

DYERSBURG STATE
COMMUNITY COLLEGE



CAREER TOOLKIT

**Job Application • Resume/Cover Letter
Soft Skills • Hard Skills • Interview**

ONLINE JOB APPLICATION

- Read the instructions carefully before you begin the application process.
- Complete all the application fields. Use N/A (not applicable) when appropriate.
- Gather everything you need ahead of time to submit your application, including employment dates, contact information for previous employers, supervisors, and your references.
- If you have certifications or licenses, make a list of your registration numbers and any other information for your credentials.
- Copy & paste sections from your resume into the appropriate fields OR upload your resume (plain-text format) so the system can populate your information into the fields.
- Be sure to maximize the space on your application by providing full descriptions of your work history relative to the position for which you are applying.

RESUME / COVER LETTER

- Try to include these main categories in your resume:
 - Heading
 - Career Objective
 - Skills, Experience and/or Personal Attributes
 - Education
 - Employment History / Volunteer History
- Your cover letter is your first contact with a potential employer.
 - Keep your letter short and simple
 - Send the letter to the one who will hire you
 - Explain why you are writing the letter
 - Give three solid reasons why you are the one to hire

SOFT SKILLS - IMPORTANT SKILLS EMPLOYERS WANT TO SEE

- Communication Skills - Verbal and non-verbal skills to show your professionalism.
- Teamwork - Cooperating to reach common goals at work.
- Problem Solving and Creativity - Collecting and analyzing information. Making decisions.
- Flexibility - Adapting to change is positive.
- Conflict Resolution - Differing opinions can be accepted. Self-control is strength.
- Professional/Technical Ethics - Initiating honest behavior in all aspects of work.
- Positive Attitude - Changing your thinking to positive is under your control.
- Time Management/Organization - Prioritize what is most important. Being on time is a plus.
- Self-Confidence - "Dress for Success!" You are important in and out of work.

HARD SKILLS

These skills are acquired through formal education and training programs. Hard skills include skills needed for the specific job you are interested in such as: computer programming, typing, accounting, finance, writing, etc.

INTERVIEW

- Prepare for the interview by practicing with a friend.
- Dress professionally.
- Share why you want to work at that company.
- Use manners, make good eye contact, and speak clearly.
- Be early. Know where to go before the interview.
- Turn off your cellphone during the interview.
- Be honest and emphasize your positive points.



Scan QR code for
Job Search
Assistance Resources



JOB SEARCH ASSISTANCE

This information is provided by the DSCC Career Services Center. Remember, DSCC posts job announcements for part-time, seasonal, full-time, and internship positions on the Employment Opportunities for Students webpage at www.dsc.edu/employment

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Please contact Carol Pham, at 901-475-3105 or email cpham@dsc.edu or Ms. Carmen Pfeifer, Counselor/Career Services Coordinator, at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC Career Counseling webpage at www.dsc.edu/career-counseling.

Upload your resume to www.Jobs4TN.gov.

In addition, your local TN Career Center/American Job Center provides more career service information to help you become successful with your job search. (See last page for TN Career Centers in DSCC's service area.)



The American Job Center (AJC) is a community resource dedicated to improving employment opportunities in its service counties. AJC helps match job seekers with local businesses who are hiring, and provides residents with services, training, skills, and education to promote personal growth and professional advancement.

WORKFORCE DEVELOPMENT

DSCC's Workforce Development Division provides learning opportunities through our certificate programs, workforce development and customized training, personal enrichment and youth programs.

DIVISION OF WORKFORCE DEVELOPMENT CONTACT INFORMATION:

Rodney Alford

Director of Workforce Development
Phone: 731-286-3265
Email: alford@dsc.edu

Dr. Amanda Walker

Vice President of External Affairs
Phone: 731-286-3346
Email: amanda@dsc.edu



The Workforce Innovation and Opportunity Act (WIOA) offers several needs-based ways of paying for college.

- For specific questions regarding eligibility for residents of Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake Obion, and Weakley Counties, please contact Connie Stewart at 731-286-3364 or stewart@dsc.edu
 - o www.dsc.edu/financial-aid/types-of-financial-aid/ (Select Learn more about WIOA)
- For specific questions regarding eligibility for residents of Fayette, Lauderdale, Shelby, and Tipton Counties, please contact the American Job Center of Greater Memphis by calling 901-707-8419.
 - o www.dsc.edu/financial-aid/types-of-financial-aid/ (Select Learn more about the American Job Centers)
- To search online for an American Job Center in your local area, visit www.dsc.edu/financial-aid/types-of-financial-aid/ (Select American Job Center Finder & CareerOneStop)



Scan to learn more
Financial Aid & WIOA



Scan for Career One Stop
& Find an American Job Center
near you

The American Job Centers system is coordinated by the U.S. Department of Labor's Employment and Training Administration (ETA). You can also find a center by calling ETA's toll-free help line at 1-877-US-2JOBS (TTY: 1-877-889-5267).

CONTACT INFORMATION:

Carol Pham, Career Counselor, 901-475-3105 or cpham@dsc.edu



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