

July 2017 Newsletter

We hope you are enjoying summer, as we are thrilled with the success our students are having earning certifications over the past month. Each certification earned introduces new skilled laborers into the workforce and brings our students one step closer to accomplishing their career goals. Many of you may be close to completing your training and are ready to put those certifications to use and start applying for jobs in IT, design, or tech support. Whether you are applying for your dream job or just looking to increase your experience, a strong up-to-date resume is essential. Our Job Ready team has come up with some tips for updating your resume, be sure to read about them in the newsletter below. Also we are reintroducing additional resources available to our students. As always we want to congratulate all of you who earned certifications over the last thirty (30) days.

6 Tips for Updating Your Resume

Creating or updating your resume can feel like an overwhelming task. It's hard to know where to start and a Google search for advice can turn up hundreds of differing opinions. Resume advice is subjective and varies depending on who you talk to and your overall goal for your resume. Listed below are six (6) tips that are essential and applicable to create an effective resume. If you have any questions about the information below or would like to talk to a member of our Job Ready Team, please email Beth Ciaramello, our Job Ready Manager, at bciaramello@learnkey.com.

1. Resume Should be Easy to Read

- Avoid spelling and grammar errors
- EDIT, EDIT, EDIT
- Make sure formatting is clean and appealing to the eye

2. Use Positive Language That Projects Confidence

- Use professional and clear language
- Market strengths, skills, and experience
- Avoid using negative language

3. Keep it Condensed

- Resumes should be between one to two pages (Federal Resumes are an exception)
- Date back no more than 10-15 years

4. Use Facts, Figures, or Results When Listing Duties Performed

(Tier 1 Technical Support Example)

- Duty: Provide Tier 1 IT support
- Duty W/Result: Provide Tier 1 support for 300+ employees daily, received 100% on monthly client satisfaction reports

[Student Resource Center](#)

[Student Forum](#)

[Career Services Center](#)

[Facebook Forum](#)

Certification Corner

- Cody C. MI Net+
- Mike N. TX Outlook 2016
- Jon B. TX Word 2016
- Ginger G. AZ Sec+
- Sean W. UT Photoshop CC
- Young M. TX Premier Pro CC
- John H. OH Word 2016
- Joshua T. TX Sec+
- Joe D. TX Sec+
- Abdul A. KS Sec+
- Justin P. MT Outlook 2016
- Alfredo G. TX Word 2016
- Shannon W. HI Sec+
- Brian L. TX A+ 902
- Shawn S. OH Word 2016
- Ulysses S. GA A+ 902
- James M. SD Photoshop CC
- Spencer C. FL Illustrator CC

- Match duties on the job description applying for, if performed in previous or current jobs

- Use any measurable result/outcomes to enhance the resume

5. Be Honest

- Be able to speak about all items in detail

6. Cover Employment Gaps

- Cover any gaps in your employment history with volunteering, education, or professional activities.

LearnKey Student Facebook Forum

The purpose of the Facebook group is to provide a community for all of our students to use for their benefit. This is strictly a place to share resources, exam tips, hints, and best practices, along with an opportunity to network with fellow students. This is the perfect channel for those who have questions and are looking for some extra help, and for those who have achieved certifications to give back and help those following in their footsteps. Our programs are difficult to go through on your own, but if you are willing to ask for help, and willing to help out when you can, we will all find success through our collective experiences.

This is a closed forum. In order to join please [CLICK HERE](#) and request access to this page.

LearnKey Veteran Services Career Services

In an effort to help our students successfully manage the transition from military to civilian jobs we are pleased to launch our Career Services Center. The purpose of these services is to educate, assist, and guide veterans through the transition of military to civilian life. If you are in need of job hunting or resume help visit the [Career Services Center](#) today!

- Sabrina H. SC Outlook 2016
- Jeremy M. MI Excel 2016
- Lance R. KS Word 2016
- John H. OH PowerPoint 2016
- Ryan D. KS Net+
- Margo S. HI A+ 901
- Al L. TX Excel 2016
- Expert
- Brandon W. SD A+ 901
- Jon B. TX Outlook 2016
- Rafael G. TX Outlook 2016
- Kelly R. NV Excel 2016
- Jared S. UT Sec+
- Lawrence W. OK A+901
- Tony H. TX Word 2016
- Paul H. TX Word 2016
- John I. CO Sec+
- Jon G. KS Net+
- James A. MI Excel 2013
- Ronnie R. KS WS 2012 70-411
- Jason M. AL A+ 901
- Joselito T. CA Outlook 2016
- Mike D. MT Word 2016
- Ryan B. PA A+ 902
- Leticia M. TX Word 2016
- John H. OH Outlook 2016
- Jason H. FL CCENT
- Laurie B. MI Word 2016
- Joseph H. DE A+ 902
- Darryl E. OH Dreamweaver CC
- Josephine E. TX PowerPoint 2016
- Gregg C. MI A+ 901
- Robert K. MO Network +
- Jon C. MA Word 2016
- James M. SD Dreamweaver CC
- John V. TX Word 2016
- Garin S. OK A+ 902
- Robert J. TX Outlook 2016
- Patricia A. TX Outlook 2016
- Young M. TX Illustrator CC 2015
- Sean W. UT Dreamweaver CC
- Jeremy M. MI PowerPoint 2016.



CAREER SERVICES CENTER

LearnKey offers a wide variety of resources to help students in their training and certification goals.

[Career Services Center](#) [Potential Students](#) [Students and Alumni](#) [Employers](#)

LearnKey's Blue Ocean Job Readiness Program

The new 2016 Blue Ocean offering is a highly specialized education and employment program with a very special benefit. We guarantee that each successful student will receive offers of employment after completing their program.

How does it work?

Once accepted into LKVS' Blue Ocean program and successfully completing all Blue Ocean education modules on time as set in the education timeline, students will be eligible for the Job Ready program with the focus of getting hired either locally or virtually by an approved employer and/or offered employment with LearnKey. Students who are enrolled in a Blue Ocean program interact with our Job Ready team throughout their time as a student with us. Emphasis is placed on:

- Creating a professional online presence
- Cleaning up the resume
- Addressing personal behaviors which may be seen as roadblocks to employment
- Reaching milestones through SMART goals

Monthly Blog

- lkvs@learnkey.com
- 1-866-306-7241
- [Live Chat](#)
- [Discussion Forums](#)

[Contact Us](#)

LearnKey Tutoring Sessions

We want to make sure everyone has access to all of our tutoring session information. We highly recommend that all of our students attend the sessions that correspond with the certification they are working on. See info below for all available sessions.

Microsoft Monday

Every Monday at 11:00 am (MST)

Tutor: Grace Rollins

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/401814461>

You can also dial in using your phone: US: 1.872.240.3212 | Access Code: 401-814-461

Tutor Tuesday/Thursday

Every Tuesday @ 11:00 am (MST) & Thursday @ 4:00 pm (MST)

Tutor: Tristan Roberts

Please join my meeting, by clicking this link:

<https://global.gotomeeting.com/join/728689101>

Job Ready Tuesday

Third Tuesday of each month @ 11:00 am (MST)

Tutor: Tristan Roberts for first half

Tutor: Beth Ciaramello for last half

Please join my meeting, by clicking this link:

<https://global.gotomeeting.com/join/728689101>

Cisco Tutoring

June 14, 2017 @ 6 pm (MST)

June 28, 2017 @ 6 pm (MST)

July 12, 2017 @ 6 pm (MST)

July 27, 2017 @ 6 pm (MST)

Tutor: Jason Manibog

[Join this Skype Tutoring session](#)

Network+ Workshop

2nd and 4th Friday of every month @ 11:00 am (MST)

Tutor: Tristan Roberts

Please join my meeting, by clicking this link:

<https://global.gotomeeting.com/join/728689101>

LK TUTORING SURVEY

Please join me in congratulating all those who obtained certifications this month and send best wishes to those who are preparing to take an exam in the upcoming month. Don't forget to take advantage of our [weekly tutoring sessions](#) or [practice labs](#).

Our team is here to help you succeed. Please don't hesitate to contact us.

Kind regards,
Jeff Coruccini
CEO, LearnKey, Inc.

LearnKey Veteran Services

35 N Main Street | St. George, Utah 84770

1.866.306.7241

Email: lkvs@learnkey.com

