

in this issue

what's new.....	1
spotlight.....	2
solutions.....	3
other resources.....	3
events.....	3
contact us.....	3
coming soon.....	3

take notice

The mySkills myFuture Community is an online forum for mySkills myFuture users. Read more on page 3.

E-mail your feedback and comments to info@CareerOneStop.org.

what's new

CareerOneStop's Resume Guide

The Resume Guide (www.CareerOneStop.org/ResumeGuide) will help you create a resume that will stand out in today's job market.

The revised Resume Guide features updated sections on embedding keywords in your resume, posting your resume online, and using social networking sites to help get your resume into the right hands.

You'll also find:

- A step-by-step plan for what to include in your resume
- Tips for writing, formatting, and polishing
- Sample resumes from a variety of job seekers
- Ways to market your resume and get it into the right hands
- How to make the most of the Internet and tools like LinkedIn and Facebook
- Answers to the most frequently asked resume questions

spotlight

Workforce Credentials: The Key to Success in Today's Job Market

Today, more jobs than ever require education and training beyond high school. One study predicts that by 2018, 63 percent of all jobs will require postsecondary education—up from 28 percent in 1973.

What does this mean for job seekers and career changers? It means that updating their skills and gaining workforce credentials—whether college degrees, certificates, or certifications—will be more crucial to landing and keeping a job than ever before.

CareerOneStop can help students, workers, and laid-off job seekers identify and gain the workforce credentials they need to advance their career. Read more on page 2.

spotlight

Workforce Credentials: The Key to Success in Today's Job Market

Learn about the variety of workforce credentials at CareerOneStop:

🔍 Certification Finder

Use CareerOneStop's Certification Finder to search more than 4,000 certification opportunities across the United States. Certifications—awards earned by passing a skills- and knowledge-based test in a particular occupation—are a great way to demonstrate knowledge, skills, experience, and commitment to current or potential employers. Search for certifications by occupation, industry, or keyword at www.CareerOneStop.org/CertificationFinder.

🔍 Short-Term Training Finder

Locate local training programs where you can earn a certificate, diploma, or award in less than two years with CareerOneStop's Short-term Training Finder. Search for programs at public and private institutions in your local area—or select any state or ZIP code—at www.CareerOneStop.org/ShortTermTraining.

🔍 Education and Training Finder

Two- or four-year college degrees can prepare you for a career in any occupation or industry. Locate degree programs at any accredited institution—both public and private—using CareerOneStop's Education and Training Finder. Search by occupation, program name, or school or institution name at www.CareerOneStop.org/EduTrainingFinder.

🔍 Licensed Occupations

Licenses are credentials that are legally required for some occupations. Licensing requirements often vary by state. To identify requirements for specific occupations and states, search CareerOneStop's [Licensed Occupations](#).

🔍 More Credentialing Options

Check out other ways to gain workforce credentials:

Apprenticeship Programs offer supervised, structured, on-the-job training combined with related coursework. Learn more at www.CareerOneStop.org/Apprenticeship.

Military training and experience can also lead to credentials:

- The [U.S. Military Apprenticeship Program \(USMAP\)](#) allows active duty Coast Guard, Marine Corps, and Navy service members to complete civilian apprenticeship requirements. (<https://usmap.cnet.navy.mil/usmapss/static/genInfo.jsp>)
- The [U.S. Army's Credentialing Opportunities On-Line \(Army COOL\)](#) helps service members find civilian credentials related to their military occupational specialty. (<https://www.cool.army.mil/index.htm>)
- The [U.S. Navy's Credentialing Opportunities On-Line \(Navy COOL\)](#) helps service members find civilian credentials related to their military occupational specialty. (<https://www.cool.navy.mil/>)

events

CareerOneStop will be at the following conferences:

- **American Library Association Annual Conference**
June 24 - 27, 2011
New Orleans, LA
- **National Career Development Association Annual Conference**
June 30 - July 2, 2011
San Antonio, TX
- **National Council of La Raza Annual Conference**
July 23 - 26, 2011
Washington, D.C.

contact us

Subscribe to the quarterly newsletter, **Connections**, at (www.CareerOneStop.org/Newsroom).

Please share your feedback with us or ask to be removed from the email list by contacting:

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E-mail: info@CareerOneStop.org

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TTY: 1-877-348-0501

solutions

Competency Model Clearinghouse: New Models and Resources

The CMC features an updated version of the Energy Model (www.CareerOneStop.org/CMC/Energy) and three new competency models—Long-term Care, Supports, and Services (www.CareerOneStop.org/CMC/LTC), Health: Electronic Health Records (www.CareerOneStop.org/CMC/EHR), and Commercial and Industrial Construction (www.CareerOneStop.org/CMC/Construction).

Listen to a podcast introducing the Long-term Care Model to hear the experts describe its uses. The CMC Users Showcase features two new Case In Point stories that provide examples of how models can be used. Read how the United States Geospatial Intelligence Foundation (USGIF) (www.CareerOneStop.org/CMC/Users) developed guidelines for accrediting Geospatial programs leading to a certificate based on the Geospatial Technology Competency Model (GTCM), and the Northeast Green Education Center (NGEC) (www.CareerOneStop.org/CMC/CaseInPoint/CIN) customized the Residential Construction Competency Model to create a Weatherization Model.

other resources

CareerOneStop announces the [mySkills myFuture Community](http://mySkillsmyFuture.org), a forum for users of the website to share ideas and experiences with their peers. Job seekers, workforce professionals, website developers, and anyone else interested in mySkillsmyFuture.org or skills transferability can join community.mySkillsmyFuture.org to discuss the site and related topics. Joining is free and easy. Members can submit comments and suggestions about what works on mySkills myFuture, what could work better, and ideas for future development.

coming soon

CareerOneStop's Scholarship Search Finder will be updated this summer.