



Greetings Students and Counselors!

Another summer is quickly coming to an end and fall is just around the corner. Last month we introduced you to Beth Ciaramello, our Veteran Services Job Ready Manager. This month we are introducing a new monthly career-focused topic that Beth will be adding to our newsletter. But first, we'd like to highlight another veteran services team member.

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## EMPLOYEE SPOTLIGHT: KELLY WOODS



### Certification Corner

Join us in congratulating the following veteran students who recently received industry certifications!

- **James L.**, OK - Security+
- **Matthew P.**, TN - Network+
- **Chip L.**, MS - Word 2013
- **Amanda D.**, TN - Word 2013
- **Josh K.**, UT - MTA Networking Fundamentals
- **Andrew N.**, IN - PowerPoint 2013
- **Michael W.**, WY - Word 2013
- **Jeremy S.**, OH - Word 2013
- **Josh K.**, UT - MTA Security Fundamentals
- **Andrew N.**, IN - Access 2013
- **Adam I.**, MI - MTA Server Admin

1. **How long have you worked at LearnKey?** Since January of 2013 as a VA work-study part time. I started off in the veterans services department, assisting and mentoring veterans with their education, and later that year changed to being an Enrollment Counselor full time.
2. **What is the best piece of advice you would give to a veteran working through their courses in the Blue Ocean program?** The key to success in the Blue Ocean program is TIME. You have to be disciplined enough to get in your logged in time every week. All students should not study more than 2 hours at a time without taking a break from their studies for a half an hour. This will prevent your mind from getting too overwhelmed. Lastly, I want to reiterate the importance of TIME. You must set a schedule for your studies and stick to it. After some small successes the big ones become easier. Always realize there is a way to accomplish your goals. You have to be very time-oriented and motivated to see the end goal always. It pays off!
3. **How has being on active duty with the Army Reserves impacted the way you interact with the veterans you work with at LearnKey?** I realize the lack of support our veterans get in the military in regards to education. Often, the government can make a small item so hard to understand. Therefore, I decided that while working with veterans that I would make sure to make things easier and simple to understand. This alleviates stress and shows that accomplishing a big task can be easy.
4. **What is the most rewarding part of your job?** It makes me feel great when a veteran tells me they passed a certification exam! At that moment, I know that they have felt some sort of empowerment! Also, when they tell me that they landed a job and without LearnKey they could not have done it. I love seeing our students succeed!
5. **What do you do in your free time?** I really enjoy camping, reading, soaking in the hot tub, traveling, hunting, and most all spending time with my wife and children.

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## RESUME ADVICE: QUICK SIX (6) FROM BETH CIARAMELLO

Resume advice can be very subjective depending on who you talk to but here are six (6) quick tips on how to create an effective resume.

- Fundamentals
- **Matthew K.**, OH - Cisco IINS
  - **Hipolito S.**, CA - Word 2013
  - **Donald S.**, OH - CDFE
  - **Aaron C.**, KS - Security+
  - **Derek P.**, KS - A+ 801
  - **Jeffrey S.**, FL - A+ 802
  - **Samantha P.**, CA - QuickBooks
  - **Steven N.**, TX - Excel 2013
  - **Beth K.**, MI - Word 2013
  - **Tom W.**, NV - ICND1 & ICND2
  - **Mike N.**, OH - PowerPoint 2013
  - **Luis M.**, TX - Word 2013
  - **Steven N.**, TX - PowerPoint 2013
  - **Nicholaus R.**, NV - Excel 2013
  - **Celeste F.**, OH - Word 2013
  - **Olga Y.**, CA - Outlook 2013
  - **John P.**, OH - A+ 801
  - **Steven N.**, TX - Photoshop
  - **Todd C.**, IN - Word 2013
  - **Jason Z.**, OH - A+ 802
  - **Ryan C.**, OH - A+ 801
  - **John P.**, OH -

1. Resumes should be easy to read
  - Avoid spelling and grammar errors
  - Edit, Edit, Edit
  - Use professional and clear language
2. Always use a positive tone and project confidence
  - Market strengths and skills
  - Avoid using negative language
3. Keep it condensed
  - Depending on experience, resumes should be between 1-2 pages on average
4. Talk about results instead of responsibilities
  - Example for a cashier responsibility:
    - Balanced cash register daily
    - Result: Consistently had a balanced drawer and all funds accounted for each and every shift
5. Be honest
  - Be able to speak about all items in detail to prepare for an interview
6. Cover any gaps in employment with volunteering, education, or professional activities

Remember, you can always forward your resume for critique and feedback to your Veteran Services representative who will pass it along to me!

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## **CERTIFY FOR LIFE: NEW A+ CERTIFICATION COURSE ON THE HORIZON!**

Coming this winter, our new A+ (900 series) course is going to be better than ever, and as part of our "Certify for Life" program you will get free access to this course. We don't want to give away too much but here are a couple of things to look forward to:

- This will be a very interactive and engaging learning experience consisting of: video-based instruction, a comprehensive project workbook, and test prep material that will sharpen your skills
  - The 900 series will be offered in two courses that are presented in domains that align to the 901 and 902 objectives
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A+ 802

- **William S.**, TX -  
Word 2013
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## STAY IN THE KNOW WITH OUR STUDENT RESOURCE CENTER

The [Student Resource Center](#) is the gateway to all of the resources we have available. Over the last six months we have added some really helpful tools and resources. Be sure to check back often as we continually work to provide you with new and updated resources.

Kind regards,

Jeff Coruccini  
CEO, LearnKey, Inc.

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