



University of Maryland University College

# Essential Career Tools to Elevate Your Job Search

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*Presented by*

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**University of Maryland University College  
Office of Career & Alumni Services**

CONFIDENTIAL

# Today's Objectives

- Provide awareness of the services, comprehensive website, and online tools offered through Career Services.
- Demonstrate how to log in to **CareerQuest** and access the on demand tools.
- Provide an overview of resources within each career tool.
  - **CareerSpots**
  - **Resunate**
  - **InterviewStream**
  - **CareerQuest Resume Builder**
  - **CareerShift**
  - **Career Insider/Vault**
  - **Focus 2**
- Encourage attendees to explore and use the tools available.

# Career Resources Available

- **Comprehensive website** with valuable advice and resources covering the spectrum of career development issues.
- **CareerQuest** online jobs database; *CareerSpots* videos, *Resunate* resume tool, *InterviewStream* preparation tool, *CareerQuest Resume Builder*, *CareerShift* online job search and networking database, *Career Insider (Vault)* resources, *Focus 2* career planning site
- **Career Advising and Job Search Assistance**, including the federal job search. All advisors are certified in the federal job search process.
- **Resume and Cover Letter Critiquing**
- **Interview Preparation**



# Career Resources Available

- **Career Assessments** to clarify career interests and workplace preferences. (Myers-Briggs Type Indicator and Strong Interest Inventory)
- **Special Events**
  - Webinar trainings and workshops
  - Job fairs (virtual and face-to-face)
  - Networking/career-themed events
- **Career Development Coaching**
  - Career change advice
  - Career planning



# Serving Students and Alumni

## Modes of Service

- Face-to-Face
- Telephone
- E-mail
- Skype
- Walk-In hours (M-F: 9-4PM)



# Career Resources Website

**UMUC**  
University of Maryland  
University College

UMUC Worldwide | Student Login | Faculty Login

Apply Request Info Call 800-888-UMUC (8682) Get Social

Search

Academic Programs Students Military Alumni Visitors & Media

Students > Support Services > Career Services Print Page

## Career Services

Whether you are a current student, alumnus, prospective student or employer, Career Services offers you easy access to career-related support and resources.

### We're Here to Help

**Current students and alumni** can take advantage of many valuable services, including

- [Career mapping](#)
- [Resume and cover-letter tips](#)
- [Job fair preparation](#)
- [Resources to find job opportunities](#)
- [Strategies for the federal job search](#)
- [Interview preparation](#)

**Prospective students** are eligible for general Career Planning and Career Change advising as it relates to potential UMUC studies only. [E-mail](#) or call the Office of Career Services to schedule an appointment.

**Employers** seeking to fill vital positions can [join forces with UMUC](#) to recruit talented candidates.

### Meet Our Sponsors

Get to know the [employer sponsors](#) that support UMUC Career Services initiatives and have a strong interest in hiring UMUC students.

#### Get Started

Connect with a **Career Advisor**

Click here for **CareerQuest**

#### Upcoming Events

[Webinar: Essential Career Tools to Elevate Your Job Search](#)  
Wednesday November 4, 2015

[Webinar: Intro to UMUC's Undergraduate School](#)  
Thursday November 5, 2015

[Webinar: Intro to UMUC's Graduate School](#)  
Thursday November 5, 2015

Academic Calendar  
Academic Integrity  
Admissions & Transfers  
Federal Employees  
Financial Aid  
Tuition & Payment  
Learning Experience Online (LEO)  
Library  
Schedules & Catalogs  
Security & Emergency Preparedness  
Student Login  
Student Moments  
Student Profiles  
**Support Services**  
Academic Records  
Advising & Registration  
Accessibility  
Career Services

[www.umuc.edu/careerservices](http://www.umuc.edu/careerservices)

# Scheduling an Appointment

The screenshot shows the UMUC Career Services website. The top navigation bar includes links for 'UMUC Worldwide', 'Student Login', 'Faculty Login', 'Apply', 'Request Info', 'Call 800-888-UMUC (8682)', and 'Get Social'. A search bar is located on the right. Below the navigation bar, there are tabs for 'Academic Programs', 'Students', 'Military', 'Alumni', and 'Visitors & Media'. The main content area is titled 'Career Services' and includes a sidebar with a list of services such as 'Academic Calendar', 'Academic Integrity', 'Admissions & Transfers', 'Federal Employees', 'Financial Aid', 'Tuition & Payment', 'Learning Experience Online (LEO)', 'Library', 'Schedules & Catalogs', 'Security & Emergency Preparedness', 'Student Login', 'Student Moments', 'Student Profiles', 'Support Services', 'Academic Records', 'Advising & Registration', 'Accessibility', 'Career Services', 'CareerQuest', and 'Resumes & Cover Letters'. The 'Support Services' menu item is highlighted. The main content area features a 'Get Started' section with a banner for 'Connect with a Career Advisor' and a 'Click here for CareerQuest' banner. Below this, there is a section titled 'We're Here to Help' with a list of services: 'Career mapping', 'Resume and cover-letter tips', 'Job fair preparation', 'Resources to find job opportunities', 'Strategies for the federal job search', and 'Interview preparation'. A 'Prospective students' section mentions talking to a career advisor, and an 'Employers' section mentions joining forces with UMUC. A 'Meet Our Sponsors' section is also present. The right sidebar contains an 'Upcoming Events' section with three events: 'Building a Cyber Resume' on Wednesday April 15, 2015; 'Building a Cyber Resume' on Thursday April 16, 2015; and 'Three Essential Tools to Elevate Your Job Search' on Wednesday April 22, 2015; and 'Three Essential Tools to Elevate Your Job Search' on Wednesday April 29, 2015. A video player at the bottom is titled 'Video: Career Services for Students and Alumni'.



# *CareerQuest*





# CareerQuest



CareerQuest is Career Services' **online database** of all **jobs**, internship opportunities, upcoming events for students and alumni.

All **other tools** are housed within the CareerQuest platform for **easy user access**.



# Accessing CareerQuest

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**UMUC**  
University of Maryland  
University College

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Academic Programs Students Military Alumni Visitors & Media

Students > Support Services > Career Services

Print Page

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Wednesday November 4, 2015

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Thursday November 5, 2015

[Webinar: Intro to UMUC's Graduate School](#)  
Thursday November 5, 2015

# Accessing CareerQuest

Click on the link that says:


**CareerQuest for Students**


or **CareerQuest for Alumni**

Users will be redirected to CareerQuest page and at that time you will select “Click Here” to register!

The screenshot shows the University of Maryland University College website. The top navigation bar includes links for 'UMUC Worldwide', 'Student Login', and 'Faculty Login'. A search bar is located in the top right corner. Below the navigation bar, there are tabs for 'Academic Programs', 'Students', 'Military', 'Alumni', and 'Visitors & Media'. The main content area is titled 'CareerQuest' and features a section for 'CareerQuest for Student and Alumni Job Seekers'. This section includes a description of the service and a list of links: 'CareerQuest for Students', 'CareerQuest for Alumni', and 'Get to Know CareerQuest'. A red arrow points from the text 'Click Here' to the 'CareerQuest for Student and Alumni Job Seekers' section.

# Accessing CareerQuest

 University of Maryland University College



**Welcome to CareerQuest**

With CareerQuest, you can post your resume so employers can find you! When employers have certain needs they can search CareerQuest for skills, degrees, and certifications and then reach out to you directly. You can also search jobs that are posted by employers specifically interested in hiring UMUC students and alumni. CareerQuest enables you to register for jobs fairs and events sponsored by the Office of Career Services. Log in to get started.

**Returning Users:** Enter your username and password below and click LOGIN.

**New Users:** Enter your Student ID into both the **username** and **password** fields. Once logged in, you will be prompted to complete your student profile before gaining access to CareerQuest.

\*If using your Student ID does not return any results, use the "[Click here to Register!](#)" button below to make a new account.

**Finding Your Student ID:** Find your Student ID by logging into your MyUMUC account or on any of your UMUC bills.

**PLEASE NOTE:** The University of Maryland University College Career Services Office posts job notices as a service to students, graduates and employers. Career Services does not check, validate, or guarantee the accuracy of the information presented, nor does it make any representations or endorsements about the background or reputation of employers. Potential applicants are advised and encouraged to research employers and employment opportunities presented as part of the job search process.

For further assistance, please contact Career Services at [careerservices@umuc.edu](mailto:careerservices@umuc.edu) or 240-684-2720.

**Important:**

- **Using a PC?** We recommend Internet Explorer version 8.0 or higher. If you need to upgrade or install your browser, [click here](#).
- **Using a Mac?** We recommend Firefox version 3.0 or higher. If you need to upgrade or install your browser, [click here](#).
- **You should disable any popup blocker when using this site.**

User Name :  The User name field is required.

Password :

[Login](#)

[Click here to register!](#)

[Forgot your password?](#)

*Note – If registering for a new account, please allow one business day for the account to be approved.*



# CareerQuest Profile at a Glance

The toolbar to navigate through CareerQuest

Seven additional career tools housed within CQ

- CareerSpots
- Resunate
- InterviewStream
- CQ Resume Builder
- CareerShift
- Career Insider
- Focus 2

University of Maryland University College

My Account | Employer | Job | Career

Log Out | Home

Welcome, Courtney Hine

The best place for UMUC students and alumni to get their resume noticed by employers and find jobs! Click "Job Search" on the menu above to get started.

Career Tools

- CareerSpots**: Access short career-related videos that help you in your job search.
- RÉSUNATE**: Compare your resume to a specific job description and receive tailoring suggestions.
- INTERVIEW STREAM**: Use the link on the left side menu to access this tool for practice interviewing.
- CareerQuest Resume Builder**: Use CareerQuest's resume builder when creating your very first resume.
- careershift**: Search, store, and organize the elements of your job search all in one place.
- career insider powered by Vault**: Get insider information on companies, jobs, and schools through rankings and reviews.
- Focus 2**: Plan your career path and research careers. Use "UMUC" as your access code.
- Federal Resume Webinar**: Watch a webinar about federal resumes. Use the password "keytoresume15"

Account Summary

Profile Last Modified: Thursday, January 14, 2016  
Update Profile

Current E-mail Address: courtney.hine@gmail.com  
Change Email

Default Resume Last Modified: Wednesday, April 22, 2015  
Update Resume

Allow Employer Viewing: No Change

Management Studies Jobs in Waldorf, MD  
More jobs from Indeed

Project Manager (Agile Scrum)  
Association of American Medical Colleges  
Washington, DC  
Analytical Engineer  
AtSite Inc.  
Washington, DC  
Principal Electrical Engineer - Design and Construction  
Washington Suburban Sanitary Commission  
Laurel, MD  
Digital Ad Operations Manager  
Market Enginity  
Washington, DC  
Commissioning Engineer  
Sebesta  
Arlington, VA  
HVAC Design Engineer  
WFT Engineering  
Rockville, MD  
Manager/Senior Manager, Health Services Analytics  
Avalere Health  
Washington, DC  
Manager, Health Systems Advisory Services  
Avalere Health  
Washington, DC  
Medicare Appeals Nurse Reviewer  
Optimal Solutions Group  
College Park, MD

MENTOR PROGRAM connect for success



# CareerSpots

Short, 2-4 minute videos about a variety of career-related topics

Two types of videos available: Job Search or Careers

UMUC  
University of Maryland  
University College

Job Search  
Careers

Categories

- Starting Job Search
- Resumes & Cover Letters
- Networking & Your Personal Brand
- Internships
- Interview-BEFORE
- Interview Dress
- Interview-DURING
- Interview-AFTER
- Salary & Negotiation
- Social Media & Job Search

Videos

- 7 Tips for Researching Companies
- Building a Portfolio
- First Impressions
- Informational Interviews
- Interview Research
- Job Search Ethics
- Know the Interviewer
- Mock Interview
- Strong References
- What Recruiters Look For

Make Your Resume POP

You have 15 seconds to make a great first impression. Make those seconds count by knowing what to write on your resume!

QUICKTIPS from Video (PDF)

TRANSCRIPT from Video (PDF)


Powered By: CareerSpots.com

Copyright © 2015 Careerspots.com

Email Etiquette The Cover Letter Stand Out Keyword Search Know the Interview... Finding a Co-op/... Make the Most of ...

# Job Search Videos

Choose a category, then pick from a variety of videos regarding this topic.



UMUC  
University of Maryland  
University College

Job Search

Careers

Categories	Videos
<b>Starting Job Search</b>	<b>Advice from Graduates</b>
Resumes & Cover Letters	Ask the Experts
Networking & Your Personal Brand	Career Center Benefits
Internships	Getting Started
Interview-BEFORE	How Do You Get THAT Job?
Interview Dress	Who Am I
Interview-DURING	
Interview-AFTER	
Salary & Negotiation	
Social Media & Job Search	

Categories	Videos
Starting Job Search	<b>7 Tips for Researching Companies</b>
Resumes & Cover Letters	Building a Portfolio
Networking & Your Personal Brand	First Impressions
Internships	Informational Interviews
<b>Interview-BEFORE</b>	Interview Research
Interview Dress	Job Search Ethics
Interview-DURING	Know the Interviewer
Interview-AFTER	Mock Interview
Salary & Negotiation	Strong References
Social Media & Job Search	What Recruiters Look For



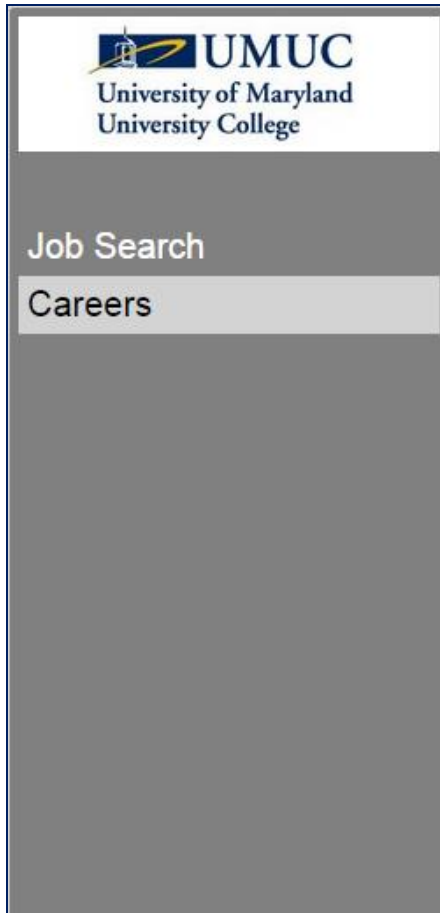
# Job Search Videos

Additional Job Search video features:

- QUICKTIPS from Video – main points from the video
- TRANSCRIPT from Video – full written script from the video

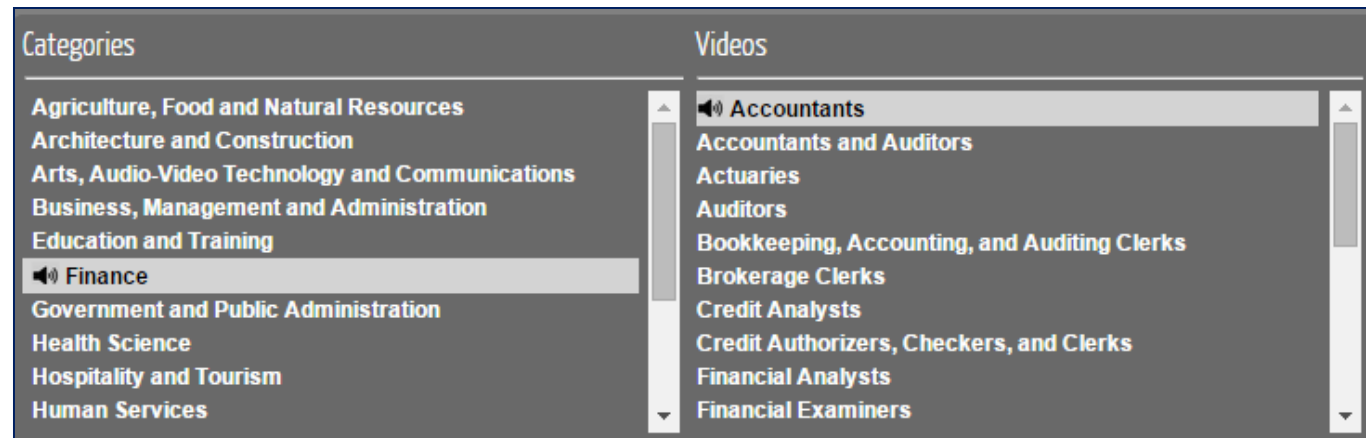
The screenshot shows a video player interface for a video titled "Make the Most of Internships". The video player is currently at 00:02 of a 01:24 duration. To the right of the video player, there are two download options circled in red: "QUICKTIPS from Video (PDF)" and "TRANSCRIPT from Video (PDF)". The interface also includes a navigation menu on the left with "Job Search" and "Careers" options, and a "Categories" section with "Internships" selected. The video player is powered by CareerSpots.com.

# Careers Videos



Choose a category from a variety of industries, then narrow it down even further to a particular job.

- All career videos were developed by the Center for Occupational Employment Information, a program of the U.S. Department of Labor





**RÉSUNATE**



# Features

- Upload your resume and a job description
  - See how well your resume is tailored to the position.
  - Receive suggestions for relevant content you may be missing
  - Recalculate to see the effect your changes have made
- Resunate uses ATS technology to determine how well your resume would do in a resume filter.



# Requesting an Account

- Click on the picture with the other tools in CareerQuest.
- The link will take you to a Google form – fill it out and submit to request an account.
- Within one business day you will receive an email from Resunate with account information. \*Check your Spam Folder.\*

**Resunate**

Returning Users: Access [resunate.com](https://resunate.com) to log in.

New Users: Please fill out the following fields and then click "Submit" to request a free Resunate account from UMUC Career Services.

\* Required

**First and Last Name \***

**Email Address \***

**Classification \***

Student

Alumni

**Degree field \***

Never submit passwords through Google Forms.

**Resunate**


Thank you! Your request has been received. It may take up to 1 business day for your request to be processed. You will then receive a welcome email from Resunate with your username and password.

\*\*If you do not see an email, please make sure to check your spam folder as well.\*\*

If you are in urgent need, you can access the commercial product immediately for a brief trial period. That should help until your account is activated the next business day.

If you have any questions, please contact UMUC Career Services at 240-684-2720 or [careercenter@umuc.edu](mailto:careercenter@umuc.edu).

This form was created using Google Forms.  
[Create your own](#)



# Getting Started

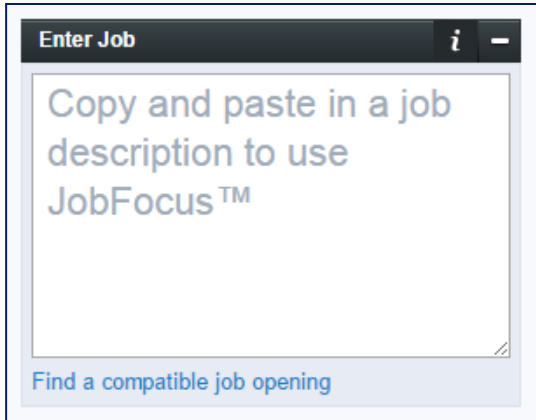
- Three ways to get started
  - Import a current resume
  - Import a LinkedIn profile
  - Build a resume from scratch

The screenshot shows a 'Get Started' dialog box with two main sections. The first section, '1 Import Resume', contains a 'Browse' button and the text 'File name: no file selected'. Below this is an 'OR' separator. The second section, '2 Enter a job description', has a radio button selected for 'Copy and paste in a job description' and a text area. Below that is another radio button for 'No specific position in mind'. At the bottom is a 'GO' button. Three red circles highlight the '1 Import Resume' section, the 'Import LinkedIn profile' button, and the 'Build a resume from scratch' link.

# Navigate Resunate

The screenshot shows the Resunate resume builder interface. At the top, there is a navigation bar with three buttons: "Start New Resume", "Choose Template", and "Enter Job". These buttons are circled in red. Below the navigation bar, there is a sidebar on the left with sections: "Score & Optimize Resume", "JobFocus™ Score" (with a "Calculate" button and a score of 0.0), "Content Suggestion (Beta)", "Focus Resume" (with an "Auto Focus" button), and "Removed Info". The main content area displays a resume for "Alison Mullins" with contact information and an "EXPERIENCE" section. The "EXPERIENCE" section lists two roles at "Martin Associates Inc": "Global Business Development Executive" (2007 - Present) and "Research Analyst and Project Manager" (2004 - 2007). A red circle highlights the "Add information" button in the top right corner of the resume preview area.

# Entering a Job Description

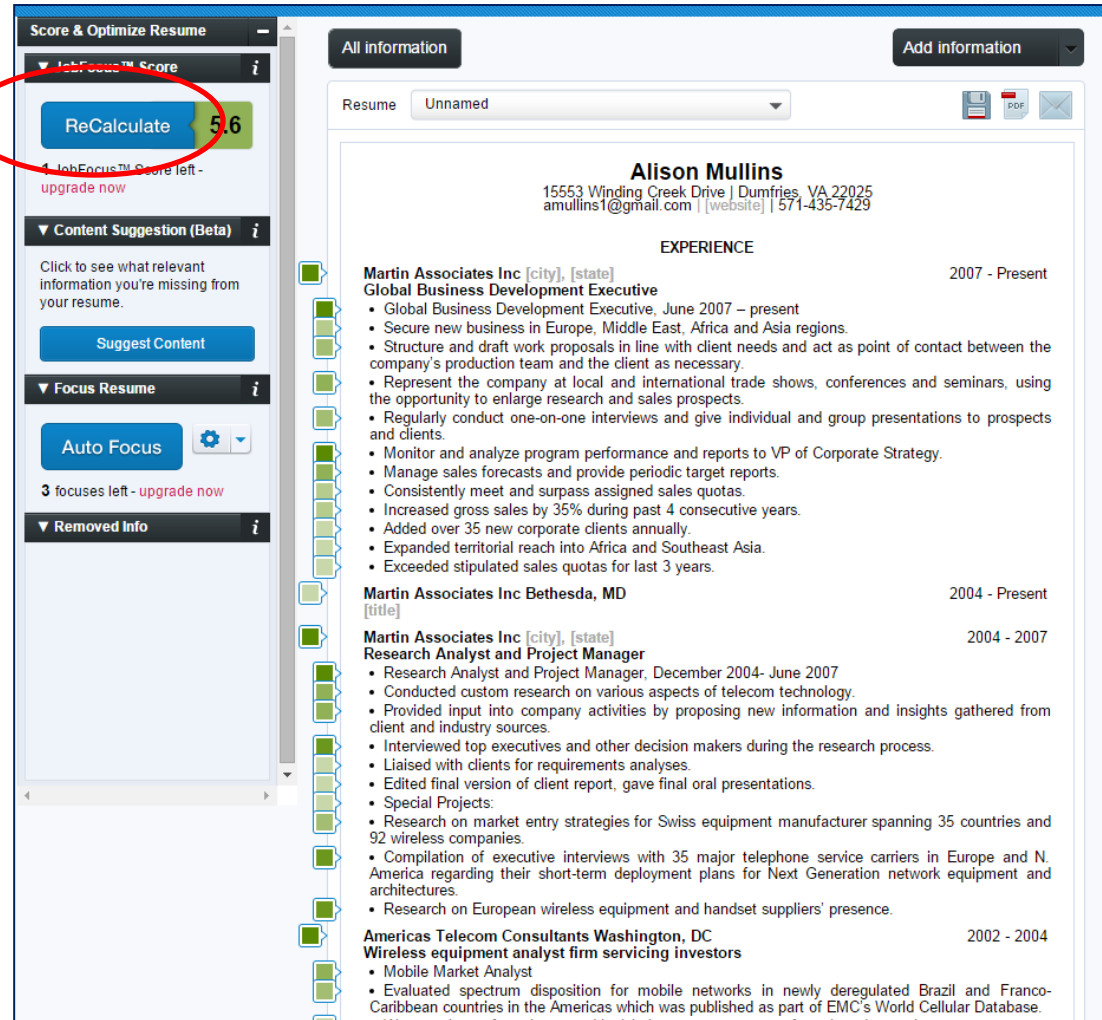


Enter Job

Copy and paste in a job description to use JobFocus™

Find a compatible job opening

- When you click on “Enter Job” this box will pop up. Simply copy and paste a job description into the box.
- “JobFocus” score will pop up to show how close your resume matches the job description.
  - Scale of 1-10



Score & Optimize Resume

JobFocus™ Score 5.6

ReCalculate

4 JobFocus™ Score left - upgrade now

Content Suggestion (Beta)

Click to see what relevant information you're missing from your resume.

Suggest Content

Focus Resume

Auto Focus

3 focuses left - upgrade now

Removed Info

All information Add information

Resume Unnamed

Alison Mullins  
15553 Winding Creek Drive | Dumfries, VA 22025  
amullins1@gmail.com | [website] | 571-435-7429

EXPERIENCE

Martin Associates Inc [city], [state] Global Business Development Executive 2007 - Present

- Global Business Development Executive, June 2007 – present
- Secure new business in Europe, Middle East, Africa and Asia regions.
- Structure and draft work proposals in line with client needs and act as point of contact between the company's production team and the client as necessary.
- Represent the company at local and international trade shows, conferences and seminars, using the opportunity to enlarge research and sales prospects.
- Regularly conduct one-on-one interviews and give individual and group presentations to prospects and clients.
- Monitor and analyze program performance and reports to VP of Corporate Strategy.
- Manage sales forecasts and provide periodic target reports.
- Consistently meet and surpass assigned sales quotas.
- Increased gross sales by 35% during past 4 consecutive years.
- Added over 35 new corporate clients annually.
- Expanded territorial reach into Africa and Southeast Asia.
- Exceeded stipulated sales quotas for last 3 years.

Martin Associates Inc Bethesda, MD [title] 2004 - Present

Martin Associates Inc [city], [state] Research Analyst and Project Manager 2004 - 2007

- Research Analyst and Project Manager, December 2004- June 2007
- Conducted custom research on various aspects of telecom technology.
- Provided input into company activities by proposing new information and insights gathered from client and industry sources.
- Interviewed top executives and other decision makers during the research process.
- Liaised with clients for requirements analyses.
- Edited final version of client report, gave final oral presentations.
- Special Projects:
  - Research on market entry strategies for Swiss equipment manufacturer spanning 35 countries and 92 wireless companies.
  - Compilation of executive interviews with 35 major telephone service carriers in Europe and N. America regarding their short-term deployment plans for Next Generation network equipment and architectures.
  - Research on European wireless equipment and handset suppliers' presence.

Americas Telecom Consultants Washington, DC Wireless equipment analyst firm servicing investors 2002 - 2004

- Mobile Market Analyst
- Evaluated spectrum disposition for mobile networks in newly deregulated Brazil and Franco-Caribbean countries in the Americas which was published as part of EMC's World Cellular Database.



# Editing your Resume

The screenshot shows a resume editing interface for Alison Mullins. The interface is divided into a left sidebar and a main content area. The sidebar contains sections for 'Score & Optimize Resume' (JobFocus™ Score 5.6), 'Content Suggestion (Beta)', 'Focus Resume' (Auto Focus), and 'Removed Info'. The main content area shows the resume text, including contact information and an 'EXPERIENCE' section with three job entries. Red arrows point from the sidebar to specific elements: 'Suggest Content' points to a green box on the first job entry; 'Auto Focus' points to a green box on the second job entry; and 'Removed Info' points to a greyed-out section on the left. The resume text includes:

**Alison Mullins**  
15553 Winding Creek Drive | Dumfries, VA 22025  
amullins1@gmail.com | [website] | 571-435-7429

**EXPERIENCE**

**Martin Associates Inc [city], [state]** 2007 - Present  
**Global Business Development Executive**

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- Mobile Market Analyst
- Evaluated spectrum disposition for mobile networks in newly deregulated Brazil and Franco-Caribbean countries in the Americas which was published as part of EMC's World Cellular Database.

Colored green boxes:  
Show strength

Content Suggestion:  
suggests additional  
information

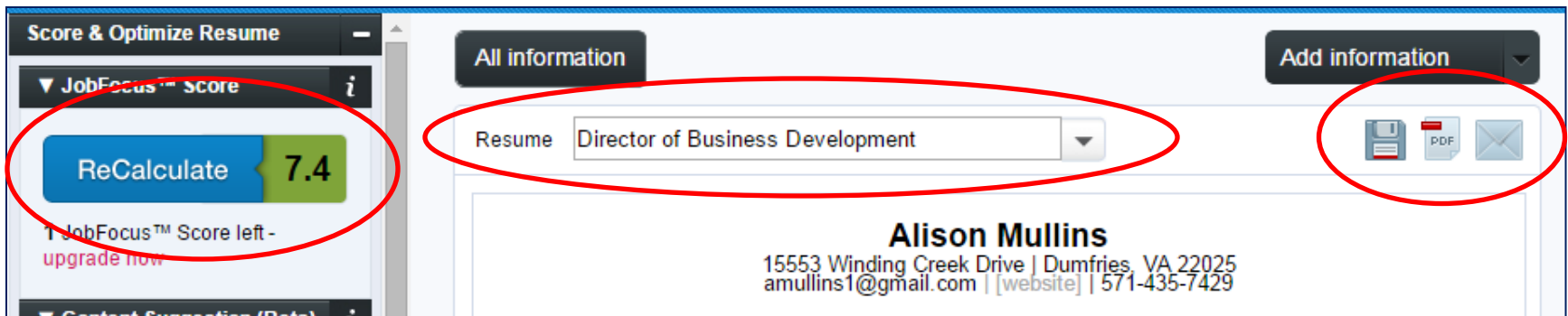
Auto Focus: Makes  
changes to your resume  
to try to maximize your  
JobFocus score.

Removed Info – showed  
all sections deleted.

Click on the text in a  
section to edit it.

# Finishing your Resume

- At any point in the editing process, you can recalculate your JobFocus Score.
- The goal is to get as close to 10 as possible.



- You can give your resume a title (suggestion: use the name of the position/company you are tailoring it to).
- Save, download as a PDF, or email your resume.

# Additional Notes

- Access the home page and view all of your resumes by clicking on “Resunate.”

The screenshot displays the Resunate web application interface. The top navigation bar features the word "RESUNATE" circled in red. Below this, a dark bar contains two buttons: "All information" and "Start New Resume +", both of which are also circled in red. To the right of these buttons is a red link: "Running out of JobFocus™ Scores? Get more FREE!". Below this is a section titled "All Resumes" which contains a table with columns for NAME, FOR JOB, STATUS, MODIFIED, and ACTIONS. The first row of the table shows a resume titled "Director of Business Development" for the job "Collaborate with the leadership team defin...", with a status of "not submitted" and a modification time of "7 minutes ago". The ACTIONS column contains icons for PDF, print, and delete.

- The information you input is stored in your account for future resumes. If you want to permanently delete information, click “All Information” and add/delete or reset your account.

# *INTERVIEW* **STREAM**



# Navigating InterviewStream

Clicking the picture in CareerQuest will create you an account and log you in automatically.

The screenshot shows the InterviewStream dashboard for a user named Courtney. The interface includes a navigation bar with 'Home' and 'My Profile' links. The main content area is divided into several sections:

- Welcome, Courtney:** A welcome message and a brief overview of the platform's purpose.
- Assignment/Self-Registration:** A section with a text input field for 'Enter Assignment Code' and a 'Register' button.
- Messages:** A section for viewing messages.
- CONDUCT AN INTERVIEW:** A button with a video camera icon and the text 'Create a new interview.'
- WATCH MY INTERVIEW:** A button with an eye icon and the text 'You have no interviews.'
- MOBILE INTERVIEW:** A button with a smartphone icon and 'App Store' and 'Google play' logos.
- OVERVIEW:** A section with three circular icons and text: '1 number of Assignments for this company or institution', '0 % percentage of mobile versus computer site usage', and '0 number of interviews in the past 30 days'.
- RESOURCES:** A section with a grid of four resource cards: 'Interview Suite swf (85 KB)', 'Self Evaluation Form doc (4.40 KB)', 'User Guide pdf (200 Bytes)', and 'Umm Like Guide pdf (75.1 KB)'.

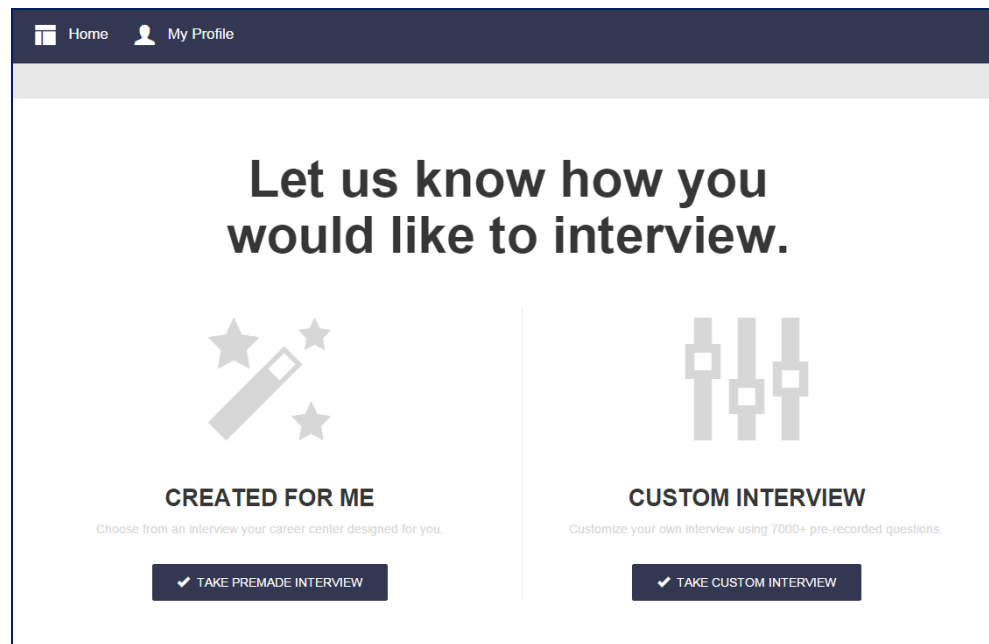
Red circles highlight the 'Assignment/Self-Registration' section, the 'CONDUCT AN INTERVIEW', 'WATCH MY INTERVIEW', and 'MOBILE INTERVIEW' buttons, and the 'RESOURCES' section.



# Conduct an Interview

Choose either a Premade Interview or Custom Interview.

- Premade Interviews include interviews created by Career Services on a variety of topics, as well as any assignments created specifically for you by a career advisor.
- Custom Interviews allow you to choose from thousands of questions and create your own interview.



# Recording Your Interview

Follow a series of instructions to connect your camera. After each interview question, record your answer.

Choose the Interview you want to watch.

Count how many fillers you use.

Share your interview with others to receive feedback.

Fill out a self-assessment.

**Courtney Hine**  
[Would You Hire You? Complete Your Assessment.](#)

Interviews  
Custom Interview (10/28/2015 11:37:28 AM)

▶ Have you had experience in maintaining office equipment? If so, what type of products?

Comment  
Post a comment  
POST RESET  Pause video when I begin typing.

**PLEASE CLICK THE QUESTION TO THE RIGHT TO VIEW THAT RESPONSE**

INTERVIEWSTREAM

**Custom Interview - 10/28/2015 3:35:58 PM**  
0 Comment(s) 0 Filler Words Share

0 UMM 0 LIKE 0 YOU KNOW 0 I MEAN  
Reset Counters

**ASSESSMENT**

SELF OTHER SUMMARY

**Non-Verbal Communication**

Eye contact Select a rating...

*CareerQuest*  
*Resume Builder*





# Using the Resume Builder

The screenshot shows the CareerQuest Resume Creator interface. At the top, the University of Maryland University College logo and the CareerQuest logo are visible. The navigation bar includes 'My Account', 'Employer Directory', 'Job Search', and 'Career Events'. The main content area is titled 'Resume Creator' and contains a welcome message, instructions on how to use the tool, and two buttons: 'Resume Templates' and 'Resource Library'. The left sidebar contains a 'Log Out' button and a menu with options like 'Home', 'Calendar', 'Resource Library', 'My Favorites', 'My Partners', and 'I want to ...'. The 'I want to ...' menu is expanded, showing options like 'Make Appointment', 'Report a Hire', 'Create Resume using Resume Creator', 'Take/View Assessment', and 'View My Activity'. There are also promotional banners for 'GLOBAL FOCUS', 'THE CAMPUS CAREER COACH', and 'INTERVIEW STREAM practice VIDEO interviews'.

University of Maryland University College

CareerQuest

My Account ▾ Employer Directory Job Search Career Events

Log Out

## Resume Creator

Welcome to the Resume Creator. This tool will provide you with a basic resume that you can then tailor and edit depending on your experience level.

Getting Started: Use the CSO Resume Creator to quickly create, format and edit your resume. To get started, click on the Resume Templates button and select a resume format. Enter and edit your resume content via the CSO Resume Creator forms. Saved unfinished resumes will also be located in Resume Templates. When your resume is ready, upload it to the My Documents section of your account.

For additional resources, access our Resource Library. There you can view and download resume templates and samples created by UMUC Career Services. You can choose from documents that are **industry-specific**, formatted for **varying experience levels**, written for professionals **changing careers**, or created in the **federal format**.

If you would like additional resume writing advice or resume review, you can set up an appointment with a UMUC career advisor. Simply use the left-side toolbar to select "I want to...Make Appointment."

Resume Templates

Resource Library

Home

Calendar

Resource Library

My Favorites

My Partners ▲

I want to ... ▾

Make Appointment

Report a Hire

Create Resume using Resume Creator

Take/View Assessment

View My Activity

Search jobs from the world's top employers.

Access now »

THE CAMPUS CAREER COACH .COM

INTERVIEW STREAM practice VIDEO interviews

Resume Templates are to help create first-time resumes

Resource Library includes resume templates and samples

# Choosing a Template

The screenshot shows the CareerQuest interface for the University of Maryland University College. The top navigation bar includes 'My Account', 'Employer Directory', 'Job Search', and 'Career Events'. A left sidebar contains navigation options like 'Home', 'Calendar', 'Resource Library', and 'My Favorites'. The main content area displays a message about draft resumes and a table for resume drafts. Below this, there are six resume template cards, each with a list of features and a 'Preview' link.

University of Maryland University College

**CareerQuest**

My Account ▾ Employer Directory Job Search Career Events

Log Out

My Documents

Resource Library

Following are draft copies of all resumes you have prepared using the CSO Resume Creator. Using the Action links, you can **continue to edit your resumes, download resumes to your computer, copy resumes to the My Documents section of your account, and delete resumes from the My Resume Drafts section.** Please note, you must copy resumes to the My Document section of your account if you wish to use them to apply for jobs through the System. You cannot submit resumes to employers directly from My Resume Drafts.

Name	Template In Use	Created	Modified	Actions
In progress templates will be saved here...				

Viewing Records 0-0 of 0

Review the resume templates below and select the format that will allow you to most effectively present your relevant education, experience, skills and characteristics to potential employers. To select a resume format, click on the appropriate image. To access your unfinished resumes, go to My Draft Resumes. When your resume is ready for use, upload it to the My Documents section of your account. If you need additional resume writing advice, contact the career advisors in your campus career center and/or download the Resume handout from our [Job Search Guides](#).

### #1 - Basic Template

- Education
- Relevant Experience
- Additional Experience
- Leadership
- Skills

[Preview](#)

### #2 - Basic Template

- Education
- Experience
- Leadership & Service
- Skills

[Preview](#)

### #3 - Basic Template

- Education
- Relevant Experience
- Additional Experience
- Associations
- Skills

[Preview](#)

### #4 - Basic Template

- Objective
- Education
- Projects
- Skills
- Relevant Experience
- Additional Experience

[Preview](#)

### #5 - Basic Template

- Objective
- Education
- Skills
- Relevant Experience
- Additional Experience
- Affiliations

[Preview](#)

### #6 - Basic Template

- Objective
- Education
- Experience
- Skills
- Activities

[Preview](#)

GLOBAL FOCUS Search jobs from the world's top employers. [Access now »](#)

THE CAMPUS CAREER COACH Practical information... real-world answers. .COM

INTERVIEWSTREAM practice VIDEO interviews

# Creating Your Resume

Fill out your information.

Save when you are finished.

Download to a Word document for further editing.

The screenshot shows the CareerQuest website interface for creating a resume. The header includes the University of Maryland University College logo and the CareerQuest logo. A navigation bar contains links for My Account, Employer Directory, Job Search, and Career Events. A sidebar on the left lists various user actions like Home, Calendar, Resource Library, and My Favorites. The main content area is titled "#1 - Basic Template" and contains instructions for using the form. Below the instructions are three sections: Header, Education, and Experience, each with input fields for personal and professional details. Buttons for saving, previewing, and adding new sections are visible throughout the interface.

University of Maryland University College

CareerQuest

My Account | Employer Directory | Job Search | Career Events

Log Out

Save | Save and Preview | Cancel

### #1 - Basic Template

This form will allow you to create resume similar in format to the template you selected. Use it to enter/edit information on your resume. Proofread your resume content for accuracy, grammar, spelling and readability. Click on the "Save & Preview" button to save your progress regularly and download your resume to your computer as a .doc file. Click on the "Save" button to save your changes and go back to the Resume Templates/Drafts page.

#### Header

Name:  Email:

Phone:

#### Education [Edit](#) [Remove this Section](#)

Degree: <input type="text"/>	Graduation Date: <input type="text"/>
Major: Management Studies	Minor: <input type="text"/>
School Name: <input type="text"/>	Overall GPA: <input type="text"/>
Study Abroad: <input type="text"/>	Honors: <input type="text"/>

[Add New](#) [Remove this Section](#)

#### Experience [Edit](#) [Remove this Section](#)

Job Title: <input type="text"/>	Employer Name: <input type="text"/>
Employer City: <input type="text"/>	Employer State: <input type="text"/>





# CareerShift

The screenshot shows the CareerShift website interface. At the top left is the 'careershift' logo with 'v5.6' and 'job hunting & career management solutions' below it. To the right is a 'Member Login' section with input fields for 'Email Address' and 'Password', a 'Go' button, and a 'Keep me logged in' checkbox. A navigation bar below the login section contains links for 'Home', 'About Us', 'Testimonials', 'Sign Up', and 'Sign In'. The main content area features the University of Maryland University College logo and name. Below this is a welcome message: 'Welcome University of Maryland University College Students and Alumni'. A list of features follows, including searching for job listings, getting contact information, accessing in-depth information, recording correspondence history, creating personal marketing campaigns, and managing confidential CareerShift accounts. On the right side, there is a 'Register to Begin' section with input fields for 'First Name', 'Last Name', and 'Email Address', and a 'SIGN UP' button. The University of Maryland University College logo and name are repeated at the bottom right of the page.


careershift<sup>v5.6</sup>  
job hunting & career management solutions

Member Login

Email Address Password Go

Keep me logged in

Home About Us Testimonials Sign Up Sign In

  
University of Maryland University College

Welcome University of Maryland University College Students and Alumni

- Search, select and store **job listings** from all **job boards** and all **company job postings**.
- Get up-to-date **contact information**, including e-mail addresses, for **millions of companies**.
- Access **in-depth information** about contacts and companies posting jobs.
- Record, save and store your **correspondence** history records automatically.
- Create **personal marketing campaigns**, including unlimited **resumes** and **cover letters** easily, and save them to access, print or e-mail.
- Manage your **confidential CareerShift** account securely from any computer 24/7, to update & maintain your **organized and recorded** job search.


Register to Begin

First Name

Last Name

Email Address

**SIGN UP**

  
University of Maryland University College

CareerShift gives students and alumni the opportunity to easily search, store and organize the elements of their job search **all in one place**.

# CareerShift Features



Get up-to-date **contact information**, including e-mail addresses, for **millions of companies**.



Access **in-depth information** about contacts and companies posting jobs.



Record, save and store your **correspondence** history records automatically.



Create **personal marketing campaigns**, including unlimited **resumes** and **cover letters** easily, and save them to access, print or e-mail.



# CareerShift Home Page

The screenshot shows the CareerShift Home Page for a user named Courtney Hine. The page features a top navigation bar with links for 'My Organizer', 'Support', and 'Logout'. Below this is a secondary navigation bar with tabs for 'My Jobs', 'My Contacts', 'My Companies', 'My Documents', 'My Campaigns', and 'My Calendar'. The main content area is divided into several sections:

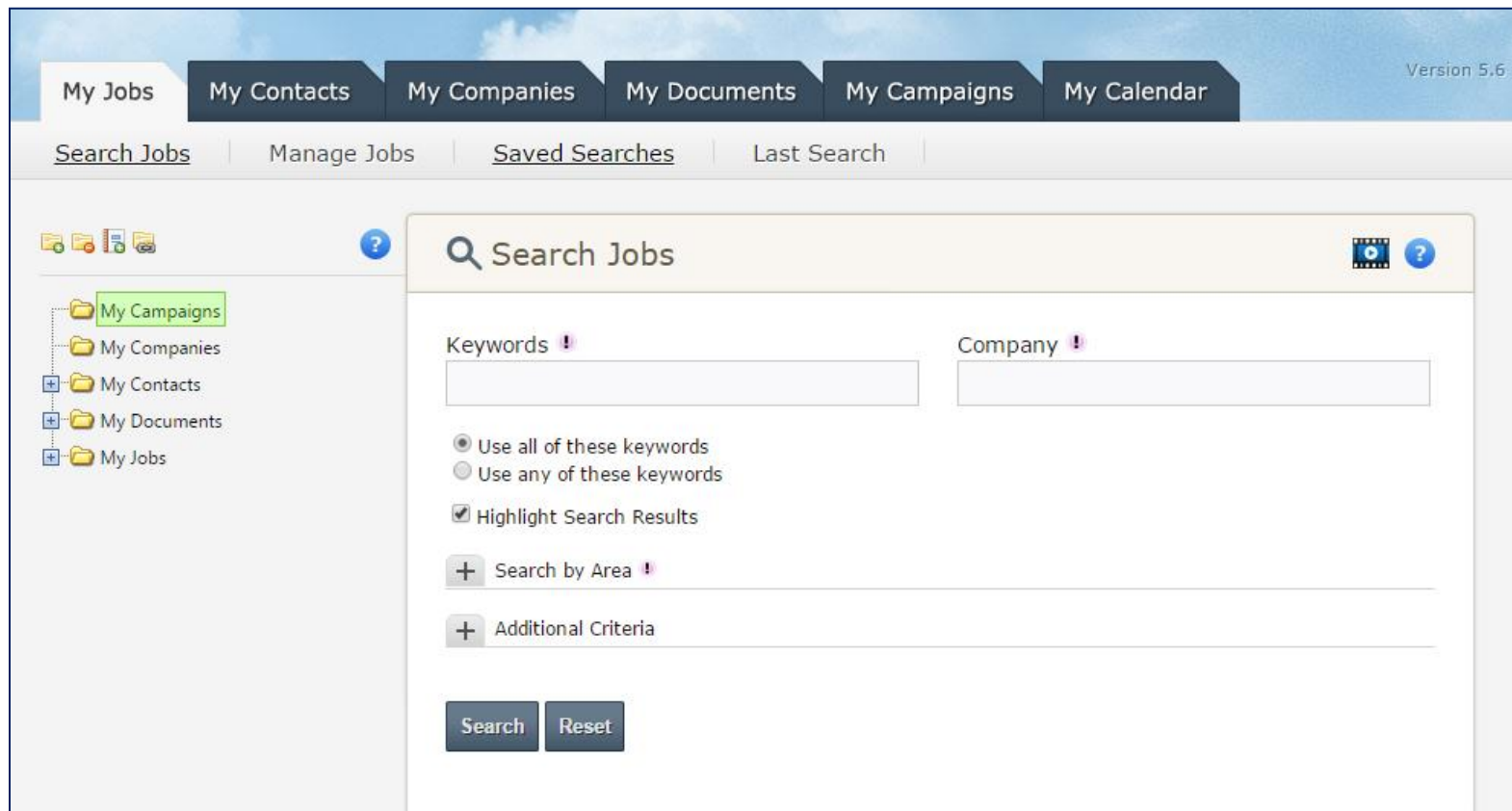
- My Organizer/Overview:** A sidebar on the left contains a folder system with categories like 'My Campaigns', 'My Companies', 'My Contacts', 'My Documents', and 'My Jobs'. A red arrow points from the text 'My Organizer/Overview' to this sidebar.
- Account Information:** The main content area has a header for 'Courtney Hine's Account' with tabs for 'Overview', 'Account Info', 'Personal Info', and 'Tutorials'. A red arrow points from the text 'Account Information' to the 'Overview' tab.
- Tutorials:** A yellow box on the right side of the account overview section contains the text 'Your Subscription is Sponsored by University of Maryland University College'. A red arrow points from the text 'Tutorials' to this box.
- Career related articles:** The bottom section is titled 'Latest from CareerShift' and contains two articles: '6 Answers To Questions That Will Ruin Your Chances Of Being Hired' and 'The 6 Resume Trends You Need To Know About This Year'. A red arrow points from the text 'Career related articles' to this section.

On the left side of the image, there are five text labels with red arrows pointing to the corresponding features in the screenshot:

- Toolbar/ Folder System
- My Organizer/ Overview
- Account Information
- Tutorials
- Career related articles

# CareerShift – My Jobs

The **My Jobs** search features finds *EVERY* job posted at *EVERY* public career site and job board across the internet.



The screenshot displays the CareerShift user interface. At the top, a navigation bar includes tabs for 'My Jobs', 'My Contacts', 'My Companies', 'My Documents', 'My Campaigns', and 'My Calendar'. Below this is a secondary navigation bar with links for 'Search Jobs', 'Manage Jobs', 'Saved Searches', and 'Last Search'. The main content area features a search form titled 'Search Jobs'. On the left side of the search form, there is a sidebar with a folder tree containing 'My Campaigns', 'My Companies', 'My Contacts', 'My Documents', and 'My Jobs'. The search form itself includes two input fields: 'Keywords' and 'Company'. Below these fields are radio buttons for 'Use all of these keywords' and 'Use any of these keywords', a checked checkbox for 'Highlight Search Results', and two expandable sections: '+ Search by Area' and '+ Additional Criteria'. At the bottom of the search form are 'Search' and 'Reset' buttons. The version number 'Version 5.6' is visible in the top right corner of the interface.



# CareerShift – My Contacts

Search for contacts within companies of interest

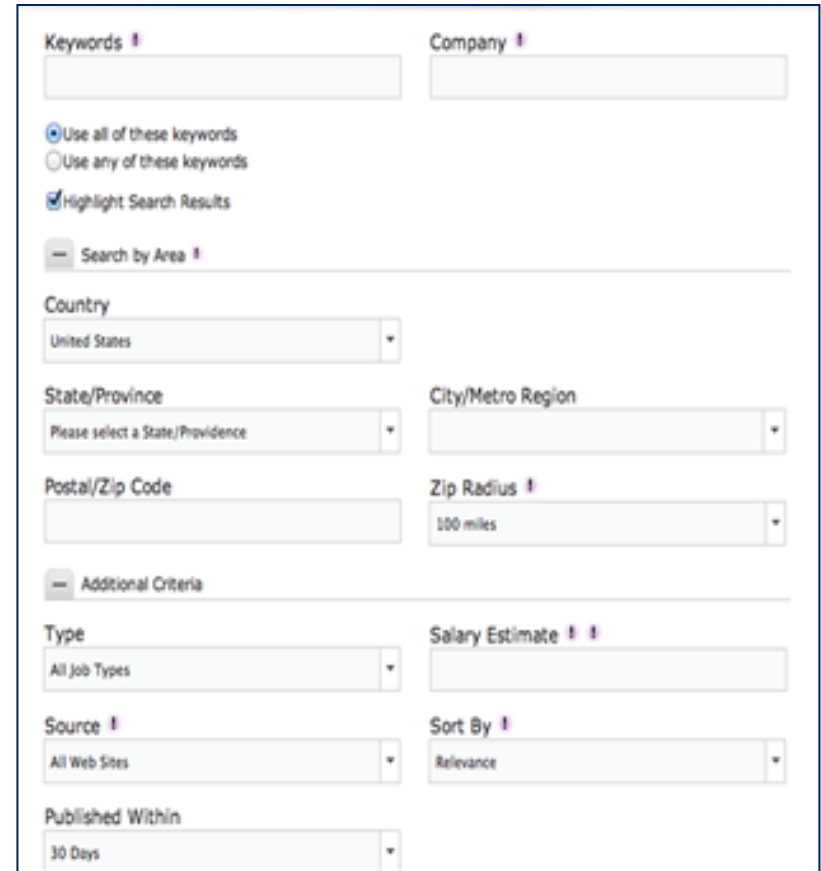
Import your own contacts or export contacts to a file

The screenshot shows the 'My Contacts' section of the CareerShift application. At the top, there are navigation tabs for 'My Jobs', 'My Contacts', 'My Companies', 'My Documents', 'My Campaigns', and 'My Calendar'. Below these are sub-tabs for 'Person Search', 'Manage Contacts', 'Import', 'Export', 'Saved Searches', and 'Last Search'. The main search area is titled 'Search for Contacts' and contains several input fields: 'First Name', 'Last Name', 'School Attended', and 'Company Name'. There is also an 'Industry' dropdown menu. Below the input fields are two expandable sections: '+ Search by Area' and '+ Position'. At the bottom of the search area are 'Search' and 'Reset' buttons. The version number 'Version 5.2' is visible in the top right corner.

# CareerShift – My Companies

Search for target companies and organizations

- Use filters: keywords, company name, search by area, size, number of employees and company ranking.
- Results are very concise—with links to find currently posted jobs, contacts and expanded details.

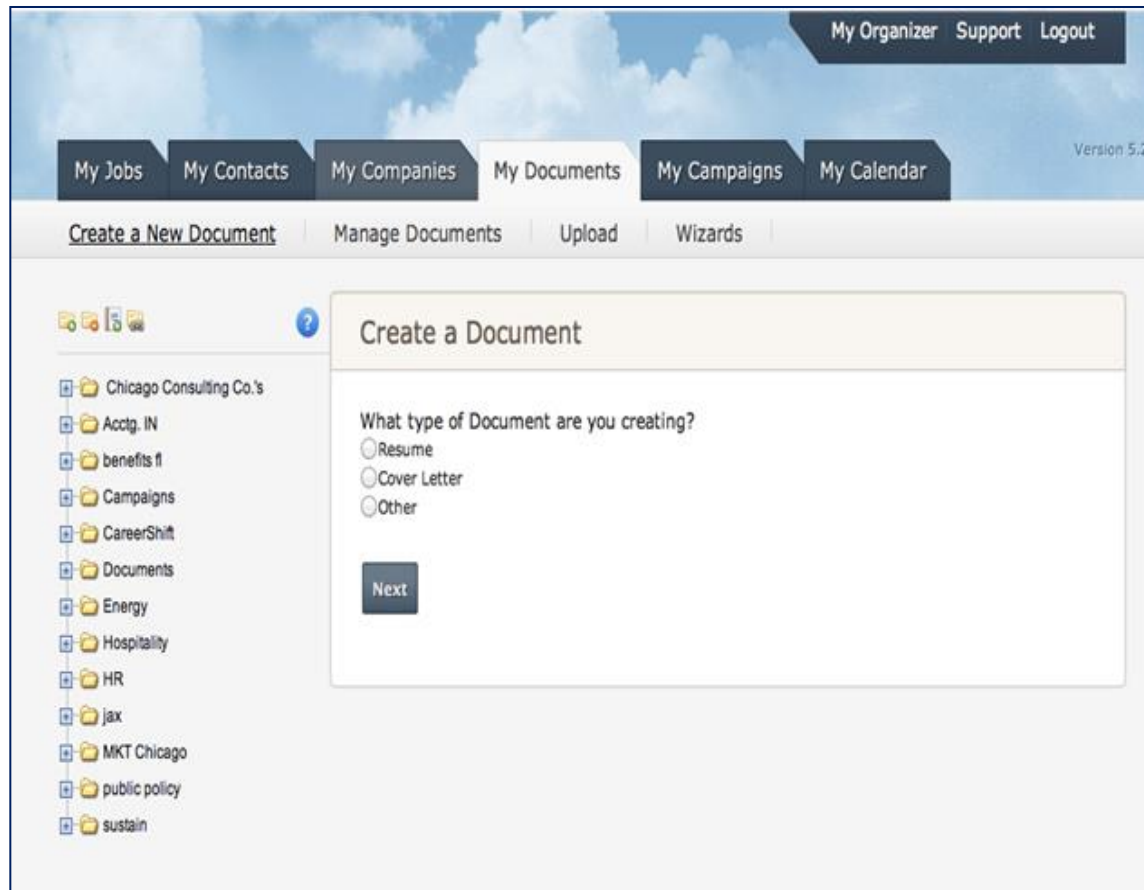


The screenshot displays the CareerShift search interface with the following elements:

- Keywords** and **Company** text input fields.
- Radio buttons for **Use all of these keywords** (selected) and **Use any of these keywords**.
- Highlight Search Results**.
- Search by Area** button.
- Country** dropdown menu (United States).
- State/Province** dropdown menu (Please select a State/Province).
- City/Metro Region** dropdown menu.
- Postal/Zip Code** text input field.
- Zip Radius** dropdown menu (100 miles).
- Additional Criteria** button.
- Type** dropdown menu (All Job Types).
- Salary Estimate** text input field.
- Source** dropdown menu (All Web Sites).
- Sort By** dropdown menu (Relevance).
- Published Within** dropdown menu (30 Days).

# CareerShift – My Documents

Upload, copy, paste, and store an unlimited number of job search documents.



The screenshot displays the 'My Documents' section of the CareerShift application. The top navigation bar includes 'My Organizer', 'Support', and 'Logout'. Below this, a secondary navigation bar highlights 'My Documents' among other options like 'My Jobs', 'My Contacts', 'My Companies', 'My Campaigns', and 'My Calendar'. A sub-navigation bar offers 'Create a New Document', 'Manage Documents', 'Upload', and 'Wizards'. The main content area features a left-hand sidebar with a tree view of folders such as 'Chicago Consulting Co.'s', 'Acctg. IN', 'benefits fl', 'Campaigns', 'CareerShift', 'Documents', 'Energy', 'Hospitality', 'HR', 'jax', 'MKT Chicago', 'public policy', and 'sustain'. The central focus is a 'Create a Document' form with the question 'What type of Document are you creating?' and three radio button options: 'Resume', 'Cover Letter', and 'Other'. A 'Next' button is positioned below these options. The version number 'Version 5.2' is visible in the top right corner.



# CareerShift – My Campaigns

- Select to print your documents, or send an email communication.
- When you click SEND- it will be automatically recorded in your chosen self-named folder and placed on your calendar.

**Begin a Campaign**

Use FedEx Office | Send Email | Print Myself

**Email to selected contacts** ⚠

This option allows you to send your documents by email. If you select a document which uses variable fields, such as a cover letter, contact information will be merged in each document for you. You can preview your campaign by sending an email to yourself as a test, before sending emails to your contacts. To select this method, click "Next" below.

- 1 Name your campaign and select folder to save campaign
- 2 Select contacts to send your information to
- 3 Select document(s) to send to your contacts
- 4 Preview and then complete your campaign

Next

# CareerShift – My Calendars

The screenshot shows the 'My Calendar' interface in CareerShift. On the left is a navigation pane with folders for Chicago Consulting Co.'s, Acctg. IN, benefits fl, Campaigns, CareerShift, Documents, Energy, Hospitality, HR, jax, MKT Chicago (with sub-items CareerShift, Mike Nikolich, and Client Marketing Associate), public policy, and sustain. The main calendar area is titled 'My Calendar' and shows a monthly view for May 2012. The calendar grid has columns for days of the week and rows for dates. Events are represented by blue boxes with text like 'Email Campaign', 'Email', and 'Call Berkeley'. Some boxes have a 'more...' link below them. The current date is 'today' (May 30, 2012).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Email Campaign	01 May Email	2	3 Email	4 Email Email Campaign more...	5
6	7 Email Campaign Email	8 Email Campaign	9 Email Campaign	10 Email Campaign Email more...	11 Email Campaign Email Campaign	12
13	14 Email	15 Email	16	17 Email more...	18 Email Email more...	19
20	21 Email Campaign Email Campaign more...	22	23 Call Berkeley	24 Email Campaign Email Campaign	25	26
27	28	29	30	31	01 Jun	2

- Create events and follow-up reminders.
- Your communications will automatically be recorded on your calendar.
- You will be sent an email reminder to do your follow up work.



career  
insider  
powered by Vault



# Career Insider by Vault



Rankings and Reviews of Top Companies and Schools



Thousands of Employee Ratings & Reviews



Complete Access to Award-winning Career Guides



New Jobs & Internships Posted Daily

**FORTUNE**

**“The best place on the web to  
prepare for a job search”**



# Career Insider Rankings and Reviews

Companies

Internships

Schools

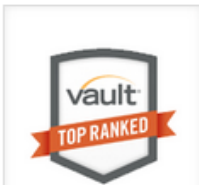
The screenshot shows the Vault website's navigation menu for 'RANKINGS & REVIEWS'. Three red arrows point from the labels 'Companies', 'Internships', and 'Schools' to their respective dropdown menus. The 'Companies' dropdown lists various industry categories like 'Best Law Firms', 'Best Banking Companies', and 'Best Consulting Firms', along with links for 'All Company Rankings', 'Find a Company', and 'Submit a Company Review'. The 'Internships' dropdown lists categories like 'Best Overall Internships', 'Best Consulting Internships', and 'Best Accounting Internships', with links for 'All Internship Rankings', 'Find an Internship', and 'Submit an Internship Review'. The 'Schools' dropdown lists categories like 'Best Undergraduate Schools', 'Best Business Schools', and 'Best Law Schools', with links for 'All School Rankings', 'Find a School', and 'Submit a School Review'. The website header includes the Vault logo, a search bar, and a user profile icon labeled 'myVault'. A sidebar on the left features a 'TOP RANKED' section with a list of industries and a 'Research' section. A banner for 'ch2m.jobs' is visible at the bottom right, featuring a 'JOIN US!' button.



# Industry Rankings

## The Best Accounting Firms

Rankings & Reviews



### NEW! Vault Accounting 50

1. PwC (PricewaterhouseCoopers) LLP
2. Ernst & Young LLP (EY)
3. Deloitte LLP
4. KPMG LLP
5. Grant Thornton LLP

[View the Full Ranking](#)

### NEW! Most Prestigious Accounting Firms



[Most Prestigious Accounting Firms](#)

### NEW! Best Accounting Firms to Work For



[Benefits](#)

[Business Outlook](#)

[Client Interaction](#)

[Compensation](#)

[Culture](#)

[Firm Leadership](#)

[Formal Training](#)

[Green Initiatives](#)

[Hiring Process](#)

[Hours](#)

[Informal Training](#)

[Internal Mobility](#)

[Philanthropy](#)

[Promotion Policy](#)

[Relationships with Supervisors](#)

[Satisfaction](#)

[Travel Requirements](#)

[Work/Life Balance](#)

### NEW! Best Accounting Firms for Diversity



[Overall Ranking](#)

[Diversity for Individuals with Disabilities](#)

[Diversity for Military Veterans](#)

[Diversity for Minorities](#)

[Diversity for Women](#)

[LGBT Diversity](#)

### NEW! Best Accounting Firms in Each Practice Area



[Audit & Assurance Accounting](#)

[Forensic Accounting](#)

[Tax Accounting](#)



# Company Rankings and Reviews

Employee Reviews

Rankings


At a Glance

GOOGLE INC.

Overview [Vault's Verdict](#) [Employee Reviews \(1\)](#)

---

**2014 Vault Rankings**

#1 Best Internet & Social Media Companies 

---

**GOOGLE INC. at a Glance**

**👍 Uppers**  
Best-in-class perks and benefits  
Positive working environment where employees feel valued  
Company name works wonders on future résumés

**👎 Downers**  
Large company with some bureaucracy and politics  
Era of explosive growth may well be over  
Company faces increasing threat from younger competitors

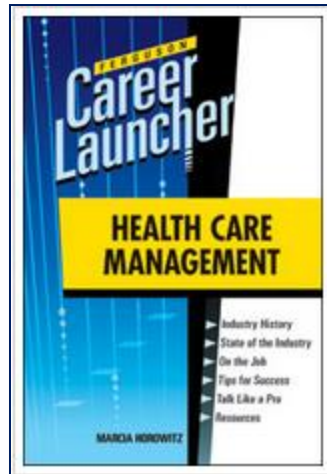
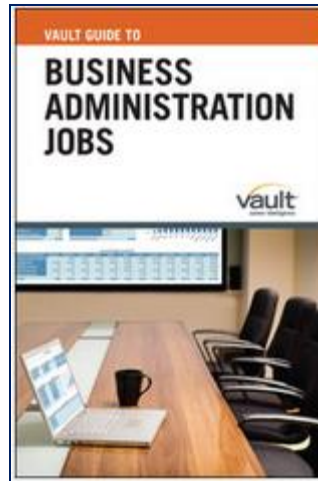
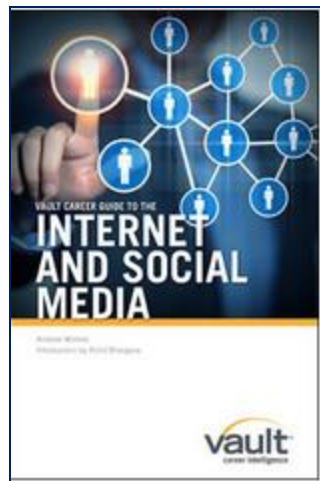
**🗨️ The Bottom Line**  
Google hires up to 4,000 employees per year, but receives around 1 million applications. There's a reason for those numbers: the firm is widely regarded as one of top two or three employers anywhere in the world.

**About GOOGLE INC.**

If you don't know what the term Google means, there's a leading Internet search engine you can use to find out. Taking its name from "googol" – the mathematical term for the value represented by a one followed by 100 zeros –



# Career Insider Career Guides

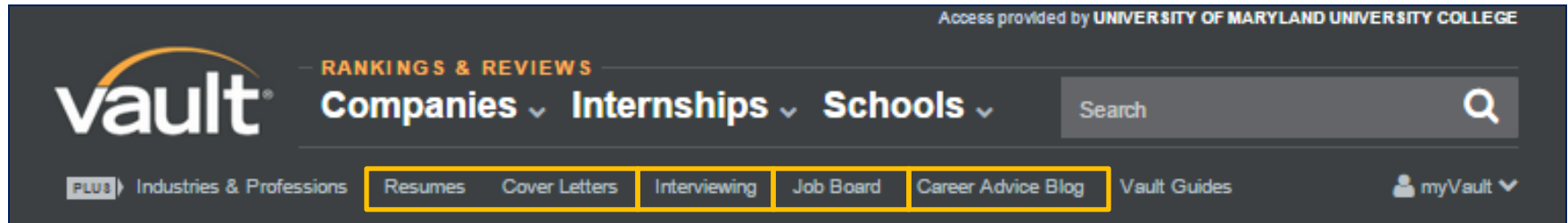


✓ Ability to download **CAREER GUIDES**, comprehensive books that detail career fields, what you need to be hired, current employers, and the future of careers in that field.

✓ Reviews of employers by employees.



# Additional Features



- Resumes and Cover Letters
  - Articles, videos, and samples
- Interviewing
  - Articles, videos, sample interview questions
- Job Boards
- Career Advice Blog



# What is Focus 2?

- Self guided career and education planning tool that helps you:
  - Select the right major
  - Map out your career plan
  - Make informed career decisions
- Features include:
  - Multiple self assessments
  - Detailed career information
  - List of majors at UMUC and affiliated career paths
  - Career plan action steps



# Getting Started

When logging in for the first time, you will need an access code – “UMUC.”



Search, store, and organize the elements of your job search all in one place.



Get insider information on companies, jobs, and schools through rankings and reviews.




Plan your career path and research careers. Use "UMUC" as your access code.



Watch a webinar about federal resumes. Use the password "keytoresume15"



# Self Assessments



Learn  
Something  
about  
Yourself→

## Self Assessment

Work Interest Assessment  
Personality Assessment  
Skills Assessment  
Values Assessment  
Leisure Interest Assessment

**Narrow and Refine Your Results** *See Your Top Career Choices*

- Take different assessments and see recommended careers based on your results
- Assessments are saved so you can access them later.
- Combine the results from all assessments and see your top career options





# Results

- Occupations are listed
- Bright outlook jobs
- National Salary average
- Programs offered at UMUC

//ADDITIONAL HELP//

Only Display Occupations That Would Require A ...

No Preference
  Bachelor Degree
  Advanced Degree
 Update Display

**Clear Preferences**  
 To clear your current selections and display careers at all education levels. [click here.](#)

**Careers That Match Your Work Interests**


To explore an occupation in your list, please make a selection from below.

To change the sort order click on the column heading.

Review Saved Occupations
 Green Jobs
 Bright Outlook
 Printer Friendly

SAVED	OCCUPATION NAME	GREEN JOBS	BRIGHT OUTLOOK	NATIONAL AVERAGE SALARY	MAJORS AT UNIVERSITY OF MARYLAND-UNIVERSITY COLLEGE
	Camp Director			\$61,240.00	Secondary Education and Teaching Psychology Business Administration and Management
	Chaplain			\$46,960.00	Communication Studies Spanish Psychology Criminal Justice/Safety Studies History
	Family Caseworker			\$48,340.00	Spanish Gerontology / Aging Studies Psychology
	Health Educators			\$49,060.00	Health Care Administration
	Political Science Professor			\$76,990.00	Political Science
	Recreation Supervisor			\$25,040.00	Secondary Education and Teaching
	Religious Institution Education Coordinator			\$40,770.00	Educational Administration / Leadership
	Social Worker			\$40,770.00	Asian Studies Secondary Education and Teaching Spanish Gerontology / Aging Studies Psychology
	Youth Services Specialist			\$29,880.00	Psychology

# Research Careers



Research  
any  
Career →

## Explore The Possibilities

---

[Search by Occupation Name](#)  
[Search by Industry](#)  
[What can you do with a major in ..... at University of Maryland-University College?](#)  
[Explore occupations associated with any major area of study](#)  
[Compare Two Occupations Side by Side](#)

- Search by occupation name or by industry
- View all of the programs UMUC offers and see what occupations are affiliated with these programs
- Compare two occupations

# Additional Functions



Create An  
Action  
Plan →

## Create A Plan To Achieve Your Objectives

[Build Your Action Plan](#)

[Review and Print Your Action Plan](#)



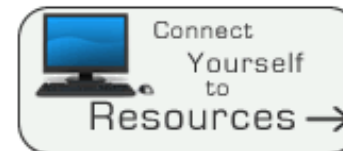
Tying  
It all  
Together →

## Courtney Hine's Career Portfolio

[Review & Update Your Saved Careers](#)

[Review & Update Your Saved Majors](#)

[Review and Print Your Portfolio](#)



Connect  
Yourself  
to  
Resources →

## Recommended Tools & Websites

[Mil2FedJobs](#)

[Military Crosswalk Search ONET Online](#)



# Summary

- There are many services, a comprehensive website, and online tools offered through Career Services.
- **CareerQuest** is available to all students and alumni to search for jobs, register for events, and access the on demand tools.
- Career Tools available:
  - **CareerSpots**
  - **Resunate**
  - **InterviewStream**
  - **CareerQuest Resume Builder**
  - **CareerShift**
  - **Career Insider/Vault**
  - **Focus 2**



# Questions

Please take advantage of the powerful career tools available to help as you launch or advance your career.

For additional questions, please contact Career & Alumni Services at (240) 684-2720 or [careerservices@umuc.edu](mailto:careerservices@umuc.edu).



*Presented by*

**Courtney Hine, Career Coordinator**  
Office of Career & Alumni Services

