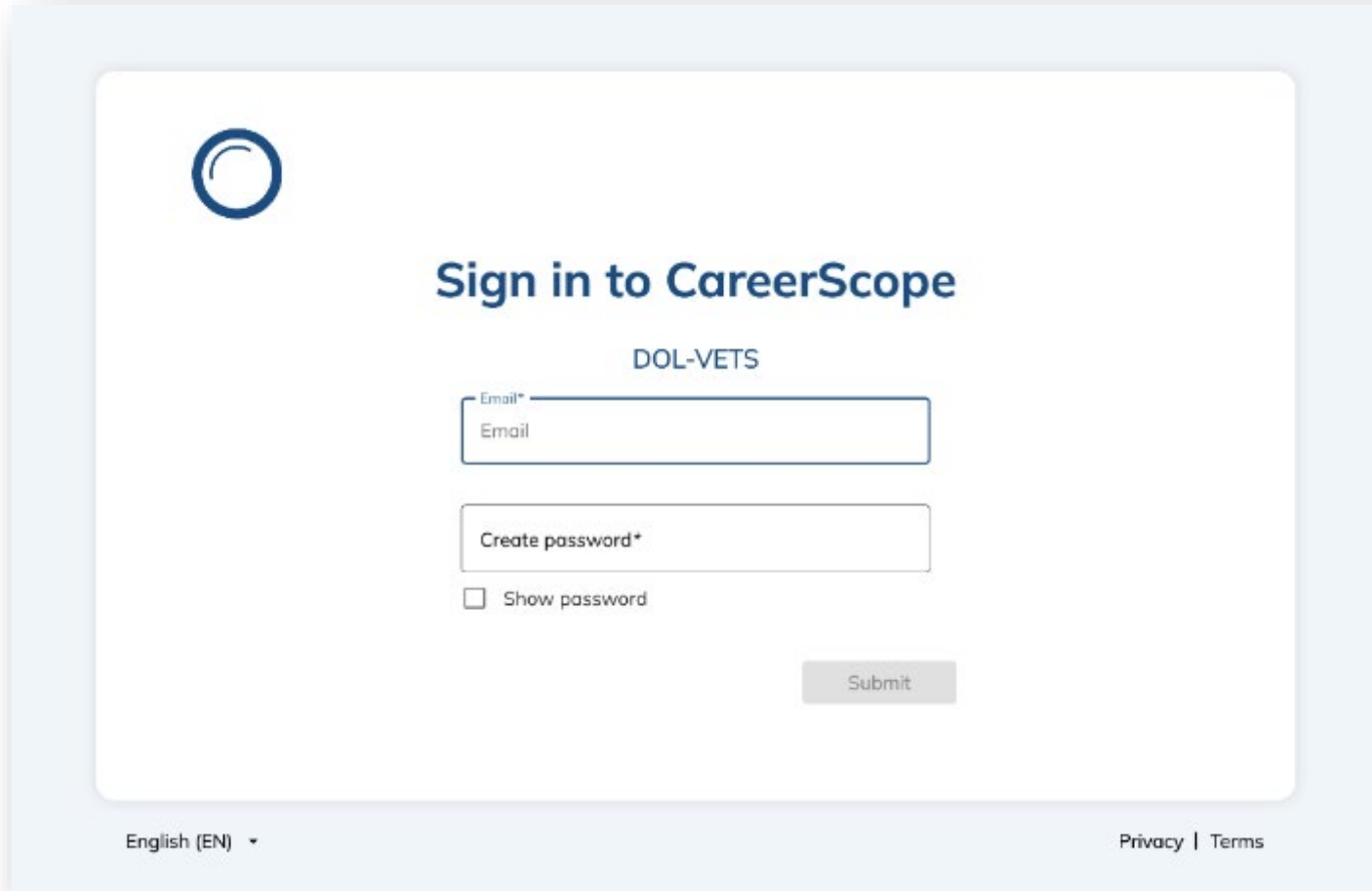
CareerScope® Assessment Preparation

1. Place phone on silent and set aside.
2. Do not use a calculator (phone app or external calculator).
3. Have scratch paper and pencil/pen.
4. Use a mouse instead of the laptop's touchpad.
5. Ensure computer is muted and switched to closed captioning.



Activity 3.1: CareerScope[®] Assessment

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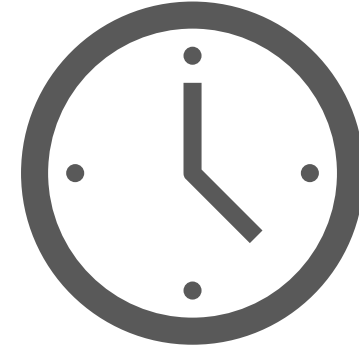
The image shows a screenshot of the CareerScope login page. At the top left is a blue circular logo. The main heading is "Sign in to CareerScope" in blue. Below it, "DOL-VETS" is written in a smaller font. There are two input fields: "Email*" with "Email" as a placeholder, and "Create password*" with a "Show password" checkbox below it. A "Submit" button is at the bottom right of the form area. At the very bottom, there is a language selector "English (EN) ▾" and links for "Privacy | Terms".



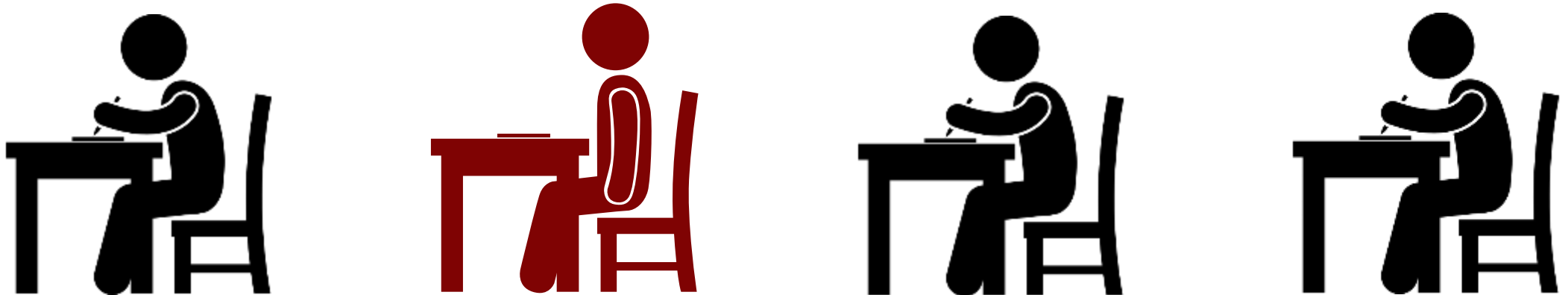
Go to TAP.CareerScope.com



QUIET PLEASE



until all participants are finished with the activity.



CareerScope[®] 12 Work Interest Areas



Artistic

Scientific

Plants/Animals



Protective

Mechanical

Industrial

CareerScope® 12 Work Interest Areas Cont.



Business
Detail



Selling



Accommodating



Humanitarian

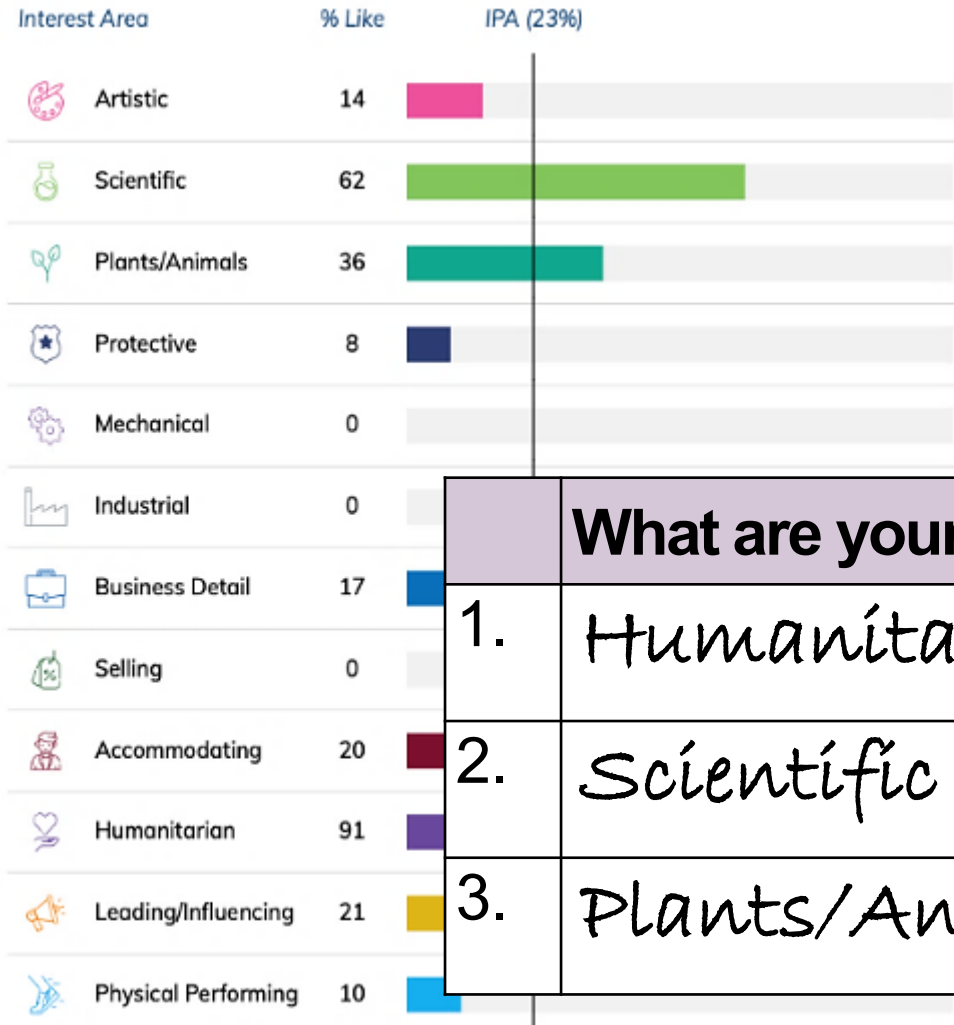


Leading/
Influencing



Physical
Performing

Shondra's CareerScope® Interest Areas



What are your 3 highest Interest Areas in CareerScope®?

1. Humanitarian
2. Scientific
3. Plants/Animals



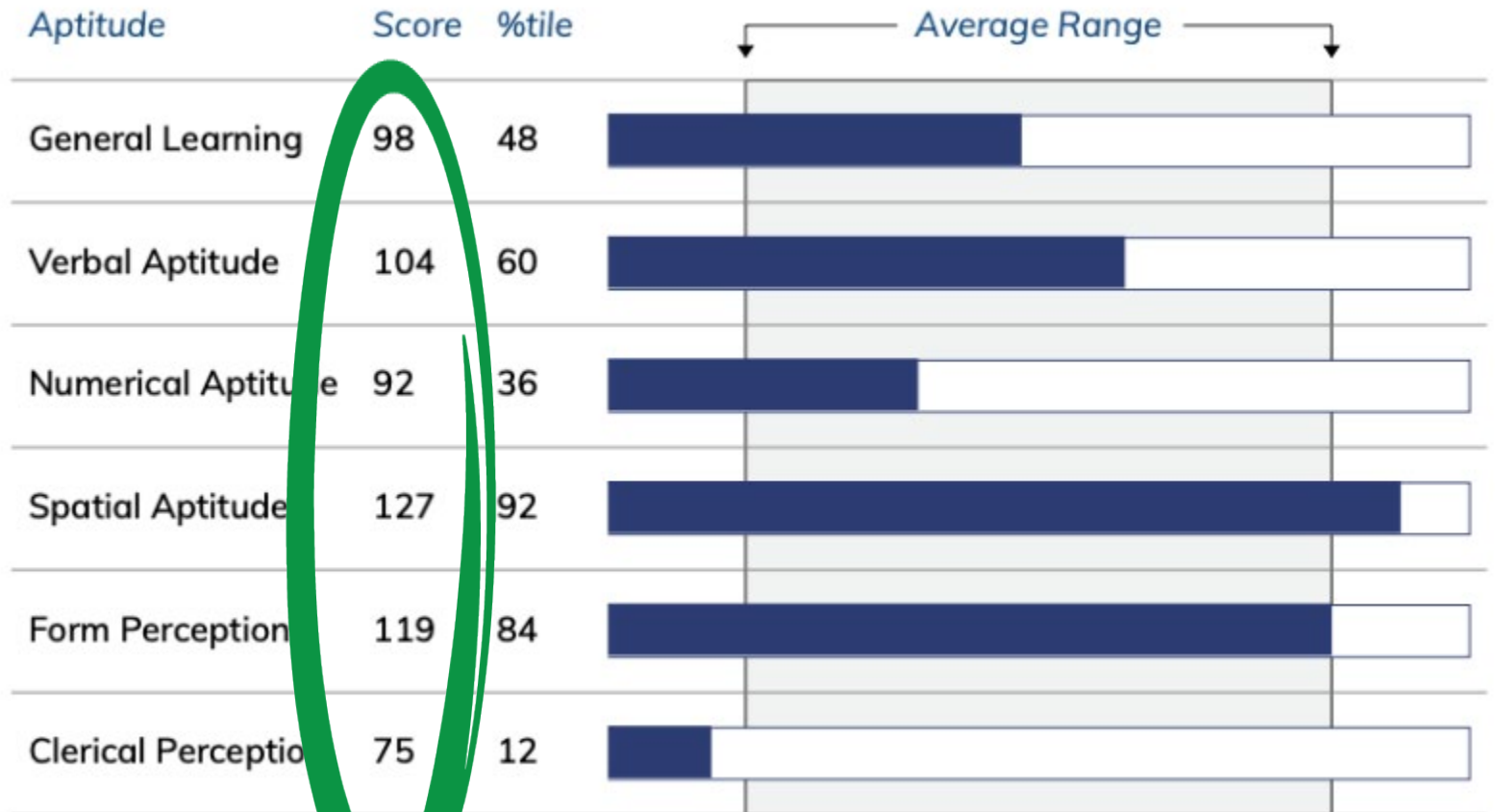
Activity 3.2: List Interests from CareerScope® in Your Worksheet

| | What are your 3 highest Interest Areas in CareerScope®? |
|----|---|
| 1. | |
| 2. | |
| 3. | |

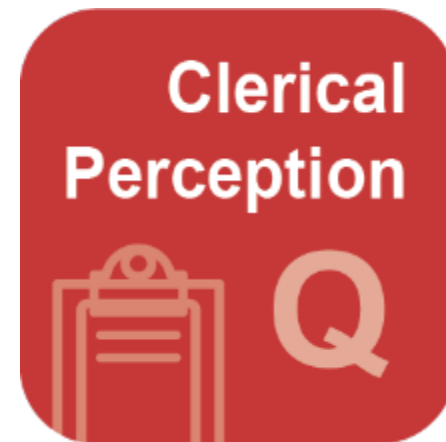
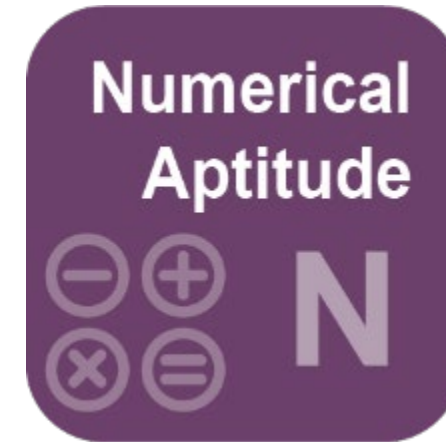
CareerScope® Aptitude Results

What are **your** top Aptitude results?

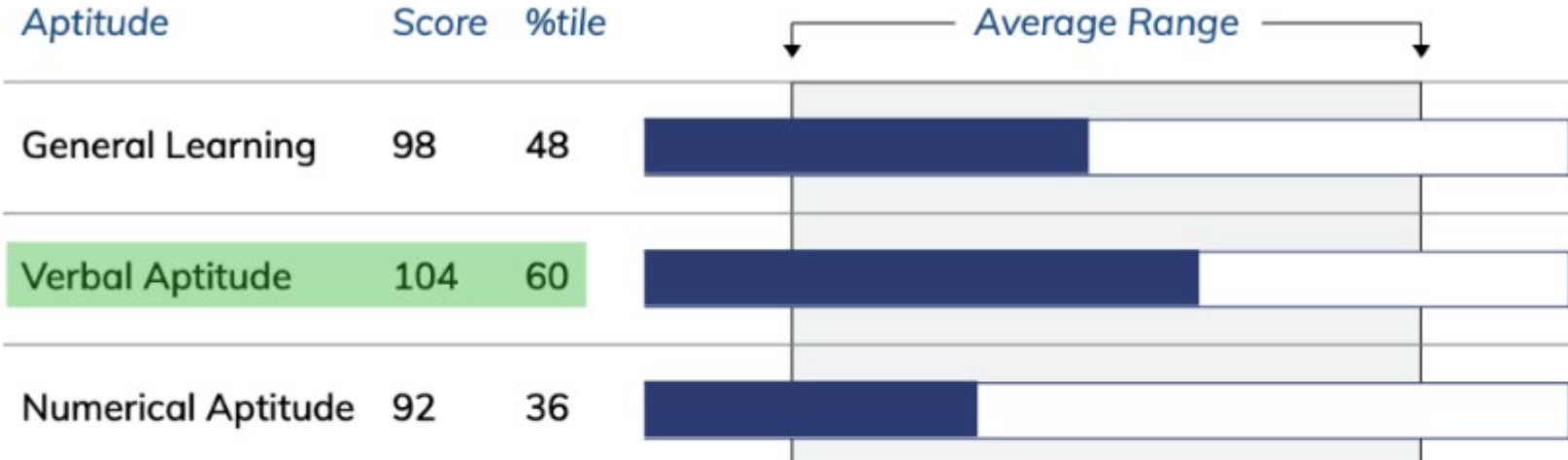
Hint: Search the second column to find your highest scores.



CareerScope[®] Aptitude Areas



Shondra's CareerScope® Aptitude Areas



Spatial Aptitude 127

Form Perception 119

Clerical Perception 75

What are your 3 highest Aptitude Areas in CareerScope®?

1. Spatial Aptitude
2. Form Perception
3. Verbal Aptitude



Activity 3.3: List Aptitudes from CareerScope® in Your Worksheet

| | What are your 3 highest Aptitude Areas in CareerScope®? |
|----|---|
| 1. | |
| 2. | |
| 3. | |

CareerScope® Recommendations Review

1 21-0000 COMMUNITY AND SOCIAL SERVICE OCCUPATIONS

Individuals assist those who require information, support or therapeutic services.

| 2 Occupational Unit Title | 3 OU # | 4 Job Zone | 5 Interests |
|--|-------------------|------------|---|
| ✓ Community Health Workers | <u>21-1094.00</u> | 4 |   |
| ✓ Community/Social Service Specialists (Other) | <u>21-1099.00</u> | |   |

Interpreting Your Occupational Unit Recommendations














| Occupational Unit Title | OU # |
|---|-------------------|
| Postsecondary Architecture Teachers | <u>25-1031.00</u> |
| ✓ Special Education Teachers, Preschool | <u>25-2051.00</u> |

- ✓ Indicates high alignment between your aptitudes and job standards.
- Best overlap of natural abilities and interests.
- Start with these for career exploration.

Occupational Unit Title

29-0000 HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS

Individuals provide diagnostic, therapeutic, reconstructive or preventive medical services to humans or animals.


| Occupational Unit Title | OU # | Job Zone | Interests |
|------------------------------------|-------------------|----------|---|
| ✓ Cardiovascular Technologists | <u>29-2031.00</u> | 3 |  |
| ✓ Emergency Medical Technicians | <u>29-2042.00</u> | 3 |  |
| ✓ Paramedics | <u>29-2043.00</u> | 3 |  |
| ✓ Surgical Technologists | <u>29-2055.00</u> | 3 |  |
| ✓ Ophthalmic Medical Technicians | <u>29-2057.00</u> | 3 |  |
| ✓ Orthotists and Prosthetists | <u>29-2091.00</u> | 5 |   |
| ✓ Health Technologists (Other) | <u>29-2099.00</u> | |   |
| ✓ Neurodiagnostic Technologists | <u>29-2099.01</u> | 3 |  |
| ✓ Ophthalmic Medical Technologists | <u>29-2099.05</u> | 3 |  |



Demonstration 3.4: Use O*NET[®] for Career Research

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| 29-0000 HEALTHCARE PRACTITIONERS AND TECHNICAL OCCUPATIONS | | | |
|--|----------------------------|----------|-----------|
| Individuals provide diagnostic, therapeutic, reconstructive or preventive medical services to humans or animals. | | | |
| Occupational Unit Title | OU # | Job Zone | Interests |
| ✓ Cardiovascular Technologists | 29-2031.00 | 3 | 🔍 |
| ✓ Emergency Medical Technicians | 29-2042.00 | 3 | 🔍 |
| ✓ Paramedics | 29-2043.00 | 3 | 🔍 |
| ✓ Surgical Technologists | 29-2055.00 | 3 | 🔍 |

**O*NET OnLine**

Occupation keyword search

Help Find Occupations Advanced Searches O*NET Data Crosswalks Share Sites

Emergency Medical Technicians
29-2042.00

 Bright Outlook  Updated 2024

A subset of this occupation's profile is available. Data collection is currently underway to populate other parts of the profile.

Assess injuries and illnesses and administer basic emergency medical care. May transport injured or sick persons to medical facilities.

Sample of reported job titles: Emergency Medical Technician (EMT), First Responder

Summary Details Custom Easy Read Veterans Español

Contents

Occupation-Specific Information

Tasks
5 of 12 displayed

- Administer first aid treatment or life support care to sick or injured persons in prehospital settings.
- Assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.
- Comfort and reassure patients.
- Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of survivors, or to receive instructions for further treatment.

Technology Skills
5 of 7 displayed

- Information retrieval or search software — Epocrates; HyperTox; Skyscape Rosen and Barkin's 5-Minute Emergency Medicine Consult; TechOnSoftware

O*NET® Occupation Report Options

Technology Skills

▼ 5 of 7 displayed

- Information retrieval or search software — Epocrates; HazMatCE Pro
- Medical software — MedDataSolutions Regist*; MEDITECH
- Office suite software — Microsoft Office software
- Present
- Spr
- Wor

Summary

- Overview or snapshot.

Technology Skills

Save Table: [XLSX](#) [CSV](#)

^ All 7 displayed

- Information retrieval or search software — Epocrates; HyperTox; Skyscape; HazMatCE Pro; [10 more](#)
- Medical software — MedDataSolutions Regist*; MEDITECH software
- Office suite software — Microsoft Office software
- Operating system software — Microsoft operating system
- Present
- Spr
- Wor

Details

- Displays all descriptions.
- Download the content.

Occupation-Specific Information

- ☐ Tasks
- ☐ Technology Skills
- ☐ Tools Used

Occupational Requirements

- ☐ Detailed Work Activities
- ☐ Work Activities Outline

Experience Requirements

- ☐ Job Zone
- ☐ Training & Apprenticeship

Worker Characteristics

- ☐ Interests

Workforce Characteristics

- ☐ Wages & Employment Trends
- ☐ Job Openings on the Web

Custom

- Tailor the report by selecting content areas.



Activity 3.5: Use O*NET® for Career Research

STEP 1. Review the occupations of interest in your report.

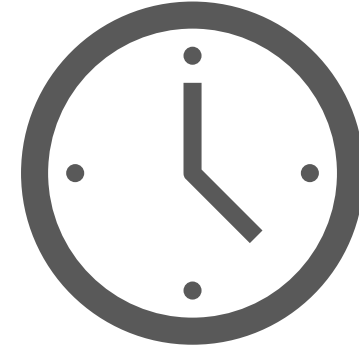
STEP 2. Select a job title's URL/hyperlink to review the occupation's information.

Review the:

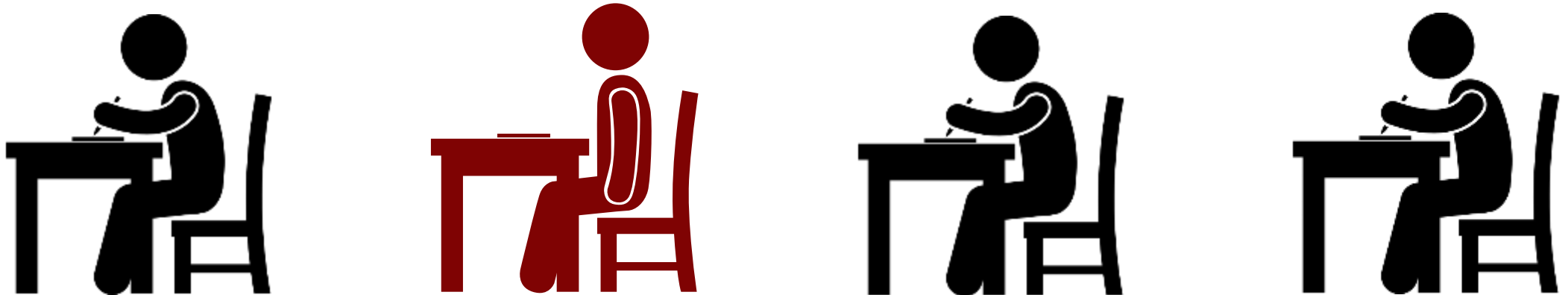
- a. Occupation-Specific Information
- b. Occupational Requirements
- c. Experience Requirements
- d. Worker Characteristics
- e. Workforce Characteristics
- f. More Information

STEP 3. Repeat Step 2 for at least five occupations.

QUIET PLEASE



until all participants are finished with the activity.



Shondra's CareerScope® Careers of Interest

| | What are your 3 careers of interest that you found in Your Assessment Profile? |
|----|--|
| 1. | Emergency Medical Technicians. OU #29-2042.00 |
| 2. | Paramedics. OU #29-2043.00 |
| 3. | |



Activity 3.6: List Your Top 3 Careers in Your Worksheet

| | What are your 3 careers of interest that you found in Your Assessment Profile? |
|----|--|
| 1. | |
| 2. | |
| 3. | |



Use O*NET[®] to Conduct Further Career Research

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Occupation Keyword Search

Q Occupation Keyword Search

Q Special

Examp

- Special Education Teachers, Preschool
- Special Education Teachers, Kindergarten
- Special Education Teachers, Elementary School
- Special Education Teachers, Middle School
- Special Education Teachers, Secondary School

Bright Outlook

OU

Q Occupation Keyword Search

Q 25-2051.00

Examp

25-2051.00 — Special Education Teachers, Preschool

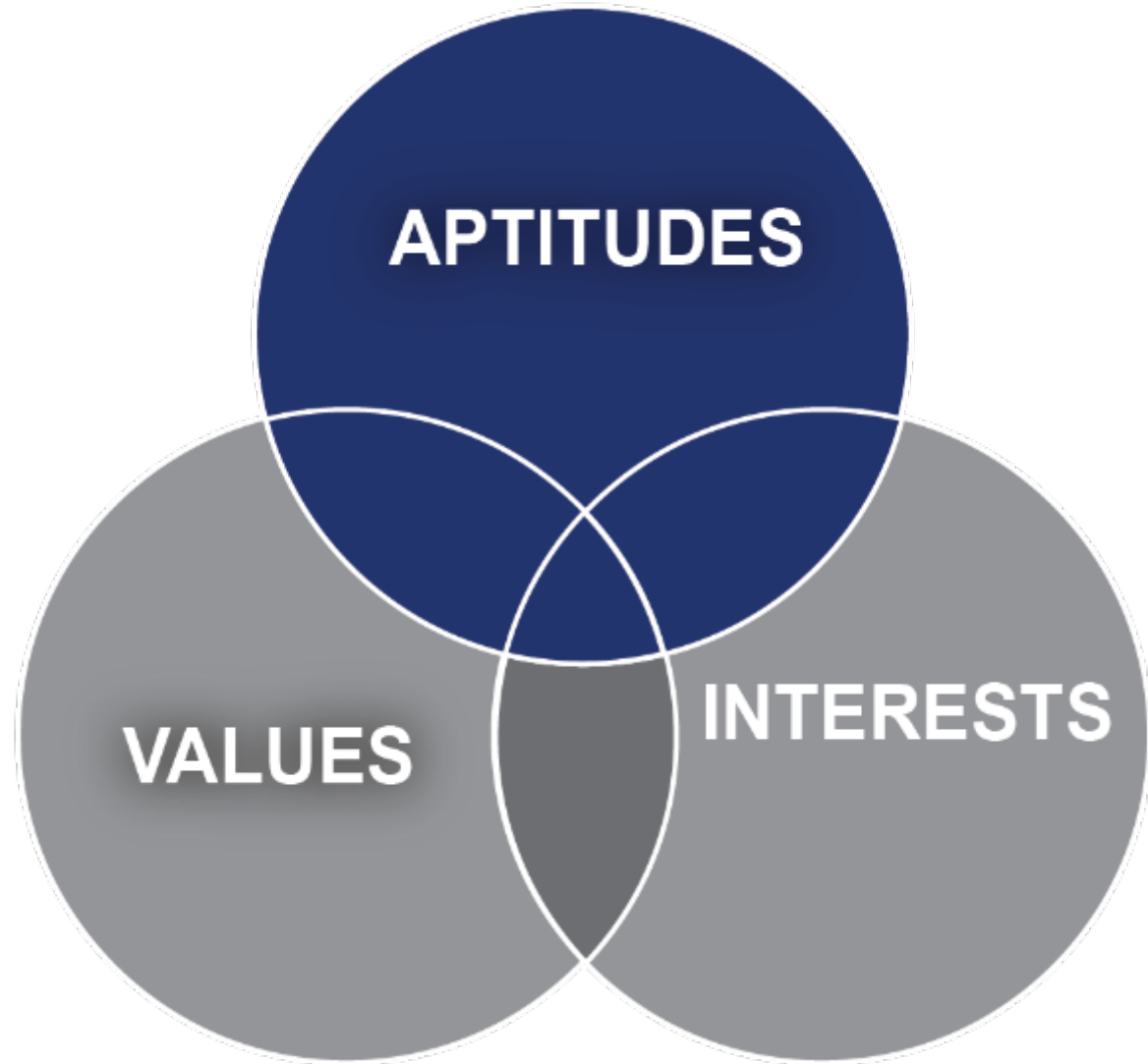
Search O*NET-SOC occupations →

Go to <https://www.onetonline.org/>



Aptitudes

You have now identified potential careers that are based on your aptitudes.





Demonstration 3.7: Use O*NET® to Determine Your Dominant RIASEC Code

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O*NET Interest Profiler

o-net Interest Profiler

[User Agreement](#)
[Proper Use](#)

Taken the Interest Profiler before?

Welcome to the O*NET Interest Profiler!

The **O*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The **O*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.

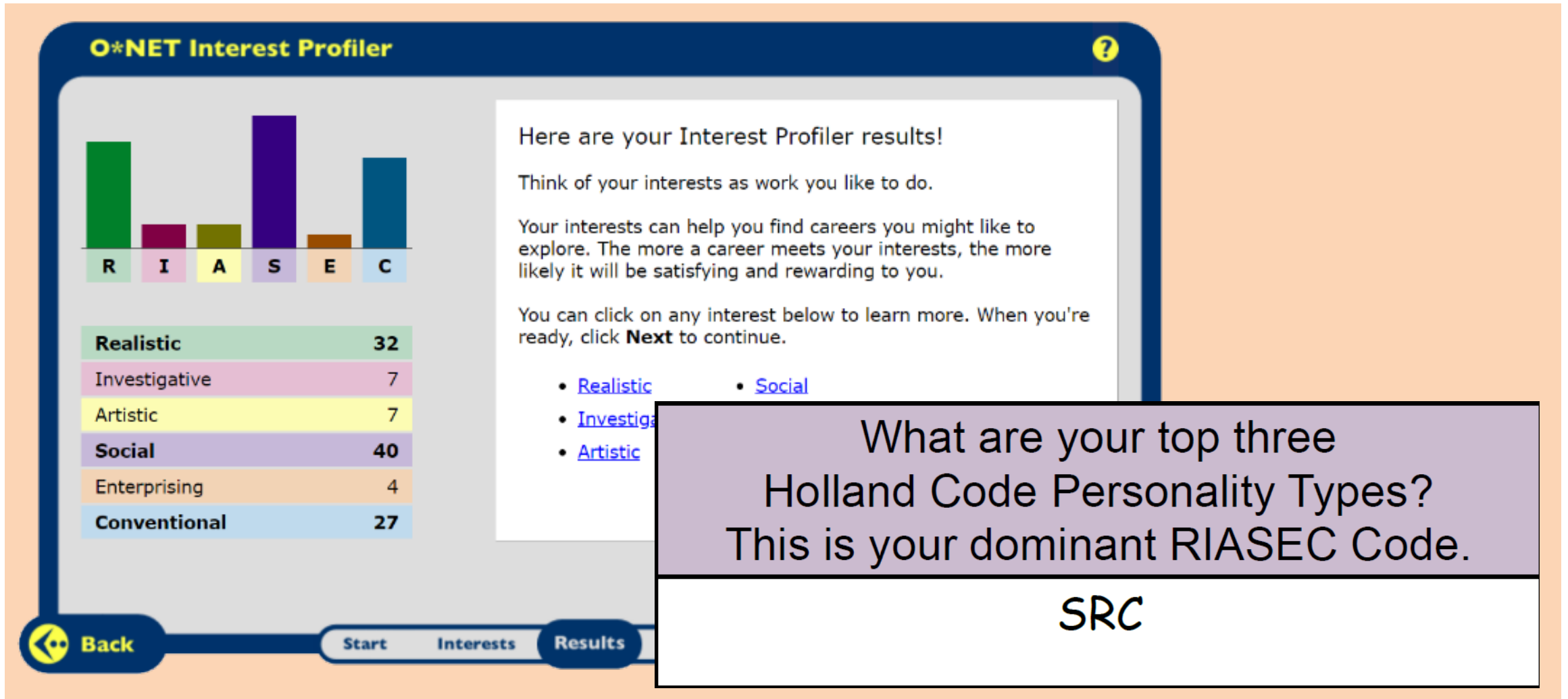
On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.

Start Interests **Results** Job Zones Careers **Next**

[Demo O*NET My Next Move](#)



Shondra's Interest Profiler Results





Activity 3.8: Use O*NET® to Determine Your Dominant RIASEC Code

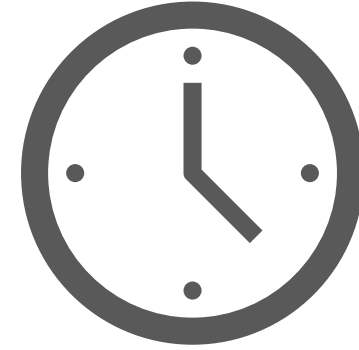
Pg 57



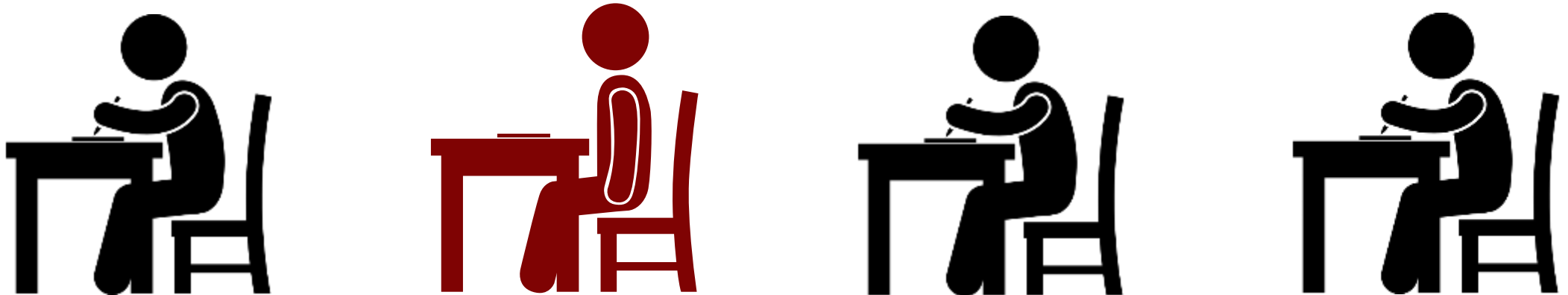
Go to <https://www.mynextmove.org/explore/ip>



QUIET PLEASE



until all participants are finished with the activity.





Step 5. Record RIASEC Scores and RIASEC Code.

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| What are your RIASEC scores? | |
|------------------------------|-------|
| Category | Score |
| Realistic | |
| Investigative | |
| Artistic | |
| Social | |
| Enterprising | |
| Conventional | |

What are your top three
Holland Code Personality Types?
This is your dominant RIASEC
Code.

Holland Codes (RIASEC)

[R] REALISTIC
“DOERS”



[I] INVESTIGATIVE
“THINKERS”



[A] ARTISTIC
“CREATORS”



[S] SOCIAL
“HELPERS”



[E] ENTERPRISING
“PERSUADERS”



[C] CONVENTIONAL
“ORGANIZERS”



RIASEC Model

RIASEC Model



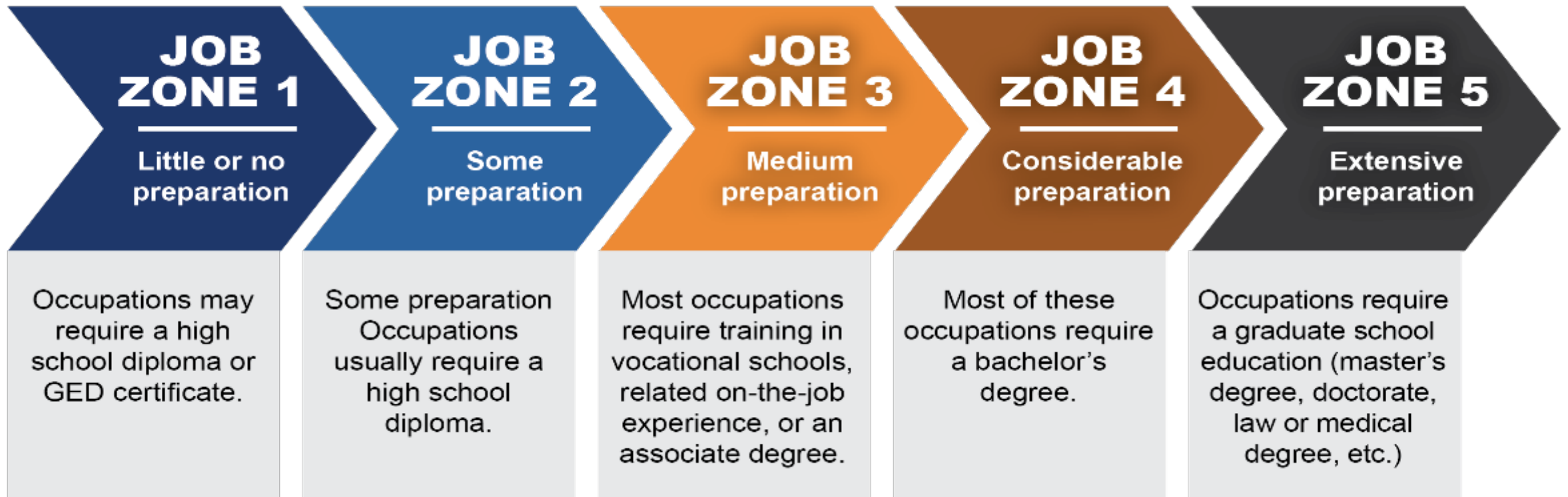
Conventional, Realistic, and Enterprising (CRE)





Demonstration 3.9: O*NET® Interest Profiler Job Zones

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[Demo O*NET Job Zones](#)



Shondra's Career Selections

| | What 3 careers from O*NET® Interest Profiler match interests you want to explore? |
|----|---|
| 1. | Licensed Practical & Licensed Vocational Nurses |
| 2. | Magnetic Resonance Imaging Technologist |
| 3. | |



Activity 3.10: Use O*NET® Interest Profiler Job Zones to Explore Careers

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| | What 3 careers from O*NET® Interest Profiler match interests you want to explore? |
|----|---|
| 1. | |
| 2. | |
| 3. | |

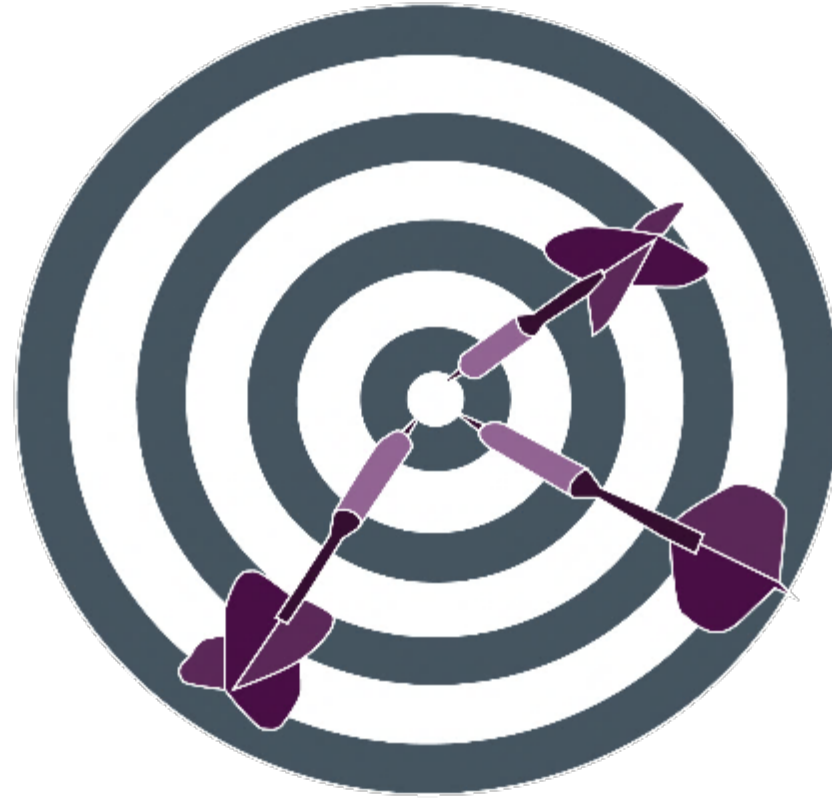
Go to <https://www.mynextmove.org/explore/ip>





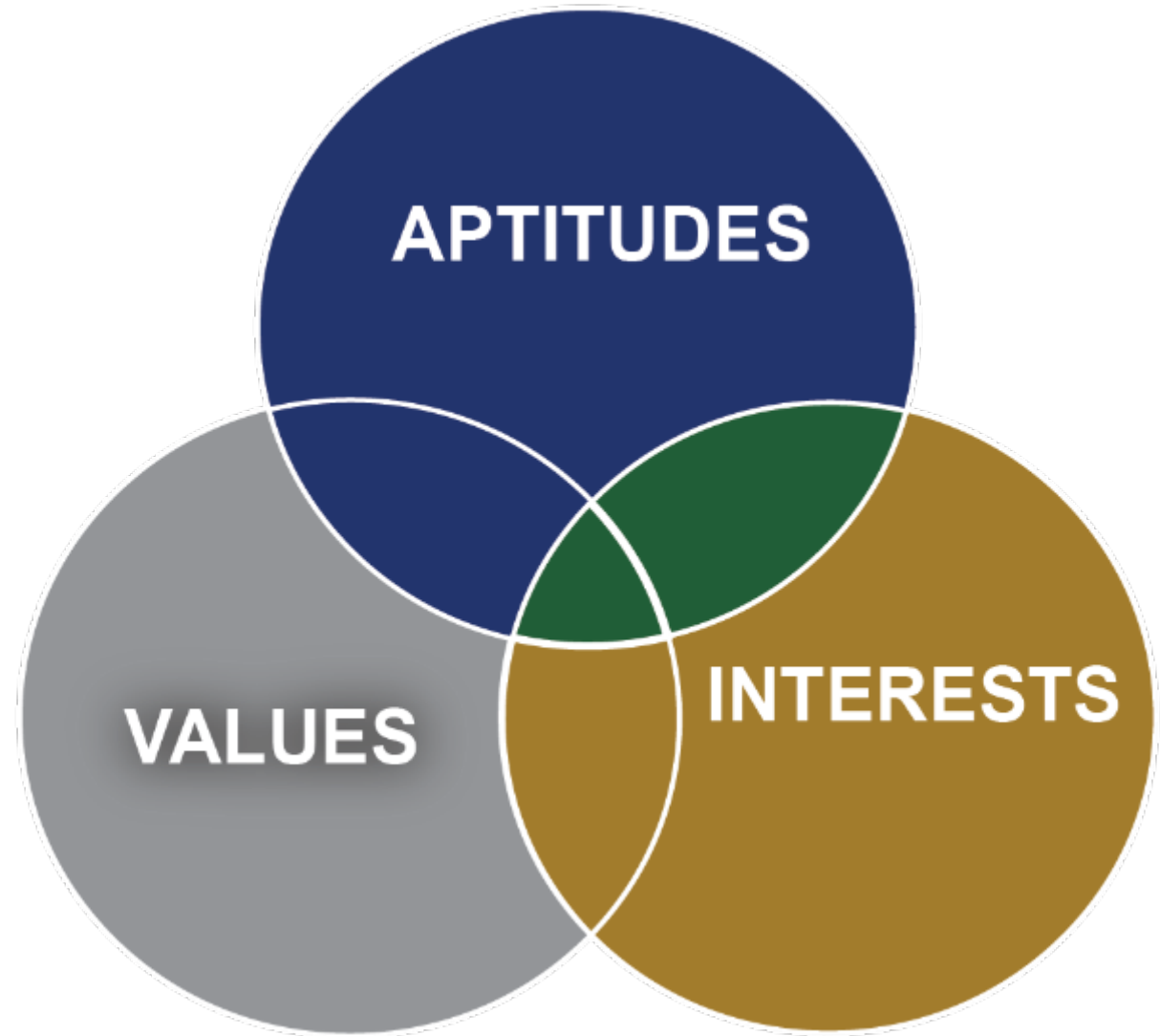
What Did You Find?

- Did the O*NET® Interest Profiler assessment accurately represent you?
- Were there any surprises in any of your results?



Interests

You have now identified potential careers that are based on your aptitudes and interests.



Identify Work Values





Demonstration 3.11: Determine Work Values Using CareerOneStop

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The screenshot shows the CareerOneStop website. At the top left is the logo with a stylized star and the text "careeronestop". Below the logo is the tagline "your source for career exploration, training & jobs" and a note "Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network." At the top right are links for "Login" and "Español", and a search bar labeled "Search CareerOneStop". Below the header is a dark blue navigation bar with white text links: "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". The main content area features four colored boxes, each with a photo of a person and a title. The first box (green border) is titled "Explore career options" and includes links for "Assessments", "Career videos", and "Highest-paying careers". The second box (purple border) is titled "Find training and education" and includes links for "Schools and programs", "Scholarships", and "Certifications". The third box (blue border) is titled "Job search planning" and includes links for "Resumes", "Interviews", and "Job postings". The fourth box (red border) is titled "Find local help and services" and includes links for "American Job Centers", "Unemployment", and "Specialized programs".

careeronestop
your source for career exploration, training & jobs
Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network.

Login Español
Search CareerOneStop

Explore Careers Find Training Job Search Find Local Help Toolkit Resources For

Explore career options
[Assessments](#)
[Career videos](#)
[Highest-paying careers](#)

Find training and education
[Schools and programs](#)
[Scholarships](#)
[Certifications](#)

Job search planning
[Resumes](#)
[Interviews](#)
[Job postings](#)

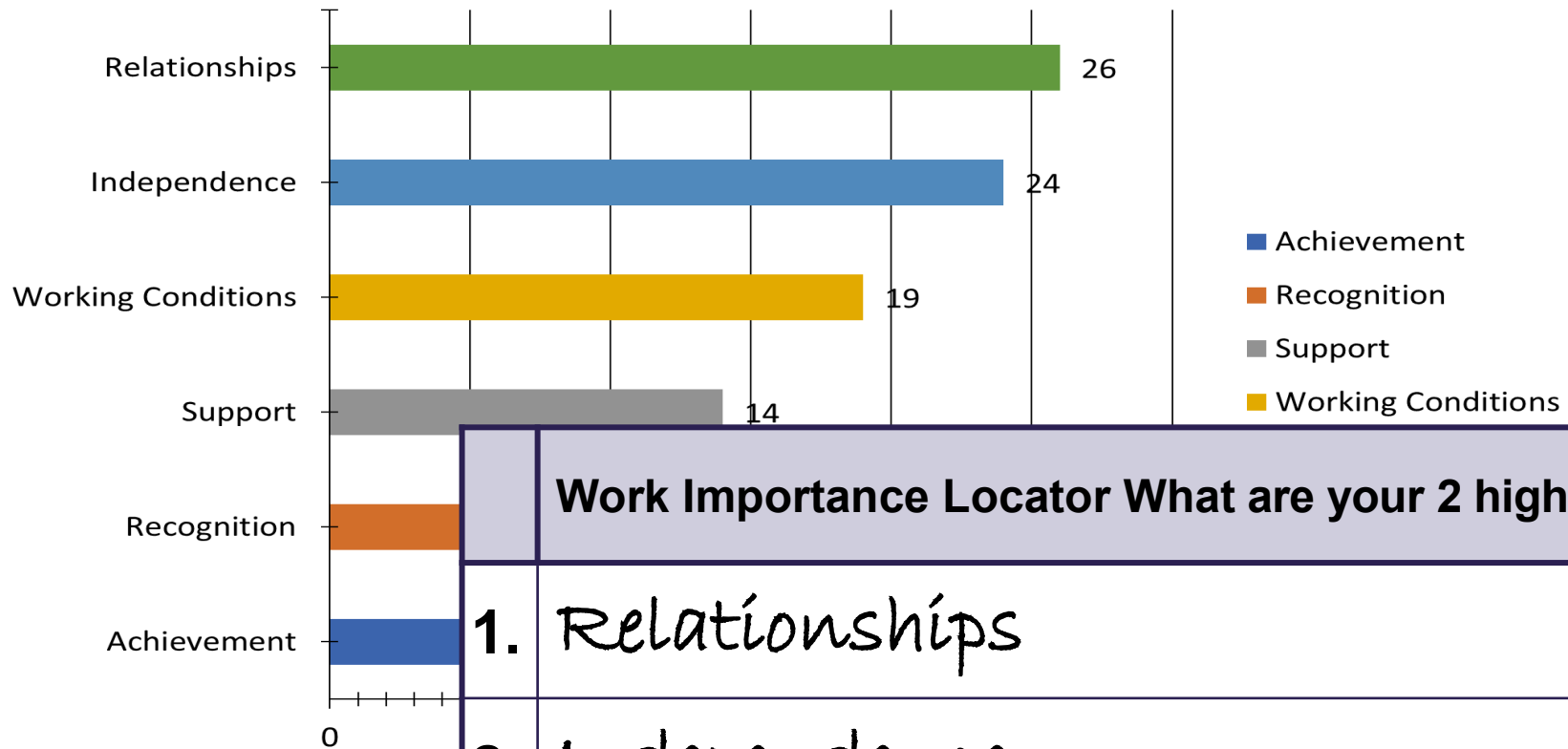
Find local help and services
[American Job Centers](#)
[Unemployment](#)
[Specialized programs](#)

[Demo CareerOneStop Work Values](#)



Shondra's Work Values

Work Values Matcher



Work Importance Locator What are your 2 highest work values?

1. Relationships
2. Independence



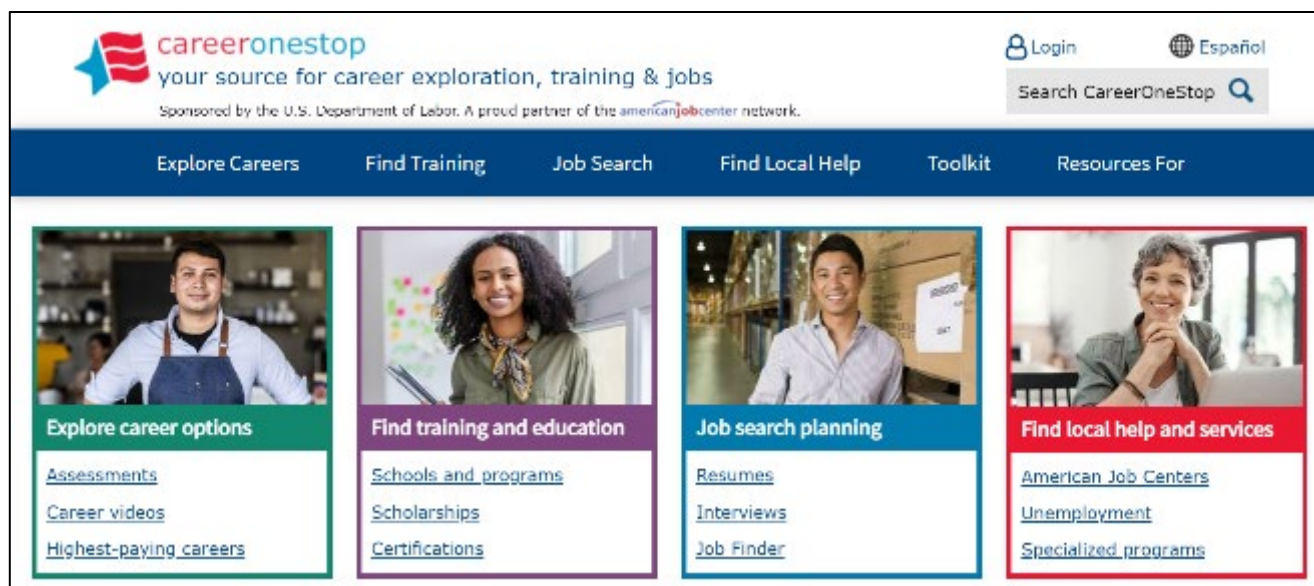
Activity 3.12: Determine Work Values Using CareerOneStop

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Go to:

<https://www.careeronestop.org/Toolkit/Careers/work-values-matcher.aspx>

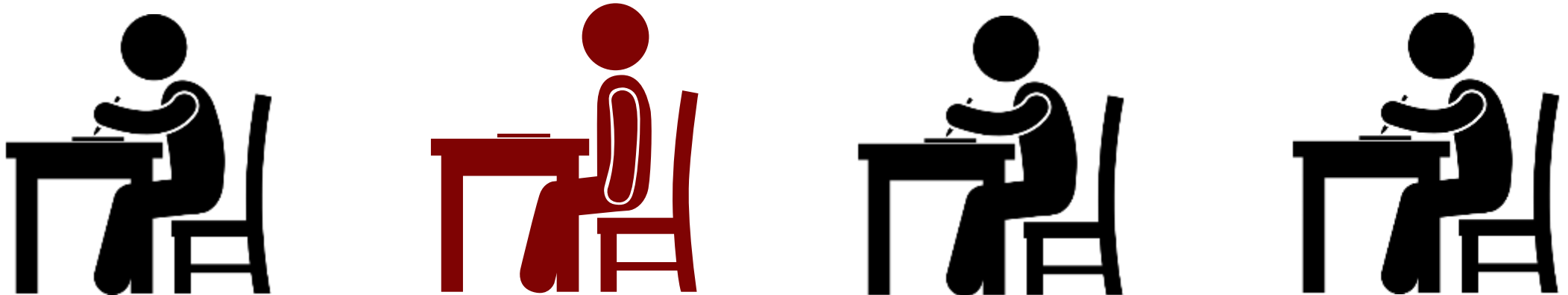
Scan QR code to access the CareerOneStop Work Values Matcher.



QUIET PLEASE



until all participants are finished with the activity.





Step 7. Enter Your Work Values Scores

| | Work Importance Locator What are your 2 highest work values? |
|----|--|
| 1. | |
| 2. | |

Core Work Values



Achievement



Independence



Recognition



Relationships



Support

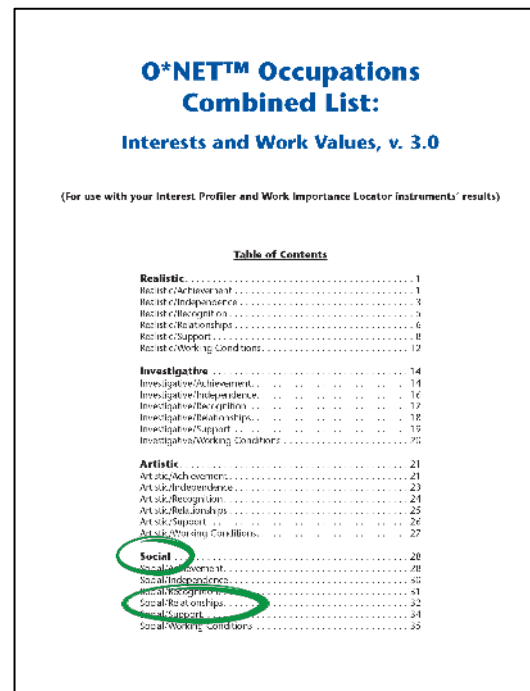
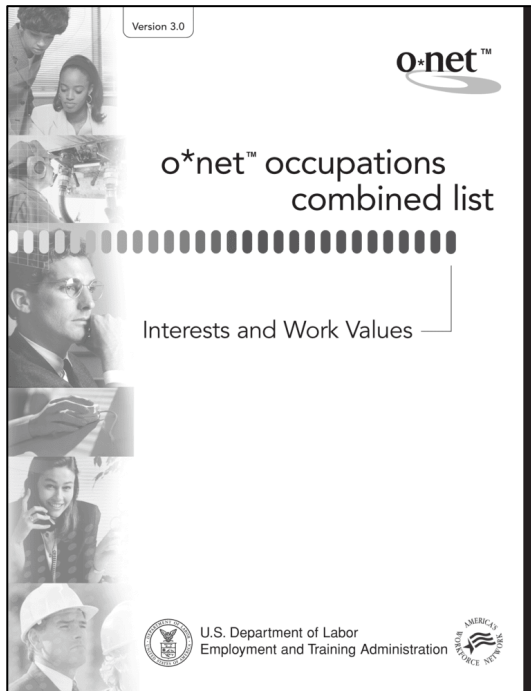


Working Conditions



Demonstration 3.13: Identify Potential Career Opportunities that Match Your Values

Pg 70



[Demo Work Importance Locator](#)



Shondra's Potential Careers

JOB ZONE 3 — SOCIAL — RELATIONSHIPS

O*NET-SOC#

O*NET-SOC Title

29-2061.00

Licensed Practical and Licensed Vocational Nurse

31-9092.00

Medical Assistants

13-2052.00

Financial Analysts

29-2053.00

Psychiatric Technicians

39-9032.00

Recreation Workers

39-9041.00

Residential Advisors

29-2055.00

Surgical Technologists***

25-9041.00

Teacher Assistants

viewers, Private or Public

service

tylists, and Cosmetologists***

es, Restaurant, Lounge, and

Shondra's Worksheet

| | What are 3 careers that match your values that you would like to explore? |
|----|---|
| 1. | 29-2061.00 Licensed Practical and Licensed Vocational Nurses |
| 2. | 31-9092.00 Medical Assistants |
| 3. | 29-2055.00 Surgical Technologists |



Activity 3.14: Identify Potential Career Opportunities that Match Your Values

Pg 74

| | What are 3 careers that match your values that you would like to explore? |
|----|---|
| 1. | |
| 2. | |
| 3. | |

Go to https://www.onetcenter.org/dl_tools/WIL_zips/CL-deskp.pdf





Activity 3.15: Record Your Assessment Findings

CAREERONESTOP POTENTIAL CAREERS

1. _____

2. _____

3. _____

APTITUDE

VALUES

INTERESTS

CAREERSCOPE® POTENTIAL CAREERS

1. _____

2. _____

3. _____

O*NET® POTENTIAL CAREERS

1. _____

2. _____

3. _____

Section 3 Progress

- ☑ Using CareerScope® to Identify Your Aptitudes
- ☑ Using O*NET® to Identify Your Interests
- ☑ Using CareerOneStop to Identify Your Work Values

SECTION





4

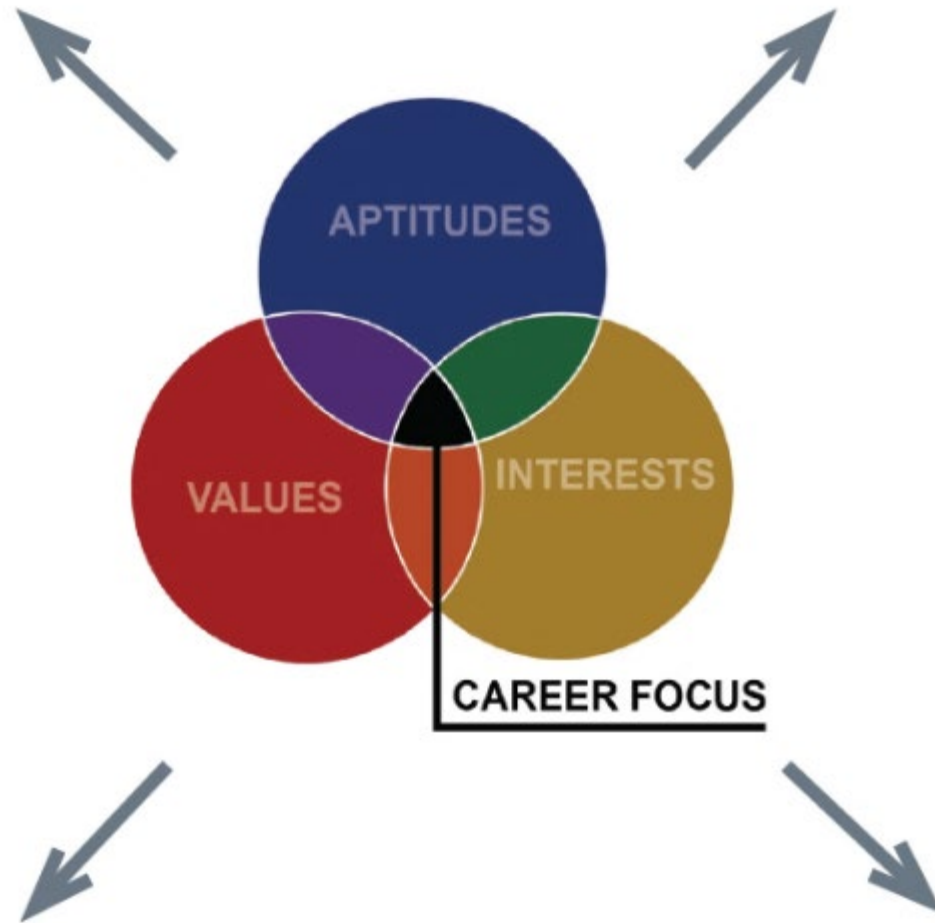
Labor Market Research

Section 4

- ☐ Career Focus / External Factors
- ☐ Conducting Occupational Research
- ☐ Informational Interviews

SECTION





External Factors

- Location
- Industry Trends
- Education Requirements
- Salary
- Growth Potential

Conducting Occupational Research



Medical



Construction



Culinary



Information
Technology

Where would you begin conducting LMR?



Demonstration 4.1: Conduct Labor Market Research using O*NET® OnLine

Pg 79

The screenshot shows the O*NET OnLine website. At the top left is the O*NET logo. To its right is the text "O*NET OnLine". In the top right corner, there is a search bar labeled "Occupation keyword search" with the word "electrician" entered and a "Go" button. Below the header is a navigation menu with links: "Help", "Find Occupations", "Advanced Searches", "O*NET Data", and "Crosswalks". To the right of this menu are links for "Share" and "Sites". The main content area is divided into two columns. The left column has a large image of a construction crane and the text "O*NET OnLine features". Below this is a section titled "Introduction" with a dropdown arrow. Further down is a section titled "Occupation Keyword Search" with a search bar containing "dental assistant" and examples: "25-1011.00, dental assistant". At the bottom of this section is a button that says "Search O*NET-SOC occupations". The right column has a collage of images and the text "More career sites & resources". Below this is a section titled "I want to be a..." with a paragraph of text and a button that says "Find your career at My Next Move". At the bottom of the right column is a section titled "ATTN: VETERANS".

[Demo O*NET LMR](#)



What Did Shondra Find?

Pg 81

Interests

^ All 2 displayed

Interest code: **SR**

? Want to discover your interests

- ⊕ **Social** — Work involves helping, teaching, advising, assisting, or providing service to others. Social occupations are often associated with personal service, teaching/education, or religious activities.
- ⊕ **Realistic** — Work involves designing, building, or repairing of equipment, materials, or structures. Realistic occupations are often associated with engineering, mechanics and electronics, construction, agriculture, animal services, physical or manual labor, athletics, or protective services.

Work Values

^ All 3 displayed

- ⊕ **Relationships** — Occupations that satisfy this work value allow employees to provide service to others in a competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands for fair policies, supervision: Human Relations and Supervision: Technical.
- ⊕ **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to achieve accomplishment. Corresponding needs are Ability Utilization and Achievement.

| | |
|--------------------------------------|---|
| Job Title | 1. Licensed Practical Nurse |
| Salary median | \$48,070 |
| Salary range | \$37,150 to \$63,790 |
| Employment | 657,200 |
| Projected Growth | Average, 4-7% |
| Projected job openings | 58,800 |
| Education to get started | Vocational Training /Associate's degree |
| Interests | Social, Realistic |
| Work values | Relationships, Support, Achievement |
| Related Occupations (Bright Outlook) | Registered Nurse Nurse Practitioner |
| Career Goal | Registered Nurse |



Activity 4.2: Conduct Labor Market Research using O*NET® OnLine

Pg 82

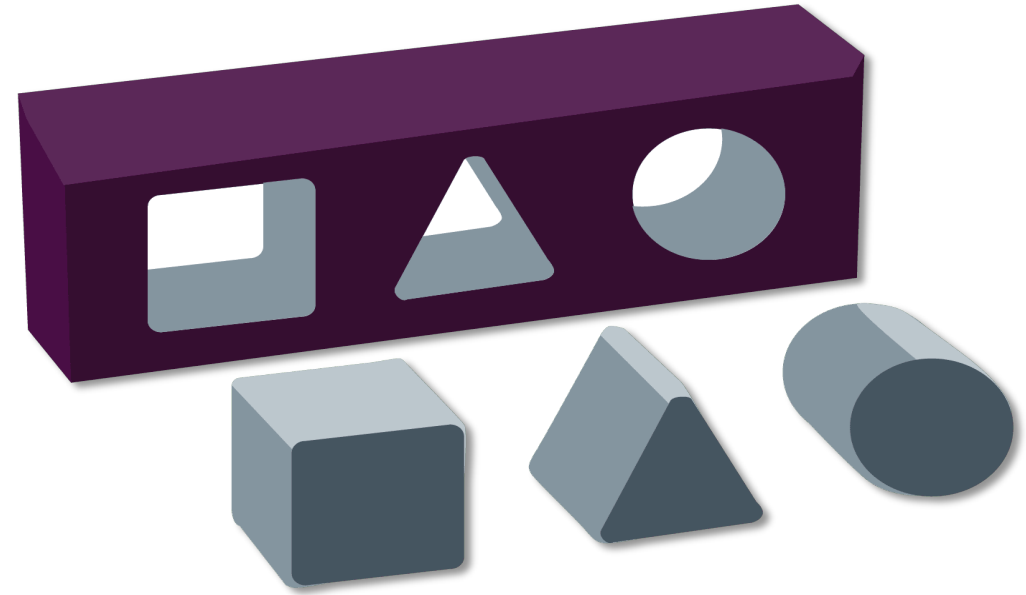
| Labor Market Research Research the labor market for each of your three occupations. Then select your career goal. | | | |
|---|----|----|----|
| Job Title | 1. | 2. | 3. |
| Salary Median | | | |
| Salary Range | | | |
| Employment | | | |
| Projected Growth | | | |
| Projected Job Openings | | | |
| Education to Get Started | | | |
| Interests | | | |
| Work Values | | | |
| Related Occupations (Bright Outlook) | | | |
| Career Goal | | | |

Go to <https://www.onetonline.org/>



What Did You Find?

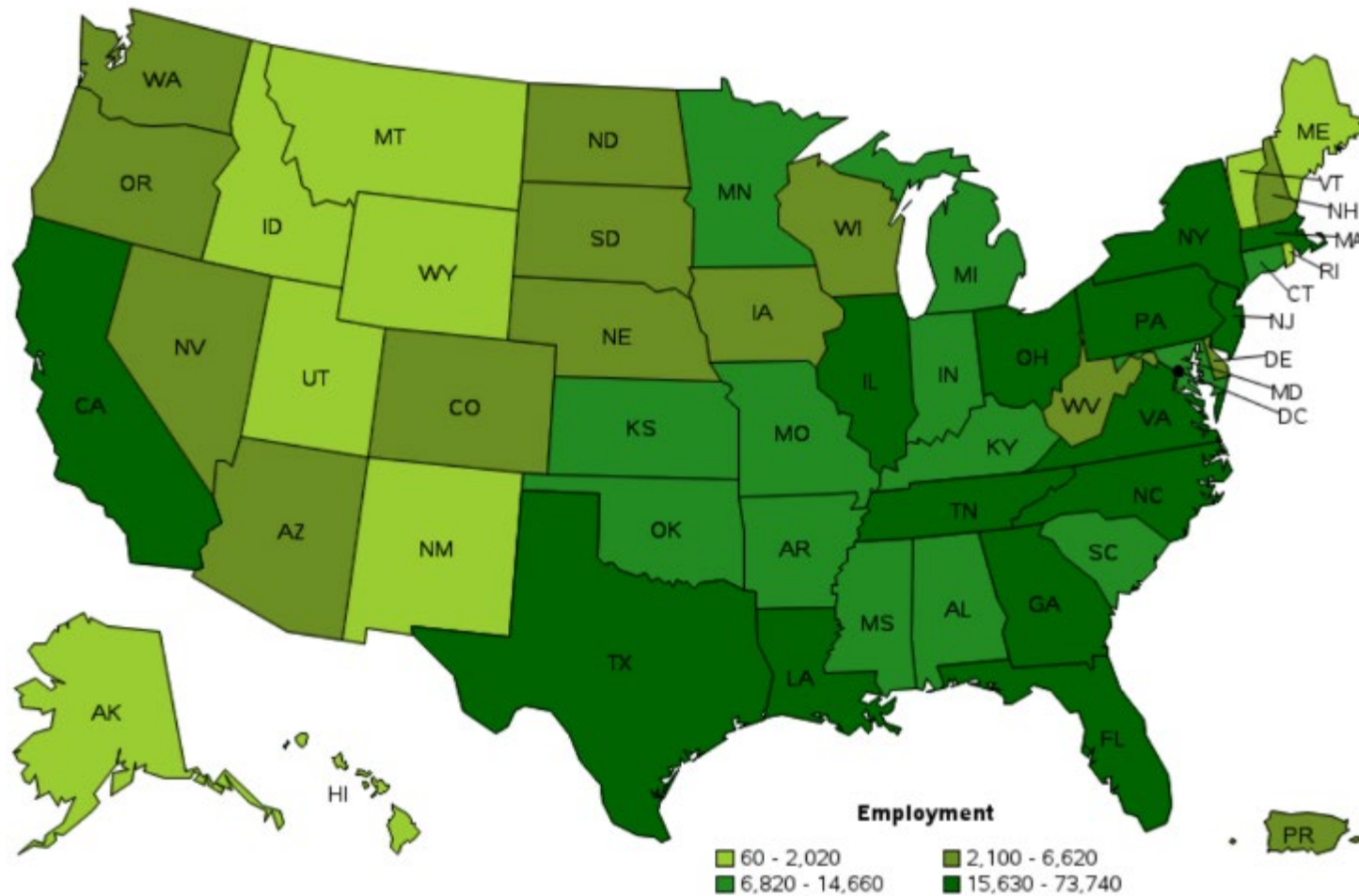
- Salary Range
- Bright Outlook
- Education and Training
- Interests and Work Values



Is the career a good fit for you?

Additional Labor Market Research – OEWS Data Maps

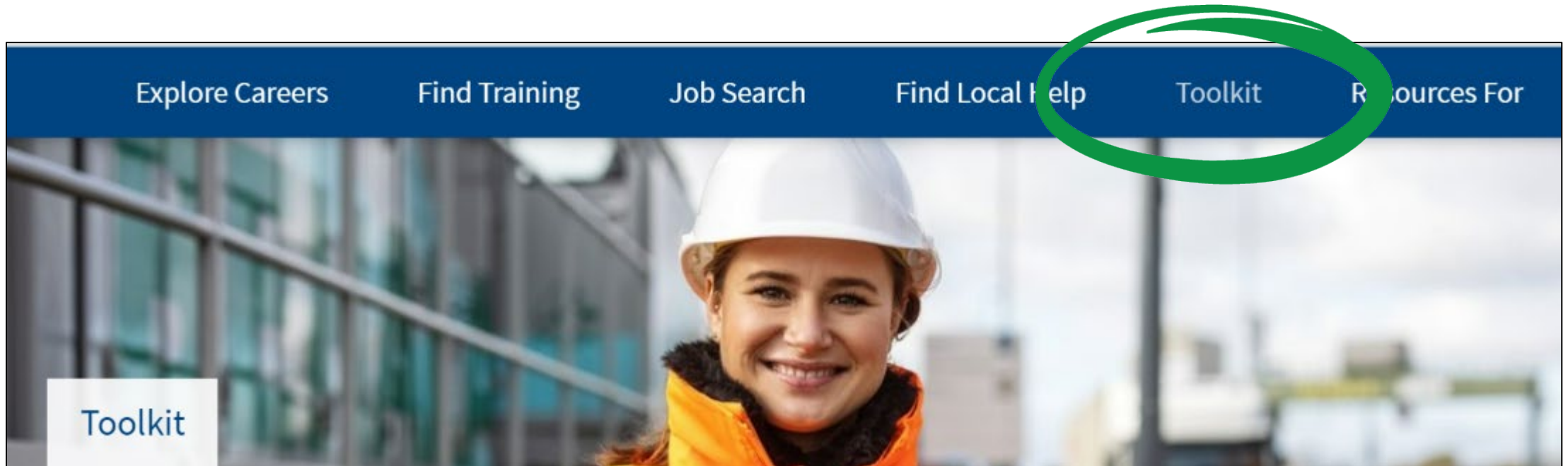
Pg 84



Blank areas indicate data not available.



Activity 4.3: Industry Information



Go to <https://www.careeronestop.org/>





Activity 4.4: americanjobcenter®

Pg 87

The screenshot shows the CareerOneStop website interface. At the top, the logo for 'careeronestop' is displayed with the tagline 'your source for career exploration, training & jobs'. Below this, it states 'Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network.' On the right side of the header, there are links for 'Login' and 'Español', along with a search bar labeled 'Search CareerOneStop'. The main navigation bar is dark blue and contains several menu items: 'Explore Careers', 'Find Training', 'Job Search', 'Find Local Help' (which is circled in green), 'Toolkit', and 'Resources For'. Below the navigation bar, there are four featured sections, each with a photo and a list of links:

- Explore career options** (green border):
 - [Assessments](#)
 - [Career videos](#)
 - [Highest-paying careers](#)
- Find training and education** (purple border):
 - [Schools and programs](#)
 - [Scholarships](#)
 - [Certifications](#)
- Job search planning** (blue border):
 - [Resumes](#)
 - [Interviews](#)
 - [Job postings](#)
- Find local help and services** (red border):
 - [American Job Centers](#)
 - [Unemployment](#)
 - [Specialized programs](#)

Go to <https://www.careeronestop.org/>



End of Day One

Getting Started

Career Exploration

**Career Self-
Assessments**

Labor Market Research



Beginning of Day Two

Name 3 new things you learned in class.

Name 2 new resources you've acquired.

Name 1 thing you are going to do next week.

Informational Interviews Video

Access the workshop materials.
dol.gov/C2Ematerials

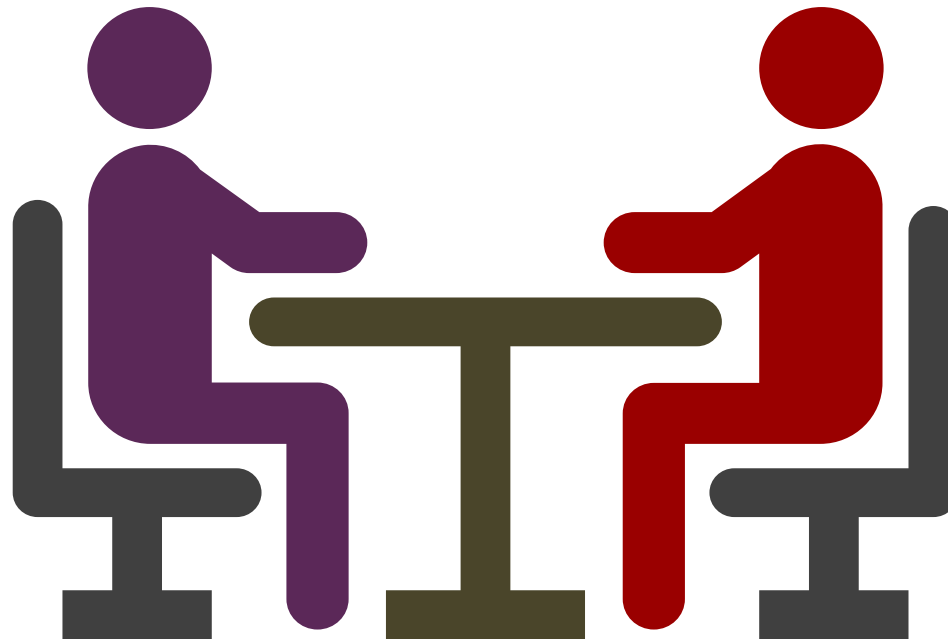
OR

Scan QR code to view
the video on your phone.



Informational Interviews

- Prepare your professional introduction.
- Request an informational interview.
- Prepare questions to ask.



Shondra's Questions

1. Challenging situation.
2. Teamwork.
3. Public service projects.

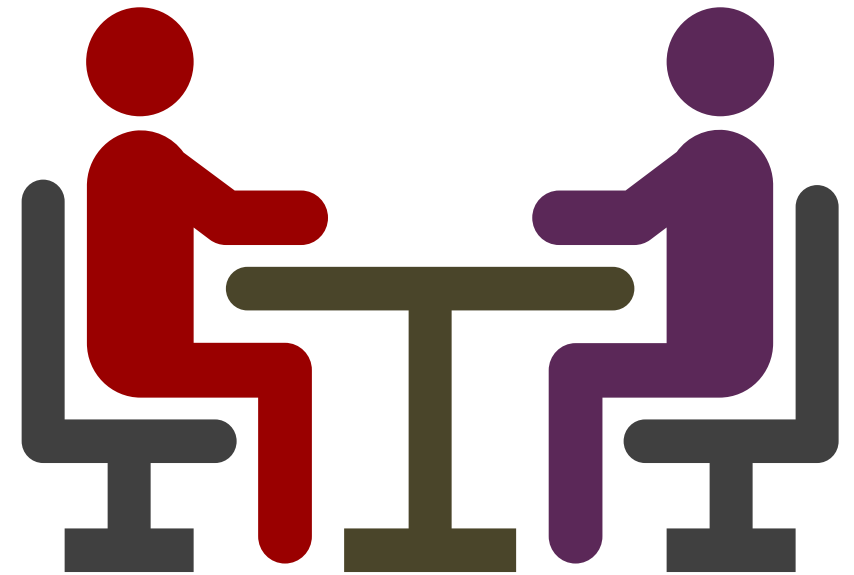
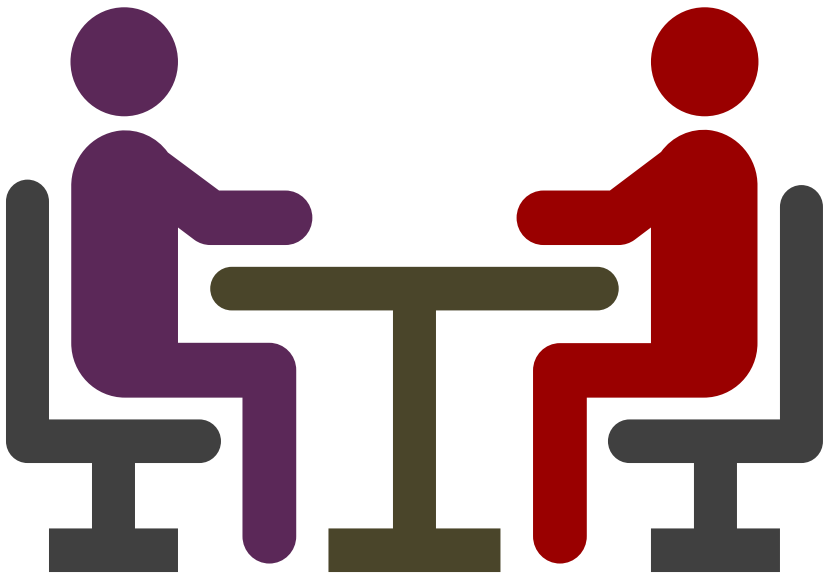




Activity 4.5: Practice Conducting an Informational Interview

Pg 92

Switch interview places
after 5 minutes.





Activity 4.6: Who Would You Call and What Questions Would You Ask?

Pg 94





Demonstration 4.7: Identify Professional Associations Using O*NET®

Pg 96

The screenshot shows the top navigation bar of the O*NET OnLine website. On the left is the O*NET logo, consisting of a blue circle with 'o-net' in white and a yellow swoosh. To its right is the text 'O*NET OnLine' in a bold, dark blue font. On the right side of the header is a search bar with the placeholder text 'Occupation keyword search'. Inside the search bar, the word 'electrician' is entered. To the right of the search bar is a blue button with the word 'Go' in white. Below the search bar is a horizontal navigation menu with several items: 'Help', 'Find Occupations', 'Advanced Searches', 'O*NET Data', and 'Crosswalks', each followed by a small downward arrow. To the right of these items are the words 'Share' and 'Sites', also followed by small downward arrows.

[Demo O*NET Professional Associations](#)



Shondra's Professional Associations Search Results

Pg 97

The screenshot displays the ANA Enterprise website. The top navigation bar includes links for ANA ENTERPRISE, ANA, ANCC, FOUNDATION, and RESOURCES, along with a shopping cart icon, a LOG IN button, and a JOIN ANA button. Below this, a secondary navigation bar lists various categories: Practice & Advocacy, Certification, Advanced Practice, Membership, Magnet | Pathway | Accreditation, Education & Events, and Get Involved, followed by a search icon. The main content area features a large banner for 'ANA Education & Resources' with the text 'ANA Education & Resources offers peer-reviewed materials for all levels of nurse education'. Below this text is a 'LEARN MORE TODAY' button. To the right of the text is an illustration of a human head profile with a stethoscope, containing gears and surrounded by icons representing education and technology. Below the banner, there are four resource categories: 'Resources to support your career growth', 'APRN Resources & Support', 'Advocacy to Activism - Podcast Bundle', and 'APRN Pharmacology CNE Contact Hours'.

ANA ENTERPRISE ANA ANCC FOUNDATION RESOURCES

0 | LOG IN JOIN ANA

ANA ENTERPRISE Practice & Advocacy Certification Advanced Practice Membership Magnet | Pathway | Accreditation Education & Events Get Involved

ANA Education & Resources offers peer-reviewed materials for all levels of nurse education

Learn more about the products you need to take the next step in your career.

[LEARN MORE TODAY](#)

ANA AMERICAN NURSES ASSOCIATION EDUCATION & RESOURCES

Resources to support your career growth | APRN Resources & Support | Advocacy to Activism - Podcast Bundle | APRN Pharmacology CNE Contact Hours

American Nurses Association



Activity 4.8: Identify Professional Associations Using O*NET®

Pg 98

1. _____
2. _____
3. _____
4. _____

Go to <https://www.onetonline.org/>



Section 4 Progress

- ☑ Career Focus / External Factors
- ☑ Conducting Occupational Research
- ☑ Informational Interviews





5

**Exploring Career
Credentials and
Training
Opportunities**

Section 5

- ☐ Credentials Overview
- ☐ Methods to Gain Credentials
- ☐ Earn and Learn Programs
- ☐ Study and Learn Programs
- ☐ Funding Your Training and Education
- ☐ Comparing Training Programs
- ☐ Additional Training Resources



Career and Technical Education (CTE) Programs

Pg 102

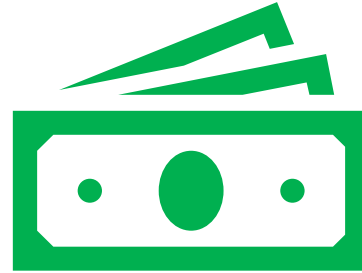
Provide training technical skills for a specific field or trade.



Advantages of Pursuing CTE



Timeframe



Cost



Flexibility



Early Start



Demand

Credentials Overview



Occupational Licenses



Professional Certifications



Educational Degrees



Certificates



Occupational License

Mandatory process granted by government agency.

- **Time-limited permission to practice occupation.**
- **Predetermined and standardized criteria.**
- **May be required to attain employment.**
- **May or may not be recognized by other states.**

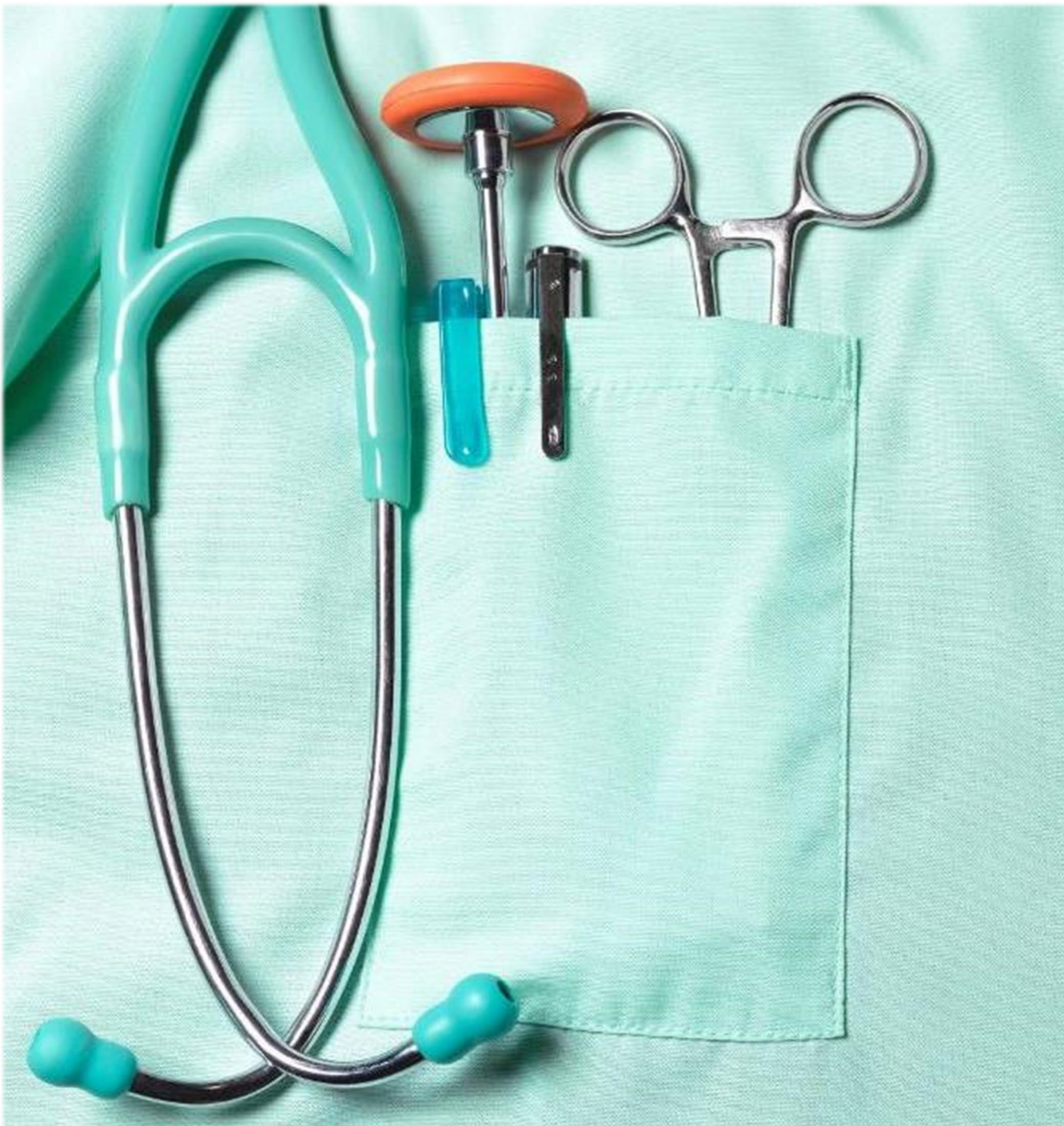


Professional Certification

Voluntary or mandatory credentials issued by non-governmental agencies.

- **Time-limited credential.**
- **May be required for employment.**
- **May increase a worker's competitiveness.**
- **May increase salary.**





Educational Diploma or Degree

Pg 106



Awarded for academic program completion.

- **Usually requires multiple years of study for completion.**
- **Undergraduate, graduate, and professional degrees available.**
- **Wide range of programs of variable format, length, and quality.**



Certificate

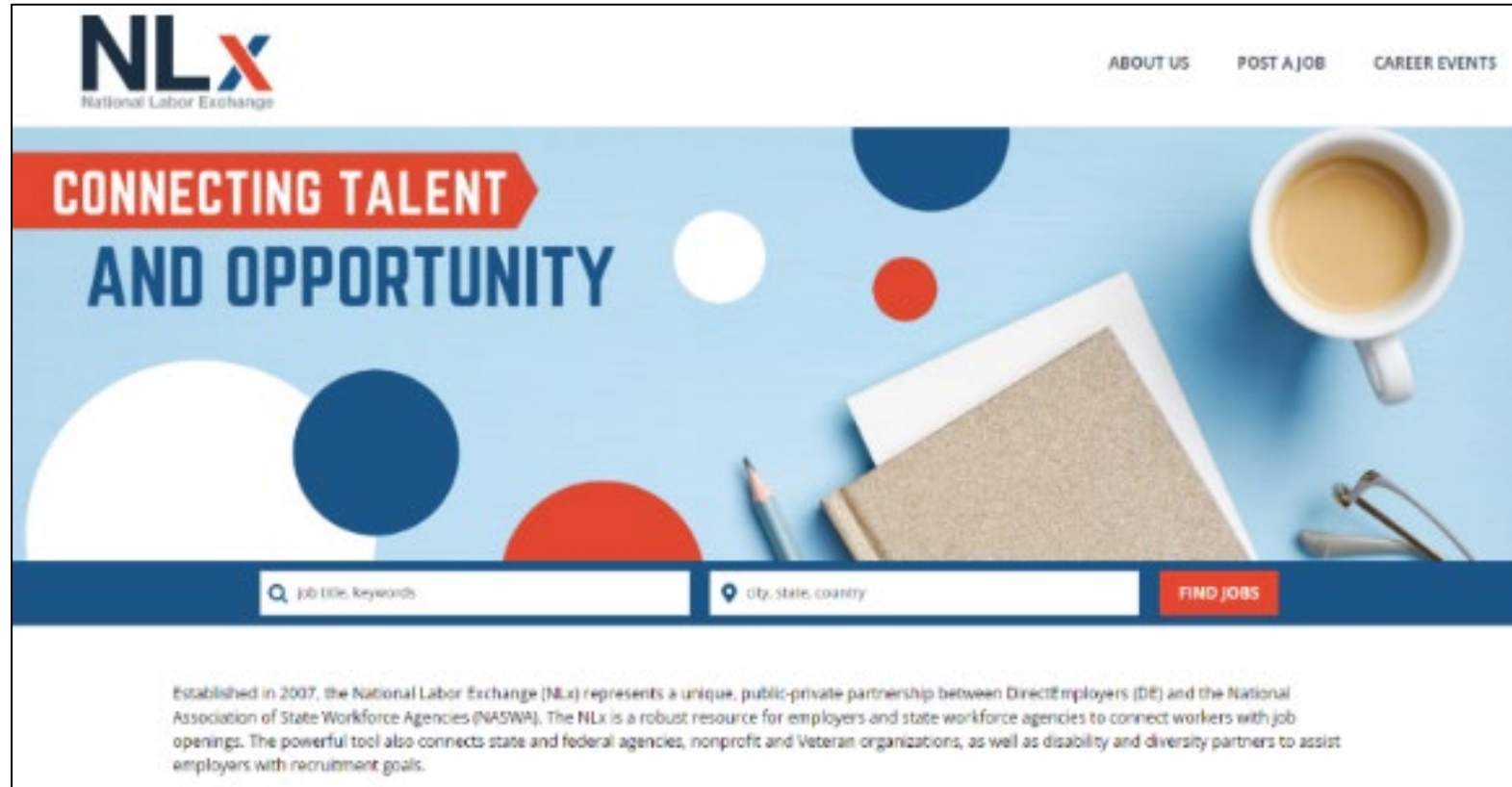
Awarded for course attendance, not knowledge or competence.

- **Can get certificate for attending a class or completing a program of study.**
- **May be helpful in documenting professional development for license or certification renewal.**



Demonstration 5.1: Identify Training and Credentials Career Requirements Search

Pg 110



[Demo NLx](#)



Credentialing Opportunities On-Line (COOL)

Helps service members
find information on
certifications and licenses
related to their jobs.





Demonstration 5.2: Research Related Credentials on COOL

Pg 115

DOD COOL
Credentialing Opportunities On-Line

TOUR SEARCH MENU

WELCOME TO DOD COOL

RESEARCH MILITARY OCCUPATIONS
Explore military occupations and what they do.

RESEARCH RELATED CREDENTIALS
Explore credentials related to military and Federal occupations.

ABOUT DOD COOL

VISIT DOD BRANCH-SPECIFIC COOL SITES AND DOD CIVILIAN COOL

[Demo COOL](#)





Demonstration 5.3: Identify Job Training and Credentials using CareerOneStop

Pg 117

The screenshot shows the CareerOneStop website. At the top left is the logo with a stylized flag and the text "careeronestop your source for career exploration, training & jobs". Below the logo is a line of text: "Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network." At the top right are links for "Login" and "Español", and a search bar labeled "Search CareerOneStop". Below the header is a dark blue navigation bar with white text links: "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". The main content area features four colored boxes, each with a photo of a person and a title. The first box (green border) is titled "Explore career options" and lists links for "Assessments", "Career videos", and "Highest-paying careers". The second box (purple border) is titled "Find training and education" and lists links for "Schools and programs", "Scholarships", and "Certifications". The third box (blue border) is titled "Job search planning" and lists links for "Resumes", "Interviews", and "Job postings". The fourth box (red border) is titled "Find local help and services" and lists links for "American Job Centers", "Unemployment", and "Specialized programs".

careeronestop
your source for career exploration, training & jobs
Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network.

Login Español
Search CareerOneStop

Explore Careers Find Training Job Search Find Local Help Toolkit Resources For

Explore career options
[Assessments](#)
[Career videos](#)
[Highest-paying careers](#)

Find training and education
[Schools and programs](#)
[Scholarships](#)
[Certifications](#)

Job search planning
[Resumes](#)
[Interviews](#)
[Job postings](#)

Find local help and services
[American Job Centers](#)
[Unemployment](#)
[Specialized programs](#)

[Demo CareerOneStop](#)



Shondra's CareerOneStop Findings

Pg 120

| | |
|--|---|
| Position: | Genesis Healthcare Licensed Practical Nurse - LPN |
| Certification(s): | BLS/CPR |
| License(s): | Current or pending LPN |
| Degree(s): | Approved LPN program graduate |
| Certificate(s): | Advanced Cardiac Life Support |
| Status Check: Am I ready to apply for the job? | No |
| Status Check: Do I still require training or experience before applying for the job? | Yes, LPN |



Activity 5.4: Identify Training and Credentials Career Requirements Search

| | |
|--|--|
| Position: | |
| Certification(s): | |
| License(s): | |
| Degree(s): | |
| Certificate(s): | |
| Status Check: Am I ready to apply for the job? | |
| Status Check: Do I still require training or experience before applying for the job? | |

Go to <https://milgears.osd.mil/>, <https://usnlx.com>,
<https://www.cool.osd.mil/>, or <https://www.careeronestop.org/>



Methods to Gain Credentials

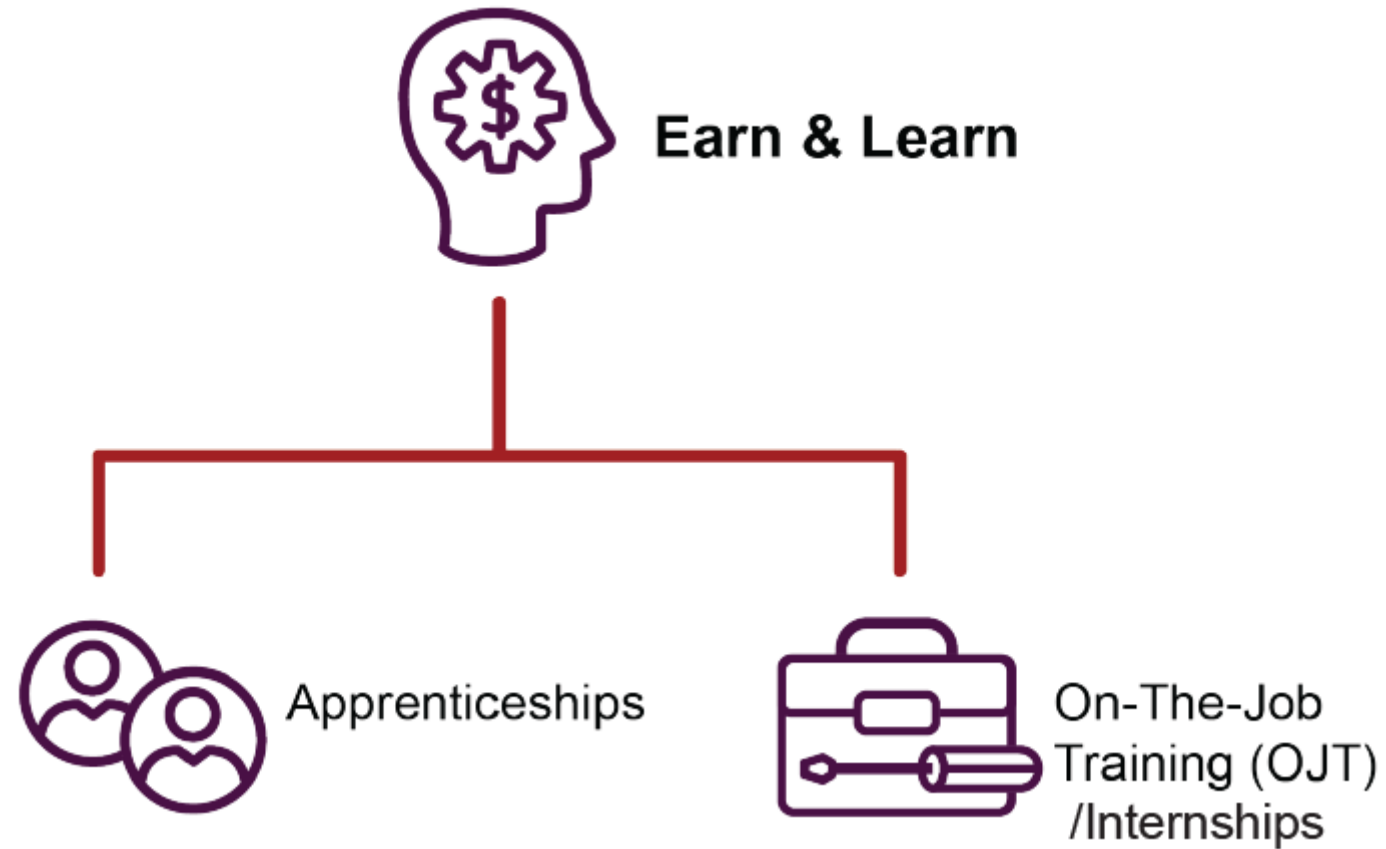
Earn and Learn



Study and Learn



Earn and Learn Methods



Study and Learn Methods



**Study and
Learn**



**Two-year
Community and
Technical
Colleges**



**Career and
Technical
Schools**

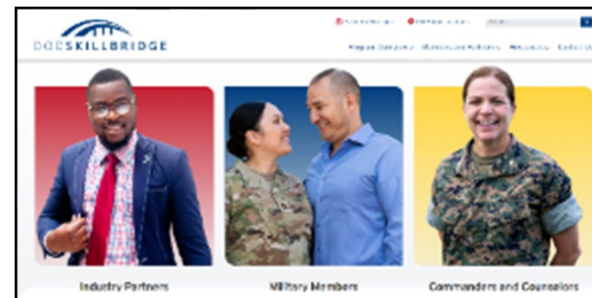


**Colleges and
Universities**

Earn and Learn Specific Programs

Pg 132

- US Department of Labor (DOL) Registered Apprenticeship Program (RAP)
- DoD SkillBridge
- United Services Military Apprenticeship Program (USMAP)





Demonstration 5.5: How to Search on Apprenticeship.gov

Pg 134



[Demo Apprenticeship.gov](https://www.apprenticeship.gov)



Gaining Additional Skills While on Active Duty

- United Services Military Apprenticeship Program (USMAP)
- DoD SkillBridge



United Services Military Apprenticeship Program (USMAP)

<https://usmap.osd.mil/index.htm>

- Formal program to complete civilian apprenticeship requirements.
- No extra time commitment besides documenting hours you have already worked.
- Nationally recognized “Certificate of Completion” from the DOL.



DoD SkillBridge

<https://skillbridge.osd.mil/>

May include:

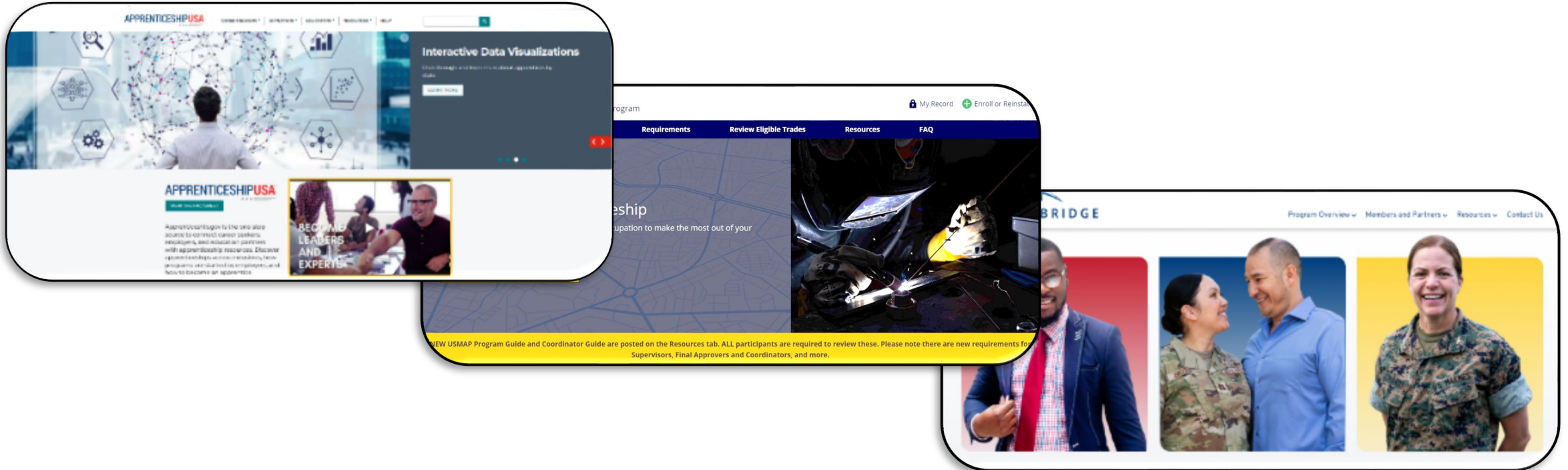
- Internships
- Accelerated training programs
- Professional certifications
- Corporate fellowships
- Licensing opportunities
- Networking opportunities





Activity 5.6: Searching for an Earn and Learn Program

Pg 139



Go to <https://www.apprenticeship.gov/>,
<https://usmap.osd.mil/index.htm>, or <https://skillbridge.osd.mil/>



Study and Learn Program Factors

Accreditation

- U.S. Department of Education. <https://ope.ed.gov/dapip/#/home>
- Council for Higher Education Accreditation (CHEA). <https://www.chea.org/>

Admission and Completion Rates

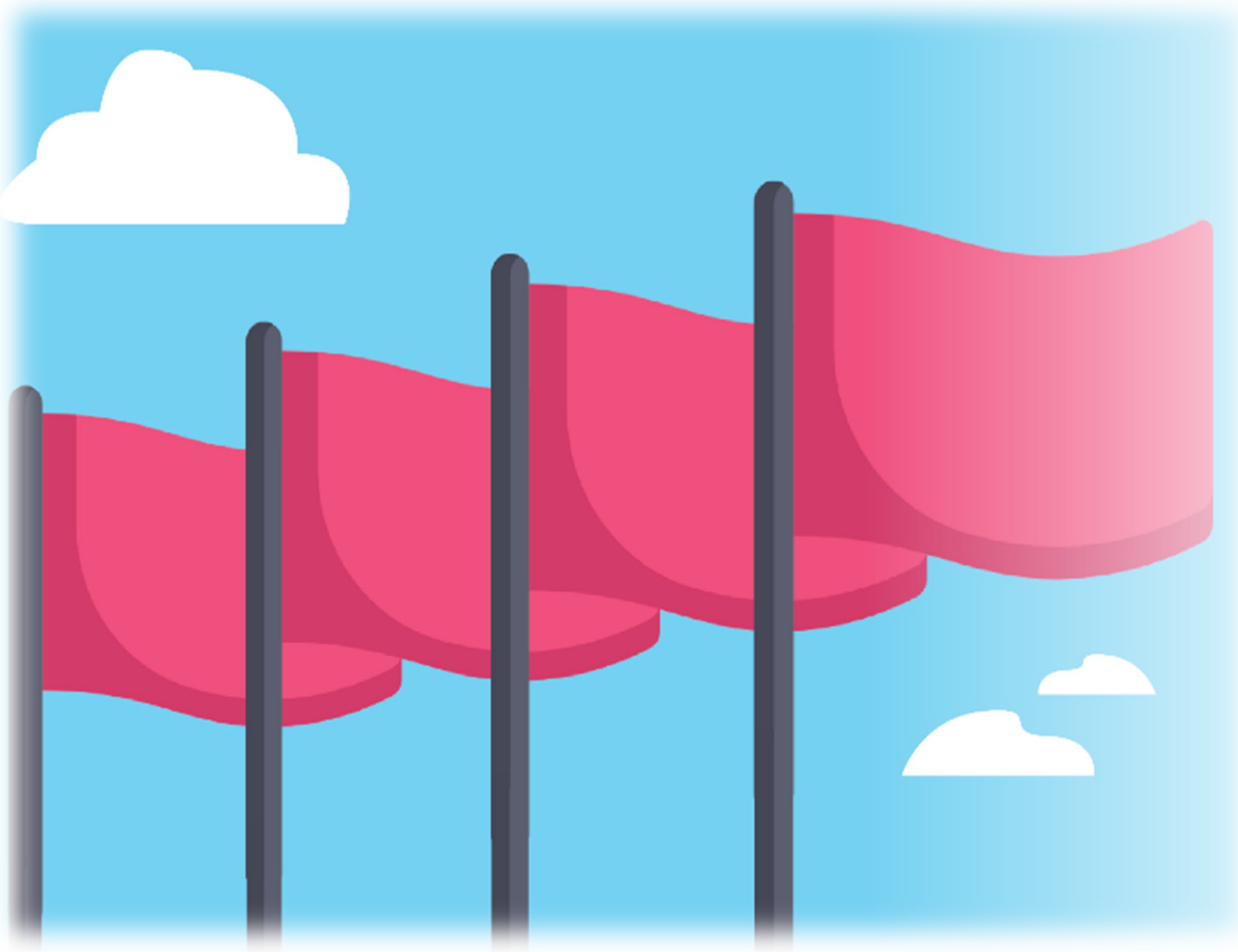
- College Results (CR). <https://collegeresults.org/>
- College Scorecard. <https://collegescorecard.ed.gov/>

Admission Requirements

Tuition and Fees

Red Flags

- Advertise High Job Placement Rate
- Few Qualified Instructors
- High Program Complaints
- Diploma Mills
- Predatory Institutions

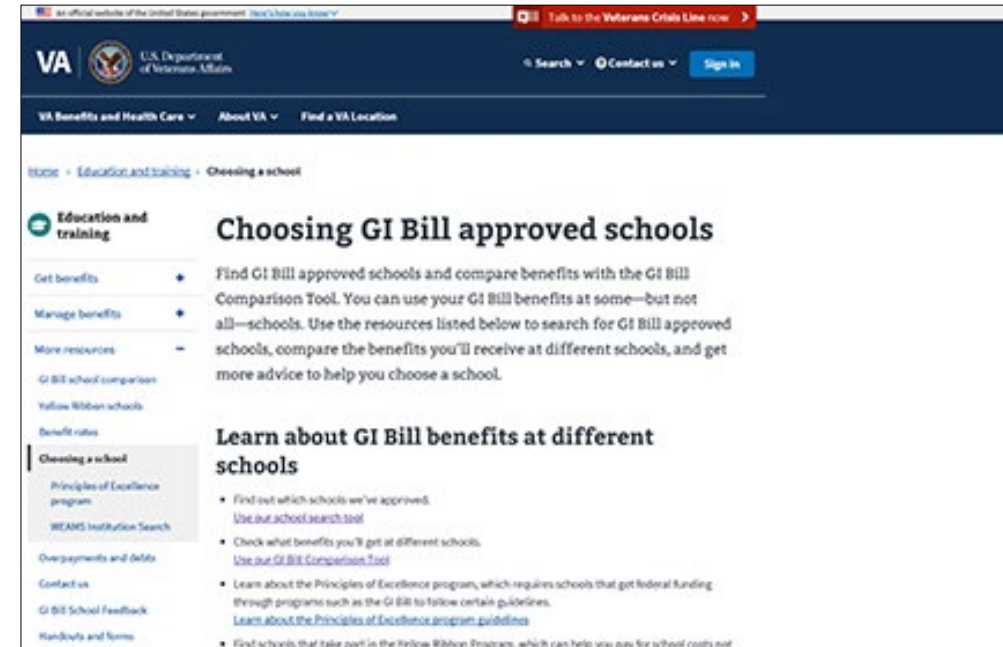


Additional Education Resources

**The Federal Trade Commission
Consumer Advice,**
<https://consumer.ftc.gov/>



Veterans Administration,
<https://www.va.gov/education/choosing-a-school/>



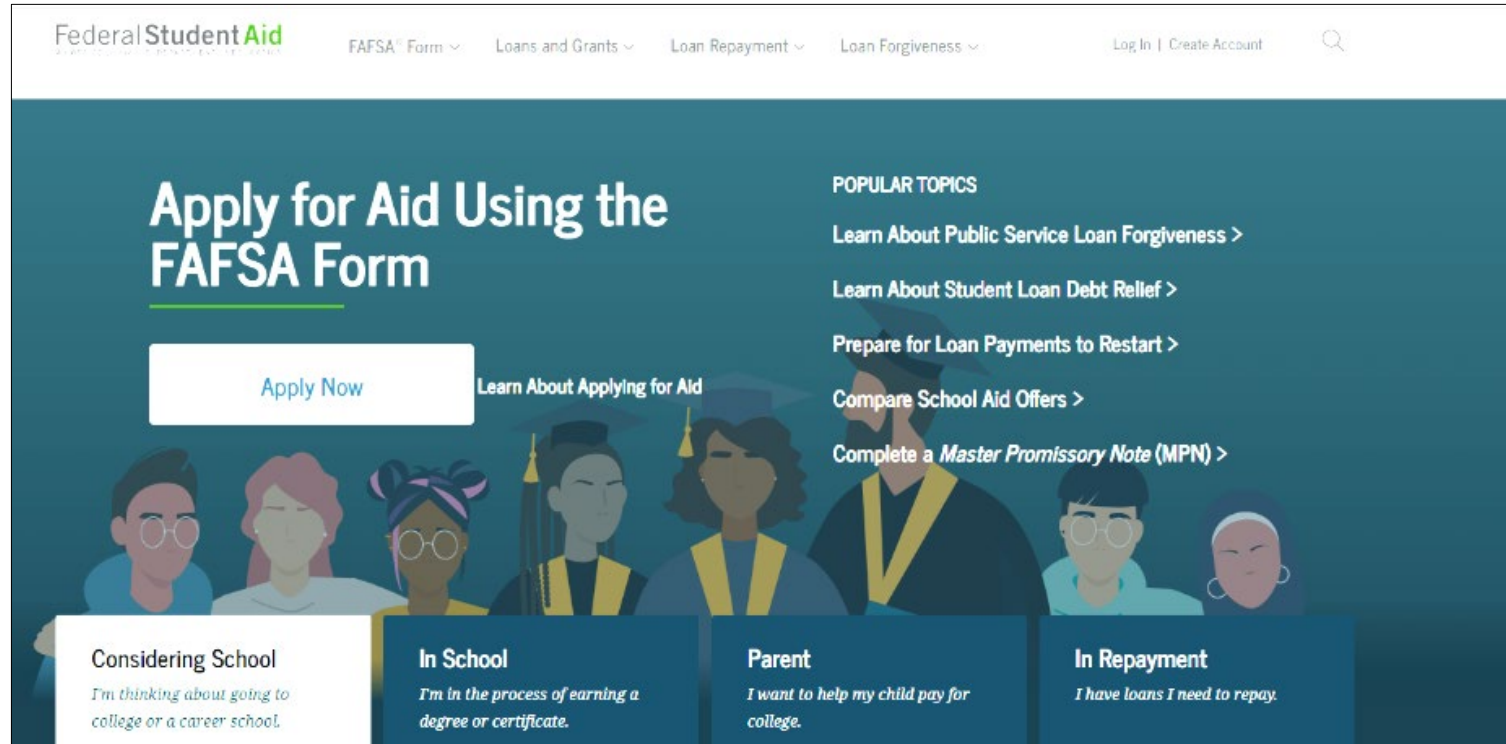
Funding Your Training and Education

- The U.S. Department of Education's Federal Student Aid program
- Veteran-Specific Funding Sources



Free Application for Federal Student Aid (FAFSA®)

Pg 147



<https://studentaid.gov/>

Veteran-Specific Funding Sources

Pg 148

- VR&E
- Yellow Ribbon Program
- Military Tuition Assistance Program
- VA GI Bill

Explore VA benefits and health care



[Health care](#)

Apply for VA health care, find out how to access services, and manage your health and benefits online.



[Disability](#)

File a claim for disability compensation for conditions related to your military service, and manage your benefits over time.



[Education and training](#)

Apply for and manage your GI Bill and other education benefits to help pay for college and training programs.



[Careers and employment](#)

Apply for vocational rehabilitation services, get support for your Veteran-owned small business, and access other career resources.



[Pension](#)

Apply for monthly payments for wartime Veterans and survivors with limited or no income who meet certain age and disability requirements.



[Housing assistance](#)

Find out if you're eligible for a VA-backed home loan. If you have a service-connected disability, see if you qualify for a housing grant to help you live more independently.



[Life insurance](#)

Explore VA life insurance options for Veterans, service members, and families. Manage your policy online, file claims for benefits, and access helpful resources.



[Burials and memorials](#)

Get help planning a burial in a VA national cemetery, order a headstone or other memorial item to honor a Veteran's service, and apply for survivor and dependent benefits.



[Records](#)

Apply for a printed Veteran ID card, get your VA benefit letters and medical records, and learn how to apply for a discharge upgrade.



[Service member benefits](#)

Find out what benefits you may be eligible for during service and which time-sensitive benefits to consider when separating or retiring.



[Family member benefits](#)

Learn about the benefits you may qualify for as a spouse, dependent, or survivor. And find out what you're eligible for as a family member caring for a Veteran with disabilities.



[VA department information](#)

Learn more about the VA departments that manage our benefit and health care programs.

<https://www.va.gov/>

Comparing Training Programs

Study and Learn Program Comparison Chart

| STUDY & LEARN PROGRAM DETAILS | PROGRAM 1 INFORMATION | PROGRAM 2 INFORMATION |
|----------------------------------|-----------------------|-----------------------|
| School / Program Name | | |
| Desired Credential | | |
| Accreditation | | |
| Length of Program | | |

Earn and Learn Program Comparison Chart

| EARN & LEARN PROGRAM DETAILS | PROGRAM 1 INFORMATION | PROGRAM 2 INFORMATION |
|---------------------------------|-----------------------|-----------------------|
| Job/ Program Name | | |
| Job Posted Date | | |
| Desired Credential | | |
| Accreditation | | |



Demonstration 5.7: Program Comparison Chart – Shondra’s Program Details

Pg 153

| Study and Learn Program Details | Program 1 Information | Program 2 Information |
|---------------------------------|--|---|
| School/Program Name | Eagle Gate College/ Practical Nursing | Emily Griffith Technical (EGT) College/Practical Nursing |
| Desired Credential | NCLEX-PN/Practical Nursing Diploma | NCLEX-PN/Practical Nursing Certificate |
| Accreditation | ABHES | ABHES |
| Length of Program | 12 Months | 12 Months |



Demonstration 5.8: Determine Your GI Bill Education/Training and Housing Benefits – Shondra’s Findings

Pg 154

[Home](#) > [Education and training](#) > [GI Bill® Comparison Tool](#)

GI Bill® Comparison Tool

Learn about and compare your GI Bill benefits at approved schools, employers, and VET TEC providers.

Search by name

Search by location

School, employer, or training provider

[Demo GI Bill](#)





Activity 5.9: Program Comparison Chart – Earn and Learn/Study and Learn

Pg 157

Earn and Learn, go to:

- <https://www.apprenticeship.gov/>,
- <https://usmap.osd.mil/index.htm>, or
- <https://skillbridge.osd.mil/>

Study and Learn, go to:

- www.careeronestop.org/FindTraining/find-training.aspx,
- <https://nces.ed.gov/collegenavigator/>,
- www.va.gov/education/choosing-a-school/, or
- <https://collegeresults.org/>



Additional Training Resources

**Free or Low-
Cost Learning
Opportunities**

Local Services

**DoD Voluntary
Education
Programs**

**Joint Services
Transcript
(JST)**

**Massive Open
Online
Courses
(MOOCs)**

Khan Academy

LinkedIn

TAP Resources

Core Requirements

TAP ONLINE COURSES

IMPORTANT INFORMATION

Resuming a course after pausing? Use the resume link provided in the registration confirmation sent to the email address you provided.

Completed a course and looking for your completion certificate?

- Downloaded your personalized certificate from the link sent to the email address you indicated.
- OR
- Click Get Started, reenter your name and email address exactly as you did on your first visit, and then download your personalized certificate from the link provided.

Core Requirements

Employment Fundamentals of Career Transition (EFCT)

This course lays the foundation for transitioning from military to civilian careers by introducing essential tools and resources needed to evaluate career options, gain information for civilian ... [\[More\]](#)

1:30 min [Get Started](#)

Financial Planning for Transition

This course provides transitioning service members with an understanding of how transition may impact their finances, and provides the tools and resources for a successful financial ... [\[More\]](#)

1:30 min [Get Started](#)

Managing Your (MY) Transition

This course emphasizes the importance of preparing for transition from military service into the civilian sector, and provides an overview of the Transition Assistance ... [\[More\]](#)

1:30 min [Get Started](#)

Military Occupational Code (MOC) Crosswalk

This course assists with identifying skills, and demonstrates how to map military skills training and experience into civilian occupational occupations for civilian ... [\[More\]](#)

45 min [Get Started](#)

VA Benefits and Services 5.0

This course explains how to navigate your transition journey with Department of Veterans Affairs (VA) benefits and services, including: supporting yourself and your family, getting career ready ... [\[More\]](#)

1:30 min [Get Started](#)

Wounded Warrior and Caregiver EFCT

This course is a blended learning delivery of the online Employment Fundamentals of Career Transition (EFCT) followed by instructor-led virtual sessions designed to meet the needs of transitioning ... [\[More\]](#)

1:30 min [Get Started](#)

Transition Tracks

TAP ONLINE COURSES

IMPORTANT INFORMATION

Resuming a course after pausing? Use the resume link provided in the registration confirmation sent to the email address you provided.

Completed a course and looking for your completion certificate?

- Downloaded your personalized certificate from the link sent to the email address you indicated.
- OR
- Click Get Started, reenter your name and email address exactly as you did on your first visit, and then download your personalized certificate from the link provided.

Transition Tracks

Education Track: Managing Your (MY) Education

This course, designed for anyone pursuing an undergraduate or graduate degree, includes information on choosing a field of study, selecting an institution, getting admission, and funding your ... [\[More\]](#)

1:30 min [Get Started](#)

Employment Track: Employment Workshop

This course presents a comprehensive view covering best practices in career employment, including: finding interview skills, building effective resumes, and using emerging technology to network and ... [\[More\]](#)

1:30 min [Get Started](#)

Entrepreneurship Track: Boots to Business

This course is for those interested in starting business ownership or other self-employment opportunities. Participants learn about evaluating business concepts, developing a business plan, the ... [\[More\]](#)

4:00 min [Get Started](#)

Vocational Track: Career and Credential Exploration

This course offers an opportunity to complete personalized career development assessments of occupational interests and abilities. Participants will then be guided through a variety of career ... [\[More\]](#)

1:30 min [Get Started](#)

Women's Health Transition Training 2.0

This course helps transitioning service members and recently separated women veterans understand the Department of Veterans Affairs (VA) health care benefits and services available to them, including ... [\[More\]](#)

1:30 min [Get Started](#)

TAP Curriculum, <https://tapevents.mil/>

TAP <https://www.dol.gov/agencies/vets/programs/tap>

On-Campus Veterans' Support Services



Gives

Provides

Helps

Invites

Connects

Department of Veterans Affairs VetSuccess on Campus (VSOC)

<https://www.benefits.va.gov/vocrehab/vsoc.asp>

Section 5 Progress

- ☑ Credentials Overview
- ☑ Methods to Gain Credentials
- ☑ Earn and Learn Programs
- ☑ Study and Learn Programs
- ☑ Funding Your Training and Education
- ☑ Comparing Training Programs
- ☑ Additional Training Resources



A close-up photograph of a red dart with a gold-colored ferrule and a silver-colored shaft, hitting the bullseye of a dartboard. The dartboard has a black and white segmented design. The background is a soft, out-of-focus green and yellow gradient.

6

**Preparing
Your
Resume**

Section 6

- ❑ Crafting a Targeted Resume
- ❑ Finalizing Your Resume



Crafting a Targeted Resume

Pg 172



Three Styles of Resumes

Chronological

- Time Based



- Preferred.
- Lists jobs in reverse chronological order.
- Describes your experiences and accomplishments.

Functional

- Skills Based



- Group your skills.
- Group your accomplishments.

Combination

- Time & Skills
Based



- Incorporates features of chronological and functional format.
- Categorizes your skills followed by work history.

Resume Content – Sections

- Contact Information
- Headline or Title (Optional)
- Summary of Qualifications
- Work Experience/ Accomplishments
- Education/Training



Contact Information

- Your name
- Your email
- Your phone number
- Your LinkedIn profile URL



Headline or Title (Optional)

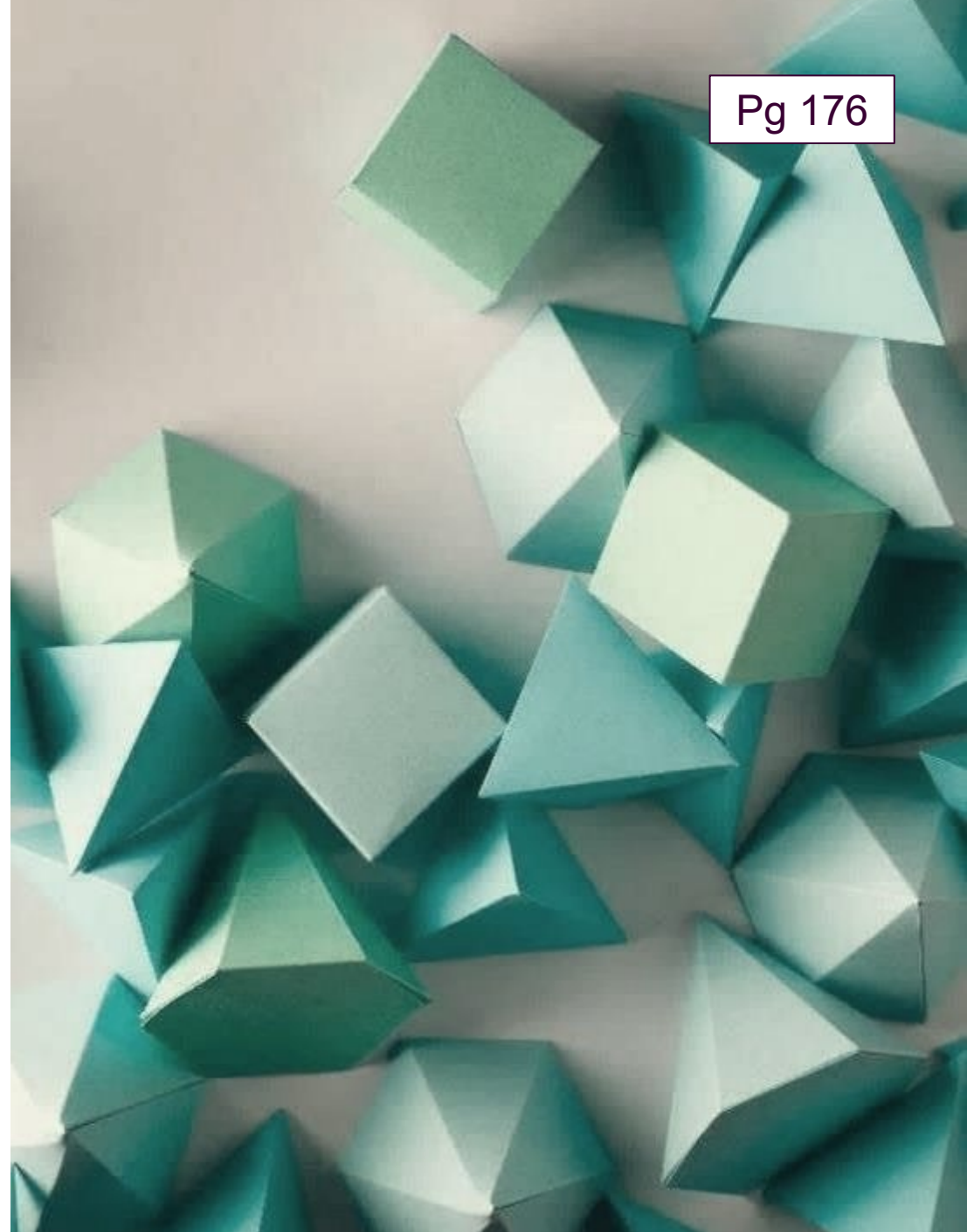
SECURITY ANALYST – CYBER SECURITY – SOFTWARE DEVELOPMENT

EDUCATOR | TRAINING MANAGER

BUDGET ANALYST • PROJECT MANAGEMENT • WORKFLOW OPTIMIZATION

Summary of Qualifications

- Bulleted list
- Paragraph
- Combination



Experience and Achievements

- Company information and keywords
- Employment history
- Achievements and/or results
- STAR method



STAR Method Achievement Statement



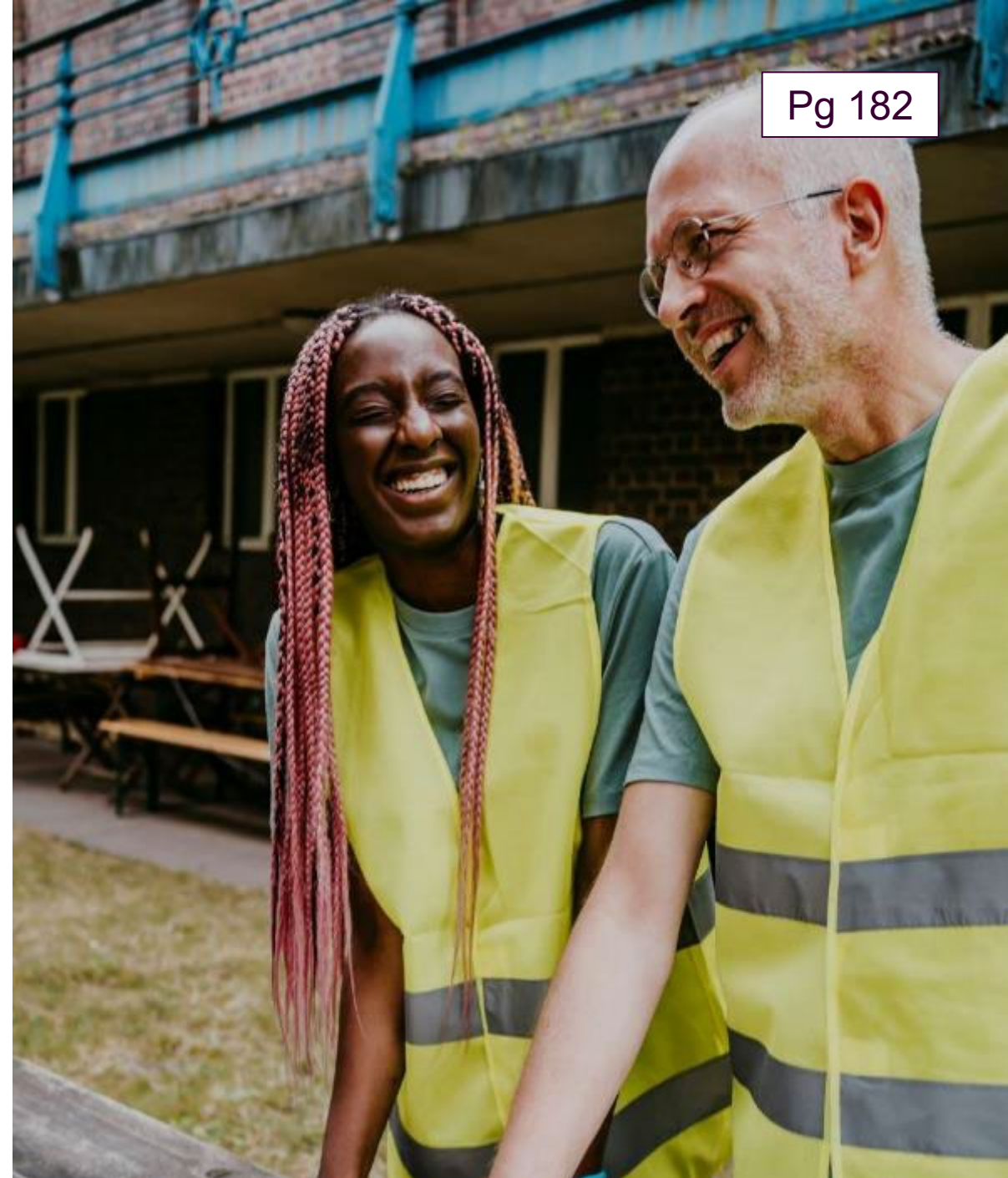
Education and Training

- Relevant degrees
- Institution locations
- Special honors
- Credit hours
- Relevant licenses

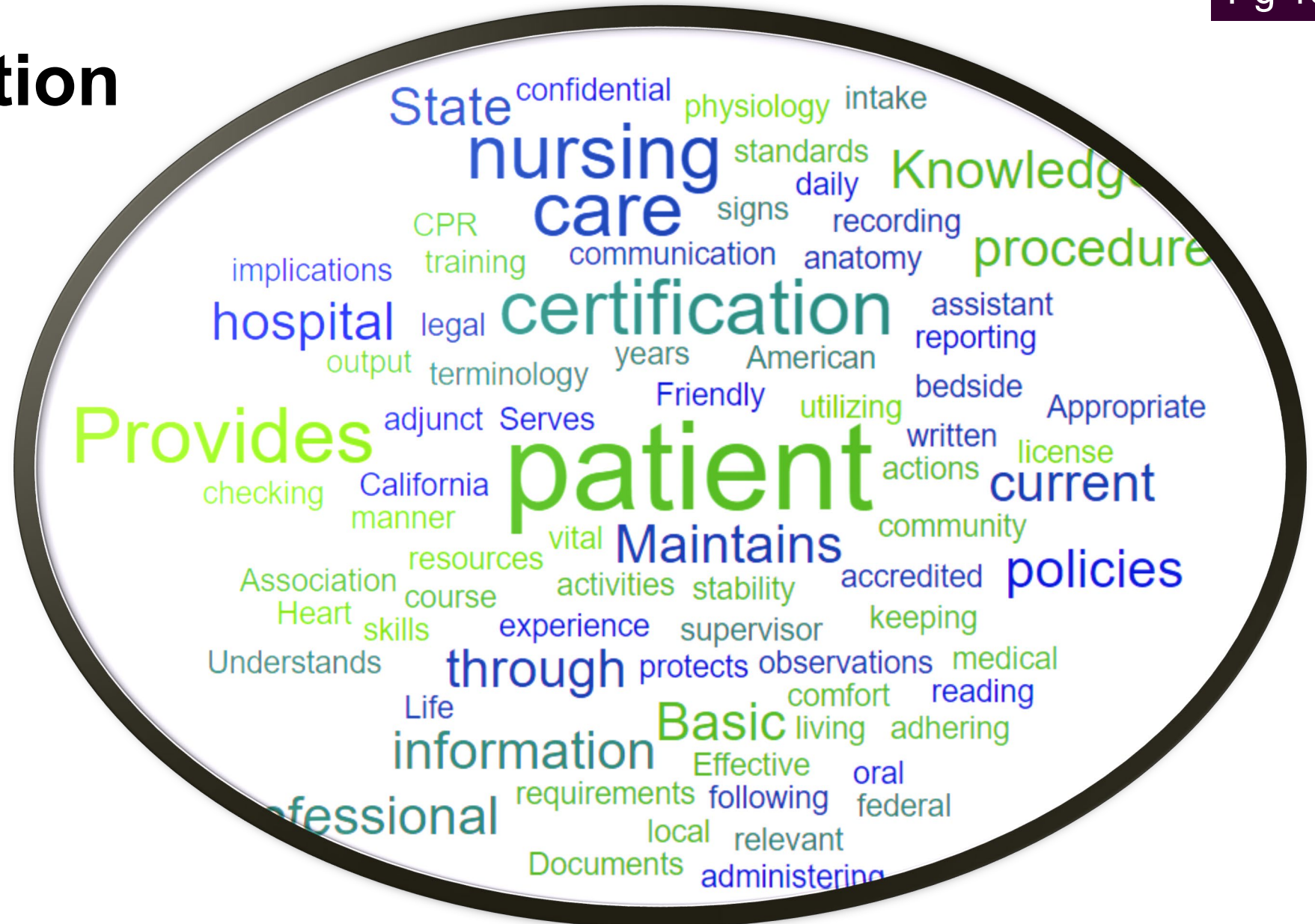


Other Additions

- Relevant Volunteer Service
- Select Awards



Pg 183



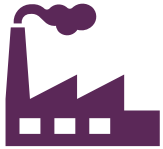


Activity 6.1: Identify Keywords in a Job Posting

Pg 184



- Keywords



- Industry-specific words



- Minimum requirements



- Education requirements

Shondra Baker

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EMERGENCY MEDICAL TECHNICIAN

- Seven years of experience as an emergency medical technician.
- Two years' experience as Lead Technician supervising a six-person medical team.
- Assisted physicians in the Emergency Department with trauma patients.
- Maintained National EMT, BLS, ACLS, and PALS.
- Mentored EMT students with clinical and classwork.
- Managed \$85K medical supply account with 100% accountability.
- Proficiency in Microsoft Office (Word, Excel, Power Point, Access, and Outlook).

WORK EXPERIENCE

U.S. Air Force June 20XX - Present
Lead Emergency Medical Technician February 20XX - Present
David Grant Medical Center, Travis AFB, CA

- Administer basic- and restricted-advanced life support (ALS) to patients on scene, in-route to hospital and in-hospital settings in accordance with federal, state, and local laws and standards.
- Perform triage to assess the nature and extent of injury or illness to establish and prioritize medical procedures.
- Rescue and extricate victims of accidents, sudden illness, or entrapment using proper rescue and medical techniques.

Emergency Medical Technician July 20XX - January 20XX
Deployment Site, Undisclosed

- Led 8-person response team, 4.8K clinical visits, 12 Aero-medical evacuations, and over 350 ER runs; ensured life-saving techniques were executed.
- Operated and maintained care of six emergency vehicles to include supply maintenance and infection control for 100% availability.
- Thoroughly documented assessments, physical findings and treatment rendered in pre-hospital setting on patient care reports within 24 hours of dispatch.

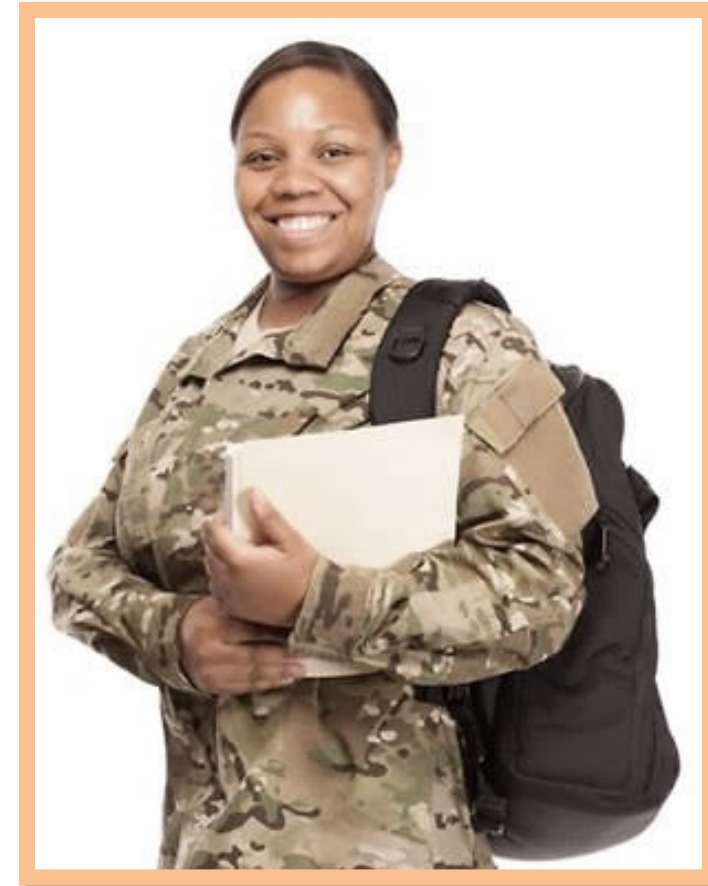
Emergency Medical Technician June 20XX - February 20XX
Keesler Medical Center, Biloxi, MS

- Participated in hospital performance improvement activities; improved safety and patient outcomes by 20%.
- Performed procedures such as injections, immunizations, management of infections, and EKGs.
- Provided patient care across 200-bed facility and assisted patients with daily activities.
- Performed phlebotomy with precision on all age groups from newborn to geriatric.

EDUCATION AND TRAINING

- Associate of Applied Science in Allied Health Sciences, Community College of the Air Force
- Nationally Registered Emergency Medical Technician EMT-B, 20XX
- ACLS and PALS certification, 20XX
- Emergency Vehicles Operations Course (EVOC), 20XX

Shondra's Resume



Finalizing Your Resume

Review:

- Grammar and spelling errors
- ATS compliance
- Job posting match



Section 6 Progress

- ☑ Crafting a Targeted Resume
- ☑ Finalizing Your Resume





7

Taking Your
Next Steps

Section 7

- ☐ Planning for Success
- ☐ SMART Goals
- ☐ Creating Your Career Action Plan

SECTION



Planning For Success

- Career of Choice
- Goals
- Skills and Credentials
- Training Program
- Cost and Funding
- Action Items

| | | |
|--|--|--|
| CAREER OF CHOICE: | | |
| GOALS | | |
| Short-range Goal (<1 year) | | |
| Medium-range Goal (1-5 years) | | |
| Long-range Goal (>5 years) | | |
| SKILLS AND CREDENTIALS | | |
| Current | | |
| Desired/Required | | |
| TRAINING PROGRAM | | |
| Training Program | | |
| (Length/Dates) | | |
| COST AND FUNDING | | |
| Estimated Program Costs | | |
| Potential Funding | | |
| Other Notes | | |
| ACTION ITEMS | | |
| Whom do I need to call, write, or visit? | | |
| What do I need more information about? What am I unclear about? | | |
| What specific questions do I need to ask to get clarifications? | | |
| What things must I do next? | | |
| Other | | |

SMART Goals



SPECIFIC



MEASURABLE



ACHIEVABLE



REALISTIC



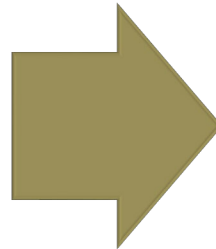
TIMELY



Demonstration 7.1: Create a SMART Goal

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1. Specific
2. Measurable
3. Achievable
4. Realistic
5. Timely



SMART GOAL

Shondra's SMART Goal

Become an LPN within two years by first completing an apprenticeship, followed by attending Eagle Gate College in Phoenix, AZ.



Activity 7.2: Create a SMART Goal

- S** 1. **Specific:** Break into smaller steps.
- M** 2. **Measurable:** How much? How many?
- A** 3. **Achievable:** What steps should I take?
- R** 4. **Realistic:** Am I willing to commit to this goal?
- T** 5. **Timely:** When should I complete each step?

My SMART Goal:

Creating Your Career Action Plan

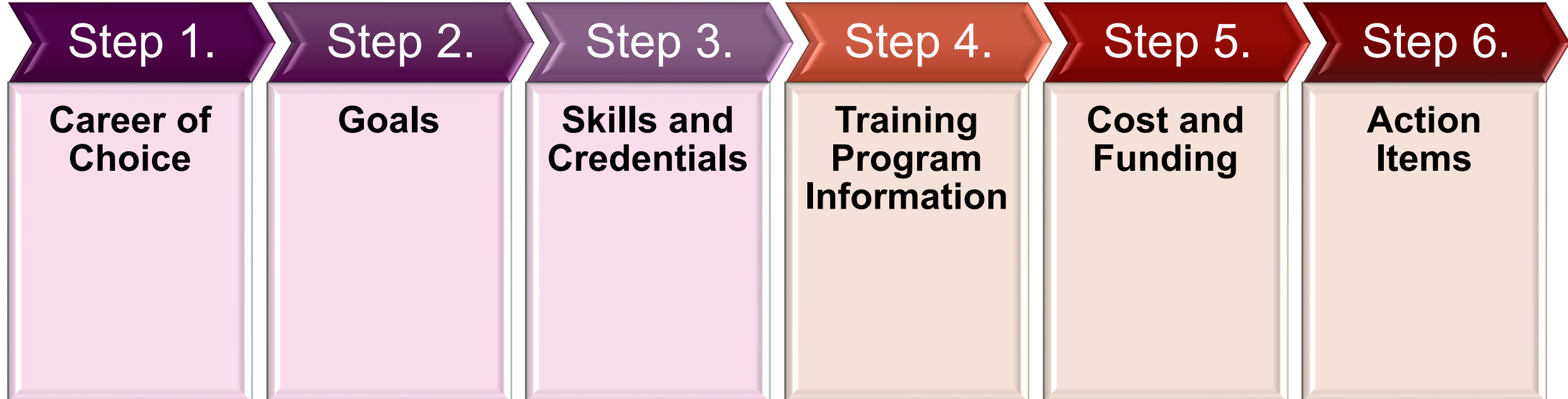
- Clarify objectives
- Develop strategies





Activity 7.3: Complete Your Career Action Plan

Pg 202



Evaluate Your Career Action Plan

Pg 206

- Did you have a specific career goal?
- Did you enter action items with specific contact information?
- Did you add dates for each item to ensure they are time-bound?

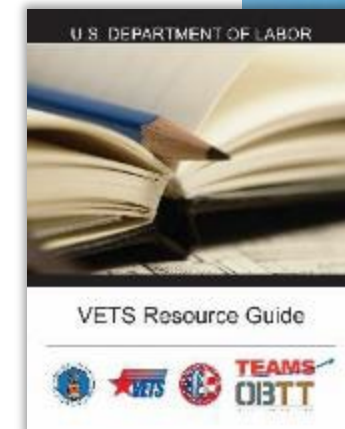


Additional Resources

Installation Transition Staff or TAP,
<https://tapevents.mil/>

CareerOneStop,
<https://www.careeronestop.org/>

The VETS Resource Guide,
dol.gov/C2Ematerials



Section 7 Progress

- ☑ Planning for Success
- ☑ SMART Goals
- ☑ Creating Your Career Action Plan



Workshop Summary

Pg 208



The image features a close-up of the American flag, with the red and white stripes visible on the left and right sides. The background is a deep blue, filled with out-of-focus, glowing white and light blue circular bokeh lights. Centered in the image is the text "Thank You" in a large, white, sans-serif font.

Thank You

Complete Course Evaluation



Transition Assistance Participant Assessment



- You have reached the redirect page for the Department of Defense Transition Assistance Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.
- If you experience any difficulties accessing the assessment or while completing the assessment, please contact the Processing Center by sending an e-mail to DMDC.TGPSP-Assessment@mail.mil.

[Click Here to Take the Assessment](#)

Authorities: [10 USC 1782](#)

Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)

Results: [OPA.mil](#)

[Accessibility/Section 508](#)



<https://www.dodsurveys.mil/tap/>