



# MILITARY SPOUSE EMPLOYMENT JOURNAL

## A Spouse's Point of View

By Deb Kloepfel – President, MSCCN



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***Virtual offices can be a rewarding career choice for military spouses IF they do their homework.***

Virtual office (VO) assistants are becoming increasingly popular career choices within the military spouse community. The flexibility, independence, and portability of a virtual job is attractive to spouses who must juggle the demands of the military lifestyle.

Success as a mobile business system's worker is increased by doing three simple things:

- 1) Think ahead regarding unforeseen work life interruptions, such as in-home power outages, in-home distractions from spouse and kids, and relocation/deployment possibilities.
- 2) Designate an alternate work station in case the power goes out in your home during the work day. Stock up on office supplies so trips to the office supply store don't cut into your workday.
- 3) Most importantly, think ahead about your specific office duties. The successful virtual office involves creating a daily task list ahead of time to schedule time efficiently and then to file for reference if needed later.

Prepare your family weeks in advance of the boundaries of mom's (or dad's) office space, equipment, and time availability. Clients and customers **do not** like to hearing screaming kids and barking dogs when conducting business over the phone. Maintaining a professional home office environment is key to client satisfaction and credibility towards your corporate virtual office business model.

### **Do your homework when looking into virtual office training programs**

There are several appropriate virtual assistant courses that are free of charge to military spouses. The Virtual Business Owners' Initiative found at <http://www.vsscyberoffice.com/vbo/> is online training free to military ID card holders through a DoD contract. The MSCCN has more information about virtual assistants listed under resources on our website at [www.msccn.org](http://www.msccn.org). Other training may be excellent also, but ensure you check out all the details including any formal complaints lodged against them before spending any of your money for virtual office assistant training. Check out future issues of this publication for specific questions to ask before choosing a Virtual Office Trainer.

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***This nation will remain the land of the free only so long as it is the home of the brave.***

~Elmer Davis

# Highlighted Company



*Headquartered in Chicago, IL, Boeing is one of the original corporate partners in the MSCCN. MSCCN greatly appreciates Boeing for their continuing support to military spouses! Here are some excerpts from Boeing's website:*

"Boeing is the world's leading aerospace company and the largest manufacturer of commercial jetliners and military aircraft combined, with capabilities in rotorcraft, electronic and defense systems, missiles, satellites, launch vehicles and advanced information and communication systems. Our reach extends to customers in 145 countries around the world, and we are the number one U.S. exporter in terms of sales.

Boeing employs more than 153,000 people in some 67 countries. This represents one of the most diverse, talented and innovative workforces anywhere. More than 83,800 of our people hold college

degrees--including nearly 29,000 advanced degrees -- in virtually every business and technical field from approximately 2,800 colleges and universities worldwide. Our enterprise also leverages the talents of hundreds of thousands more skilled people working for Boeing suppliers worldwide."

To learn more about Boeing, please visit their website at <http://www.boeing.com>

If you are interested in employment with Boeing, please read the special instructions on the Job-seeker's page at <http://www.msccn.org> on how to apply for Boeing positions through the MSCCN.

MSCCN has found a strong relationship with Boeing and you just might too!

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## Highlighted MSCCN Military Spouse

**YOU!** by MSCCN Team

nents — active and reserve. We also are spouses of retired military members and veterans. We represent a talented labor pool that is often overlooked by many employers.

What do we know about military spouses? The **2004 Demographics** and the **First Quadrennial Quality of Life Review** linked to <http://www.militaryhomefront.dod.mil/> under *reports* show that:

**Number of spouses: Active = 688,418 Reserve/Guard = 428,363**

There are 688,418 spouses of Active Duty members. Just over half (50.2%) of the spouses are 30 years of age or younger. Nearly 30 percent (29.9%) of the spouses are over the age of 35. Approximately 93 percent of the spouses of Active Duty members are female.

Of a total of 428,363 military spouses (of Reserve/Guard), more than half (53.8%) are more than 35 years of age, and about one quarter (26.2%) are 30 years of age or younger. Of a total of 428,346 military spouses for whom the gender is known, the majority (89.6%) are female.

Most spouses of active duty members (75%) have at least some college: 38 percent do not hold a degree, but have some college credit; 12 percent hold Associate degrees; 18 percent hold Bachelor degrees; 7 percent hold advanced degrees.

We salute **all** military spouses in this issue. We are young, old, male, female, and diverse in racial, ethnic, and cultural backgrounds. We are married to military members from all services and across both compo-

# MSCCN Applicant Process

By The MSCCN Team

## MSCCN Applicant Process

Job Search, Job Placement, and Applicant Tracking  
powered by the MSCCN and BrassRing

### Step One

#### Job Posting & Job-to-Applicant Search

Corporate partners provide a referral section (resource code or slash page with URL link) that lists MSCCN as the referral source for applicant tracking purposes.

The MSCCN Talent Management Gateway will list one corporate profile requisition per corporate partner. Candidates then post their resumes to the corporation's open job profile description. Candidates are placed into the specific corporate folders for review by the MSCCN Job Placement Specialist.

MSCCN contacts candidates and provides them with specific resource codes for the corporations they have selected.

Candidates next visit the corporate websites for open job opportunities and submit their resumes to a job that fits their skill sets.

### Step Two

#### Applicant Tracking and Receipt Notification of Spouse Resume

Candidates notify the MSCCN Job Placement Specialist of their resume posting to a corporate partner website.

**The corporate job requisition number is given to the MSCCN Job Placement Specialist for applicant tracking purposes.**

Applicants receive email notification within 24 hours of receipt of their resume.

Personal service via the phone and internet to spouse applicants is available by the MSCCN on Monday through Friday 8 to 5 Central Time.

Candidates receive responses to email requests within 24 hours.

### Step 3

#### Spouse Applicant Status Report

One week following notification of a spouse resume posting, an MSCCN representative contacts the corporate recruiter for a **Spouse Applicant Status Report**

# MSCCN Talent Management Gateway

By Kristina Saul and Jay Brethen

## Dear MSCCN Applicant — Remember to Post Your Resume!

This is a reminder to post your resume on MSCCN's gateway! There is a new corporate culture emerging in the recruiter world called "resume mining". It is a common practice among recruiters because it improves their ability to find the perfect candidate to fit their job opening.

What is resume mining?

Resume mining is a technique used by recruiters when searching resumes posted on gateways or portals for a particular skill set. Middle management and executive positions will often not be posted on public job boards or gateways because corporate recruiters do not want to sort through thousands of ill-crafted resumes and skill sets that do not match their job openings.

Corporate recruiters view resumes all day long from their "resume mining" perspective. If you do not find a job that interests you on our MSCCN Gateway, please post your resume anyway. Our corporate recruiters are mining

## MSCCN Resume Coalition Volunteer Spotlight

*The MSCCN Resume Coalition is a group of job search and career development professionals who volunteer to help applicants review and re-work resumes.*



Lori Cleymons is a talented Marine Corps spouse who believes in volunteering:

"I started in 1997 with the Whistle Stop Thrift store on MCAS Cherry Point, NC and then moved into the Publicity Chairman and Co-Team Leader positions for LINKS and also the Key Volunteer Coordinator for MTACS-28. We then moved to Okinawa, Japan where I served as the Publicity Chairman for Navy/Marine Corps Relief Society for a little over a year. I then became a paid employee for the University of Maryland University College as their Outreach Coordinator.



military spouse resumes daily for jobs in the middle management to executive levels.

Don't be timid about asking for help! Proper resume posting can make the difference between a job or unemployment. If you do not have a resume, please make an appointment with your local military installation family center.

Should you not reside near a military installation, please go to our resources and click this link to review the resume section. Once a resume is drafted, we can forward it to the MSCCN Resume Coalition for review.

Need to talk to someone?

Kristina Saul can be reached by calling 253.459.4550 from Mon - Fri 9 am - 5 pm Central Time or by email at ksaul@msccn.org.

In 2002 we moved to Camp Pendleton, CA where I worked at Marine & Family Services as the Employment Specialist for a little over 2 years. In 2005 we next moved to MCLB Albany, GA where I volunteer as a resume writer for the Family Employment Assistance Program at Marine & Family Services, Key Volunteer newsletter contributor, and resume writer for MSCCN."

*MSCCN is very fortunate to have Lori as a prolific MSCCN Resume Coalition volunteer. This month she also is assuming the duties of heading the administration of the MSCCN Resume Coalition.*

**MSCCN thanks Lori and the other MSCCN Resume Coalition professionals who have so generously devoted their time and talents to helping military members and their families!**

# Developing Résumés to Post to Job Boards

by John Lucas, Senior Recruiter with Chenega Technology Services Corporation, Springfield, VA.

*Mr. Lucas volunteers for the MSCCN Resume Coalition. MSCCN encourages applicants to post resumes wherever they find good job opportunities. Unlike other well-known resume-posting websites, the MSCCN Gateway is not a regular job board – it is a network with partnered companies' recruiters. With that in mind, Mr. Lucas offers his advice on what to consider when posting resumes to regular job boards.*

Anne asked me to write an article on additional resume tips to follow her article from the previous issue. After spending a couple of days reviewing resumes online I have a few suggestions on posting resumes on Job Boards.

How do recruiters find you if you do not directly submit your resume to a company or to a job ad? When you are applying directly for the job, your resume should be tailored to highlight your qualifications for the job, your skills statement/objective should speak directly to the job, and you should tweak your responsibilities to match the requirements for a specific job. When you post your resume online to a monster or hotjobs or any number of job boards it is more like placing a bill board on the internet saying here I am, hire me. Here are a few tips to help you write a more generic broad-based online resume.

Convert your resumes to text resumes. While many job sites allow you to attach your word.doc resume, others do not and request that you type in a resume or cut and paste your old resume. Unfortunately, if you cut and paste a word.doc into a text box you tend to lose the formatting and spacing. There have been many times I had to squint through the reading of a resume -- the formatting was off, the spacing was messed up, and random characters (!\$&) were inserted into the resume. If you save a copy of your resume in text format you should be able to cut and paste it without losing formatting. Be careful. You should print out your resume after you convert it to text format and make sure the spacing is correct and characters are suitable. You will have to go back and add some spaces and take out others. You may want to consider replacing bullet points with an “\*” (uppercase 8). This will make it easier for the recruiter to read and understand your resume.

Most job sites allow recruiters to search resumes by search terms or words using Boolean search. Once a resume comes up in a search the search terms are generally highlighted. The more the search words come up in a resume, the closer to the top of the list of resumes your resume will come. I kind of told you an untruth in the last paragraph; recruiters rarely read resumes. They scan through them, looking for highlighted search words and reading around them. Rarely will I read a resume on the first go around. I look for my search words and determine if they fit into my requirement profile, then I will read the resume. There are some ways to manage this to help you get to the top of the pile.

If you are soon relocating and are seeking a position in the new area, I recommend placing your new location's address on the resume. If you are in NY and know you will be in KY in the next three months you should float a resume with a KY address. It does not matter if you do not live there; borrow a friend's or relative's address and let them know you are doing it. Or you can even just list your name, the city, and zip code.

Email addresses are also important; I recommend that you obtain a yahoo, gmail, or hotmail account and devote a specific email address to your job search. Make sure your email address is professional; [hotsexy-daddy@whatever.com](mailto:hotsexy-daddy@whatever.com) may be suitable for a private address but it is not professional (don't ask I can write a book on all the unusual email address I've seen!). If you move or switch internet providers you will not have to rework your resume to add a new address. Some recruiters do not consider it in good taste to use your current company's email address on your resume. Also think about obtaining several email addresses devoted to your job search. Most job sites will give you an account based on your email address and you may want more than one resume on a site.

To Be Continued in the Next Issue....

# Newly Married and Future Military Spouses

by Courtney Bishop and Anne Wight, GCDF



The MSCCN Gateway and services are available to all current military spouses, but future spouses may also want some assistance. Some military family centers offer limited help for "significant others" while some may not do so. Newly married and future military spouses should contact their closest military family center to verify what services are currently available to them. Below is a question received through the askus@msccn.org email from Courtney Bishop and the response from Anne Wight. Courtney graciously agreed to share her concerns in print to assist future and newly married military spouses:

*To Whom This May Concern:*

*I am a College Junior at Norwich University studying Criminal Justice and minoring in Political Science. I have had an awful time finding SOMETHING (job wise) since my boyfriend is commissioning soon in the Army. Your website has given me hope and I am very thankful!! I am just coming up for a loss on the search for anything in my field as well as where he will (could be) stationed. If you could help me, maybe have info or point me to someone that might I would be much appreciative!!!*

*Thank you for your time,*

*Courtney Bishop*

First, congratulations on the completion of your degree! You also deserve congratulations on beginning your career exploration and job search well in advance.

Any dual career couple has to make ongoing decisions on which career is the primary one for that couple. In the event of a promotion opportunity to another location or if the local labor market changes, couples want to make thoughtful decisions that will support them as a couple. In the military family, officers usually consider the military as a career, not an enlistment like some of the enlisted do. (Many enlisted members are also in as a career and they have the chance to re-enlist.) What makes the military slightly more difficult for the military spouse is that the military member does not have the right to choose when and where he or she goes. Military members do have a chance to voice a preference, but not all can be given exactly what they want and when or where they have to go. That means that the military member's career will be directed by the needs of the military and our country. The military spouse can do a lot to lessen employment issues as the military moves the member from location to location. Here is what I recommend to all newly married and future military spouses:

1. Get as much education as you can. You are well on your way, but I hope that you will continue on to graduate studies, even part-time, since that will enhance employment opportunities for you.
2. Be flexible. I often think of the "square peg in the round hole" problem. If your career is one as a square peg and you love that and are extremely good at that, what do you do when you move to a location where there is no need for a square peg? You have to be flexible and learn new skills or use your existing skills in new ways. With your areas in Criminal Justice and Political Science, would public administration be an area of interest? If not what other areas could you target?
3. All employers need workers who are computer literate, can write well, and can manage basic math needs like simple accounting or statistics. Are you good in these areas? If not, try to get some training or some additional courses in these areas.
4. This is the hardest one of all -- live on only the military income. Use your earnings when you work to invest in your own education, in retirement and savings accounts, or in helping to purchase appreciating assets (like houses). No one can forecast what Social Security will look like or even if it will still be around in 20 years. You don't have to become a miser and never have any enjoyment, but do look at the military career as a part of your husband's career and your lives -- it covers 20-30 years as a career, not the entire rest of your lives. Do life-planning so that transitioning out of the military will be painless when that time comes.

(For those who are not near a military family center, review <http://www.militaryhomefront.dod.mil/> to learn more.)

# The Importance of Networking

by Anne Wight, GCDF



Many job-seekers spend most of their job search in a cycle of scanning job boards and reading want-ads, uploading and mailing resumes, and then starting over again. For years, career development and job search experts have advised that the most important key to a job search is through networking. What is networking? Why is it so important?

Networking is **not** asking everyone you know to hire you or to find you a job. It is not about favoritism. It is about building and maintaining relationships in the workforce and in our personal lives. Networking is not a one-time event – it must be ongoing. Who can be in your network? Friends, family, former co-workers, former classmates, close acquaintances through your church or from regular activities like favorite salespeople, dentists, doctors, etc. Networking is about letting others know you. When the time comes to search for a job, ask for their advice or job leads, not a job.

Many positions are never advertised outside of a company. This hidden job market accounts for about 80% of jobs. That means that only 20% are ever advertised! The best way to find out about the majority of job openings is through networking. That is what MSCCN does for applicants. The Gateway is not a simple job board, but is an entry way into a network of employers who are actively seeking military spouse applicants and are in constant communication with MSCCN team members who are part of your network!

Earlier in this issue, Kristina discussed resume mining. Another current tactic by employers is called *passive recruiting*. Excellent employees, many of whom who do not like to network, are finding that headhunters are reaching out to them by exploring the talents of the currently employed. Two websites are noted for passive recruiting – zoominfo.com and ziggs.com. It would not hurt to fill in your information on these websites (free). Remember however, that the best approach to a successful job search is through active networking.

Invest most of your time in seeking the advice and assistance of everyone you know to help you locate suitable job openings. Prepare a great resume that highlights your achievements in your past positions and focuses on keywords for the skills that you possess. Then provide a copy of that resume to those in your network as a reminder of your specific and special attributes. Advise them that you will develop a special resume to fit any good job leads they find so the resume they have is only for their reference.

Networking is the vital part of the job search. Register on MSCCN.org and start building your network today!

For more information about networking, contact your nearest military family center. If there is not one nearby, check out the information on networking at <http://www.careerjournal.com/> and also review <http://jobstar.org/hidden/hidden.php> to learn more about the hidden job market.

***Do or do not. There is no try.***

**Yoda**

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A Non-Profit Corporate Direct Hire Program



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SGT & Mrs. Winstead comfort their son as Daddy departs for Iraq. She is a Dir of Sales & Reg. Ops Manager, Southern Region for Concentra, Inc.

CHARTER MEMBERS



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THE NETWORK



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