Guide for using the CareerTransitions



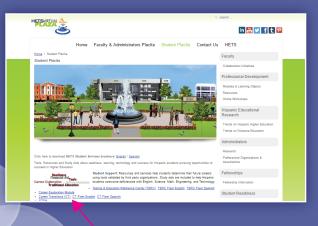
The Career Transitions is an online database that will help to write your resume, evaluate your interests and experience, prepare you for job interviews with the use of simulations, look for and apply for internships and employment, among other services.

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



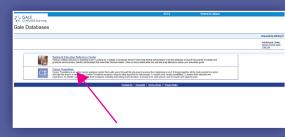
 Select your educational institution.
Note: If it doesn't appear on the list, you can send an email to info@hets.org for more information on how to access.

TERC Fyrer English TERC Fiver Spanish	Modules & Learning Objects Resources Online Workshops
With the Testing & Education Reference Center (TERC) you can: Search for colleges, distance (online) learning opportunities, programs for international students thousands of oradiate. Isaw, M.B.A. running, and distance learning (online) occontunities. Search voo	
information technology programs, executive education programs, and private secondary schools. P and military entrance exams: licensing tests for law enforcement, real estate, the postal service, an and graduate school admissions exams.	repare for the GED; civil service Treads on Historic Histor Education
To learn more on how to use the tools provided in the TERC, click on the following tutorials with	
High School Tools (3:17) Career Tools (4:20) International Tools (2:45)	Administrators
College Prep Tools (5:02) Grad School Tools (3:39)	Research
Ver sutorial en español preparado por uno de los miembros del Comité Asesor de Estudiante Universidad del Este en Carolina, PR por la producción de este video:	o de HETS. Agradecemos a la Professional Organizations & Associations
Grad School Tools (Examples de Práctica y Becas) (4:17)	Fellowships
If you are a student of one of the HETS member institutions listed below please clok on the link	Felowship Information
(remember to have the password). If you don't have password to access, please contact either your or the <u>HETS office</u> . If your institution is not a HETS member yet, please review <u>how to become a me</u>	institution's Student Affairs office Student Readinace
United States Puerto Rico Internati	onal Online Education
HETS HETS HETS	Traditional Education
Bergen Community College American University de Puerto Rico Universidad Coopera	tiva de Colombia
BerkeleyCollege Ana G. Méndez University System	Financial Aid
Borough of Manhattan Community College Atenas College	Scholarships for Hispanics
Bronx Community College Collegio Universitario de San Juan	Scholarships at HETS Member
California State University Columbia Central University	Institutions
Dominguez Hills EDP University	Internships
California State University Huertas College	
Humacao Community College	Latest Tweets

 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.







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

CareerTransitions	To save your information sign in or create an account End Seas				
Home	Get a Job 👻	Explore Careers 👻	Tips & Advice		
Job Search My Jobs			01	What can I do here?	
Search for a job here, or visit Tips & Advice for additional help with job searching and applying for jobs.					
* All Jobs O Internships O Apprenticeships O Temp O Entry Level					
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 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.







- @ e-Mail info@hets.org
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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



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