Kuder Career Assessments and Planning System
Whether you are trying to decide on a major, are unclear about career options or want to make a career change, the KUDER® Journey is a great place to start. This career guidance tool will help you explore and learn about all types of options. Begin your Journey by taking the Kuder Assessments to learn more about yourself. The free assessments are available through Career Services or Advising and Counseling.

Resume Assistance with OptimalResume™
Students and alumni can create professional resumes to fit their specific career interests with OptimalResume™. The free online resume builder provides step-by-step instructions, examples, and a wide variety of formatting options. For more information, visit the Career Services website and select the Optimal Resume link.

Career Webinars On-Demand
Listen to experts and noted authors present on a variety of career topics convenient to your schedule. To access the webinars visit the Career Services website and select the Career Webinars link.

Job Search Strategies and Career Counseling
Need help targeting your job search or just sorting things out? Contact Career Services to schedule an appointment to discuss your career plans.

Job Listings
Check out full- and part-time online listings at www.southwest.tn.edu/career-services/. Be sure to check back often as listings are updated frequently.

Interview Preparation and Mock Interviews
Need help preparing for an interview? Contact Career Services to schedule an appointment to practice putting your best self forward in an interview.
The single biggest mistake I see service members make when creating a resume is that they dump everything they have ever done in the military into one document and use that document as a resume to apply for all types of jobs.

A resume will not get you a job. A good resume will increase your chances of getting a phone call from a recruiter who wants to screen you for a job. Therefore, the resume you submit has to be targeted to the position for which you are applying, has to use relevant keywords (in order to get picked up by the employer's applicant tracking system), and has to highlight not only your skills and competencies, but also your accomplishments.

For the rest of the article and more information on this topic, visit the Career Services website, select the 2013 Job Choices link and go to page 54.

Source: National Association of Colleges and Employers and Lisa Rosser