MODULE DESCRIPTION:

This module is designed to prepare students for their civilian job search, focus students in being strategic in their search, assist students in translating past military experience into corporate relevant experience for resumes, cover letters, and interviews, and enable students to apply their decision making skills in evaluating opportunities.

Students will gain an overview of the various industries and careers where information technology is used, learn how to research employers and opportunities, and identify their own skill and areas of interest. Students will also learn what to expect once they start their civilian career and how to further their career development.

Upon completion of VET101 students should be able to:

- **Identify** their baseline foundation and technical skill levels.
- **Recognize** their interests and behavioral preferences through personal surveys.
- **Identify** and complete the key components of the job search process.
- **Research** employers and opportunities compatible with their interests and skill sets.
- **Network** to help support their transition from the military to corporate and to aid in their career development.
- **Represent** their skills and military experience through resumes, cover letters, and conversations to successfully market themselves to technology corporations.
- **Review and negotiate** job offers based on understanding of total compensation.
### Module Content (Suggested Order):

**Topic 1: Understanding Your Skills and Interests**

| 1.1 | **SU Content:** Industry Overview, 3rd ed. *(1.0 hr)*  
      | Course Assignment:  
      | Read and answer the following questions:  
      | 1. What economic and/or industry sectors are you interested in working in? Why?  
      | 2. What skills and experiences do you have that you feel are transferable? | ✓ |

| 1.2 | **CHOOSE ONE:**  
      | **SU Content:** Career Overview – IT, 3rd ed. *(1.0 hr)*  
      | OR  
      | **SU Content:** Career Overview – Operations, 3rd ed. *(1.0 hr)*  
      | Course Assignment:  
      | Read and answer the following questions:  
      | 1. What IT or Operations careers interest you? Why?  
      | 2. What skills and experiences do you have that you feel are transferable?  
      | 3. What skills are you missing or do you need to grow? How will you grow those skills? | ✓ |

| 1.3 | **SU Content:** Self-exploration Exercise *(0.5 hr)*  
      | Course Assignment:  
      | Read and answer the following questions:  
      | 1. What are your top three goals for the program?  
      | 2. What are your top three career development goals after you complete the program? | ✓ |

**Topic 2: Conducting Your Job Search**

| 2.1 | **SU Content:** Networking, 3rd ed. *(3.0 hrs)*  
      | Course Assignment:  
      | 1. Set up a LinkedIn account  
      | 2. Identify individuals and groups in your personal network  
      | 3. Identify professional organizations that are of interest to you | ✓ |

| 2.2 | **SU Content:** Researching Employers & Opportunities, 3rd ed. *(4.0 hrs)*  
      | Course Assignment:  
      | Read and answer the following questions:  
      | 1. Identify 8 – 12 companies that interest you and document why they interest you  
      | 2. Research their organizations including products / services, size, locations, competitors, and career opportunities using multiple tools and research sites  
      | 3. Identify the career opportunities which interest you most and document why they interest you and how they are a match to your skill set and experience | ✓ |
4. Follow the companies on Twitter, Facebook, and LinkedIn
5. Identify networking contacts within the companies you may have or you could be introduced to for companies
6. Identify individuals and groups in your personal network

2.3 **SU Content:** Resume & Cover Letter Writing, 3rd ed. *(4.0 hrs)*

*Course Assignment:*
1. Write a draft resume for a specific position and review with your advisor
2. Write a draft cover letter for a specific company and opportunity and review with your advisor

2.4 **SU Content:** Interviewing Skills, 3rd ed. *(3.0 hrs)*

*Course Assignment:*
Read and answer the following questions:
1. Outline your experience reflecting the skills required and your learning plan for skills you may not have already
2. Outline 5 experiences you can draw from to answer behavioral interview questions (what was the experience and situation, what actions did you take, what was the result of your actions, and what did you learn from the experience)
3. Practice summarizing your skills and experiences

2.5 **SU Content:** Understanding & Deciding on a Job Offer, 3rd ed. *(1.0 hr)*

2.6 **SU Content:** Negotiation Strategies, 3rd ed. *(1.0 hr)*

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<tr>
<th>Topic 3: Ongoing Career Development</th>
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<td>3.1 <strong>SU Content:</strong> What’s Next? , 3rd ed. <em>(1.0 hr)</em></td>
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**SUCCESSFUL MODULE COMPLETION REQUIREMENTS:**

1. Full completion of each of the above topics and the associated assignments to be reviewed between student and advisor
   - All assignments except the Resume & Cover Letter and Networking assignments require answering questions in a document associated with the course
   - All assignments should be written as professionally as possible and should be proofread
   - All completed assignments should be sent to your advisor to be used in career advising

*Note: The advisor has the discretion to adjust requirements as needed on an individual student basis.*

**TIPS FOR SUCCESS:**

Create an online folder along with a notebook and paper folder to keep track of your job search and ongoing career development. This should become your job search portfolio. Include copies of the assignments for this module, research on employers and opportunities, copies of job descriptions, draft resumes and cover letters, and performance evaluation forms. As we don't remember everything we write or do, having copies of our career development saves a lot of time as time goes by.