

Welcome to Former Student Career Services

The Career Center, with support from your Association of Former Students, has assembled powerful resources to help you identify and explore career options and to help you throughout your job search. Most successful job searches require much more than a resume review and access to job listings. Our resources provide you with a proven networking strategy and tools to help you identify organizations and contacts at those organizations to help successfully navigate the hidden job market. This is a quick tour to familiarize you with some of our key resources until we can get together and discuss your specific needs. Please print this article as a reference guide.

We look forward to the opportunity to work with you to improve your resume. Please invest time to review our resume improvement tips and complete any needed updates before sending to us for review.

This link should prove helpful

<http://www.aggienetwork.com/careers/resumes.aspx>

Career development resources are available to you as a Former Student throughout your career and are provided at no cost to you when accessed through www.Aggienetwork.com/careers. Please remember, these resources cannot be provided without cost. They were not provided by the State of Texas. They were paid for each year by loyal Aggies supporting the Aggie Network through The Association of Former Student's Century Club fund. If you are not participating in this annual fund, please reconsider after these resources help you advance your career.

You may not know what employment options are out there for you or where you best align. So let's help you find your fit. You may be considering shifting to an entirely new career field. You may just be seeking contacts to help strengthen your network. Our resources are designed to help you meet either goal. Please continue reading and we will address those situations momentarily.

THE FIRST QUESTION



**“Why should we
consider hiring you?”**

Or

***What can you bring to our
organization that we would be willing
to spend tens of thousands of dollars
to acquire?***



This “First Question” is important to remember throughout your search and your career. The answer is the reason an organization is willing to invest in you as a new hire and why they pay to retain you.

The answer usually involves more than what is written into a job description's requirements. Invest time to research each organization that you are interested in so that you can help them see that you are the best match for their needs. Our Team can show you effective resources for identifying existing and evolving needs to help you stand out amongst the competition.

To access these resources register at <http://www.aggienetwork.com> if you have not already done so. It's free!!

While you are filling out your profile, consider setting up an e-mail address through Aggienetwork.com. It is basically an adaptation of g-mail and is designed for remote accessibility and ease of use.

Think about it. If you are an employer, would you be more likely to open an unsolicited e-mail from gmail.com, yahoo.com, or AggieNetwork.com?

Once your account is set up, select the **Getting Started** link.

The first three steps in this chart provide you key resources to support your search. The remainder of this page is designed to provide you a step-by-step strategy for a job search developed around the use of informational interviews...which are designed to help identify needs and contacts in the hidden job market where 60% of job opportunities exist.

- Up to Careers
- Getting Started
- Access HireAggies
- CareerBeam
- Perfect Interview
- Career Consultation Meeting
- CareerShift

Getting Started

Most successful job searches are built on a strategy designed to help one methodically identify and secure employment opportunities. This Strategy Page will serve as your base of operations to review key objectives within a successful job search. The Key Steps provide links to information and resources designed to help you accomplish each step to achieve each objective.

As you work your way through this site make sure to capture your questions for the Former Student's specialists. After answering your immediate questions, we can help you plan and implement your job search using these proven tools and strategies to help you identify and secure jobs both in the "wired world" and more importantly in the "hidden job market" where 75% of all jobs exist.

Objectives	Key Steps
Set Accounts with key online resources.	<ul style="list-style-type: none"> Set up HireAggies access Set up CareerBeam.com access Set up Perfect Interview access
Set consultation meeting with Former Student Specialist Team	Discuss your questions and needs to fully utilize resources and establish follow-up routine.
Identify and document your strengths, knowledge, skills, accomplishments and experience that could be of value to prospective employers.	<ul style="list-style-type: none"> Build your resume inventory Build your strongest baseline resume.
Identify and explore types of jobs and industries that align with your interests and long term goals.	Explore career aptitude and interests resources. Identify and research industries and target jobs.

As you work down through the steps you will see **links** to articles that provide more in depth information on each respective topic.

These **Career Topics and Resources links** are also assembled on a link page for future reference and quick access.

One essential step of your search will be to **Create your Resume Inventory.** Please, **DO NOT SKIP THIS STEP!** Your

Career Links

- Getting Started
This page will serve as your home base to review key objectives within a successful job search.
- HireAggies
An exclusive benefit to former students who have an AggieNetwork.com account.
- CareerBeam
A resource for coordinating your job search steps.
- Perfect Interview
- Online Resources
The central location for many of the online services listed above.

Career Topics and Resources

- Topics and Resources
Creating the Resume Inventory / Effective Networking / Dress for Success / see all...
- Career Consultation Meeting

resume inventory will help you identify and document basic, transferrable, and often forgotten knowledge, skills, abilities (KSAs) as well as experiences that are on Hiring Managers shopping lists. The process of “wordsmithing” each line of your resume to highlight the value or impact that you delivered with each of your KSAs and from your prior experience will also help when you recount your talents in future conversations with someone that may be your next manager. The **Baseline Resumes** article will help you focus resumes along differing targeted career paths.

With your updated resume in hand, you will be seeking networking contacts. The natural first response is to reach out to family, friends, and your existing network of contacts. That is a good first step and an even better place to practice.

Networking conversations have proven to provide amazing results and opportunities. The Former Student Career Services Team can help you ease into this networking process. The article discussing **Effective Networking** is based on years of business development and networking experience with Aggie networking groups like the Reveille Club in Houston. We have learned through experience that asking someone, whom you do not know, if they have job openings often forces a networking contact into an awkward position. Their instinct is to react defensively, say no and end the conversation. The approach we promote is designed to remove those tensions for both participants resulting in a more productive conversation.

The **Reconnect** link at Aggienetwork.com is a great resource for locating contacts with local **A&M Clubs** or within your **Class Pages**.

The **Find an Aggie** directory includes over 450,000 contacts with connections to Texas A&M. You will notice several options are available within the directory to help identify potential contacts. Search by **Major** to see the range of jobs held by Aggies that are in your area of interest. If you see job titles that interest you, consider searching by that job title using the **Position** search field. If you are interested in an **Occupation** field or a specific **Company** you can search within those fields. Moving to a new **City**? Connect with Aggies in those cities for the local perspectives and insights.

You can also seek out Aggies from Student Organizations where you have shared experiences using the **Activity** search tool.

Each name provided from a search provides access to that Former Student’s **Profile Page** and contact information they have provided to The Association of Former Students. Simply click the e-mail link or use the preferred phone option to request an opportunity for an informational interview. Consider building a cross section of 100 contacts to jump-start your network development. Don’t forget to follow correspondence with thank you notes for their time and assistance.

Aggie Ring - Giving - Reconnect - Events - Career Tools - Multimedia

Find an Aggie

First Name:
Last Name:
Class Year: from to
Aggie ID:

[Advanced Search Options](#)

AGGIE | SILVERTAPS
 Limit Searches to Silver Taps Listings

School Information

Degree:
Major:
Activity:
Start typing the activity you are looking for below. Results will be filtered based on your input. You can only search by one activity at a time. If you are having problems locating someone in the Corps, try "Corps Outfit Unknown".

Geographical Information

Residential Business

City:
State:
Zip:
Country:

Business Information

Occupation:
Company:
Position:

Frequently Asked Questions

[What is the "Find an Aggie" Tool?](#)
[How do I use it?](#)
[Why do I only get 2,000 results?](#)
[Terms of Use](#)

Click on a person in the results to get more contact information. Your account is limited to 500 of such detailed results per day.

Current Detailed Lookups: 0 of 500.

Find an Aggie Business

The Association of Former Students has partnered with **MaroonBook** to provide an online Aggie business directory.

Not certain how to initiate your request for an informational interview? Refer back to the **Effective Networking** article. It even offers a script that can be used as an e-mail request or voicemail message to help you request a networking conversation. We are revising the content of that script to read as follows:

"Good Morning MR/MS _____,
My name is _____. I am in the process of exploring career paths within your industry and located your contact information while exploring the "Find An Aggie" directory at the AggieNetwork.com website. Would you have a few minutes to share your perspectives and any insights regarding your industry that could help me better understand current and evolving needs as companies in your industry grow or backfill positions?
Thank you for your assistance.

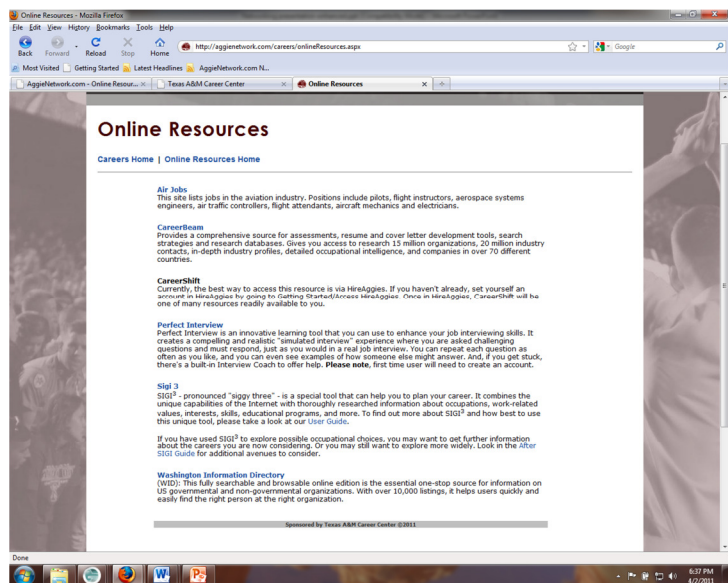
Your Name
Phone Number

This proven networking approach focuses on asking for assistance to develop a deeper understanding of existing and evolving needs within an industry, from an industry insider's viewpoint. During the course of the conversation it may become apparent that needs exist at their organization where you may be a "good fit", which can help you uncover hidden opportunities. Be sure to respect their time and spend more time listening than talking.

Focus your networking efforts on learning about their organization, their plans and their needs. You will be most attractive when in the course of conversation they recognize how well your knowledge, skills, experience and abilities align with the needs on their shopping list.

You may prefer to start with more basic career assessment resources. Use the **Online Resources** link from the **Careers** page to access **Sigi 3** or use the assessment tools in the "Be Clear" section of **CareerBeam**. Both sites provide access to highly regarded career resources designed to support your basic assessments.

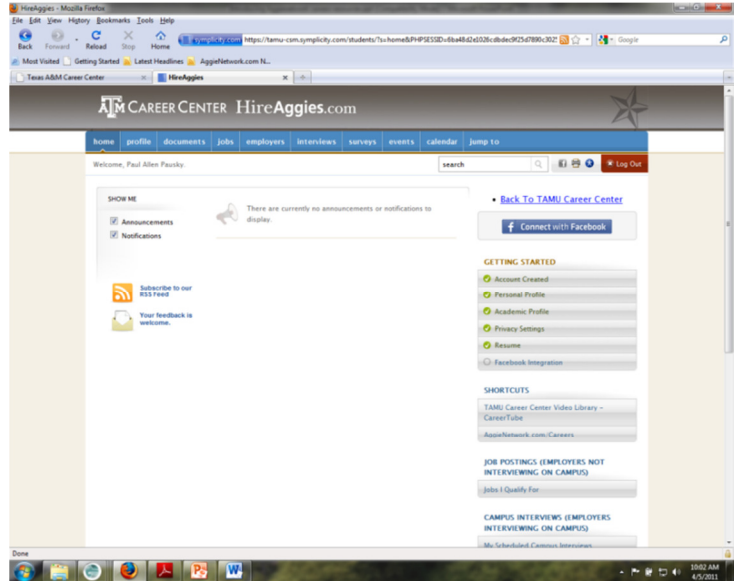
While checking our **Online Resources** please make it a priority to access the **Perfect Interview** site to help you practice interviewing and to improve your performance during interviews. Remember that you will perform like you practice.



Looking for Job listings?

Go to the **Hire Aggies** page link. We routinely receive new job listings from Employers looking for experienced Former Students. These listings are accessible through the **Jobs I Qualify For** link.

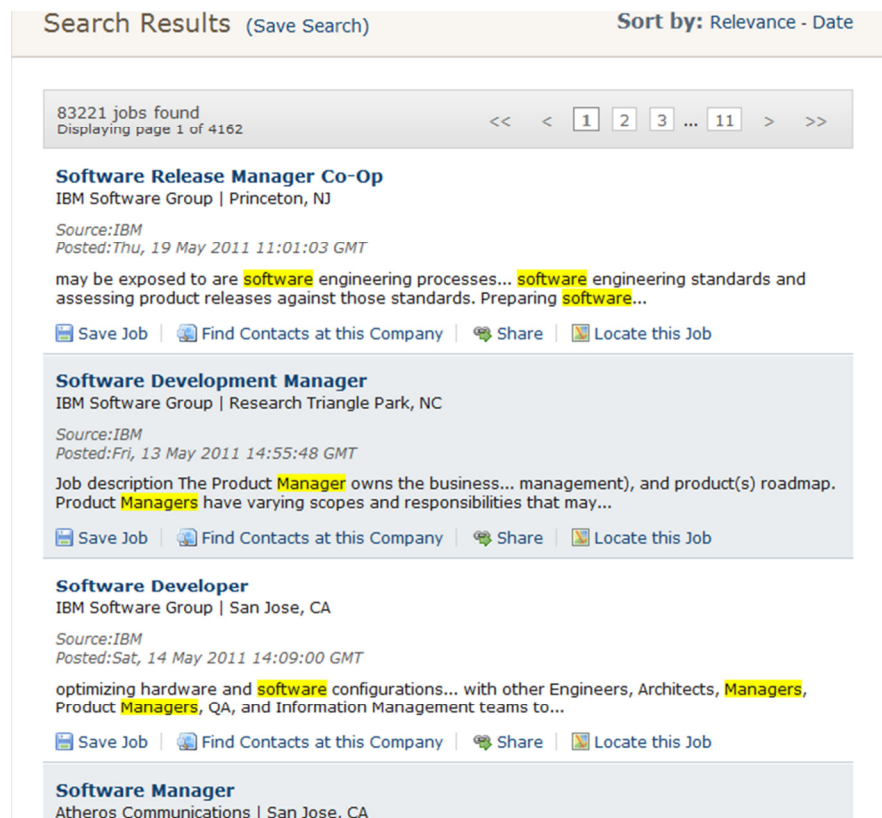
At the bottom of the **Hire Aggies** page you can access our job listing aggregator called **CareerShift** and our international job resource **Going Global**. Both resources are unbelievably powerful lead generators.



Key advice...Spend more time searching for contacts rather than for job listings. Those contacts know the jobs that are advertised, as well as the needs that are not published.

Approximately 60% of jobs will never be posted, anywhere.

The **My Jobs** tab on **CareerShift** provides three valuable sources of information. Use the variety of job listings to identify the variety of job options available for a key word of interest. Each listing provides access to company-specific information and links to submit resumes. Don't forget that the bottom of each listing provides access to contacts at the respective companies and background information on the contacts. The value of this information cannot be overstated! The secret of CareerShift is that it is much more powerful as a generator of leads and contact generator than as an accumulator of Job listings. Even with 83,221 listings identified!



Our **Going Global** package provides an amazing depth of resources for Former Students seeking international employment opportunities. Pick a country! Their **Job Search Resources** section provides regular updates on changing trends and insider information designed to introduce you to the nuances of employment in that country. The **Online Job Sites** links you directly to their job board sites. Other links identify **Employment Trends, Top Companies, Work Permits and Visa** information, and **Resume/CV Guidelines**.



Planning to travel for business or for pleasure?

Going Global provides essential insights to help you make the most of your international experience. Their Daily Life section introduces you to the country, providing a brief history with sections describing local cuisine, recreational preferences, communication styles and key vocabulary. As if that is not enough assistance for your travel, the site provides tips on time management, smoking behavior, and what to do if you want to act like a local. The Office Protocol section discusses management styles, corporate hierarchy, and provides an overview of typical boss and subordinate relations. The site provides insights into standard business practices, tips for conducting a meeting or giving a presentation, as well as guidance for written correspondence and anticipated negotiation styles. The site provides additional resources for cultural information and provides insights for women in the workplace.

As you develop your search and prepare for interviews, identify a particular field of interest and try to focus on 10 companies. Research each to identify areas of shared interest related to their specific operations. Look at web sites, annual reports, U.S. Securities Exchange Commission 10-K reports, and job listings that you may find in **CareerShift** or similar sites. Have folders prepared for each company that you can open and refer to during your contacts. It is a good practice to write down about 10 questions, specific to what you have learned and in areas aligned with your interests. You won't have time to ask all 10 questions, but they will be available if you need the prompts. Listen more than you talk. Immediately make notes as soon as you finish the conversation. Make sure to follow through on any requests or commitments and send a thank you note referencing an area of the conversation that was of particular interest to you. Smile.

We hope that this guide has reinforced your opinion of our ability to assist you with your search effort. After you have familiarized yourself with our new resources please contact me at ppausky78@careercenter.tamu.edu The Career Center and The Association of Former Students are working together to provide some serious networking tools and lead generating resources to help you connect.