

## Getting Started With Former Student Career Services

Most successful job searches require much more than a resume review and access to job listings. The Texas A&M Career Center, with support from your Association of Former Students, has assembled powerful resources to help you during your job search aligned with networking resources to assist you throughout your career. Our [www.aggienetwork.com/careers](http://www.aggienetwork.com/careers) page is designed to serve as "home base" to help you identify and explore career opportunities.

Please access the page and register at your earliest opportunity. These resources are provided at no cost to you. While completing your profile, consider setting up an [aggienetwork.com](http://aggienetwork.com) e-mail address. It is an adaptation of g-mail, 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](http://aggienetwork.com)?

The Career Center has a team of specialists on staff dedicated to assisting Former Students throughout their job search process. The team works to engage Aggies from the time they order their Aggie Ring, throughout their careers, until retirement.

Debbie Jackson '76 works with new graduates delivering resources customized to help with the transition from student to the workplace.

Paul Pausky '78 works with Former Students with more than one year of experience as they move to advance their careers or transition to a new career field.

Our website is designed to place tremendous search resources at your fingertips. The diagram is provided to show linkage between key resources provided for you. Invest your time wisely and review these resources so that you can move beyond the basics during conversations with these specialists. They can provide much more than a simple resume review.

This guide can be printed as a reference and provides a quick tour to familiarize you with some of our key resources until we can connect and discuss your specific needs. Most inquiries we receive focus on the following areas of interest, so we organized this introduction to align with your needs:

[Understanding the Marketplace](#)

[Exploring Career Options](#)

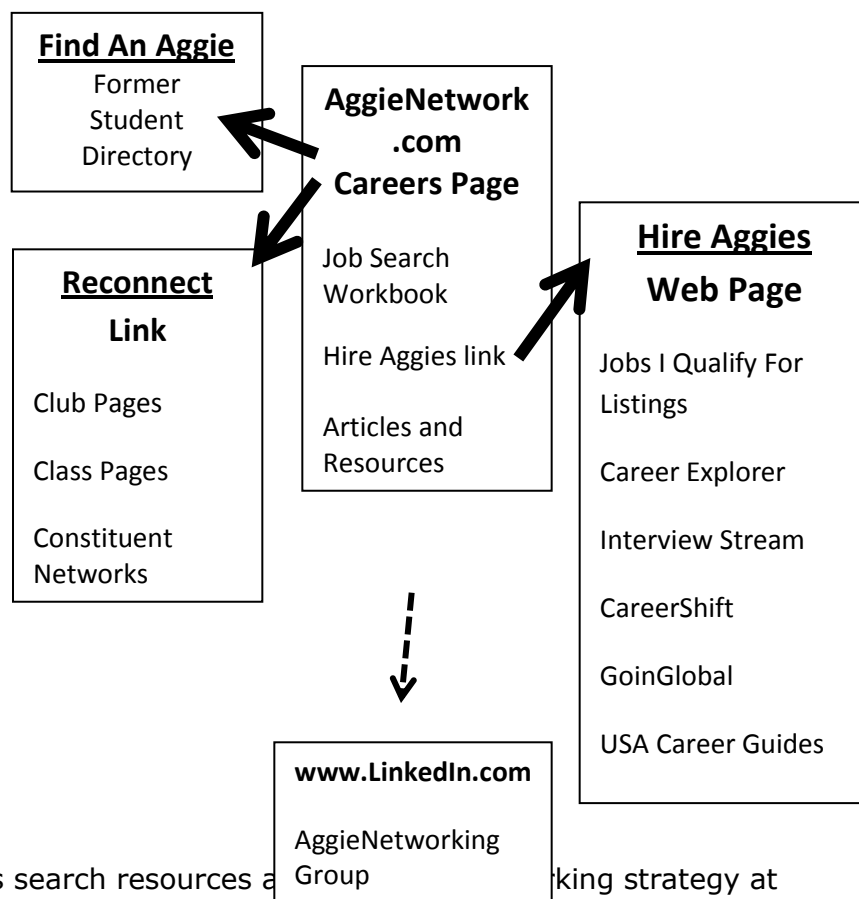
[Getting Started](#)

[Networking Strategy and Resources](#)

[Preparing Your Resume Inventory](#)

[Job Listings and Key Web Resources](#)

### **www.AggieNetwork.com/careers Homebase for Career Resources**



Please remember, these resources cannot be provided without cost. They were not provided by the State of Texas. They are 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.

## Understand the Employment Marketplace

Before touring the website, let's take a quick look at the employment marketplace. Generally speaking, employers will only hire staff when their needs for additional knowledge, skills, talent, or experience becomes so intense that they are willing to invest their profits or budget to secure that needed help.

It is critical that you focus on this "First Question" throughout your search and your career. Simply stated: HOW WELL DO YOU MATCH THAT HIRING MANAGER'S NEEDS AS A "MUST HAVE" MEMBER FOR THEIR TEAM?

### 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?***



The answer usually involves more than tasks and skills listed on a job description. You must invest time to research and understand each organization that you are interested in so that you can help them see that *you* are the best match for their current and future needs as well as their culture.

## How Do I Get Started?

Once your account is set up, select the **Getting Started** link on [www.aggienetwork.com/careers](http://www.aggienetwork.com/careers). This link is designed to provide you a step-by-step guide and workbook for a self-directed job search developed around the use of informational interviews...which are proven as the most effective approach to help identify needs and contacts in the hidden job market where 60% of job opportunities exist.

As you work through the steps you will see references to articles that provide more in depth information on each respective topic. These articles are also available on the **Careers** page for future reference and quick access.

## Preparing Your Resume(s)

The first article linked to the **Careers** page is designed to help you **Create your Resume Inventory**. Please, **DO NOT SKIP THIS STEP!** Your resume inventory will help you identify and document basic, transferrable, and often forgotten knowledge, skills, abilities (KSAs) as well as talents and desired experiences that are on Hiring Managers' shopping lists.

The process of fully developing each line of your resume will help showcase the value or impact that you delivered with each of your KSAs. This effort will also prepare you to effectively present your talents during future conversations with someone that may be your next manager. The Resumes & Professional Letters Writing Brochure (Fall 2009) that is linked to the article will help you later as you customize resumes targeted toward differing career path interests that you choose to pursue.

Most requests for assistance that we receive ask for help with a resume. The resources we are introducing provide key feedback you need to make your resume much more effective. We look forward to the opportunity to work with you to improve your resume, but please make your improvements before sending it to us for feedback. It will be worth your time and attention.

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## Exploring Career Options

Considering our rapidly growing global marketplace, the challenge with most job searches is that opportunities vary widely and you are probably not aware of all of your employment options. In some cases, you might not even know what kind of work you would like to do, or are even good at. If you are new to the search process, or are considering a career change, please check out the **Career Explorer** resource at the bottom right side of the **Hire Aggies** page. This site can help you discover potential entry points in a variety of industries that are looking for your unique talents.

**Career Explorer** introduces you to leading industries, identifies popular careers, and allows you to search by key words, then provides job overviews to review and consider. You can narrow your search to focus on jobs experiencing faster projected rates of growth.

Each overview provides a job description, identifies essential knowledge, skills, and abilities needed to perform that work, as well as basic education expectations. Additional information describes technology that you may use, identifies preferred character traits and often includes information on average salaries.

These job overviews help provide you with key words you can use when searching job listings to help you compare options and test your “fit” with different industries and entry points. They provide valuable insights you can use to adjust your resume based upon industry trends and expectations.

Another helpful resource is the **Occupational Outlook Handbook** at <http://www.bls.gov/ooh/>

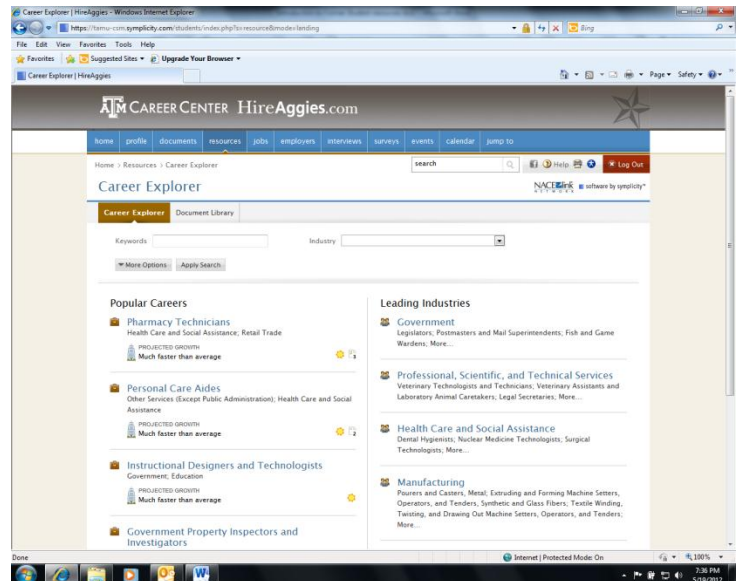
## Networking Strategy and Resources

With your updated resume in hand, you will next be seeking networking contacts. For most people, their initial approach to networking is to reach out to family, friends, and their existing network of contacts in search of leads and ideas. That is a good first step and an even better place to practice. Remember you *will* perform like you practice.

Networking conversations have proven to yield amazing results and opportunities. The Former Student Career Services Team can help you improve your networking strategy and tactics. The article discussing **Effective Networking** is based upon years of business development and networking experience with Aggie networking groups like the Reveille Club in Houston.

The **Effective Networking** article discusses tools and a proven networking strategy that can help you identify organizations and contacts at those organizations to help you successfully complete your self-directed job search. The approach presents a technique for asking for assistance from industry contacts to develop a deeper understanding of existing and evolving needs within their industry, from their industry insider perspective.

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The article even offers a sample script that can be used as an e-mail or voicemail message to help you request a networking conversation.

"Good Morning MR/MS \_\_\_\_\_,  
My name is \_\_\_\_\_. I am in the process of exploring career paths within your industry and located your contact information during my research. 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, Class and Phone Number

Be sure to respect their expertise and spend more time listening than talking. During the course of the conversation, it may become apparent that their organization has needs where you might be a "good fit", thus uncovering hidden opportunities. One key to success is to 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

Key to Effective Networking: Great networkers know that asking someone, whom you do not know, if they have job openings forces a networking contact into an awkward position. Their instinct is to react defensively, say no and escape the conversation. *Don't ask if they are hiring!*, focus instead on learning about their industry and about their current and evolving needs.

## Company and City Research Resources

Expand your potential network of contacts with the **Find an Aggie** directory which includes over 450,000 connections to Texas A&M. You will notice several options are available within the directory to help identify Former Students. Search by **Major** to see the range of jobs held by Aggies that are in your field of study. If you are interested in an **Occupation**, a specific **Company**, or **City** you can search within those fields. If you see job titles that interest you, consider searching by that job title using the **Position** search field. You can also seek out Aggies from Student Organizations where you have shared experiences using the **Activity** search tool.

Each name identified during a search provides access to a Former Student's **Profile Page** and to contact information they have provided to The Association of Former Students.

Search Tip: Link to your profile page and send yourself a message to see how the Aggie Network can help introduce you!

Consider building a cross section of contacts to jump-start your network development. Simply click the e-mail link or use their preferred phone option to request an opportunity to conduct an informational interview. Don't forget to follow correspondence with thank you notes for their time and assistance.

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Is a different city in your future? Connect with Aggies in that city for local perspectives and insights. The **Reconnect** link at Aggienetwork.com is a great resource for locating contacts with local **A&M Clubs**, within your own **Class Pages** or with **Constituent Groups** of interest.

## Job Listings and Other Key Web Resources

Are you looking for job listings?

Select the **Hire Aggies** link on the **Careers** page and follow the navigation. We routinely receive new job listings from Employers looking for experienced Former Students. These listings are accessible through the **Jobs I Qualify For** link on the right hand side of the page. This link will open the Career Center's Jobs Listings page.

As a Former Student you may qualify for many jobs outside of your major. Utilize the dropdown list at the top of the page to select the "All Job Listings" option then search by keywords. You may not be aware of the variety of employment options in the marketplace or where you best "fit" in the job market.



Search Results (Save Search) Sort by: Relevance - Date

83221 jobs found  
Displaying page 1 of 4162

1 2 3 ... 11 > >>

**Software Release Manager Co-Op**  
IBM Software Group | Princeton, NJ  
Source: IBM  
Posted: Thu, 19 May 2011 11:01:03 GMT  
may be exposed to are software engineering processes... software engineering standards and assessing product releases against those standards. Preparing software...  
Save Job | Find Contacts at this Company | Share | Locate this Job

**Software Development Manager**  
IBM Software Group | Research Triangle Park, NC  
Source: IBM  
Posted: Fri, 13 May 2011 14:55:48 GMT  
Job description The Product Manager owns the business... management), and product(s) roadmap. Product Managers have varying scopes and responsibilities that may...  
Save Job | Find Contacts at this Company | Share | Locate this Job

**Software Developer**  
IBM Software Group | San Jose, CA  
Source: IBM  
Posted: Sat, 14 May 2011 14:09:00 GMT  
optimizing hardware and software configurations... with other Engineers, Architects, Managers, Product Managers, QA, and Information Management teams to...  
Save Job | Find Contacts at this Company | Share | Locate this Job

**Software Manager**  
Atheros Communications | San Jose, CA

Our national job listing aggregator is called **CareerShift** and is located among the links on the left side of the **HireAggies** webpage.

The **My Jobs** tab on **CareerShift** provides three valuable sources of information. Each listing provides access to company-specific information and links to submit resumes. In addition, the bottom of each listing provides access to contacts at the respective companies with background information on most of the identified employees.

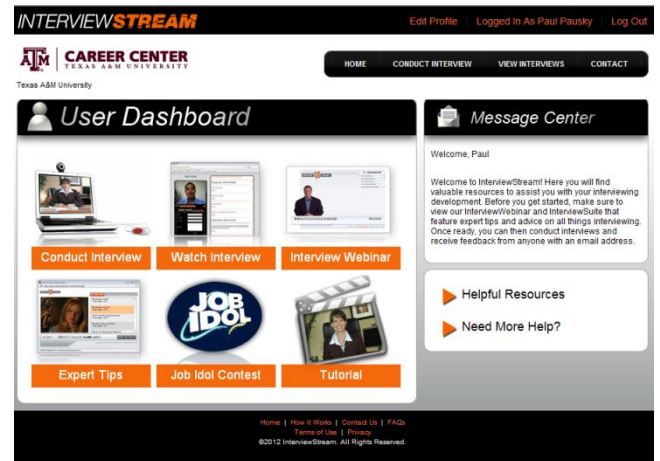
The value of this information cannot be overstated! The secret of CareerShift is that it is much more powerful as a generator of leads and as a contact generator than as an accumulator of job listings. Even with 83,221 job listings identified in this sample search!

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Location may be a priority in your job search. Use the **My Companies** search option to focus your search within a specific city or metro region and as narrowly as within five miles of a specified zip code! Research each in detail to identify areas of shared interest related to their specific operations. Look at web sites, annual reports, U.S. Securities Exchange Commission 10-K filings at ([www.SEC.gov](http://www.SEC.gov)), and job listings in **CareerShift** or similar sites. Have folders prepared for each company that you can open and refer to this key information during your conversations. It is a good practice to write down about 10 questions, specific to what you have learned during your research.

While checking the **Hire Aggies** page, please make it a priority to access the **Interview Stream** site to help you practice interviewing and to improve your presentation skills to best present "Product You" during interviews. The site can record each practice interview and provide playback options.

Remember: You will perform in an interview like you practice.



Our **GOINGGLOBAL** 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** link you directly to their job board sites. Other links identify **Employment Trends, Top Companies, Work Permits and Visa** information, and **Resume/CV Guidelines**.

**GOINGGLOBAL** also provides essential insights to help you make the most of your international experience. Their Daily Life section introduces you to the country. 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.

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**LinkedIn.com** offers multiple opportunities to connect with industry insiders to identify and explore needs in the marketplace. Time invested in developing your professional profile will usually yield contacts as you grow your depth of experience. Utilize the Group Search option in the Search box to locate important information exchange groups including the **Aggie Networking** group. This group is comprised of over 28,000 Aggies helping Aggies, and provides active discussions seeking Aggies for both “entry level” and “experienced” positions.

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 the Former Student Career Services Team at [FSCShelp@tamu.edu](mailto:FSCShelp@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.