

CAREER PATHWAYS



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EDUCATION IS THE ANSWER

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A Career Readiness Guidebook

LETTER FROM COLLEGE FUND
BOARD OF TRUSTEES MEMBER
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& LEGISLATIVE AFFAIRS, AT&T

Tom Brooks MOHAWK



My career decisions started early in life. Baseball or football—those were my early choices. The practical reality, though, was that boys in our Mohawk family grew up and became ironworkers, building skyscrapers in New York City. My parents had a different perspective, though. They encouraged me to think about my options and to consider college and a career. Once I accepted that possibility, I had two major questions: “What career would make me happy?” and “How do I get to do it?”

I discovered the answer to those questions came in three words—desire, determination, and adaptability. My desire led me to study law. Determination helped me to create opportunities and to overcome obstacles. And adaptability allowed me to recognize and accept when my path needed to change.

The outcome of it all was that I worked my way through college and law school, then went on to a career at AT&T. There were lots of changes in plans along the way. In the end,

after many years working in AT&T’s law department, I became a Vice President in External and Legislative Affairs. It has been a great career, and one that I still enjoy today.

As you use this guide to plan for and make decisions about your future, I hope you will keep your options open and will follow your passion. Most of all, remember to be open to change—you never know where you will end up!

*I had two major questions—
“What career would make me
happy?” and “How do I get to
do it?”?*

Tom Brooks

Vice President, External & Legislative Affairs, AT&T

Member of American Indian College Fund Board of Trustees

“The only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle.”

Steve Jobs, Co-Founder and Former CEO, Apple Computer

“Opportunities don’t happen, you create them.”

Chris Grosser, Founder of his own profitable photography company at age 18

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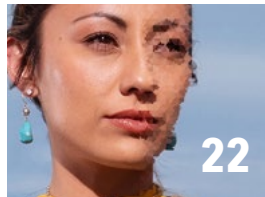
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Finding Your Path

A Native Student's Journey

BY ROBIN MAXKII STOCKBRIDGE-MUNSEE

School unlocked so many things for me. I was surrounded by resources and time. I took classes that scared me, joined clubs that intimidated me, kept up with my hobbies and pursued new ones. I was elected Student Body President at Salish Kootenai College and eventually became a member of the National Student Congress.

When winter barely began to thaw, I thought about summer. I watched movies with people who had summer internships in Washington, D.C. When I looked up the résumés of people I admired, I was struck by how many of them listed internships. I wanted an internship of my own. I searched variations of “DC policy internship” and I found some. When it was time to apply, I entered a barrage of questions into the search bar. “What is a CV?” and “How do you dress for an interview?”

Once I secured my first internship in D.C., I was suddenly surrounded by unfathomable resources, privileges and opportunities. My mentor encouraged me to pursue a career in technology, something I hadn't considered prior just

When I looked up the résumés of people I admired, I was struck by how many of them listed internships.

because I had never seen someone like myself working in that field. Nor did I know what careers existed in that sector. I enjoyed hackathons and tinkering around, but it never dawned on me that tech could be a career. I juggled technology and policy, not yet realizing there was a whole area called technology policy. My continued blogging gained interest from the United Nations Global Partnership for Youth.

I applied for more internships and sent emails to people whose work I admired, asking them questions about

their careers. Sometimes I was ignored. Sometimes I got a response. I continued to apply for opportunities that scared me or made me nervous. Sometimes I succeeded, other times I failed. But failing is one of the greatest cushions. It allows you to try again and push in a different direction. My coding failure rate was probably 99%, but when it worked, the feeling was amazing. These experiences taught me to become comfortable with rejection, and confident in my passions.

Within the next two years I was introducing the former Second Lady of the United States Dr. Jill Biden, co-starring on a nationally televised technology series, having my undergraduate research fully-funded in New Zealand, being invited to the White House, working as a National Science Foundation Summer Scholar, and enjoying a multitude of other opportunities and experiences. Finally, I found myself in a position of influence. I figured if I applied the same dogged determination as I did with school to organizing events, it just might work.

I proposed a Native hackathon. I encountered a lot of hesitancy, if not flat-out rejection. "There really isn't a market for Native Americans in technology," one organization told me. When an organization finally gave me my shot, I realized then that all it takes sometimes is just one yes.

I had taken a scattershot approach to my college career, trying and applying for things even when I knew the odds were stacked against me. I looked for something new, and often intimidating.

The thing is, you won't know what will happen until you try. To me, school wasn't just about developing academically; it was about developing personally. I learned what was important to me, where my skills lay, and where I could improve. College gave me a safe space to fail and try careers with internships in order to see what fit.

When something doesn't work or it just does not click, other things are there to try. I am not bound by my failure. Along the way I learned what actually interested me versus what I had resigned myself to doing, because it was what I knew.

Think about what truly makes you tick. Maybe you have a fascination with

bugs, perhaps you are a sneaker head, or maybe you're just an overzealous comic fan. All of these are valid passions. Don't be so quick to wave them away as silly hobbies. Look at what people in those fields are doing. Are any of those careers something you'd like to do? If you don't know anyone in that field - don't be afraid to say that!

Because a college degree isn't the ultimate goal, emphasize your development as a person. Recognize your interests, strengthen your passions, and ignite them into a lifelong career. That is what higher education is all about.



Robin Maxkii (Stockbridge-Munsee) is a Native American technology activist, filmmaker, and writer. She is known primarily for her work on broadening the participation of Native Americans in education and technology.

Maxkii taught herself to code using public library computers from the age of eleven, and began running various websites utilizing free web hosting services.

Her blog "Blood Quantum Reform" was shortlisted by the United Nations she organized and directed the First American Indian collegiate hackathon, which focused on the digital divide in rural communities.

Maxkii co-starred in the PBS series "Code Trip," showcasing diversity within the technology industry. In 2018, Google launched a documentary about her journey in technology.

She is an American Indian College Fund Ambassador and scholar, and a graduate of both Diné College and Salish Kootenai College.

ORGANIZATIONS ROBIN RECOMMENDS:

- American Indian College Fund CollegeFund.org
- American Indian Science & Engineering Society AISES.org
- Society for the Advancement of Chicanos and Native Americans in Science SACNAS.org
- Women In Tech Organization AnitaB.org

Finding A Job

WORKING IS A COMMON ACTIVITY, YET finding the right job is often a difficult task - so much so that endless resources exist to make the process easy and understandable.

Here are some tips from the College Fund to help you land the perfect job. They may not be new or life changing tips, but they are solid steps that may make your job search more fruitful.



Networking Tell people what you want to do. Pick something special to highlight about yourself and your interests. Once you have that down, tell everyone you meet. Talk to family members, friends, community members, and professionals. They may offer good advice or a direction you have not considered for your future.

- + Create an elevator speech (view a sample at CollegeFund.org/elevatorspeech).
- + Go to career fairs.
- + Join a professional association and attend their meetings.
- + Build a profile on the College Fund's CONNECT platform and connect with professionals from a variety of industries (CollegeFund.org/CONNECT).

Technology Start your job search once you have an idea of how you want to contribute to the work world. The Internet is loaded with great resources to find employment, information on salaries, benefits, and job responsibilities. You can also use social media to build your professional presence.

- + Use websites like indeed.com and College Fund's CONNECT platform to find possible employment.
- + Use websites like glassdoor.com, careerbuilder.com, and ziprecruiter.com to find human resource information for a variety of jobs.
- + Use LinkedIn and Facebook to create a professional presence that highlights your community engagement and professional interests.





Research Search for companies that interest you. If you want to work for Google, you need to be able to explain why. You must learn more about the company, and connect that knowledge to your interest in an interview. Native people are committed to values such as family and community, so you should learn if a potential employer shares those values.

- + Conduct professional informational interviews (CONNECT is a tool created to do just that).
- + Visit a company's website to learn more about their mission, vision, goals, and strategic plan.
- + Look for value-added information on a company such as "best place to work" or "community commitment."

Think Outside The Box Set yourself apart from other applicants. This may be as simple as sending a thank-you note after your interview. It may be asking a smart question about the position or the company. Be aware that your cover letter and résumé are the most important part of landing a job. They are the first thing, and sometimes the only thing, that gets you in the door.

- + Apply to a job even if you do not completely fit all the requirements. (Studies show that men will apply for a job when they meet only some of the requirements, while most women won't apply unless they meet all of the job requirements).
- + Build relationships with potential employers. Ask thoughtful questions, send thank-you notes, and connect your interest with their company goals.
- + Review and update résumé language to align your attributes with a position, and the company's mission and values.



NATIVE SCHOLAR INTERNSHIP EXPERIENCES



Institute of American Indian Arts student Tyler "Blue" Tarpalechee (Muscogee Creek) found an internship and a job through a student film competition at the AIHEC Student Conference. A judge took notice of his talent. "You don't think of the student competitions as having a lasting impact, but the judge was a CEO and got me an internship that led to a job after graduation. I was one of the few students that not only graduated with a job - but with one in my field! None of that would have happened if I didn't put myself out there."



Creating Your Résumé

You have one goal when you create your résumé: to help an employer quickly decide if you're the right person for the internship or job you want.

To meet your goal, stick with the facts. A good résumé briefly highlights your talents, skills, and experience. It shows who you are, what you have done, what skills you bring to the table, where you have gained experience, and when you got that experience.

Since many students don't have a deep work history, this article will focus on a functional résumé – which favors students or new graduates who are applying for an internship or their first job. Employers know you may not have a lot of

work experience. With this style of résumé, you can present the life skills and knowledge you developed during your studies, including activities with student organizations, volunteering, and other roles that relates to the job or internship. To learn more about a traditional chronological résumé, visit www.collegefund.org/chronologicalresume.

CREATING A FUNCTIONAL RÉSUMÉ:

What if you don't have work experience or are switching careers?

A functional résumé may be best if you want to present your skills and experience gained outside of the workplace.

To determine which skills you should include, consider the job and what it requires. Think about the times you helped your tribe or organization, or participated in an event or activity, and how these experiences can help you succeed in the job or internship you want. That's experience! List it.

Have you been a member or officer in a club or group? If so, describe what you did. All experience counts because it shows people your skills, ability to work with others, and a willingness to accept responsibility for getting things done.

YOU CREATED YOUR RÉSUMÉ. WHAT NEXT?

Any reader can easily determine your background, skill set, and experience, but make sure your résumé is not confusing or misleading.

If your résumé is riddled with mistakes and grammatical errors, you won't be called. Remember to always use the spell and grammar check tool on your computer.

Also, tools like grammarly.com are free and easy to install on your computer. Once installed, it works as you write, suggesting corrections when you have made an error.

When you are done, print a copy of your résumé and read it aloud to help you catch mistakes. Your tongue will stumble over errors and allow you to catch any you may have missed.

Then let a trusted and knowledgeable teacher, or professional read the résumé. Staff at your tribe or college human resources office can also help.

By following these guidelines, you have taken the first step towards launching your successful career. Lots of luck!

CONTACT INFORMATION

Put this at the top. Include your full name, phone number, and an e-mail address where you can be contacted. Do not include a mailing address if you post your résumé online. (Note: Make sure you answer your phone, your voice mail message is activated and professional, and your voice mailbox accepts messages. Your email address should also be a professional name, such as JimThorpe@gmail.com. Do not use addresses like Hottie7237@gmail.com).

SUMMARY (OPTIONAL)

Because you chose to use the functional résumé, you may be a new graduate or do not have enough information to create a summary. Skip this section and begin by listing your experience and skills.

EXPERIENCE AND SKILLS

Under the header Experience and Skills, list skills and talents relevant to the job or internship you seek. Think about the skills the employer expects, the job demands, and what you've done.

Mention the skills you have gained working as a volunteer, a tutor in the student learning center, or working in the computer lab. These include planning, organization, logistics, tribal relations, leadership, and computer skills. Regarding computer skills, detail the programs with which you are proficient.

Just as you did with job experience, list your skills in reverse chronological order, with your most recent skills first and the oldest last.

ACTIVITIES AND AWARDS

Next, mention your Activities and Awards. After the header, list school organizations and activities, volunteer work, tribal activities, and awards. For example, include activities such as your participation in a Native leadership program, a singing and drumming group, or an organized event such as a Lummi canoeing. If you're an artist, list showings of your work. Were you named to any honorary groups, such as the Honor Society or President's List at your tribal college? If so, include that.

List these activities and awards starting with the most recent first and work backwards in time, just as you did your experience and education. Include the date and location.

JIM THORPE

Address · Phone

JimThorpe@gmail.com · LinkedIn Profile · Twitter/Blog/Portfolio

EXPERIENCE AND SKILLS

APRIL 2018 – AUGUST 2018

ORGANIZATIONAL, LOGISTICS, AND TRIBAL RELATIONS, DAKOTA
HOMEBUILDERS, SIOUX FALLS, SOUTH DAKOTA

Served on planning committee for annual Sitting Bull College Diabetes Run, 2018. Planned the walk and run routes, working with tribal government for permission and to schedule security. Worked with Indian Health Service to provide educational materials about diabetes to participants. Marketed and advertised event in local media and organized outreach to reservation community. Solicited donations for prizes and refreshments from local businesses.

Event resulted in more than 1,000 participants, creating awareness about the importance of physical activity in managing diabetes and raising \$3,500 for support for tribal members with diabetes.

EDUCATION

GRADUATE 2019 (EXPECTED)

BACHELOR OF SCIENCE IN NURSING, SALISH KOOTENAI COLLEGE

MONTH 2016

ASSOCIATE DEGREE IN NURSING WITH HONORS, SALISH KOOTENAI COLLEGE

MONTH 2013

GRADUATE, TODD COUNTY HIGH SCHOOL

ACTIVITIES AND AWARDS

List these activities and awards starting with the most recent first and work backwards in time, just as you did your experience and education. Include the date and location.

REFERENCES

Professional references can be provided upon request.

EDUCATION

After the header Education, list your highest and most recent educational (year or degree) accomplishment, then go in reverse order, just as you did with work experience.

For example: Bachelor of Science in nursing, Salish Kootenai College, 2018.

If you still attend a school, college, or university, that's okay. Provide the same information you would if had already graduated. Mention your area of study, the degree you expect, and your anticipated graduation date:

Bachelor of Science in nursing, Salish Kootenai College, expected to graduate 2019.

Likewise, if you already have a certificate or college degree, list that, followed by your major, any honors you received, the college or university's name, location (city and state), and when you graduated.

Bachelor of Science in nursing, Salish Kootenai College, expected to graduate 2019.

Associate degree in nursing with honors, Salish Kootenai College, 2016.

List your high school diploma or other certificates you have earned in the same way, with the most recent first.

REFERENCES

At the end of your résumé, create a references section. The header should read, References. After the header, state that you can provide a prospective employer with references upon request.

After you have an interview and if you are a finalist for a position, the employer will ask to talk to someone who knows you well and who can recommend you for the job based on your skills, work ethic, and character.

Ask teachers, professors, and former supervisors to provide a reference. If they are willing, create a separate list of references to be provided to a prospective employer upon request. This is sent separately and at a later date.

Include the reference's name, title, phone number, and email where they can be reached, their preferred method of contact, and the best times to reach them.

You should provide each of your references with a copy of your résumé and a little information about the job you are applying to.

What Is A Cover Letter?



A cover letter is a letter you write to an employer as part of your job application, usually submitted with your résumé. It provides an opportunity to connect with the hiring manager, and communicate specifically why you are interested and qualified for the position.

Cover Letter Tips

Customize each cover letter to the specific job you are applying for.

Use the same header for your cover letter that you used for your résumé.

Make sure the date on your cover letter is the same as the date you submitted the application.

Open your cover letter with a hook or an interesting statement. You want to draw the reader into your letter.

Address the letter to a specific person. If you do not know who to address it to, address the letter to the Hiring Manager or Hiring Committee.

Make sure to state the position you are applying for.

Express your interest and excitement for the position.

Relate the content in the cover letter to the qualifications listed in the job posting. Talk about your experience and how it connects to the qualifications.

SERENA SMITH

AUGUST 30, 2020

Haley Hopkins
Mountain Youth Center
1111 Red Lane
Tucson, Arizona 85747

Dear Haley Hopkins,

Working with youth has been one of the most fulfilling experiences in my life. When I saw your Youth Programming Coordinator position, I felt as if this was the perfect job for me. My coursework and previous experience are a good match for the requirements of this position.

I am a recent graduate of Haskell Indian Nations University with a Bachelor of Arts in American Indian Studies. For two years, I participated in research with Dr. Edith Anaya. The research examined youth development in relation to historical events. This experience allowed me to connect contemporary issues to the past and study how it affects youth in different populations.

Throughout the past year, I have been interning at Robin Hills Youth Health Center. Each week I work with 25 teens between the ages of 13 and 15 dealing with grief from the loss of a family member. I help coordinate the de-stressing and storytelling activities for the group therapy sessions. My time spent working with these youth has allowed me to gain skills in facilitation, programming, and community outreach.

Thank you for reviewing my résumé and application materials. I look forward to hearing from you soon and look forward to interviewing for the Youth Programming Coordinator position. I feel confident that an in-person meeting will determine whether I am a good fit for your team. I would welcome this opportunity and assure you this will be time well spent.

Respectfully,

Serena Smith

Teacher
Youth Leader
Counselor

CONTACT

(505) 555-5555
serenasmith
serena.smith@email.com
linkedin.com/serenasmith

- Check for grammar and spelling.
- Ask a friend or mentor to look over your cover letter to provide feedback.



Can You Provide A Reference?

The Importance of References and Recommendation Letters

When applying to a job, you may be asked to provide professional letters of recommendation or a list of people who can serve as a reference to your qualifications. These individuals should be able to testify to your skills, achievements, character, and more.



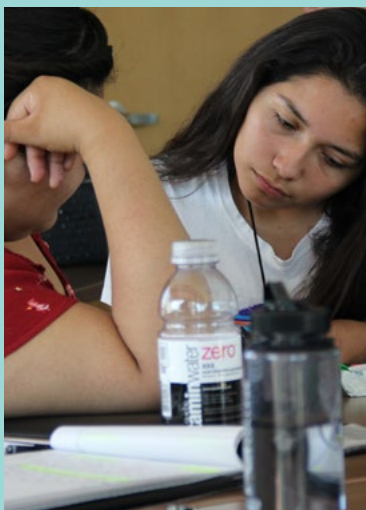
Choosing Your References

- + Past and present supervisors can speak to your professional abilities, work, internship, or volunteer experiences.
- + Faculty members/professors (supervising teacher for student teachers) can speak to your academic abilities and class involvement.
- + Mentors and coaches can do the same.
- + Do NOT use people who know you only in a social setting, such as family or friends.
- + If you need multiple references, select people based on their ability to showcase your different experiences.

Information to Provide to References

It is good practice to provide your references, or those writing a letter of recommendation, with information that can be helpful to your application.

- + Provide examples of information you would like highlighted (i.e. projects or strengths they have seen you display which are relevant for the position).
- + Send a copy of the job listing, including the name of the organization, position title, and position description.
- + Provide your current résumé.
- + Tell them whom the letter should be addressed to and how to submit the reference letter (scanned online, mailed, etc.).
- + Give them a submission deadline, and allow your reference plenty of time to write the letter by the deadline (three-four weeks is suggested).



Key Tips

If a list of reference names has been requested, include contact information. (This list is typically included as part of an application in addition to the cover letter and résumé.)

- + Stick to the requested number of letters of recommendation or references for your application.
- + Regularly update your references on the status of your employment search and stay in touch (update every two years).
- + Ask for the letter at least two weeks out AND send gentle reminders prior to the deadline.
- + Prepare a list of three items you would like the writer to elaborate on - customizing the recommendation letter for the specific scholarship/internship/admittance.
- + Ask for a copy of the letter, as it is a good idea to know what your references wrote about you. This will let you know if they should continue to be used as a reference in the future.





Fantastic Internships:

Q Why You Need One and Where To Find Them

BY JACK SOTO NAVAJO/COCOPA

INTERNSHIPS PLAY AN IMPORTANT ROLE FOR THE EMERGING PROFESSIONAL IN TWO ways: 1) you have an opportunity to explore a variety of workplaces, and 2) you have an opportunity to develop a variety of much-needed skills to increase success in your career. After working with Native student interns over the years, you should consider the importance of adding an internship to your college experience.

Q Internships change the way you see and believe in yourself

The opportunity to engage within a professional environment impacts how a person reflects upon their skills and performance. You have an opportunity to learn what success means from others and how not to take failure personally.

Q Internships offer both informal and formal mentoring opportunities

When you are in an internship, everybody is a mentor. It is not about a direct supervisor or a company leader; internships are about every aspect of the organization and everyone in it.

Q Internships help develop a sense of work

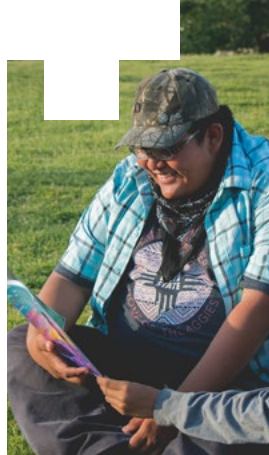
As you define your professional interests, you will learn how they can become either academic or career pursuits. For example, "I am interested in media and how that translates into a job working with an agriculture-based organization?" Internships offer an opportunity to test the waters and learn about a profession.

Q Internships help develop meaning

As a person explores a profession or work environment through an internship, they begin to learn more about their internal ability to survive and find support systems. Internships help you establish a stronger sense of self through trial and error. This focus gives you the ability to set and attain your goals.

Now that you know a few benefits of an internship, you are ready to embark on your search. But where do you look?

Even in today's tech era, finding an internship does not start with your computer. Many other sources are more useful for gathering information about an internship. They may point you in a direction that will allow you to stay close to your home and community.



Q Friends

Friends and peers can offer the truest information about an internship experience. They do not have much reason to lie about the pros and cons of their work. They have the best insight.

Q Campus Career Centers

Frequently students do not take advantage of the resources and PEOPLE on their campus. Campuses do offer career advising and, in some cases, counseling on setting and meeting career goals.

Q Corporate or Professional Sites

If you have an interest in working for Google, then go to Google's website to learn what types of opportunities they offer to assist you in your goal of working for them. Identify industry organizations and associations related to your major, and see if they have internship listings on their websites.

Q Your Community

Many tribes have internship programs of varying sizes, from large programs to those with just one or two positions. Check with your tribal education or human resources department to learn if they have opportunities, or can create one for you.

An internship and other experiences (i.e. fellowships, job shadowing, service learning, etc.) add great value to your developing professional story. As you explore more and more interests, they will help you find meaning and a clearer understanding of your place in the world. Start with people you know, and then include electronic resources to broaden your search. The College Fund provides CONNECT as a resource to meet experts across the country, and learn more about what they do. Check it out at CollegeFund.org/CONNECT.

It may seem daunting at first, but you may discover an opportunity that enhances your initial goal, and that is what interning is all about.

NATIVE SCHOLAR INTERNSHIP EXPERIENCES



It was a student leadership opportunity with the AIHEC Student Congress that connected Roland Begay (Navajo) to a Native American who worked for the U.S. Department of Agriculture. "Meeting him was life-changing, because he gave me the opportunity to work as an intern on the 1994 Land Grant program. Now, I see myself working with the USDA in the

future, and I've already set-up a pathways plan to get there." Roland is continuing that career path with another internship working on the Tribal Law and Order Act. This legislation focuses the federal government on justice, safety, education, youth, and substance abuse issues in Indian country.

What to Wear?

BY JACK SOTO NAVAJO/COCOPAH

PHOTOS BY VIKI EAGLE SICANGU LAKOTA/JAPANESE



All workplaces have a dress code. In most cases your employer's handbook will contain the information. It's a good idea to check with colleagues and supervisors about what is appropriate to wear on an everyday basis.

Most firms, industries, and businesses prefer employees to dress to a certain standard. Law firms, for example, may require business attire, while construction companies will demand rugged work clothing and gear.

The most important rule is to dress so you feel confident with your appearance.

Entering a professional environment can be a confusing occasion. There are a variety of "rules" that one is often expected to know. For example, one should always wear a suit to an interview. Another is a revealing neckline should be avoided. Additionally, jeans are a "no-no."

When considering apparel for an interview, a suit is expected for a male or female candidate. If you don't have a suit, a blazer with a skirt is a good option for women and a sports coat with dress slacks for men. Dark tones such as black or navy blue are recommended, with minimal color accents in jewelry and neckties.

Jewelry can be worn to provide a bit of color. To indigenize a look, add beaded jewelry, a ribbon, a velveteen skirt, or bolo tie.



Here are examples of business attire for professionals and business casual.

Business Professional

Business apparel is considered standard when interviewing or when you want to look sharp in the workplace. For women, it is good to have a blazer and dress slacks or skirt to match. For men, a sport coat often demands dress trousers other than khakis.

Shirts for men and women can be button-up, usually white or light-colored. For women, it's recommended to have a couple of blouses with full sleeves.

Shoes should be comfortable. Slip-on or tie-up styles are suggested for men, and flats or low-heeled shoes for women. These standards can vary depending on the weather and the company culture.





Business Casual

Once you have landed the job, everyday outfits become less of a challenge. For women, colorful dresses, skirts, and slacks paired with blouses become the norm. Colored khakis and comfortable slacks paired with button-up or polo shirts are standard for men.

Jeans have become more accepted as workplace attire and can be worn if they look nice.

Most people are on a budget, so think about how you can creatively express confidence through your clothing. You can create a variety of looks by using just a few items of clothing. Shoes can be worn with different outfits, and jewelry and accessories are also interchangeable.



The most important rule is to dress so you feel confident with your appearance.



Career Fair: The Game: Defeat the Bosses, Level-up, and Get the Job!

BY KEVIN P. LEONARD, Ph.D.
SAUL STE. MARIE CHIPPEWA

PLAYING VIDEO GAMES PROBABLY WON'T HELP YOU GET A job, but try competing in a real challenge - THE CAREER FAIR! With loads of employers, free services, and opportunities to practice your networking and interview skills - career fairs are an important part of the job search process that will connect you with opportunities and help you discover new career possibilities.



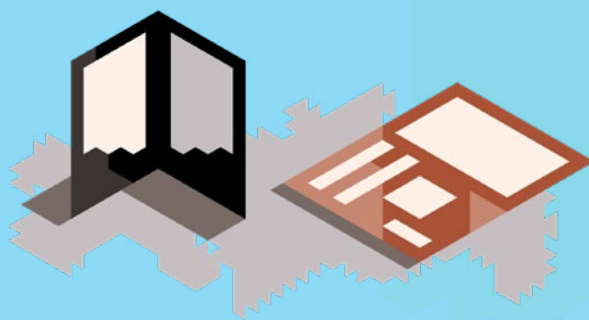
APPLY, PLAN
CAREER, ...

Preparing for the Career Fair

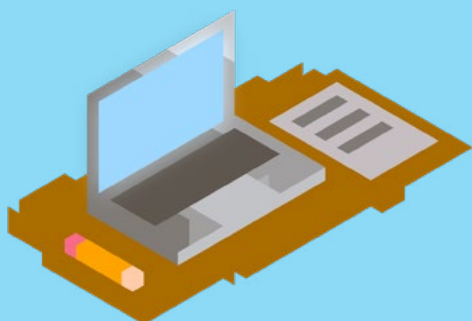
Prepare Your 30 Sec Intro Also known as the Elevator Pitch/Speech, work to refine this quick introduction to prospective employers and connections. This is your opportunity to share your name, current year in college, major, what you do in your current job and what you are seeking: such as an internship, co-op, or full-time employment. Check out Indeed.com's excellent guide on how to develop an elevator pitch at CollegeFund.org/elevatorpitch.

Bring A Padfolio Padfolios hold your pen, note pad, and the copies of your résumé you will be handing out. A padfolio adds a level of professionalism to your look, so stick with conservative colors like black, blue or brown. Padfolios can be purchased online for \$10-20.

Dress for An Interview Some employers will conduct screening interviews at career fairs, so dress to impress. Our "What To Wear" article provides lots of great examples, and ways to incorporate indigenous style.



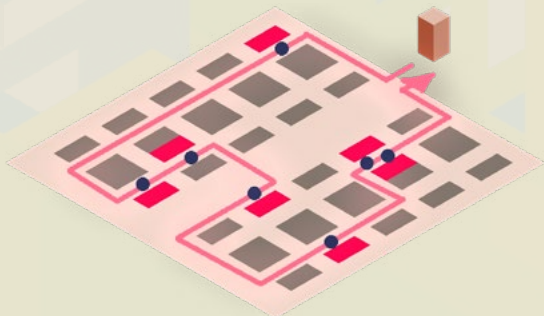
Research Participants Often hundreds of employers are at career fairs. To make the most of your time, it is important that you do your homework and select the employers with whom you wish to speak. Most career fairs list the companies attending the fair on their website a few weeks in advance. Once you have picked your top eight to ten employers, begin to research them so you know a little about each prior to the fair. Visiting the employer's webpage can provide basic information such as how many people they employ, where they are headquartered, who their competitors are, their mission statement, and their company vision.



During the Career Fair

Not A Social Event It's okay to attend a career fair with friends, but once at the fair, it's best to separate and meet afterwards. With friends, you tend to be more relaxed, less professional, and use language and exhibit behavior that can turn off an employer.

Come Early Arrive at the start of the career fair. Why? Recruiters tend to be more energetic and engaged early on, which means they are also in better moods and more receptive to you. You'll also have less competition from other candidates, and show initiative by connecting early in the day.



Put Your Best Foot Forward Employers pay attention to the little things. Make eye contact, smile, and give a firm handshake. People are perceived as trustworthy who make eye contact. A smile puts people at ease, and a firm handshake shows your confidence. Speak loudly and clearly, don't chew gum, and don't wear too much perfume or cologne.

Don't Waste Time Be aware that employers have to meet with other students. After you introduce yourself and engage in a pleasant and brief conversation, thank the employer and move on to the next business.

Get A Business Card Ask each employer for a business card, but don't be offended if they don't have one to give you. Recruiters often get overwhelmed with emails after a fair so many have stopped handing out cards.

Post Career Fair

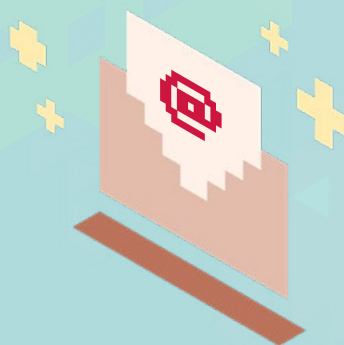
Follow-Up Go through the items you collected from employers. Email a "thank you" to any recruiters you spoke with, and visit company job boards to apply for any positions you are interested in. Many times the person you spoke with at the fair also reviews applications. Don't put it off! The longer you wait, the less likely you'll do it.

Following these proven steps will help you connect with the employers you're interested in, and find a job you care about. Career fairs are just one way to boost your job search, but thousands of students have secured internships, co-ops, and full-time positions at these valuable events. Level-up and start your plan today!



Map It Out Most career fairs provide a map or listing with locations of each employer. Pick one up and find where the companies you wish to speak with are located. Stay until you have met with your preferred employers, and then be open to including a few others not on your list.

Long Lines If the wait is too long with one of your priority companies, just go to another company on your list with a shorter line. You can circle back to that employer when line is shorter.



+ CollegeFund.org/CONNECT

Developing Soft Skills

The Four R's

BY JACK SOTO NAVAJO/COCOPAHO

EMPLOYERS OFTEN REFER TO THE NEED FOR A WORK force with highly developed soft skills. These include leadership, teamwork, empathy and other skills related to emotional intelligence. Awareness of your own strengths and weaknesses within these social skills is necessary for your career success in today's workplaces.

Native cultural ways of being are centered in the idea of knowing how to be with others and manage relationships with the world around you. The Four R's - respect, responsibility, reasoning, and reciprocity - provide a strong foundation for developing soft skills.

Respect for yourself and for others provides great skill at self-awareness and empathy. It can provide the needed space for compassion, and help you enhance patience and confidence in all relationships.

Responsibility is grounded in knowing your own value, and using that knowledge to ensure your place in the world. It may be communicated as checks and balances, but it is really about owning your contributions to the people and world around you.

RESPECT

Reciprocity is centered on the idea of giving back, developing further with experience, mastering skills and gaining wisdom. The act of giving is anchored to leadership, generosity, and friendship. It promotes wellness on many levels, benefitting others and your community.

RESPONSIBLE

RECIPROCITY

REASONING

Reasoning is supported by the understanding that everything is inter-connected and everything is a part of a solution. It does not force collaboration, but encourages acts of inclusion, community, and teamwork.

Though basic, these concepts can be seen in Native communities and enhance the importance of soft skills in our world. Native people come together with laughter and food, which can be considered a way to create community and encourage supportive environments.

As you begin to think about your own

soft skills, you can use the Four R's to advance the goals, mission, and vision of any organization or company of which you are a member. Further, think about the knowledge and stories that make you a better person. Leverage them to solidify your place as a great team member.





BY TYLER "BLUE" TARPALACHEE MUSCOGEE CREEK

Grad School as a Future Option

SO YOU'VE EXAMINED THE POSTGRAD PATHS IN your field, and after some research, have settled on a few graduate programs to apply to. Now what? Here are a few things to consider as you set out on submitting your applications - from a Native student who has already been there.

Paper applications are gone, but online applications still take time. You'll want to log in at least a month early to check it out. These online submission forms require you to upload documents and send email notifications to your recommenders, so it will be key that you start the application with plenty of time to collect everything.

When it comes to letters of recommendation, you're only looking for strong endorsements, so have an honest conversation with the faculty you approach. Faculty are busy and get asked to write many letters. Give them six to eight weeks' notice. Send them a résumé and a draft of your personal statement in an email that includes your deadline and, most importantly, the name of the program and school you're applying to. Nothing will get your application put aside quicker than a letter praising your perfect fit for another school. It is okay to send courteous reminders to your faculty if they haven't submitted your recommendation at four and two weeks prior to the deadline.

The personal statement is your opportunity to exhibit your personality and goals. At the graduate level, your statement is less about what you've always dreamed of doing and instead should describe the steps you've taken, and plan to take,

to achieve your goals. Show - don't tell. Highlight relevant experience that will help the readers get a clear picture of your abilities. If you have weak areas in your application, use this opportunity to address them. Did you have a poor semester and your GPA never fully recovered? Did you score low on the GRE? Include a line about your struggle and demonstrate that you've learned from it. The personal statement shouldn't be a two-page biography. A tight opening paragraph or two that includes biographical information is sufficient. Absolutely include your connection to your culture! This is where your commitment to your community can set you apart.

The GRE can seem like a monster but try not to stress about it. Most universities know the GRE doesn't accurately reflect the abilities of students and many schools are doing away with it as a requirement altogether - yet you will probably still have to take it. If you're reading this and haven't signed up, do so today. Pick a date about three months out if your application deadline can accommodate it. Utilize online study resources and any app that can give you small daily doses of test material.

There are whole books published on graduate school applications, so there's more out there if you're looking for something specific.

If you have any questions reach out to me on Twitter [@BlueTheCreek](#). I'm more than happy to help!



INDIGENOUS DIGITAL IMPRESSIONS

PERSONAL BRANDING USING DIGITAL MEDIA

BY AMANDA CHEROMIAH PH.D. PUEBLO OF LAGUNA

THINK ABOUT YOUR FAVORITE BRANDS or companies. Target, Nike, and Disney each have a different personality – using a variety of design elements, corporate colors, and customer messages.

Just as a brand, you too have personality traits and characteristics that distinguish you from other individuals. By identifying those traits, characteristics, goals, and objectives, you can create a personal brand to support your career. And long after you graduate, your personal brand will continue to evolve as a professional.

Why should you develop a personal brand?

Crafting a personal brand will help you articulate your passions and interests with future employers and other audiences, while also keeping a close eye on how you present yourself in the evolving digital world. You can then make choices about communications that support your personal brand.

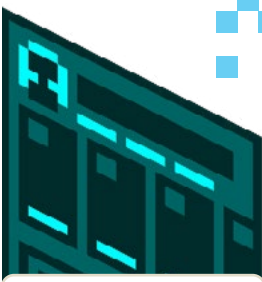
Digital Brand Tips

- + **LinkedIn** Create a LinkedIn profile. Essentially an online résumé or portfolio platform, LinkedIn is an effective space to connect with future employers and convey your story to a vast network of professionals. While printed résumés are typically one or two pages, in a digital space you have the opportunity to elaborate on your qualifications by crafting your profile to including links,

published articles, photos, videos, and projects.

Like your printed résumé, your LinkedIn profile should include your work experience, education, skills, accomplishments, and volunteer experience. To incorporate your Indigenous identity on your LinkedIn profile, use a professional headshot in which you are wearing accessories that reflect your culture, such as earrings, a beaded necklace, a scarf, or bolo tie. If you do not have access to a high-quality camera, have someone take a high-resolution photo of you using a cell phone with a professional, neutral background. No selfies!

- + **Social Media** Open and use various social media accounts such as Twitter, YouTube, Facebook, and Instagram. Each platform enables you to position yourself within a diverse digital space. On Twitter, follow people, companies, organizations, and brands that reflect your personal and professional interests. On Facebook, you can “like” pages and repost content that is meaningful to you, such as trending topics in Indigenous communities. On YouTube and Instagram, post meaningful content that expresses what it means to be an Indigenous scholar and professional in our everchanging world.



WHAT DOES DEVELOPING A PERSONAL BRAND INCLUDE?

First, identify the values, skills, assets, and personal and professional goals that define you.

To begin the process, do a Google search using your first and last name. Do you like what you see? Are you satisfied with the top results?

Ask yourself: If a future employer did an online search of your name, what would be their initial impressions? Do you even have a digital presence? If you do, what would you change about it?

Whatever your answers, strategies exist to building a positive, professional digital presence that reflects your work ethic, personality traits, and character.

- + **Tagline** Develop a tagline, phrase or hashtag that you can integrate into your digital platforms. A sample LinkedIn summary may read: "Strengthening the collective and individual self-determination of Indigenous People through outreach, digital storytelling, and photography."
- + **Website/Blog** Build a personal website or blog that communicates your passions and positions as an Indigenous person. These platforms can serve as a space to incorporate writing samples, artwork, photography, or other projects that attests to your creativity and skills. Websites and blogs, such as Wix and Reddit, can be created at no cost. However, for more advanced features and a personalized domain name, there are typically upgrade fees. Creating a website or blog can improve your digital presence and innovatively demonstrate your qualifications to future employers and internship providers.
- + **Content Curation** Be a responsible digital citizen. Produce content that fosters a positive reputation, reflects your values and ethics, and encourages a healthy self-image. Be aware that the content you generate for online spaces can inadvertently impact how people, especially future employers, perceive your work ethic and decision-making abilities. For example, posting vulgar, explicit or inappropriate content about your social life or ranting about

political or religious issues can have serious consequences, including termination. Before you post content, ask yourself: Is the content honoring my family and tribal community? Could this content be misconstrued or negatively be taken out of context? Does the content accurately define me as an Indigenous person?

- + **Business Card** Design or create a business card with a personal logo that incorporates elements from your ancestral heritage. Consider different textures, color palettes, paper weights, and shapes of business cards. This is a great way to share your contact details and digital platforms while making a positive, professional impression.
- + **Email Address** Create an email address that you use only for professional communication. Use your first and last name (example: *benjamin.lorenzo@gmail.com*). If there is more than one person with your first and last name, try using a variation, such as *Benjamin.Lorenzo49@gmail.com*. Avoid amateur emails such as: *herojuice@gmail.com*, *vampirebubbles91@yahoo.com*, and *donutlover420@msn.com*.

As an Indigenous student, you have a rich heritage, gifts, and skills that uniquely describe you. Utilizing these strategies will leave a lasting impression that proclaims your narrative as an Indigenous person in the digital age.



Build a "STARTING LINE-UP" for Your Career

BY STACEY BLEDSOE

THERE ARE MANY PEOPLE THAT SUPPORT your education and career journey, but I recommend that everyone include the following three people on their "starting line-up" of career success - a mentor, a sponsor, and a coach. Most people know what a mentor does, but not many understand the role of a sponsor, or how to find a certified coach.

While you are in college, a sponsor will likely be a professor or internship supervisor who takes you under their wing. This is someone who brings your name up for new opportunities, and throws your name "in the hat" without you even being aware. The easiest distinction between a mentor and a sponsor is that a mentor talks to you, whereas a sponsor talks about you.

To find a sponsor, you need to work on developing strong and authentic

relationships with those who are a step or two ahead of you in work and life. These relationships develop naturally when you do great work, and sponsors will stick their neck out for you because you are a high performer. Those in a position to help you will work on your behalf, because your work bolsters their reputation - and your success becomes their success.

Working with a professional coach, such as a career coach or life coach, is a great way to help you find a job that aligns with your passion. This person makes observations and asks tough questions to help you uncover the values and purpose behind your desires - rather than giving advice. Most people think that a coach is out of reach, but there are plenty of reputable coaches in training who charge nominal fees to get hours required for their certification.

When it comes to mentors, I believe the best relationships develop organically over time. Programs that match you with a mentor can also work, but generally take much longer to develop trust and substance at the core of these relationships. To determine who might be a good fit, take stock of the people in your life by asking the following questions:



- + Who is further along in a profession that you admire?
- + What successful supervisors do you like to spend time with at work?
- + Who are emerging leaders in your field or profession?

Most seasoned professionals are eager to pay it forward and are often flattered when someone seeks out their advice or guidance. Having someone inside your organization is critical, especially at the start of your career. It's equally important to have someone who can act as a sounding board outside your organization, to provide confidential perspective on your challenges, opportunities and goals.

Bledsoe has drawn these insights from 20 years in human resources, working one-on-one with professionals as a mentor and coach. You can reach her at stacey@hrconsultantsdenver.com.

Resources To Find A Coach

- + ICF (International Coaching Federation)
- + Co-Active Training Institute, www.coactivenetwork.com
- + CPCC, Certified Professional Co-Active Coach
- + ACC, PCC, or MCC (Associate, Professional, and Master Certified Coach respectively).

When it comes to mentors, I believe the best relationships develop organically over time.

NATIVE SCHOLAR INTERNSHIP EXPERIENCES



Dakota Kahbeah (Muscogee Creek) has always been an athlete. "Growing up, I was constantly into sports." But it was an internship in physical therapy at College of Muscogee Nation that opened his eyes to a career path that allowed him to help other athletes. "I noticed how when someone was hurt, and they couldn't perform anymore, it would really bring them down. Athletic trainers would go in and help them recover, and get their confidence back ... and that caught my eye." Now Dakota helps competitors get back in the game in the physical therapy program at Fort Lewis College. "It's really awesome to see people as they leave. They're like 'Thank you! You just made my life better!'"



Removing the **FEAR** from Job Interviews

BY MICHAEL McDANIEL CHEROKEE

LIKE WITH ANY NEW SKILL, JOB INTERVIEWS can seem foreign and scary until you've prepared and had experience presenting yourself to potential employers. The fear may begin to build as you wonder: What do I say? How do I act, and what do I do if I do not know the answer to a question?

Don't panic! Take a deep breath, and keep the self-doubt **MONSTER** at bay. Once the job application and interview process begin you're along for the ride – good or bad, but preparing for the battle with research and practice will help you slay the beast and land the job.

Applications and interviews are a lot like taking an exam, but the test is given by the employer. Follow this plan to ace your preparation, boost your confidence, and find success.

Application Process

+ Research the hiring company to familiarize yourself with their history, mission, products, services and unique contributions to the industry. Review their website, read the bios of their management on LinkedIn, and check media reporting and reviews. Arm yourself with knowledge to demonstrate your interest in the organization, and their industry.

- + Revise/edit all documents you submit. Go over every document multiple times with a peer or someone you trust to read your materials and give you honest feedback.
- + Refine the materials each time you apply for another position. You should customize your cover letter and résumé to match key words in the job description. It's okay to submit additional materials such as letters of reference, proof of relevant certifications or awards, college transcripts, and links to examples of your work.
- + Present a clear image of yourself in the first document you submit to a new employer. It can be helpful to make a list of adjectives about yourself, such as experienced, thoughtful, innovative, engaging, dedicated, problem solver, and strong communicator.

Interview Process

- + When selected, find out with whom you will be interviewing and research them online. See if you can identify them in the company's organizational chart or hierarchy.
- + What will be the interview format? In person? Telephone? Video call? Each requires different modes of preparation, so make sure you are familiar with each:
 - In Person
Dress appropriately, display confidence, maintain eye contact, listen attentively, prepare questions to ask about the company and position. Bring a pen/pencil and a piece of paper to write notes, bring a bottle of water, demonstrate preparedness, and be thorough with your answers - but not too long.
 - Video Call
In addition to the previous tips, "Set up the shot" so you are well-lit and there is nothing distracting behind you. Test the technology, find a quiet space, and make sure family and roommates know not to disturb you. If interviewing with multiple people, write down their names and where they are sitting.
 - Telephone
Find a quiet space with strong cell reception or use a landline. Consider using a headset to free your hands to take notes.
- + Prepare for the interview by anticipating potential questions. With every answer, try to share a time when you helped solve a problem or resolve a conflict related to their question. Know your résumé thoroughly, and rehearse highlights of each job. If not explained in the interview, ask about the hiring timeline and process, and ask about the best way to follow-up with additional questions.
- + Practice interviewing with family and friends. Sit down with someone you trust and roleplay the interview process. Maintain pleasant eye contact, listen attentively, and ask thoughtful or clarifying questions. Pause and take time to answer each

question, and keep notes about their responses. Remember, you are demonstrating you are an adaptive and clear communicator.

- + Persuade the interviewer that you are a good fit for the job. Always work towards creating a feeling of belonging. Your preparation will help you shake your feelings of nervousness and make others feel at ease: The more you can make the situation feel like a workplace conversation, the better the outcome will be.

Follow Up

- + Thank each interviewer, (or the best follow-up contact), for the opportunity and consideration, and ask if there are any other resources that you can provide to support your application. Email tends to be the best means of follow-up. Avoid phone calls. If you do not receive an offer, your actions will leave a good impression and positively position you for other employment opportunities.
- + Offers and negotiations are exciting. Channel the excitement into good decision-making. An offer by an employer is a sign of their willingness to invest in you. Know that they want you to join their team and ask for what you think you deserve. Research and know the salary ranges for similar positions in the area (Glassdoor.com is a helpful online resource). Be sure to inquire about all benefits that are part of the total compensation package (bonuses, 401(k) pension, health insurance, professional development).

No matter the outcome, you are building experience every time you apply and interview for a position. You will become more agile with practice, and this process will improve your job search and professional skills as you continue in your career.

Career Resources for Veterans

BY DAN KHOURI

AS A VETERAN OF THE UNITED STATES MILITARY, THERE ARE NUMEROUS TOOLS, resources, and benefits available to you to help in your career. The following are a handful of tips and opportunities for you to consider as you explore career opportunities following military service. Additionally, this information may be helpful if you are considering entering the military as a step on your developing career path.

Higher Education Financial Assistance

As a veteran, you may be eligible for educational financial assistance through the GI Bill, veteran specific-scholarships, and other programs. Explore higher education if it would be beneficial to your career goals, whether you are going back to school or enrolling for the first time.



Lean on Your Acquired Skillset

Your service to our country teaches you skills many employers find useful, but you may need to define them more broadly: such as diligent work ethic, strong communication, discipline, critical thinking, leadership, decision making, and life experience. Be sure to place an emphasis on your learned strengths in your résumé, cover letters, and interviews. Practice translating your skills to align with desired qualities in job listings.

Preference in Hiring

It is important to keep in mind that veterans often get hiring preference when applying for many jobs. Federal government positions give preference to veterans who meet certain qualifications. This allows your résumé to move to the “top of the pile” when applying for positions on USAJOBS.gov. Additionally, many corporations, the private sector, and non-profit organizations have preferences for hiring veterans. They benefit from your training, and get to help veterans transitioning from service into civilian positions.



Job Training and Career Exploration Resources

Numerous government programs are actively assisting veterans in their job search and career development. They vary in reach, but offer everything from career exploration to investment opportunities for veteran-owned businesses:

- + Department of Labor’s Veterans’ Employment and Training Service (VETS) program (www.dol.gov/agencies/vets)
- + VA Vocational Rehabilitation and Employment & Education and Career Counseling programs (www.benefits.va.gov/vocrehab/)
- + VA Veterans Employment Center (www.va.gov/careers-employment/)
- + American Job Centers (www.careeronestop.org/Site/american-job-center.aspx)
- + VetJobs (www.vetjobs.org)
- + HireHeroesUSA (www.hireheroesusa.org)
- + Vet-Biz Network (www.vet-biz.com)
- + Veteran Venture Capital (www.veteranventures.us)



We encourage you to contact your nearest Veterans Affairs office for further information on career development and exploration opportunities. We hope these resources will lead you to success in your career goals.



Many of Jameson Lopez’s (Quechan) ancestors served in the armed forces, and after high school, the same warrior spirit called him to serve. After years of education, he is now serving his community with that same spirit as an Assistant Professor at the University of Arizona. Learn more about Jameson and his story at CollegeFund.org/VeteranPhd.



Skilled Trades

A Bright Alternative Path

BY LEIA FISH BLACKFEET

Skilled trades have been in the news a lot lately. Skilled workers are needed in a variety of fields, and they pay good wages.

WHEN I WAS A KID, MY MOM MOVED US four hours away from the reservation to complete a certificate at a vocational school to earn a culinary arts certificate. When she finished, we moved back home to our reservation community. She applied for jobs and was immediately hired. She worked as a cook for 28 years at the tribal hospital and retired four years ago.

My father was also a skilled tradesman who worked as a journeyman electrician through the tribal manpower program. After he completed his training and earned his hours, he was never without a job and was his own boss. My dad wired many tribal housing developments, won contracts to set-up annual powwows, and

was often called upon by homeowners to fix electrical issues. All of his training was done on the job, under the supervision of a master electrician, and he incurred no college debt.

My mom and dad's career pathways are a great example, because getting certified in a skilled trade isn't an option that many students consider. It is important to create a career path that suits your needs and allows you to transition to your adult life comfortably.

Communities always need contractors to build and maintain facilities, healthcare workers to assist doctors, and drivers to get our neighbors on the road. Everyone's career path is different and there is no right way to navigate it. A four-year



degree is not for everyone. If a skilled trade sounds interesting, you should talk to a school advisor, career counselor, or a workforce educator to learn more about available options. You may be referred to an on-the-job training program or a tribal college admissions representative.

Tribal colleges and universities offer two-year degree programs and one-year certificate programs in skilled trades. Examples of skilled trades programs at tribal colleges and community colleges are:

- + Carpentry
- + Dental Assisting Technology
- + Electricity
- + Emergency Services
- + Hazardous Material Removal
- + Heavy Equipment (CDL)
- + Paramedic
- + Solar Installation
- + Tribal Legal Studies
- + Welding

Investing your time in a tribal college or community college to earn a certificate holds significant future value in terms of a livelihood and earnings. Tribal colleges and universities are affordable, closer to home and family, and provide a culturally relevant curriculum that can strengthen your Native identity while allowing you to give back to your community.

Do what works for you, and keep in mind the valuable and affordable education a tribal college or university can provide. Good luck!

NATIVE SCHOLAR INTERNSHIP EXPERIENCES



It was a passion for technology and innovation that drew Navajo Technical University student Nylana Murphy (Navajo) to an internship with her tribe in the Navajo Land Department. "How they are using GIS (Geographic Information Systems) is really phenomenal. It allows them to develop more accurate maps of Navajo lands - locating and planning for home sites, business sites and mission sites...I get a lot of experience in a field that I love, and help my Nation use this technology to better serve their people."

sites...I get a lot of experience in a field that I love, and help my Nation use this technology to better serve their people."



Tribes are looking for Native employees to serve communities across the country. Obtaining a position you want with your tribe may not always be immediate, but it is possible. There are thousands of tribal employees who can give you advice. Connect with one today and learn more about how you can be of service in and outside of your community.

Careers in Indian Country

Things to Consider When Applying for Tribal Jobs

01 Meaningful Relationships

Develop strong connections with elders, department heads, and tribal leadership. Invest time to learn more about them and what they do.

02 Community Knowledge

Learn information, current and historical, about the community because this is important in aligning work and progress for the tribe. It also demonstrates professional commitment.

03 Systems Thinking

Tribes function and operate on a variety of different levels with federal, state, and local entities. You must be able to think critically about how decisions are made and carried out based upon input from tribal leaders, community members, federal law, and cultural norms.

04 Strategic Thinking

Process and procedure play a crucial role in the successful implementation of ideas and plans. You must be able to provide good connectivity between an idea, a plan, and an outcome.

05 Communication Skills

You must be able to share information with leadership and the community in culturally appropriate ways. You must understand your ability and capacity to convey your value in service to a tribe.

06 Willingness to Work

Be willing to volunteer and apply for entry-level positions. Through those experiences, you will be able to build professional relationships and learn more about tribal work culture - helping you throughout your career.

07 Experience

When possible, volunteer or intern for a tribe, or an organization or agency that works with tribes. Although tribal employers look for experience in a variety of fields, previous experience in tribal employment does enhance your résumé.

08 Commitment

Every job comes with challenges. Working for a tribe does not mean it will be easy. As in any other work environment, you must prove your worth and service.

09 Attitude of Service

Although many people want to serve their communities, it is often hard to demonstrate honesty, transparency, and consistency. Giving back is at the core of great leadership. People want to see you in the community.

A special thanks to Adrienne Thunder, Chad Poitra, Christina Blackcloud, Daphne Littlebear, Jason Prettyboy, Keegan Bordeaux, Kraynal Alfred, Ryan Mills, Sherrick Roanhorse, Valene Hathalie, and Vernon Miller for contributing to this section.

Associations

Join Professionals in Your Field

- ✓ Degree? Check.
- ✓ Internship? Check.
- Established network in your major?

ESTABLISHING NETWORKS IS A harder box to check for most students who dream of a job in a specific industry or field. No matter how hard you work to make professional connections or find contacts, it can be difficult to form relationships with your future colleagues.

Whether your career goals lie in healthcare, business, science or the law - there are thousands of professional associations serving and connecting workers in almost every industry. Here are just a few ways they can benefit you:

+ Finding A Job

Look for an association in your desired field and attend a meeting of a local chapter. Their website may have job listings and networking opportunities. You can purchase a membership (which many times is covered by an employer), but if you're on a budget while job searching, you can pay much less to attend individual meetings.

+ Professional Development

Once you're working, associations provide lots of ways to improve and develop your skills through conferences, seminars, and even professional certifications. Leadership opportunities are also available at the chapter and national level, which can help you advance in your career and prepare you for your next job!

+ Native Associations

There are also dozens of associations that specifically serve Native professionals and communities. Whether you're an engineer (AISES.org), a banker (NAFOA.org), or a teacher (NIEA.org), you can connect and learn from your Native colleagues, and discover valuable information about serving Native communities.

Participation starts at the student level in many associations, so see which organizations operate chapters at your school. Many also offer scholarship and internship opportunities. Search for associations online, or get started with our list at CollegeFund.org/associations. Associations can provide you with the support of a professional community and a path to give back to the next generation.



NAFOA



NATIVE SCHOLAR INTERNSHIP EXPERIENCES

Ebony Denise Neal (Suquamish) studies tribal governance and business management at Northwest Indian College in Bellingham, Washington. She interned virtually with the American Indigenous Business Leaders' (AIBL) national headquarters. In addition to the encouragement and mentorship she received from AIBL staff members, Ebony says, "They sent me to the Unity Conference and the I Lead Conference, where I gained valuable experience and connections."

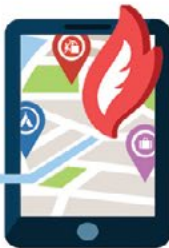




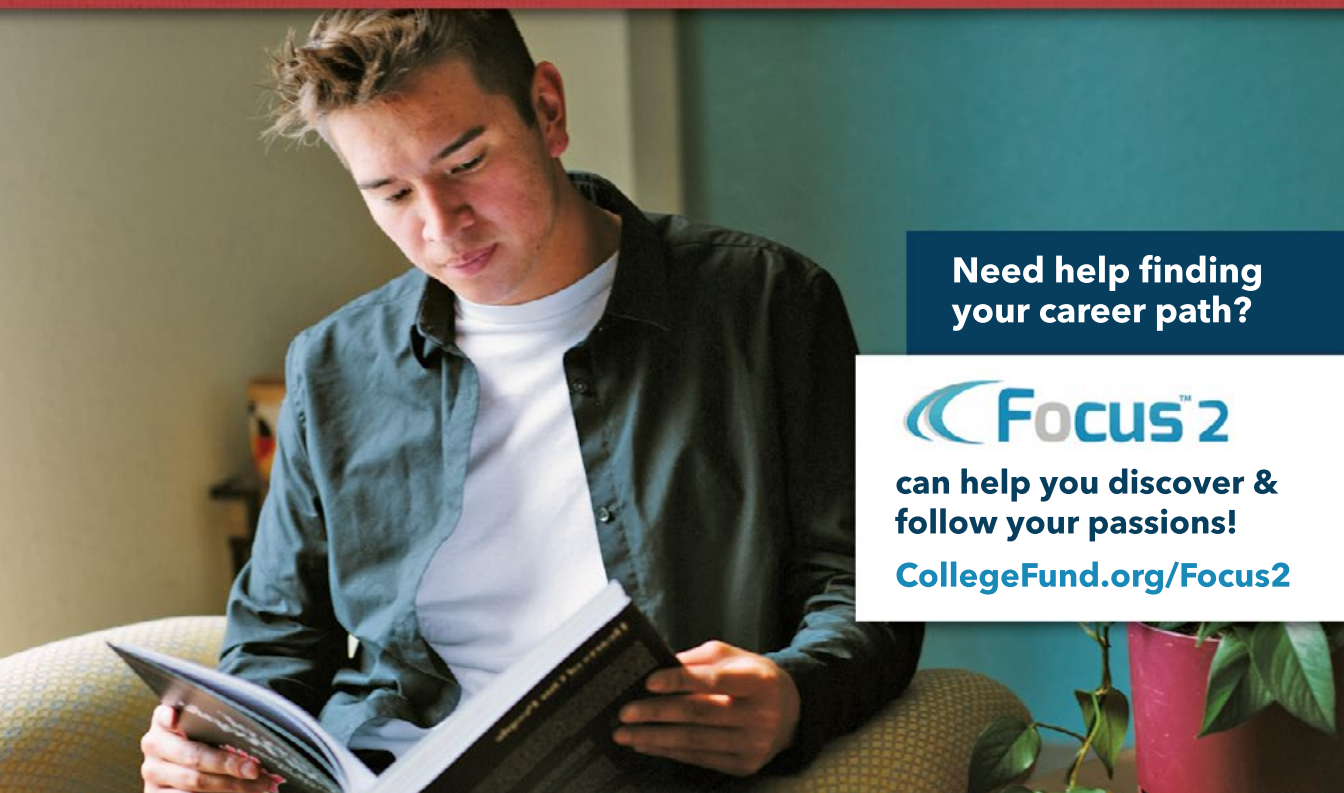
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