Guide for using the

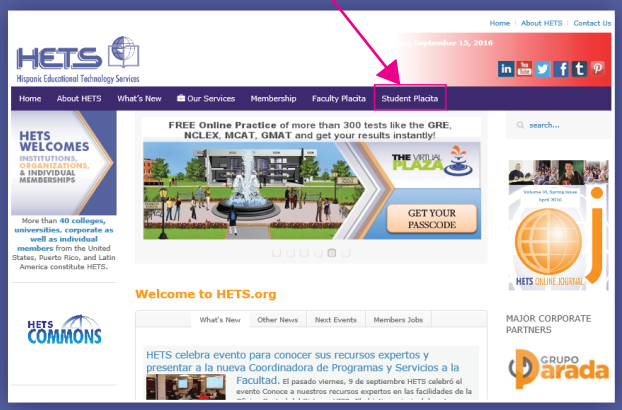
CareerTransitions

HETS
Hispanic Educational Technology Services

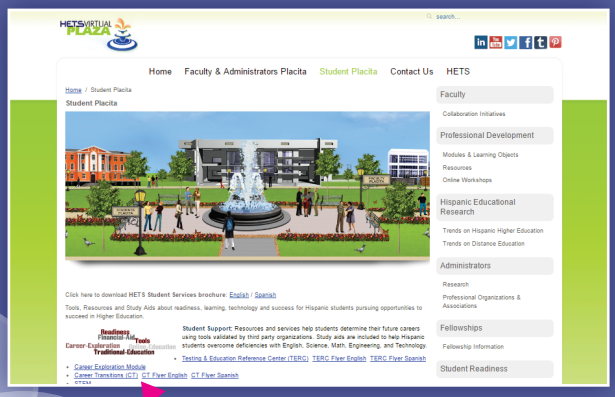
The Career Transitions is an online database that will help to write your resume, evaluate your interests and experience, prepare you for job interviews with the use of simulations, look for and apply for internships and employment, among other services.

To Access the *Career Transitions*

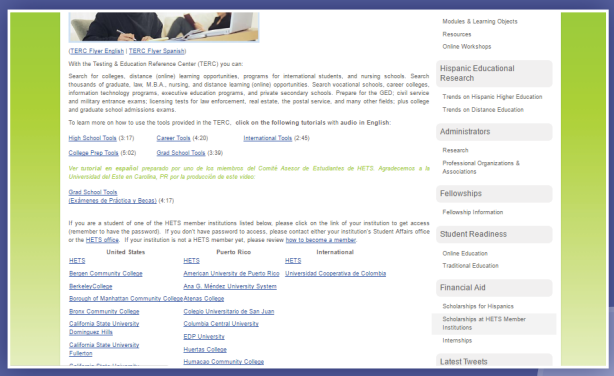
1. Access hets.org and click on the "Student Placita" link



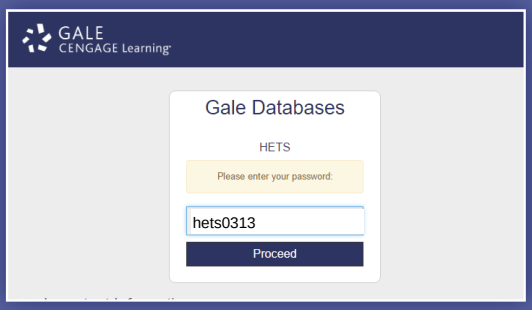
2. Under the "Student Placita", select the *Career Transitions* link



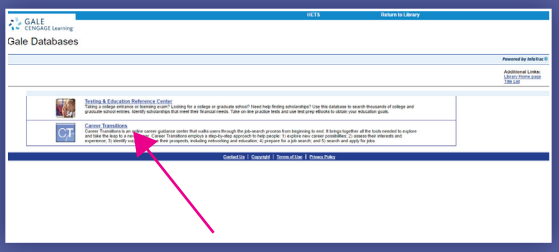
3. Select your educational institution. Note: If it doesn't appear on the list, you can send an email to info@hets.org for more information on how to access.



4. Enter your institution's access code. If you don't have the code, ask at the Students Affairs Office or write to info@hets.org.



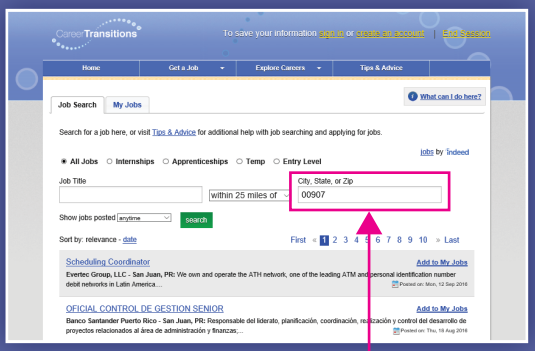
5. Select the *Career Transitions* link.



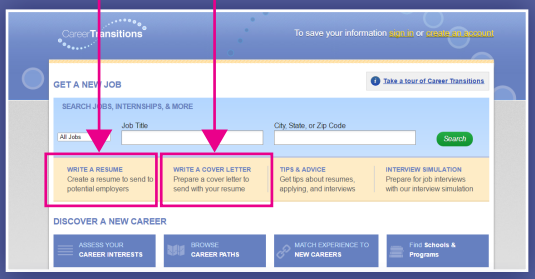
Guide for using the

CareerTransitions (Cont.)

6. If you are looking for internships or employment, you can search by position title, city, state, or Zip Code.



7. To prepare your resume or presentation letter, select the corresponding tab. Once you enter the selected area, you can create the document in accordance to your area of specialty and experience. Just complete the spaces that fit your qualifications and at the end download the document.



8. The *Career Transitions* has an interview simulator where you have the opportunity to practice possible questions in English.

9. Once the interview is completed, you can see the grade given by the system and its recommendations.

We invite you to use and share the information and support material of *Career Transitions*.

For more information:
Ph. (787) 250-1912 exts. 2372 y 2373

HETS
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