



Connecting employers with military veterans nationwide!

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Corporate Gray Newsletter

May 2017

Transition Advice

Prepare to Ace Your Screening Interview

Prepare for a phone or video interview as carefully as you would an in-person interview. Don't let the seeming informality of a phone or video call from your desk make you take it less seriously. Phone and video interviews are an important early screening of potential employees, and how well you do will determine whether you get invited to an in-person interview with the employer.



Develop a script that will act as your "cheat sheet" during the phone or video interview. Include a [list of questions](#) you expect to be asked along with your prepared responses. Also include some questions that you want to ask the interviewer and any notes from the company research you've conducted.

Practice your script prior to the call. Recording yourself will let you hear how you sound on the phone, and doing a practice video session will allow you to adjust the lighting, sound, background, camera angle, and other elements conducive to a [successful video interview](#). Conduct a practice phone or video call with a trusted friend to get feedback.

Keep a copy of your script and resume near your phone for impromptu phone interviews. For scheduled phone and video interviews, prepare a quiet environment devoid of distractions. Use your mobile phone only if you are sure to have a good connection. For a video call, a wired connection is often faster and clearer than using wifi (if possible). Have your script, resume, pen and paper, and a glass of water ready before the interview. Don't rely too heavily on your script for video interviews, as you want to be making eye contact (with the webcam) rather than reading from your script.

Any job interview, whether phone, video, or in-person, requires careful preparation. It is crucial to research not only the company, but [also yourself!](#) Well thought out answers to [behavioral based questions](#) are important -- employers want to hear about real experiences you've had and how you handled certain situations.

Find more tips to help you prepare for phone and video interviews, as well as in-person ones, in the articles below. And be sure to check out the upcoming Military-Friendly Job Fairs below to help you connect with employers in-person!

[Silence the Bird and Other Video Interviewing Tips](#)

[Advice for a Positive Video Interview](#)

[Calling All Job Seekers: 10 Steps to Acing the Phone Interview](#)

[Interview Preparation: Research Yourself!](#)

[Five Steps to Nailing an Interview after Returning to Civilian Life](#)

Upcoming Job Fairs



Corporate Gray Military-Friendly Job Fair * May 24, 2017 * Virginia Beach

You are invited to attend the May 24th Corporate Gray Military-Friendly Job Fair at the Virginia Beach Convention Center and meet face-to-face with representatives from Lockheed Martin, Booz Allen Hamilton, SAIC, Leidos, National Security Agency, Newport News Shipbuilding, Defense Contract Management Agency, ENSCO, LMI Government Consulting, AECOM, U.S. Postal Service, Durham Police Department, Michael and Son Services, Robert Half, L-3, and many more! The job fair will be held from 9 am to 12:30 pm, with free employment seminars starting at 8 am. To ensure you receive the job fair employer directory in advance, pre-register at <http://corporategray.com/jobfairs/384>. Especially for transitioning service members and veterans. Free and open to all job seekers.

Corporate Gray Military-Friendly Job Fair * June 22, 2017 * Springfield, VA

Save the date for the June 22nd Corporate Gray Military-Friendly Job Fair at the Waterford Reception Center in Springfield, Virginia. Job fair hours are 9 am to 12:30 pm with an employer discussion panel starting at 8 am. Meet face-to-face with representatives from Booz Allen Hamilton, Leidos, Central Intelligence Agency, AECOM, National Security Agency, FCI Federal, New York Life, YRCI, PenFed, Edward Jones, U.S. Postal Service, Advanced Concepts and Technologies Intl, and many more! To ensure you receive the job fair employer directory in advance, pre-register at <http://corporategray.com/jobfairs/385>. Especially for transitioning service members and veterans. Free and open to all job seekers.

Top Secret Virtual Career Fair * June 27, 2017 * 11 am to 2 pm (EST)

Are you a Top Secret-cleared professional looking for your next job opportunity? Then meet online from 11 am to 2 pm on Tuesday, June 27th to text chat with military-friendly companies looking to hire Top Secret-cleared talent! This event is exclusively for job seekers with a Top Secret security clearance that is active now or has been active within the past two years. Registration information will be posted in next month's newsletter.

Military Officer Job Fair * July 21, 2017 * Arlington, VA

If you are a transitioning or former (separated/retired) military officer seeking employment, save the date to attend the July 21st Military Officer Job Fair, which will be held at the Army Navy Country Club in Arlington, Virginia. While sponsored by the West Point Society of DC, this event is free and open to ALL military officers regardless of commissioning source or branch of service. Meet face-to-face with representatives from JP Morgan Chase, Institute for Defense Analyses, Wells Fargo, Edward Jones, SOS International, Advanced Concepts and Technologies Intl, Endeavor Air, and many more! To register, visit www.MilitaryOfficerJobFair.com.

Federal Job Search

Battlefield Resumes, LLC

We help you write Federal Government (USAJOBS) resumes! Learn how to translate your military experience (aka: battlefield resume) into federal government employment. Learn the secrets to the federal hiring process, such as how your resume is scored and ranked against other applicants and how you should answer the Questionnaire. Also learn how to write SES resumes by deciphering the ECQs, SOCQs, and TCQs. There's no better place to ask questions and feel like you are part of a transition team than with Battlefield Resumes. We've been in your shoes and know how to help you transition into the federal government. Your success is our mission. Learn how to use military strategy and doctrine to obtain civilian employment so you can Aim Accurately at Your Next Career! Visit us at www.battlefieldresumes.com.

Featured Employers, Schools, and Service Providers



These companies want to hear from you!
Contact them about your next career move!

Defense

Advanced Concepts and Technologies International (ACT-I) provides trusted expertise and leadership in support of domestic and international Defense, Space, Homeland Security, and Cyber/Intel communities. ACT-I provides its customers with highly trained and experienced technical staff that is responsive and ethical, enhancing the value of any project or program they support. Learn more about their career opportunities at www.act-

i.com/careers.html.

Equipment Dealership

Carter Machinery has a clear vision: enable every customer to achieve their highest level of success. We demonstrate this commitment through our support of the people and equipment working in diverse industries from construction and mining to trucking and power generation. Our 20 locations across Virginia and southern West Virginia are staffed by over 1,100 top-notch professionals. As a result, we've grown to be one of the leading Caterpillar dealers in the United States. Visit <https://cartermachinerycareers.silkroad.com> for current career opportunities.

Equipment Dealership

Cleveland Brothers Equipment Company is one of the largest Caterpillar Equipment dealers in the nation, serving Pennsylvania and West Virginia. With competitive compensation, affordable cost of living, proximity to big cities and outdoor adventures, Cleveland Brothers is a great place to start your next career as a CAT Technician. Visit www.ClevelandBrothers.com to see their open positions.

Government

The **United States Postal Service** has a long history of providing career opportunities to veterans, reservists, and their families. USPS currently employs over 113,000 Military members and Veterans, and Military service is treated as prior employment. USPS values the leadership, reliability, and high-tech skills that veterans bring to the organization. Opportunities range from administrative and technical support functions to processing and delivery operations. Visit <http://usps.com/careers>.

Healthcare

Sentara Healthcare is one of the most progressive healthcare organizations in the nation, located in Virginia and North Carolina and consistently top-ranked nationwide. Sentara is a Virginia Values Veterans (V3) Certified company. They are looking for transitioning military with experience in all clinical areas and have numerous opportunities in administration, business office management, logistics and materials management. Sentara is one of the area's top military family employers. Visit www.sentaracareers.com to learn more.

IT Consulting

At **Hewlett Packard Enterprise** we innovate for tomorrow. We move at the speed of thought to turn insights into solutions. And that starts with finding the brightest minds to fearlessly create and to challenge the way we think. HPE offers veterans and military spouses at all stages in their careers opportunities in a wide variety of roles including finance, HR, recruitment, operations, business planning, strategy, sales, account management, program/project management, technology and more. Visit careers.hpe.com.

Professional Services

YRCI is a veteran-owned professional services firm located in the Washington, DC metropolitan area providing Human Resources, Acquisitions, and Management/Financial Services to federal and commercial clients nationwide. YRCI has helped put thousands of people to work, been recognized as one of the top workplaces in 2015 by the Washington Post, and is one of the fastest growing government contractors. Learn more at www.yrci.com.

School

Appalachian School of Law is a quiet, rural law school located in Grundy, Virginia. ASL exists to provide opportunities to students to realize their dreams of practicing law and bettering their communities. We attract a qualified, diverse and dedicated student body. The program emphasizes professional responsibility, dispute resolution, and practice skills. ASL offers both Spring and Fall start programs. Please contact Piper Doeppe (pdoeppe@asl.edu), Veterans Outreach Coordinator for more information.

Transportation

Averitt Express has the utmost respect for members of the military and would be honored to have you join their growing team. They have regional truckload, dedicated, flatbed and local driving positions, as well as leadership opportunities in over 100 locations. Call toll-free: 1-888-321-1472 or visit www.averittsalutesyou.com. Read Averitt's article [The Value of Hiring Veterans in Transportation](#).

Veteran Services

Virginia Values Veterans (V3) Program is a Commonwealth of Virginia, Department of Veterans Services Program. V3 helps employers understand, design, and implement

nationally recognized best practices in recruiting, hiring, and retaining Veterans. A V3 certification can help your company understand how Veterans can help your business, provides resources and assistance connecting with Veterans, and shares your Veteran hiring efforts across the Commonwealth. Learn more at <https://www.dvsv3.com>.

Hot Jobs & Opportunities

The following jobs and educational opportunities are being highlighted this month:

HOT JOBS

Carter Machinery Company is hiring! Check out their career opportunities at <https://cartermachinerycareers.silkroad.com>. A Carter Machinery representative will be at the May 24th job fair in Virginia Beach.

Caterpillar has the following immediate openings:

- **CNC Machinist Trainee** Job ID #170002VH in East Peoria, IL
- **Electrician (2nd or 3rd Shift)** Job ID #170003Y6 in Mapleton, IL
- **Welder** Job ID #170001CE in Aurora, IL
- **Electrician (3rd Shift)** Job ID #170001JN in Morton, IL

Search for these jobs by their title or requisition ID at

<https://caterpillar.taleo.net/careersection/cat+external+cs/moresearch.ftl>.

In addition, they have over 1,400 openings in Production Facilities across the United States. To learn more about Caterpillar careers visit www.caterpillar.com/careers.

Cleveland Brothers Equipment Company has these immediate opportunities:

- **Assistant Service Manager** (Req #5902) in Murrysville, PA
- **Truck Shop Service Supervisor** (Req #5950) in Cranberry Township, PA
- **Industrial Engine Field Mechanic** (Req #1188) in Clarksburg, WV
- **Manager - Market Intelligence** (Req #1180) in Harrisburg or Murrysville, PA

[Click here](#) to search for all their job opportunities, or contact Dave Greenawalt at (724)325-9324 x6324 or

DGreenawalt@clevelandbrothers.com. A Cleveland Brothers Equipment Company representative will be at the May 24th job fair in Virginia Beach.

Hewlett Packard Enterprise is currently hiring for the following featured position:

- **Inside Sales Account Manager** (#1003091) in Plano, TX

Search all their openings at <http://careers.hpe.com>.

U.S. Postal Service is seeking to fill 1,500 of these positions nationwide:

- **Supervisor, Customer Services**
- **Supervisor, Distribution Operations**

These positions are being offered only to their current non-career workforce and to military veterans.

USPS is also seeking a **Threat Management Specialist (IT)** at the USPS HQ in Washington, DC.

Apply to these positions and more at www.usps.com/careers.

YRCI has the following immediate openings:

- **Senior Contract Analyst II** in San Diego, CA
- **Business Developer (BD)** in Fairfax, VA

View all their openings at www.yrci.com/careers/careers.aspx.

Companies in the Washington, DC area have the following open IT positions: **Quality Assurance Manager, Security Testing Program Manager, Senior Penetration Tester, Software Engineer, Applications Developer and Systems Administrator.**

Companies in the Washington, DC area have the following open position: **Science and Technology Consultant.**

E-mail chris@corporategray.com for more information.

Find more jobs on Corporate Gray Online by clicking [Find Jobs](#) in the menu bar. Type in your Keywords or search by Company Name.

EDUCATIONAL OPPORTUNITIES

Appalachian School of Law offers a [Litigation Certificate](#) to prepare attorneys who have an interest in the fields of criminal and civil litigation. These courses focus on topics like trial advocacy, pre-trial motions, and electronic discovery. With the county courthouse being within walking distance of the school and many of the professors still actively practicing law, there is a heavy focus on skills based teaching. Learn more about ASL at www.asl.edu.

Check out these Military-Friendly Schools: **Appalachian School of Law**, **Great Lakes Truck Driving School**, and **Kaplan University**. Learn more about these schools at http://corporategray.com/static/career_training.

Corporate Gray Online

Visit www.CorporateGray.com/login and log in using your username and password (if you forgot your password, you can use the reminder link to retrieve it).

Help recruiters find you! [Post your resume on Corporate Gray Online](#) or upload a revised version. Having a resume helps you get noticed by employers searching for individuals with your skills! Upload your resume by clicking the "My Resume" link after logging into the site. Your resume was posted on **{ResumePostedDate}**. If that value is blank or outdated, be sure to upload your current resume.

Use the [Find Jobs](#) link to search and apply for job opportunities best matching your skills and interests. Access key elements of the Corporate Gray book by clicking the [Transition Guide](#) link.

If you want to close your account, visit www.corporategray.com/applicants/deactivate and enter your username: {Username} and password. Then click "Yes" in response to "Do you want to deactivate your account?"

*Please feel free to share this newsletter with other veterans: [Forward to a Friend](#)
Good luck with your job search!*

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