

GREETINGS,

Welcome to the National Guard Employment Support Program (NGESP). ESP performs employer outreach and secures job opportunities from employers throughout the state.

RESUMES

I will need a copy of your resume! Please send it to me and I will begin a job search on your behalf.

DON'T HAVE A RESUME?

To Get You Started - Should you not have a resume or you wish to do a little tune up on the one you have, I have included the following reference attachments. Edit and complete the attached resume sample the best you can and return this to me. I will review and make any needed modifications.

Resume Template – Edit the sample and return to me

Bullet Points – Guidance on how to craft a bullet point

O-Net Online Guide - A guide for converting your military experience to a civilian job descriptions

Be sure to send your resume to me for review. Should I have some additional resumes that are similar to the career field you are seeking, I will send them along to you as well.

SOME ADDITIONAL STEPS I WILL TAKE

1. Finalized Resume - I will review and return to you a finalized resume that I will use to submit to employers. Please note, I may tailor your resume for each job application you pursue.
2. Submittal Notifications – I will provide you with a listing of employers that I submit your resume to.
3. Jobs Blast - You will be added to my state wide e-mail blast distro list. Let me know which jobs you are qualified and interested in applying for. I can make employer introductions for you and provide them with your resume.

STEPS YOU NEED TO TAKE

1. Send me your resume as soon as possible. I can't start until I have your resume.
2. Important: Let me know which employer(s) you DON'T want me to contact. This could be embarrassing! We don't want a current or former employer to know you're looking for another job!!

Please let me know how I can be of further assist you. I look forward to seeing your resume and moving forward!

-- WE ALL SERVE --

Chris A. Campbell

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