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NAVY LEAGUE HIRING CENTER

July 2008: Issue 1

Greetings!

We would like to introduce the Navy League Hiring Center's brand new E-Newsletter. We look forward to your feedback. Please send your comments to navyleaguejobs@idealthire.com.

Managing Your NLHC Profile

Part I: Optimization

Your NLHC Profile is the launching point for your career search. It contains all of the resources that you need, and more! [Read More](#)

Tips

- Preparation is important! Do some research on the company before the interview.
- Know your worth! Explore salaries in your field to be better prepared for negotiation.
- Use your NLHC profile to help you organize your skills. When prospective employers ask what you can do, you will be able to list them quickly and clearly.

Networking in the Civilian Marketplace



Networking, the age-old process of meeting new people and building relationships, is still one of your premiere resources for career enhancement.

While “what you know” will make you a great employee, “who you know” can help you find the best company. Smart, strategic networking is critical to your civilian career success.

According to CareerXRoad's 2007 Annual Sources of Hire Survey, 34% of new hires brought in from outside an organization were due to employee referrals. [Read More](#)

Featured Affiliate:

IdealMilitaryHire.com



IdealMilitaryHire.com (IMH) is a website powered by IdealHire Technologies that assists veterans from all military branches with their military to civilian transition.

IMH offers all transitioning military candidates the ability to create a profile, search for jobs and use the Military Skills Translator built for their specific military branch. IMH also hosts the On-Line TAP Manual, which is an invaluable resource for the transitioning military candidate.

IdealMilitaryHire.com also offers informative resources covering topics such as personal finances, employment searching, educational attainment, and much more! [Read More](#)

Technical Skills: Hot for 2008-2009



Although many industries have slowed in hiring, individuals with technical skills are in high demand! Employee growth for skilled laborers is projected to continue through the remainder of 2008 and into 2009. Transitioning military men and women are considered highly valuable in the current market because most military personnel are trained in specialized areas. [Read More](#)

Send us your 4th of July Photos!



Next month we will be featuring photos sent in from our candidates. Please send them to navyleaguejobs@idealthire.com and your picture might be featured in our next issue!

Have a safe and happy 4th of July!

Thank you to everyone who has already signed up for our E-News letter. We had such a great response that we have been able to tailor our newsletter to fit what **YOU**, our candidates, want to know!

Thank You,
NLHC Staff

For assistance, please contact the support staff by telephone: 888-581-5395 or email info@idealthire.com.

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July 2008: *Issue 1*

Managing Your NLHC Profile: Part I: Optimization

Your NLHC Profile is the launching point for your career search. It contains all of the resources that you need, and more! Make your profile stand out to remain competitive in the civilian market: easy changes that will make you a superstar candidate!

Optimizing Your Profile

After you have completed the first three steps of your profile that are required upon registration, you should go back through each section to verify and expand on your experience. In the blue boxes on the right side of the screen, you can click on each section to view and edit your selected information. Your profile contains many features that allow you to show off your experience.

Employment Information: Your employment information should already be complete from when you first registered, but it is still important to review. This feature allows you to quickly indicate key characteristics such as; the branch of military you served in, your educational background, and the languages you speak. This feature is highly appreciated by employers because they can easily view important statistics quickly and easily.

Education: On the Education page, you can specify all of your academic experience and military training. You are prompted to specify the schools and seminars you attended, your majors, any degrees or certificates you attained, as well as any additional information that you feel is important, like your GPAs or awards received.

Industry: If you have skills that can apply to many different jobs but are in the same field with the same fundamental requirements, you have experience in that "Industry". This page allows you to select the industries that you have experience in. You can select as many as are applicable. Include your military experience as well, for example; "Aerospace & Defense", "Engineering" or "Telecommunications".

Skills & Certifications: You can use the military skills translator, or search by specific skills to find the exact skills in which you are experienced. You can then indicate the number of years you practiced the skill and your level of proficiency.

Work Experience: On this page, you can indicate your specific work experience, including the names of your branch and division of the military, your job titles or specialties, and descriptions of your responsibilities.

Objectives: In Objectives, you can indicate what you want to achieve in your civilian position. Additionally, this section allows you to designate information that is important to employers like professional memberships, certifications and awards that you may have received. Employers greatly appreciate this section because they are able to view your previous

accomplishments and your current goals.

Preferences: Preferences is the area in which you can indicate the way your profile will work. You can change your password, manage email accounts and access your personal resume URL.

Attachments: On the Attachments page, you are able to attach the documents that you would like employers to view. You can upload a resume, cover letter, letter of recommendation, work examples, and even a picture!

Link to your Resume: Personal URL

Your Personal URL is a unique feature provided by the NLHC which is like your own personal website link that you can send to prospective employers. You give them the link, and they can go directly to your career profile! The information that you have entered into your profile is electronically organized into a clear, concise resume. You can print, email or fax the NLHC-generated resume, or you can distribute your Personal URL for the employer to directly access.

Verify and Expand!

Each time you log in to your NLHC profile, be sure to go through the checklist that appears on your Profile page. The sections that you have completed will have a green checkmark next to the item. If you have not yet completed the section, a red X will appear next to the item. Verifying that each section has been completed is critical to the success of your profile. Employers will see many profiles, so yours should be as current and detailed as possible to attract the most employers.

Keep an eye out for the next part of this article: Managing your NLHC Profile Part II: Finding a job!



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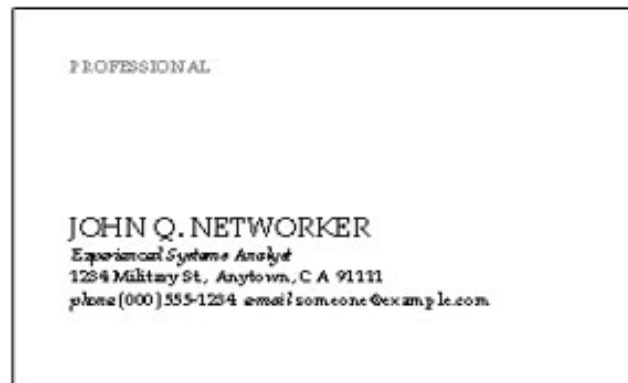
Networking in the Civilian Marketplace

Networking, the age-old process of meeting new people and building relationships, is still one of your premiere resources for career enhancement. While “what you know” will make you a great employee, “who you know” can help you find the best company. Smart, strategic networking is critical to your civilian career success.

According to [CareerXRoad's 2007 Annual Sources of Hire Survey](#), 34% of new hires brought in from outside an organization were due to employee referrals.

Market Yourself!

Networking is about introducing yourself and learning about the people you meet. It is important that you clearly identify what you are good at, why you are valuable, and how you intend to apply your expertise. Savvy networkers carry attractive contact cards that display their name, contact information and a brief sentence or title that describes their experience. It is critical that you are able to articulate what you are looking for and how others are able to assist you. Are you looking for a full-time position with a company or are you interested in starting your own company?



Opportunities to Network

Face-to-Face

The most formal and traditional form of networking is the business meeting, often a luncheon, held by an organization that is specifically designed for professional networking. There are networking groups for most industries whereby members can meet other professionals in their fields. However, networking is not limited to formal occasions. Church functions and volunteer pursuits can be wonderful places to make business connections, as well as new friends. Shared interests make

great conversation starters and also make you more memorable!

Internet

Advancements in technology and communication have provided new possibilities for the kinds of networking that you can engage in. While traditional networking luncheons are still a great way to build new relationships, there are now many Web-based networking sources. In addition to meeting new people, social networking websites are great for reconnecting with colleagues and maintaining existing relationships. There are now social networking websites such as LinkedIn.com and Networkingforprofessionals.com that are specifically for business networking. Making connections on-line can lead to more personal meetings.

You have built your reputation on hard work and dedication in the military. Now, it's time to build your reputation as a successful professional in your chosen civilian career.

Tips for Networking Beginners

- Make it a priority to network wherever you are.
- Military experience is highly valuable and it is up to you to express your value.
- Remember, the goal of career networking is to find a job. In this regard, it is important to remain professional and present yourself with class.
- Plan ahead! Think of several “ice-breakers” to begin conversations with new connections. This will make you appear more confident and relaxed.
- Networking should be mutually beneficial. Be willing to help your business connections and they will return the favor.
- New business connections are more likely to contact you if they are sure about what your intentions are.
- Follow-up! When you have made a connection with someone, follow-up to tell them that it was a pleasure to meet them.
- Carry printed copies of the profile you created on the Navy League Hiring Center and/or have your personal profile URL (web address) on your contact card to showcase your training, skills and overall expertise.

For additional information about networking:

- <http://www.businessknowhow.com/tips/networking.htm>
- www.rileyguide.com/nettips.html
- career.berkeley.edu/Article/021011b.stm

1Crispin, G. & Mehler, M. (2006) Sources of Hire Survey <http://www.careerxroads.com/news/SourcesOfHire05.pdf>



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IMH offers all transitioning military candidates the ability to create a profile, search for jobs and use the Military Skills Translator built for their specific military branch. IMH also hosts the On-Line TAP Manual, which is an invaluable resource for the transitioning military candidate. IdealMilitaryHire.com also offers informative resources covering topics such as personal finances, employment searching, educational attainment, and much more! It also serves as a great resource for military spouses and family.

The profile that you create on the Navy League Hiring Center is shared with Ideal Military Hire, meaning that employers that post jobs on either site can view your profile and offer you a job!

Visit www.idealmilitaryhire.com today to take advantage of the many resources offered to you as part of your NLHC and IMH memberships!



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Technical Skills: Hot for 2008-2009

Current Demand for Skilled Labor

Although many industries have slowed in hiring, individuals with technical skills are in high demand! Employee growth for skilled laborers is projected to continue through the remainder of 2008 and into 2009. Transitioning military men and women are considered highly valuable in the current market because most military personnel are trained in specialized areas. According to the National Labor Statistics, there has been a 21% increase in hiring for positions that require degreed or skilled labor. This suggests a promising veteran-hiring environment.

Hot Industries

Healthcare

As Baby Boomers are aging, the healthcare industry faces a shortage of skilled labor. Workers that are experienced in any aspect of healthcare are encouraged to pursue employment in this field. The medical and technical skills that you have acquired in the military can apply to a variety of healthcare-related jobs.

For example, if you were an HM 8407- Radiation Health Technician in the Navy, you can be an X-Ray Technician in your civilian career!

Healthcare Sectors

- Diagnostic Laboratories
- Home Healthcare services
- Hospitals and clinics
- Managed Care facilities
- Medical Device manufacturers
- Medical Offices
- Mental Healthcare facilities
- Outpatient Care centers
- Pharmacies
- Rehabilitation services
- Residential facilities

Engineering

Candidates with engineering experience are highly desirable to employers because companies need ingenuity and practical application of skills to maintain their success and to optimize profits. Engineers are designers, innovators and problem-solvers. Hiring for engineering candidates is expected to continue at a promising rate. Use your military skills to begin your civilian engineering career!

**For example, if you were a Civil Engineering Corp. 4210- Staff Civil Engineer in the Navy, you can be a Civil Engineer in your civilian career!*

Engineering Sectors

- Aerospace
- Biomedical
- Chemical
- Civil
- Computer
- Electrical
- Electronics
- Industrial
- Materials
- Mechanical

High-Tech

Employers continue to seek out candidates with technology experience. Security clearances, specialized training, and high aptitude are a few characteristics that make individuals transitioning out of the military ideal candidates. Personnel with varied technical skills are increasingly necessary to maintain and develop technology for companies to remain competitive in fast paced industries. Information Technology, in particular, is growing quickly as companies and organizations seek increased security and development. Communications experience is also highly valuable in the global marketplace. Business expansions require fast and accurate information-sharing. Your technical experience can be applied to many different fields.

**For example, if you were an OS 9720 Seaman - Communications and Operations Specialist in the Navy, you could be a Systems Analyst!*

High-Tech Sectors

- Cellular Hardware
- Computer Hardware
- Computer Software
- Computer Networks
- Dot-com/Web services
- Electronics
- IT Storage services
- Semiconductor
- Telecommunications

1U.S. Bureau of Labor Statistics, 2007. www.bls.gov

1U.S. Bureau of Labor Statistics, 2007. www.bls.gov

1Science Daily, ScienceDaily LLC: 2008. www.sciencedaily.com