



DYERSBURG STATE
COMMUNITY COLLEGE



CAREER TOOLKIT

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.

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.

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.

HARD SKILLS - Job Specific 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.

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.

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, Career Counselor, 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 Exploration website at www.dsc.edu/career-exploration/
Upload your resume to www.tn.gov/jobs4tn

In addition, your local American Job Center provides more career service information to help you become successful with your job search. (See the last page to find an American Job Center near you)



**Scan QR code for
Job Search
Assistance Resources**



**Scan QR code for
Employment Opportunities
for Students**



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:

Van Wylie

*Interim Director of Workforce Development
Director of Small Business Development Center*

Phone: 731-286-3201

Email: wylie@dsc.edu

James Green

Assistant Director of Workforce Development

Phone: 731-286-3267

Email: jmgreen@dsc.edu



Workforce Innovation and Opportunity Act

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

Learn more about WIOA

For specific questions regarding eligibility for residents of Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, and McNairy counties, please contact your local American Job Center.

Southwest TN locations

For specific questions regarding the eligibility of residents of Shelby County, please call 901-707-8419.

For specific questions regarding the eligibility of residents of Fayette, Lauderdale, and Tipton counties, please contact your local American Job Center.

[Learn more about the American Job Centers](#)

To search online for an American Job Center in your local area, visit American Job Center Finder | CareerOneStop



Scan to learn more
Workforce Development



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



Start HERE. Go ANYWHERE.
www.dsc.edu