



Your Guide to Success

MyCAA Edition



Blackstone
CAREER INSTITUTE™

Table of Contents

About Us	2
Guidance on Pursuing a Career as a Military Spouse	3
Sample Resume	7
Sample Cover Letter	8
Application Materials Resources	9
Conclusion	10



About Us

Blackstone Career Institute is privately licensed by the Pennsylvania Department of Education and accredited by Distance Education Accrediting Commission (DEAC), Washington, D.C and by Middle States Commission on Secondary Schools. These regulations are your assurance that Blackstone offers first-rate quality programs and instruction. Our mission statement reflects our dedication to offering outstanding career education. Trust accredited career institutes like Blackstone to provide only quality education.

Our Mission:

Blackstone Career Institute is committed to providing quality, relevant and affordable distance education programs that focus on the knowledge and skills needed for entry-level careers, professional development or personal goals.

Our Goals:

- to provide quality distance education to students seeking to prepare themselves for a career in their chosen field as a paralegal, pharmacy technician, veterinary assistant, allied health professional, or to achieve personal goals
- to provide comprehensive lesson materials which are both applicable and up-to-date with regard to today's industry standards
- to assist students in realizing their career and/or personal goals throughout their educational training by encouraging ongoing professional development and lifelong learning

Military Friendly

Blackstone Career Institute has been designated as a Military Friendly® School for the past 15 years and qualifies for military benefits.

Our Career Center

We created the Blackstone Career Center to assist our students in securing employment upon graduation. While we cannot guarantee employment of any student, we do want to provide the resources to help them succeed. **Student success is our goal!**

As part of our career center, we have created a specialized career guide for military spouses.

Please enjoy our **Career Guide: MyCAA Edition!**



Guidance on Pursuing a Career as a Military Spouse

Figure Out What You Want to Pursue:

In order to move forward, you must first have vision. If you're unsure of your career goals, now's the time to figure it out. There are many ways to start determining the right career path for you.

**Please note that you may need to refresh the page after you click a link for the page to load.*

- **Learn about Different Careers:** The Spouse Education and Career Opportunities program (SECO) includes a [tool](#) where you can research different career options. You can find information on the opportunities available, average salary, and education needed.
- **Consider Your Military Lifestyle:** Since you move around a lot, it is important to consider which career paths are in-demand in several locations. Additionally, if you will be primarily responsible of taking care of your children (with your spouse in active duty service), then you also may be looking for a career with flexible hours or remote work availability.
- **Take Career Assessments:** Utilize the [career assessments](#) available to you through the SECO program. You can take the tests to see what careers may be a good fit for your personality.
- **Ask Others Who Know You:** An online test can only help you so much. It is also a good idea to ask your family and friends for their input during your career exploration. They might notice traits about you that you did not realize, or they might offer some personal insights into the current job market.
- **Speak with a Professional Career Coach:** You can access [professional career coaching services](#) provided by the Department of Defense. You may call, chat, or email a skilled career coach. Make sure to take advantage of this opportunity because they are experts in their field and routinely help military spouses with career decisions. There are several [career package options](#), such as:
 - Career Readiness Coaching Package
 - Permanent Change of Station Coaching Package
 - Part-Time Employment Package
 - Transitioning Spouse Coaching Package
 - Working Overseas Coaching Package
 - Working Remotely Coaching Package
 - Reentering the Workforce Coaching Package
 - Career Pathways Coaching Package
 - Helping Professions Coaching Package
 - Health Care Coaching Package



Get Training for the Job:

Once you have established your vision for what job you want to pursue, it is important to make sure that you have the training and skills necessary to do the job. Consider what kind of education is needed for your chosen career path.

Do your research on the education options and consider what kind of schooling would fit your lifestyle. For example, you may want to opt for an online, flexible program, if available.

Know that there are ways of obtaining tuition assistance through various scholarships.

- **The My Career Advancement Scholarship (MyCAA) program** affords eligible military spouses up to \$4,000 to fund their education.
 - The program was created to help military spouses gain (or maintain) a license, certification, or two-year degree.
 - Blackstone Career Institute participates with this program and currently has four approved online career training programs that can lead to certification:
 - Legal Assistant/Paralegal
 - Dental Office Assistant
 - Medical Office Assistant
 - Pharmacy Technician
- **To locate additional scholarships**, visit the [MySECO Scholarship Finder](#).



Utilize Resources:

There are a multitude of resources available out there for military spouses. Be sure to take advantage of them to aid your job search and benefit your life:

Resume and Interview Help

- **The MySECO Resume Builder:** Through the SECO program, you can gain a well-formatted resume generated for you with information from your profile.
- **On-Demand Resume Review:** You may email your resume and cover letter to a career coach for review. The coach will provide ways to improve your application materials, as part of the SECO program.
- **RecruitMilitary:** The Military Spouse Resource Center contains resume guidance, interview tips, and more.
- **Candorful:** This non-profit organization provides military spouses and others with mock interview practice and events.

Job Fairs and Workshops

- **Transition Employment Assistance for Military Spouses:** There are various career workshops available to military spouses transitioning into the workforce. You can learn more here.
- **Military Spouse:** In collaboration with G.I. Jobs, you can find the next virtual career fair and Get Hired workshop. In addition, there are many articles for military spouses.
- **Corporate Gray:** Corporate Gray hosts nationwide virtual job fairs with military-friendly employers. Click here to see the upcoming schedule.
- **RecruitMilitary Career Fairs:** This organization holds more than 100 job fairs a year to help you network with prospective employers.

Job Search Boards and Pathways

- **Military Spouse Employment Partnership:** Started in 2011 by the Department of Defense, this resource connects military spouses with recruiters. To search available positions for military spouses, click here to visit the online job board.
- **USAJOBS Pathways:** The federal government offers a non-competitive hiring pathway for military spouses, allowing eligible spouses to be treated with preference for marked positions if they meet the qualifications.



Utilize Resources Continued:

- **SECO Job Search Navigator:** This service is accessible through the SECO program. A career coach will find 10 to 15 job openings with MSEP partners that could potentially be a good fit for you.
- **LinkedIn Premium:** Military spouses may receive one year of LinkedIn Premium for free, distributed through select nonprofits. For more information, click [here](#). Network by joining LinkedIn groups such as the [Military Spouse Employment Partnership](#) group or the [Hiring Our Heroes Military Spouse Professional Network](#) group.
- **Military Friendly® Employers:** You can locate employers that are committed to military spouses by checking their official Military Friendly® rating at this [link](#). This can help give you some ideas of organizations to apply for. Also, use their job search tool [here](#).

Beyond Career

In addition to career resources, there are some other resources to take advantage of as a military spouse that can better your life and relate to your career transition, since all areas of life are interconnected. Many of these resources come from the U.S. Department of Labor's [Civilian Life and Community](#) page.

- **MilitaryChildCare.com:** If you are looking for child care, you can [create a MCC account](#) to discover child care options for military families.
 - [Military-Operated Child Care Programs](#)
 - [Military Child Care in Your Neighborhood](#)
 - [Child Care in Your Home](#)
 - [Department of Defense School Liaison Program](#)
 - [Navy Reserve Force Weekend Drill Child Care Program](#)
- **Military and Family Life Counseling Program:** As a military spouse, you can receive free counseling for [non-medical issues](#) such as managing stress and handling issues at work.
- **MilSpouse Money Mission®:** This website designed for military spouses contains a wealth of knowledge and resources on attaining good financial health. Learn how to effectively manage the money that you bring in from your new career.
- **MilitaryINSTALLATIONS:** To find local resources in your new location, utilize this [tool](#). You can search by installation or by the program or service that you need.



Ashley James

Certified Paralegal, CP®

City, State | 111-111-1111 | ashleyjamestest@gmail.com | linkedin.com/in/ashleyjamestest

OBJECTIVE

Detail-oriented certified paralegal and military spouse looking for employment in a law firm. Organized multi-tasker with experience adhering to procedures, researching, and communicating in prior jobs.

EDUCATION

Blackstone Career Institute Jan. 2024-Jan. 2025
Legal Assistant/Paralegal Program Certificate, with Distinction

RELATED EXPERIENCE

ABC Organization, City, State May 2022-Present

Volunteer Advanced Tax Preparer

- Sort through which individuals need to file a tax return
- Choose the appropriate and best filing status for taxpayers participating in the Volunteer Income Tax Assistance and Tax Counseling for the Elderly (VITA/TCE) program
- Prepare accurate tax returns for qualifying individuals on a consistent basis, including assisting program participants to claim any applicable tax credits
- Interview individuals in the program via Zoom to explain next steps regarding tax returns
- Follow the procedures to assist individuals with identify theft issues

ADDITIONAL EXPERIENCE

Private Household, City, State Jan. 2017-May 2019

Nanny

- Researched and prepared nutritious meals for 3 children in care
- Adhered to strict feeding and bedtime schedules for optimal outcomes
- Communicated effectively with the clients to provide routine updates

ABC Store, City, State Sept. 2015-June 2017

Cashier

- Communicated policies to customers upon request, demonstrating a thorough knowledge of company policies and procedures, while maintaining brand integrity
- Kept accurate inventory and thorough record of daily finances
- Reported incidents of suspicious behavior or behavior that did not adhere to company policy

ACCOMPLISHMENTS

- NALA® Certified Paralegal
- IRS Advanced Certification

SKILLS

Computer skills: Lexis+®, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, Zoom, Google Cloud, Google Calendar

Ashley James

Certified Paralegal, CP®

City, State | 111-111-1111 | ashleyjamestest@gmail.com | linkedin.com/in/ashleyjamestest

February 27, 2025

John Doe
Hiring Manager
EFG Law Firm
222-222-2222
johndoetest@efglawfirm.com

Dear John Doe,

I am writing to express my interest in your Entry Level Legal Assistant listing at EFG Law Firm. I was pleased to come across this position on LinkedIn because I admire your organization's mission to provide legal representation to the vulnerable. As a military spouse, I personally value defending the vulnerable and am eager to contribute my skillset and paralegal knowledge to support your legal team.

At Blackstone, an accredited online school, I learned the law through extensive study, and I gained legal research skills to study cases in-depth using Lexis+®. As part of my legal education, I practiced drafting a demand letter and contributed to a legal research memorandum. After graduating from the Legal Assistant/Paralegal Program, I attained certification through NALA as a Certified Paralegal (CP®).

During my time in the workforce, I worked as a nanny and as a cashier. Through these jobs, I practiced communication, research, and adherence to procedures. I have always been drawn to extensive research in my spare time. As a nanny, I used this skill constantly to discover the best strategies to nurture the children in my care, leading to an increase in positive behavior noticed by my clients.

I took a break from formal employment to care for my young children, especially since we move often for my husband's military career. During this time, I have become a volunteer tax preparer for the VITA/TCE program, earning my Advanced IRS Certification. I have improved my verbal communications skills during interviews with program participants, and I honed my attention to detail and organizational skills. Through this experience, I gained interest in the legal field after learning that I enjoy analyzing the details.

Thank you for your consideration. I believe that all my experiences culminate in preparing me for an entry-level position as a paralegal at your firm. I have attached my resume, and I look forward to discussing further how I can add value to your organization with my skills and qualifications.

Sincerely,



Ashley James



Application Materials Resources

Resume Resources:

There are plenty of articles from MySECO on resume writing. Please review these to become more knowledgeable about writing resumes:

- [Making the Most of Your Resume](#)
- [Choose the Right Format for Your Resume](#)
- [“No Experience” Resume Tips](#)
- [Tailoring Your Resume to a Specific Job](#)
- [Closing Gaps on Your Resume](#)

Indeed also has helpful resources to check out:

- [How To Write a Military Spouse Resume in 9 Steps](#)
- [How To Add Volunteer Work on Your Resume \(With Examples\)](#)

Cover Letter Resources:

Please review these articles to learn more about drafting cover letters:

- [Writing Cover Letters](#)
- [How to Write a Cover Letter for Returning to the Workforce](#)

Conclusion

Now that you have learned how to successfully pursue a career as a military spouse, it is time to put what you learned into practice. Go and implement any steps relevant to you.

Whatever career field you are looking to enter, this guide contains resources that can be helpful throughout your career journey. You also can refer to our blogs. We offer a [Military](#) section as well as a [Career Development](#) section that you might find helpful.

At Blackstone Career Institute, your success is our goal! If there is a career topic you would like covered or a career resource for military spouses you would like to see, feel free to reach out to us through our online submission form with your ideas.

We also would love to hear your success story for a chance to be featured on our website or in our marketing material. Please email us at info@blackstone.edu to share your story.

We wish you the best of luck in your future endeavors, and if you ever need any career tips, feel free to come back to our Career Center!

