



October 2021

For a full list of positions log in to Hirelvy located in your Mylvy Tools & Resources page.

## Work Study Positions Available

Check out the Federal Work Study Job Opportunities at Ivy Tech Bloomington! Gain work experience and earn money while you go to school.

The Federal Work Study Program is need based financial aid that allows students to earn more money to help pay for college expenses by working a part-time job. Learn more by reading "[What is Work-Study](#)".

[Learn more and apply today!](#)

# Career Coaching

## Ivy Tech Bloomington Newsletter

Welcome to this monthly Career Coaching newsletter. All jobs and internship opportunities mentioned in this newsletter can be found by logging in to Hirelvy on your [Mylvy](#) homepage, before clicking the links.

## Job/Internship Opportunities

### Advanced Manufacturing, Engineering & Applied Science

- [HVAC Service & Installation Intern](#) – Air-Tech Heating & Air Conditioning – Full/Part Time – Job ID: 833082
- [HVAC Service & Installation Specialist](#) – Air-Tech Heating & Air Conditioning – Full/Part Time – Job ID: 833082
- [Production Drafting](#) – 3D Stone – Full Time – Job ID: 832893
- [CNC Operator](#) – 3D Stone – Full Time – Job ID: 832892
- [Facility and Maintenance Technician](#) – Oliver Winery – Full Time Job ID: 832689
- [AmeriCorps Construction Crew Leader](#) – Habitat for Humanity Seasonal – Job ID: 832248

### Arts, Sciences & Education

- [Preschool Teacher](#) – Hoosier Uplands – Full Time – Job ID: 833657
- [Infant/Toddler Co-Teacher](#) – Bloomington Developmental Learning Center – Full Time – Job ID: 832869
- [Daycare Executive Director](#) – Bloomington Developmental Learning Center – Full Time – Job ID: 832869
- [Lead Teacher](#) – Kid Angles – Full Time – Job ID: 832913

### Health Sciences

- [Nurse Residency](#) – Fresenius Medical Care – Full Time Job ID: 831047
- [Eyewear Consultant](#) – MyEyeDr. – Full Time – Job ID: 832664

## Resume Review

Need an extra pair of eyes on your resume?

Submit your resume to the [Career Coaching](#) office and received feedback. Please include "Resume Review" as the subject and interested positions.

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## Looking for an Internship?

[IndianaINTERN.net](#) is a free internship-matching program linking employers, students, colleges and universities.

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## Contact Us

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## Business, Logistics & Supply Chain

- [Design & Content Internship](#) – Oliver Winery – Job ID: 833431
- [Advertising / Sales Assistant](#) – IU Health – Full Time Job ID: 833153

## Public Affairs & Social Services

- [Pastry Cook](#) – IU Health – Full Time – Job ID: 833159
- [Cook Mastery](#) – IU Health – Full Time – Job ID: 833160
- [Legal Advocate](#) – Middle Way House – Full Time – Job ID: 832762
- [Registered Behavioral Technician](#) – LittleStar ABA Therapy Full/Part Time – Job ID: 832577
- [Kitchen Staff](#) – Community Kitchen of Monroe County – Full/Part Time Job ID: 832569

## Top 10 Resume Mistakes

Recruiters look at many resumes for one position. Therefore, you only have a few seconds to "wow" the recruiter and explain why you're the right person for the job. That's why the first impression of your resume must be strong and error-free so you move on in the recruitment process.

1. Spelling & Grammar Errors
2. Incorrect or Missing Contact Information
3. Using an Unprofessional Email Address
4. Adding Too Much Personal Information
5. Not Explaining Your Experience
6. Using "Fluff" Language
7. Not Customizing Your Resume
8. Using the Same Statement for Different Roles
9. Design Heavy
  - a. Use of "I"