

H TLINE

A Bulletin of Career, Educational, & Re-entry Information & Opportunities for RPCVs

HOT Resources

The following publications offer useful information on writing cover letters:

Cover Letters For Dummies
by Joyce Lain Kennedy
Hungry Minds, Inc., 2000

Dynamite Cover Letters : And Other Great Job Search Letters
(4th Edition)
by Ronald L. Krannich and Caryl Rae Krannich
Impact Publications, 1999

Cover Letter Magic
by Wendy S. Enelow
and Louise Kursmark
Jist Works, 2000

Haldane's Best Cover Letters for Professionals (Haldane's Best)
by Bernard Haldane Associates
Impact Publications, 1999

Résumés and Cover Letters That Have Worked: For Professionals, for College Graduates, for People Changing Careers
by Anne McKinney
PREP Publishing, 1997

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Sam Axelrod
RPCV Ukraine
Hotline Assistant

For information on how to place job announcements, contact:
Peace Corps
Returned Volunteer Services
Phone: (202) 692-1430 or
(800) 424-8580, ext. 1430
E-mail: <hotline@peacecorps.gov>
Fax: (202) 692-1431 or 1421

Cover Letter Success Is All About Specifics

by Katherine Hansen

You've heard the adage in real estate and retailing that success centers on three things: location, location, location. With cover letters, success is also tied to three things: specifics, specifics, specifics. In our roles as résumé and cover letter writers, we often get requests from customers that go something like this: "Just give me a general cover letter that I can use for any kind of job." Sorry. No can do. Well, we can do it, but we certainly don't recommend it. A cover letter needs to be specific in every way. Otherwise, it's a fairly pointless document. Some experts say even a résumé should be specifically tailored for each job. While we feel that a degree of résumé tailoring is sometimes desirable, extensive tailoring is unnecessary if you're specific with your cover letter.

Among the many ways you should make each cover letter quite specific are:

Specific Recipient: A cover letter *must* be addressed to the specific name of the recipient. It's not always easy to find the name of the specific hiring manager, but try to do so if at all possible. Usually, you can just call the company and ask who the hiring manager is for a given position. The worst-case scenario is that your letter will begin "Dear Hiring Manager for [name of position]." Your letter should *not* begin: "Dear Sir or Madam" or, worst of all, "To Whom It May Concern." That lazy approach shows the employer that you were not concerned

enough to find out whom your letter does concern.

Specific Position: An effective cover letter must target a specific position, which should be mentioned in the first paragraph. If you're answering an ad, it's easy to target your letter to a specific job. But if you're making cold contacts to employers, you'll have to do some research to find out what positions that the company offers fit your qualifications. Don't list several possible positions or say that you're willing to consider any position. If you do, the employer will see you as unfocused or even desperate.

Specific Skills/Qualifications: It's perfectly okay if some parts of your letter are the same from cover letter to cover letter. But you need to be very specific when describing your skills and qualifications. Determine the skills and experiences that *specifically* qualify you for the job you're applying for, and describe those in your letter. Following are example paragraphs from a photographer looking to transition into a sales career. Both letters are for account-executive positions, but the letter writer stresses slightly different skills in each letter based on the qualifications listed in the ads to which she is responding:

Example 1: *The exceptional organizational abilities and detail orientation I deployed to set up photo shoots are directly applicable to the skills needed to plan and coordinate events. With great profitability, I can prospect new business opportunities,*

strategize communication initiatives, successfully manage client relationships, give presentations, and much more.

Example 2: *My experience in the client-service end of the photography business has ingrained in me the importance of establishing solid relationships built on excellent service. With great profitability, I can prospect new accounts, provide the required excellent level of service, successfully build an account base, close deals, retain customers, and much more.*

Specific Examples: Whenever possible, don't just offer unsubstantiated value judgments about yourself; use concrete examples to demonstrate your claims about yourself. Example: *I demonstrated my strategic ability when I successfully developed a direct corporate sales program and a corporate affinity program for ToyVillage.com.*

Specific Company Knowledge: Demonstrating knowledge of the employer to which you are writing is not a mandatory part of a cover letter, but it's a great touch that will often win favor in the eye of the employer. On one level, you can write something that *sounds* specific to the company you're writing to but that really can be said to any employer:

I am intensely interested in contributing my skills and experience to your firm because of your company's reputation for quality.

PUBLIC SECTOR

PROGRAM DIRECTOR • San Francisco, CA

Position available with the USDA Food and Nutrition Service in the Regional Office Food Stamp Program for Women, Infants, and Children (WIC) Program. Duties: directs and oversees the administration of the WIC Program in the eight western states and Pacific Basin; provides leadership and guidance to regional staff in day-to-day operations. Qualifications: substantial supervisory experience; extensive experience working in a public assistance/social service/nutrition/education program at the state or local level. Salary: \$83K. Please submit résumé or OF-612 application to: Mavis Buchholz, USDA-FNS, 550 Kearny Street, R. 400, San Francisco, CA 94108; phone: (415) 705-1314; fax: (415) 705-1353; e-mail: <mavis.buchholz@fns.usda.gov>.

PROGRAM ASSISTANT • Washington, DC

Position available in the Cochran Fellowship Program, which provides U.S.-based training for international agriculturalists. Duties: provides administrative support for training implementation; liaisons with U.S. and international agencies. Qualifications: background or knowledge of agriculture, economics, business, international development; cross-cultural experience; computer literacy; BA/BS degree minimum preferred. Salary: \$30K. Please send résumé and separate qualification statement by 1/25/02 to: Gary Laidig, Cochran Fellowship Program, USDA/FAS/ICD, Ag. Stop 1086, Washington, DC 20250-1086; phone: (202) 690-1734; fax: (202) 690-0349; e-mail: <laidig@fas.usda.gov>.

HIGH SCHOOL TEACHER • Providence, RI

Positions available with the Met Center. Every student at this public high school builds a personalized curriculum around their interests and does in-depth projects at internships. Teachers, called advisors, are generalists and work closely with the same group for 14 students for all four years of high school. Assessment is through students' exhibitions (not tests) and teacher narratives (not grades). Qualifications: secondary school certification and interest in being at the forefront of educational reform. Please send a cover letter explaining why you want to teach at the Met and a résumé to: Eliot Levine, The Big Picture Co., 275 Westminster St., Suite 500, Providence, RI 02903; Web site: <www.metcenter.org>.

*VARIOUS • Washington, DC

Positions available as economists, computer specialists, and statisticians with the Bureau of Labor Statistics. Duties: monitor consumer prices, producer prices, international prices, locality pay, salaries, and benefits, employment for the nation, industries, and occupations, productivity for the nation and industries, occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: non-competitive eligibility; US citizen; BA/BS in appropriate field. Send cover letter, résumé, and DOS to: Rhonda Sykes, Bureau of Labor Statistics, 2 Massachusetts Ave. NE, Room 4280, Washington, DC 20212-0001; phone: (202) 691-6615; fax: (202) 691-6610.

PRIVATE SECTOR

VARIOUS • West Milford, NJ

Positions available with Vacamas Programs for Youth. Duties: work with at-risk, inner city youth at our 560-acre rural residential education facility. Please contact: Michael Friedman, Executive Director, 256 Macopin Road, West Milford, NJ 07480; phone: (973) 838-3023; fax: (973) 838-7534; e-mail: <Michael@vacamas.org>; Web site: <www.vacamas.org>.

MANAGER • Washington, DC

Position available with the Department of International Services at the American Red Cross. Duties: oversees a multi-sectoral portfolio in primary health care, disaster preparedness, and response, food assistance, and organizational development totaling over \$25 million. Qualifications: health management experience in HIV/AIDS, TB, and CIMCI is desirable. Please apply online at: <www.redcross.org/jobs>.

RECRUITMENT SUPERVISOR • Denver, CO

Positions available with Bonfils Blood Center. Duties: manages team responsible for recruitment of blood donors; facilitates maintenance and development of recruitment department; manages mobile and center whole blood and aphaeresis recruitment activities, goal setting, and performance measurement. Qualifications: bachelor's degree; proficiency in verbal, written, and interpersonal communication skills knowledge of personnel management; preference to those with knowledge of recruitment and blood center processes. Salary range: \$38-41K. Please submit résumé and cover letter to: Human Resources, Bonfils Blood Center, 717 Yosemite Street, Denver, CO 80230; fax: (303) 363-2354; Web site: <www.bonfils.org>.

*WILDERNESS INSTRUCTORS • Various

Positions available with Hurricane Island Outward Bound School in Florida, Maine, and Maryland. Duties in Maine and Maryland: instruct students ranging in ages 14 to 72, with the majority under 21 in sailing, sea kayaking, canoeing, backpacking, hiking, and climbing from mid-May through mid-September. Duties in Florida: teach technical skills, focusing on personal and team growth through facilitated challenging experiences for adjudicated and at-risk youth. Qualifications: experience in Outward Bound or outdoor programs, preferably expedition-based; sound judgment; effective communication skills; technical outdoor skills; standard First Aid and CPR; enthusiasm and commitment. For more information, please contact: Human Resources, Hurricane Island Outward Bound School, 75 Mechanic Street, Rockland, ME, 04841; phone: (207) 594-1401, ext. 388; e-mail: <employment@hurricaneisland.org>; Web site: <www.hurricaneisland.org>.

ADMIN. ASSISTANT • Washington, DC

Position available with Academy for Educational Development. Duties: answers information requests; compiles minutes and agendas; purchases office supplies; prepares check requests; assists with the financial reconciliation; prepares orientation materials and campus arrival packets; assists with logistics, orientation planning and implementation; manages database; maintains information for continuing students; assists with project mass mailings. Qualifications: BA; two years of administrative experience; computer skills required; excellent organizational skills and attention to detail; excellent oral and written communication skills; strong cross-cultural and interpersonal skills; experience with Africa helpful. Salary: \$25.5K-30K. Please send résumé and cover letter (include #LB1305pc) to: AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: (202) 884-8413; e-mail: <employ@aed.org>.

LANGUAGE SPECIALIST • Ft. Meade, MD

Positions available with National Security Agency (NSA), a federal agency charged with the responsibility of helping protect the nation's security. Duties: transcribes, analyzes, and reports on foreign language communications. Qualifications: US citizenship; able to pass a high-level clearance; fluency in Amharic, Persian-Farsi, Pashto, Greek, Dari, Chinese, or Arabic. Salary range: \$30-50K. Please send cover letter and résumé to: NSA/FLS, Attn: Kristin Dawson, 7731 Tuckerman Lane, Suite 125, Potomac, MD 20854; fax (202) 521-1923; e-mail: <nsajobs@yahoo.com>.

OUTDOOR LEADERS • Vermont

Positions available with the Vermont Youth Conservation Corps (VYCC) to train and supervise small teams of high school and college-age crewmembers in a conservation work and education program. Duties: build cohesive teams while completing high priority work projects and facilitating educational activities. Projects include: park management, trail construction, and watershed restoration in either day or residential settings. Salary: \$320-\$480/week plus AmeriCorps Education Award, room and board, and paid staff training. Seasonal positions begin in April and May. Please call for more information and an application packet: (800) 639-8922; (802) 241-3699; e-mail: <yccorps@together.net>; Web site: <www.vycc.org>.

MONITOR • Research Triangle Park, NC

Position available with Family Health International (FHI). Duties: assists in the monitoring of FHI clinical trials to ensure that investigators are conducting research within the requirements of the clinical protocols, that research is conducted in accordance with applicable federal regulations and guidelines, and that the rights and safety of human subjects involved in a clinical study are protected. Qualifications: BS/BA and three years of experience or MA/MS and one year related experience; excellent Spanish skills required. Please mail to: Human Resources Coordinator, 2224 E NC Highway 54, Durham, NC 27713; e-mail: <jobs@fhi.org>.

PROGRAM ASSISTANT • Washington, DC

Position available with the Eurasia Foundation. Duties: provides administrative support to the Washington program staff; coordinates the grant file information flow; conducts research, reviews inquiries, and meets with potential grantees. Qualifications: college degree, preferably in a relevant field; strong communication skills, attention to detail, and ability to handle multiple tasks; computer skills, including word processing, databases, Internet, and spreadsheets; work or study experience in the NIS is desirable; knowledge of Russian is desirable. Please send résumé to: Martin Varghese, Human Resources Assistant, The Eurasia Foundation, 1350 Connecticut Avenue, NW, Suite 1000, Washington, DC 20036; fax: (202) 234-7377; e-mail: <resúmes@eurasia.org>.

PRESCHOOL EDUCATOR • Washington, DC

Positions available with Calvary Bilingual Multicultural Learning Center (CBMLC), a community-based multicultural child and family center, for its Infant and Preschool Programs. Programs serve children from three months to five years of age. Full- and part-time positions available, with flexible schedules. Duties: provide a safe, healthy, and nurturing environment for children between the ages of three to 24 months; offer opportunities for learning and development in the different areas through the implementation of a developmentally appropriate high quality program. Please send résumé to: HR Coordinator, Calvary Bilingual Multicultural Learning Center, 1420 Columbia Rd. N.W., Washington, DC 20009; fax: (202) 745-2562.

EXECUTIVE DIRECTOR/CEO • Various

Positions available with Girl Scout Councils in various U.S. locations. Current positions: Waco, TX; Charleston, SC; Fairbanks, AK; Baton Rouge, LA; Indianapolis, IN; Peoria, IL. Qualifications: minimum of five years' experience heading organizations with 20 plus staff and budgets over \$1 million. Competitive salary and benefits depending on the size and location of the Council. Please send résumé to: Bob Perodeau, Executive Source-J Walter Thompson Specialized Communications, P.O. Box 412, Haddonfield, NJ 08033; fax: 800-451-1451; e-mail: <executive.source@jwtkworks.com>.

FIELD INSTRUCTOR • Loa, UT

Position available at Aspen Achievement Academy. Duties: works with two other instructors at year-round wilderness therapy program; works with a therapist on a team of three instructors and six to nine students; teaches outdoor living, primitive skills, high school curriculum, and assists with the therapeutic process. Qualifications: BA/BS or equivalent life experience; experience with outdoor living and/or adolescents; WFR/WEMT and one-year commitment preferred. Salary: \$90/day to start, \$150/day for senior instructors. Send résumé to: Hansel Halverson, P.O. Box 400, Loa, UT 84747; phone: (435) 836-2472; e-mail: <FieldDept@theaspenacademy.com>.

TEACHER/NATURALIST • Worton, MD

Positions available in 3-9 month contract with Echo Hill Outdoor School, a residential experiential school on the Chesapeake Bay. The Outdoor School provides positive educational experiences in the outdoors for children and adults from the mid-Atlantic region. The purpose is to create awareness, respect, and understanding of individuals, society, and the environment. Qualifications: bachelor's degree; initiative, energy, creativity, and commitment. Stipend plus full room and board. Staff medical reimbursement policy available. Contact: Betsy Zelter McCown, Echo Hill Outdoor School, 13655 Bloomingneck Rd., Worton, MD 21678; fax: (410) 348-2444; e-mail: <info@ehos.org>; Web site: <www.ehos.org>.

TRAVEL COORDINATOR • Washington, DC

Position available with Management Systems International (MSI), an international development consulting firm. Duties: arranges travel, visas, and medical requirements for consultants traveling to developing countries. Qualifications: excellent interpersonal and administrative skills to communicate with embassies, travel agencies, and consultants; evidence of strong organizational skills; experience working with USAID contracts and experience in travel a plus. Please e-mail your résumé to: <gcritchley@msi-inc.com>; Web site: <www.msiworldwide.com>.

LEADERSHIP PROGRAM • Nationwide

The Knowledge is Power Program (KIPP) is seeking innovative school leaders to apply for the Fisher School Leadership Program; a one year intensive school leadership and management training program designed to equip dedicated teachers who are interested in starting their own school with the necessary tools to succeed in leading and managing their own KIPP Network School. As a Fisher Fellow, you would receive invaluable leadership and management training at the Haas School of Business at Berkeley, school start-up assistance and technical support, and a \$45,000 stipend during the 2002-2003 school year. Travel costs and housing expenses are included. Qualifications: bachelor's degree; teaching experience in grades K - 12. Visit the Web site at: <www.kipp.org> for further information or to download an application.

***ENV. EDUCATORS • Toccoa, GA**

Positions available now through Aug. with Blue Ridge Outdoor Education Center. Duties: teach environmental education classes, Cherokee culture adventure programs, high ropes, and rappelling with youth and adult groups. Qualifications: ability and desire to lead school groups in educational classes, biology, or ecology background preferred; sense of humor a must. First Aid, CPR, high ropes, and rappelling training provided. Salary: \$190/wk plus room and board. Send cover letter and résumé to: John DiDiego, Director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577; phone: (706) 886-7621; e-mail: <blueridge@alltel.net>.

FIELD BIOLOGIST • Newport News, VA

Positions available with Geo-Marine, Inc., an engineering and environmental consulting firm. Duties for the field biologist: conducts biological surveys and using GIS to analyze data. Qualifications: BS in a natural resources field and coursework in biological survey design, plant and animal taxonomy and ecology; working knowledge of ESRI a plus. Duties for the environmental scientist: produces documents, environmental analysis, and technical review of project data. Qualifications: BS in a natural resources field; working knowledge of federal and state environmental regulations; and two years of experience. Please send résumé, references, and salary requirements (mandatory) to: Elizabeth Pruitt, Geo-Marine, Inc., 11817 Canon Blvd., Suite 402, Newport News, VA 23606; fax: (757) 873-8292; e-mail: <elizabeth.pruitt@cevp.com>.

DIRECTOR • Montrose, CO

Position available with Western Colorado Congress (WCC), a nonprofit organization committed. Duties: raises foundation funds; develops and manages a budget; directs a geographically dispersed staff organizes with WCC's leadership; strategize on regional issues. Qualifications: demonstrated commitment to principles stated above; strong communication and people skills; experience with similar responsibilities preferred. Salary: \$32K. Send résumé, two-page writing sample and references to: WCC, PO Box 472, Montrose, CO 81402. For more information, call: (970) 249-1978.

COMMUNITY SPECIALIST • Western US

Positions available with Student Conservation Association. Duties: educate homeowners in an effort to create defensible space on their properties against wildland fires through public outreach, home evaluations, and fuels reduction projects. After initial training at National Interagency Fire Center in Boise, ID, members form 30 teams based at sites throughout the western US. Duties: research and identification of local community organizations; community education and outreach; conducting home evaluations; restoration and fuels reduction; data collection, including GPS and digital photography. Please contact: Student Conservation Association, phone: (603) 543-1700; e-mail: <internships@sca-inc.org>; Web site: <www.sca-inc.org>.

FIELD SUPERVISOR • Rifle, CO

Positions available with Rocky Mountain Native Plants, Co. Duties: lead crews on various native plant installation/restoration projects throughout Colorado. Positions expected to run from April through October. Qualifications: must be willing to travel and work long hours for extended periods in the field; good driving record; Colorado driver's license and able to drive a manual transmission; Spanish speaking, heavy equipment and experience with tree installation/landscaping is preferred. Salary: \$10-15/hr., plus food and lodging for fieldwork. Please send cover letter and résumé to: Bill LaBarre, Rocky Mountain Native Plants Co., 3780 Silt Mesa Road, Rifle, CO 81650; phone: (970) 625-4769; e-mail: <wjlabarre@rnmnativeplants.com>.

WORKSHOP DIRECTOR • United States

Positions available with College Summit. College Summit conducts four-day college application workshops for students around the country. Duties: run the workshop; supervise staff of ten; train high school teachers in college mentoring; liaison with host college; act as spokesperson to community leaders, the press, and potential funders. Qualifications: BA/BS or higher; demonstrated leadership ability; strong organizational, communication, trouble-shooting skills; high level of energy. Please send résumé to: College Summit, Attn: Theresa Atta, PO Box 9966, Washington, DC 20016; fax: (202) 966-7088; e-mail: <jsnee@collegesummit.org>.

SENIOR HRM ADVISOR • Bethesda, MD

Position available with University Research Co., LLC. Duties: works with senior government officials developing strategies to improve health worker performance through incentive structure and mgmt. interventions. Qualifications: ten years HRM broad based experience/ knowledge of HRM/D issues in developing countries; must be HRM practitioner with skills in evaluation and monitoring and conceptual thinking; must understand data for decision-making and be able to introduce and manage change. Send letter and résumé to: fax: (301) 941-8650; e-mail: <MNorris@urc-chs.com>; Web site: <www.urc-chs.com> and <www.qaproject.org>.

CANOE GUIDE • Northern MN

Positions available with Girl Scouts of Minneapolis. Duties: leads groups on three to ten day wilderness canoe trips in northern MN and Canada; maintains safety and health for all participants. Qualifications: lifeguard training and wilderness first aid certification will merit higher pay. Please send letter and résumé to: Liz Thapaliya (RPCV), Outdoor Program Manager, PO Box 311, Chisholm, MN 55719.

***VARIOUS • Salt Lake City, UT**

Positions available with The Salt Lake Organizing Committee for the 2002 Winter Olympics in the areas of logistics, grounds services, security, parking, cleaning, food services, and more. Now accepting applications for positions starting in January 2002. For more information or to apply, visit our Web site at <www.saltlake2002.com> and click "Games-Time Employment" or contact the at The Games-Time Employment Center, c/o SLOC, PO Box 45002, Salt Lake City, UT 84111; phone: (801) 212-5627.

PROGRAM ASSOCIATE • Washington, DC

Position available with DevTech Systems, Inc. a consulting company. It will focus on working with staff from the Environment and Natural Resources Division of the Bureau for Europe and Eurasia of USAID, primarily supporting the EcoLinks Program (www.ecolinks.org). Duties: prepares reports on issues associated with environmental trade and technology transfer in the region or reviewing such documents; other work for which the employee will be responsible includes management of the EcoLinks Web site content; works on other technical, management, and administrative tasks as assigned by the Chief of Party. Qualifications: Bachelor's degree. Please send résumé to <Devtech@devtechsys.com>.

PROJECT ENGINEER • Ann Arbor, MI

Positions available with RRSI, a nationally known resource management consulting firm. Duties: designs; analyzes; construction observation; data management; report preparation; process equipment operation; fieldwork in both public and private sector environmental areas. Qualifications: degreed civil, environmental, mechanical or process engineers preferred; experience with communication and CAD a plus. Salary \$25 - \$40k depending on qualifications. Please send résumé to: JD Lindeberg, 416 Longshore Drive, Ann Arbor, MI 48103; phone: (734) 996-1361, ext. 241; e-mail: <jdl@recycle.com>; Web site: <www.recycle.com>.

INTERNATIONAL***DIRECTORS • Worldwide**

Positions available with United Seamen's Service, an international nonprofit agency. Duties: work in port community and merchant marine centers. Qualifications: strong managerial skills relating to food and beverages in a club-type atmosphere, strong social service, administrative, and counseling skills; ability to organize programs for both the community and seafarers while maintaining a liaison between government agencies and the maritime industry. Initial assignment is for two years. Tax-free salary plus benefits. Please send salary history with résumé to: Assistant Director, Operations, United Seamen's Service, P.O. Box 925, New York, NY 10268; fax: (212) 269- 5721.

GROUP LEADERS • Africa and Brazil

Positions available with Operation Crossroads Africa as group leaders for its seven-week summer programs in Africa and Brazil. Crossroads' Africa program is in seven to nine countries each summer, and the Diaspora program is in Salvador, Bahia. Please visit the web site at <www.igc.org/oca> for program information, application, and reference forms.

TECHNICAL TRAINERS • Senegal

Three positions available through CHP International for agriculture and forestry trainers of Peace Corps Volunteers to begin 2/23/02 through 5/31/02. Qualifications: expertise in agriculture extension/forestry who have training and overseas development work experience; four months' experience training adults in agriculture/forestry extension; two-and-a-half years' work experience in West Africa; university degree in agriculture/forestry or related field (or four plus years' work experience in field); willingness to work under difficult conditions; and proficiency in French. RPCVs with additional work (particularly training) experience are especially encouraged to apply. Candidates may send a CV as an MS Word attachment to <amaglio@chpinternational.com>. Candidates may also fax CVs to the attention of Amy Maglio at (708) 848-3191.

DEPUTY CHIEF OF PARTY • Kigali, Rwanda

Position available with Food for Development. Duties: directs the daily operations of commodity import, handling, and monetization sales; supports the Chief of Party in managing the overall program, including assuming supervisory responsibility in the absence of the COP and representing ACDI/VOCA in meetings with the USAID Mission in Kigali and other NGOs in Rwanda; participates in the process of reviewing, making recommendations for, and approving proposals for sub-grants. Qualifications: knowledge of USAID; experience working in Africa; fluency in French; two years of experience in monetization and two years of experience in association development, agriculture development, and/or grants management. If interested, please respond with résumé, cover letter, and salary history to: <kturra@acdivoca.org>.

GROUP LEADERS • Worldwide

Positions available with The Experiment in International Living Programs. Duties: ensure participant's safety and welfare; facilitate participant's learning experience; encourage personal growth; administer budget and program logistics with our international partners. Qualifications: bachelor's degree or equivalent; in-country experience; cross-cultural skills; language competency; some experience working with high school students; organizational skills. Benefits: transportation, health insurance, and training are covered, as are in-country costs; \$100 per week honorarium for new leaders. For an application and more information, contact: Carla Fantini, EIL Kipling Road, P.O. Box 676, Brattleboro, VT 05302; phone: 800-345-2929; e-mail: <carla.fantini@worldlearning.org>; Web site: <www.usexperiment.org>.

HOT! OPPORTUNITIES***TEMPORARY WORKERS • Arlington, VA**

Positions available with the American Association of School Administrators (AASA) for 20 RPCVs to help administer national high school scholarship program. Duties: assist with processing large volume of scholarship applications—document screening, classification, and packaging. Qualifications: detail-oriented; follows directions well; works independently; acts as a team player; can read large amounts of material; flexible; willing to do variety of tasks. 40-hr week through 2/15/02, including one federal holiday. Salary: \$11/hour w/ some benefits; near metro stop. Call (703) 237-8006; e-mail: <fc@corestaff.com>.

PEACE CORPS FELLOWS/USA Partner Universities

Arizona State University, Tempe, AZ
California State University at Sacramento, Sacramento, CA
DePaul University, Chicago, IL
Duke University, Durham, NC
Florida Institute of Technology, Melbourne, FL
Florida International University, Miami, FL
George Mason University, Fairfax, VA
The George Washington University, Washington, DC
Illinois State University, Normal, IL
Johns Hopkins University, Baltimore, MD
Marquette University, Milwaukee, WI
Michigan State University, Lansing, MI
New School University, New York, NY
Northern Arizona University, Flagstaff, AZ
Santa Clara University, Santa Clara, CA
Shriver Peacemaker Program, University of Maryland,
Baltimore Co., Baltimore, MD
Southern New Hampshire University, Manchester, NH
Teachers College, Columbia University, New York, NY
Temple University, Philadelphia, PA
Texas Southern University, Houston, TX
University of Arizona, Tucson, AZ
University of New Orleans, New Orleans, LA
University of North Texas, Denton, TX
University of Oregon, Eugene, OR
University of South Carolina, Columbia, SC
University of Texas at El Paso, El Paso, TX
University of Wyoming, Laramie, WY
Western Illinois University, Macomb, IL
Western New Mexico University, Gallup, NM
Wichita State University, Wichita, KS



The Toughest Job
You'll Ever Love,
STATESIDE!

Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in under-served U.S. communities. Find out more at <www.peacecorps.gov/fellows>, call 800-424-8580, ext. 1440, or write to <fellows@peacecorps.gov>.

ENGLISH TEACHERS • Jilin, China

Positions available with Helung Institute for Agricultural Technology in for voluntary teachers in English as second language, and elementary computer. Qualifications: native English speaker; college degree preferable; missionary worker welcome. Free room and board. Please contact Sam at <helung_institute@hotmail.com>.

COUNTRY MANAGER • Nigeria

Position available with Land O'Lakes, Inc. Duties: manages field-level efforts of USAID-funded agricultural development program; provides technical assistance through US volunteer consultants in the livestock sector of Northern Nigeria. Qualifications: bachelors degree in ag., business or development discipline, master's preferable; five years of experience in agriculture with strong mgmt., info delivery, and project implementation in a rural setting, preferably West Africa; some overseas work and living experience required. Duration is nine months, start ASAP. Please send cover letter and résumé to: Robert Egge, fax: (651) 634-4201; e-mail: <regge@landolakes.com>.

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On a higher level, however, you can do your homework and write something that truly is specific to the company you're writing to: Over the last two years I have followed the unfolding events at Guffman Enterprises with great interest as the firm moved into financial and broadband services.

Specific tailoring to a want ad: If you're answering an ad, the specifics of your cover letter should be tied as closely as possible to the actual wording of the ad you're responding to. I've had students express concern that it's plagiarism to use the words of an ad in one's cover letter, but here's a case where using someone else's words is a plus rather than a minus. In his new book, *Don't Send a Resume*, Jeffrey Fox calls the best letters written in response to want ads "Boomerang letters" because they "fly the want ad words—the copy—back to the writer of the ad." In employing what Fox calls "a compelling sales technique," he advises letter writers to: "Flatter the person who wrote the ad with your response letter. Echo the author's words and intent. Your letter should be a

mirror of the ad." Fox notes that when the recipient reads such a letter, the thought process will be: "This person seems to fit the description. This person gets it."

A particularly effective way to deploy the specifics of a want ad to your advantage is to use a two-column format in which you quote in the left-hand column specific qualifications that come right from the employer's want ad and in the right-hand column, your attributes that meet those qualifications. The two-column format is extremely effective when you possess all the qualifications for a job, but it can even sell you when you are lacking one or more qualification. The format so clearly demonstrates that you are qualified in so many areas that the employer may be willing to overlook the areas in which you lack the exact qualifications.

Specific benefit to employer: Jeffrey Gunhus writes in his new book, *No Parachute Required*, "The purpose of a cover letter is to explain how you (the candidate) will benefit me (the company)." Your letter should tell very specifically how you will meet the employer's needs, solve the employer's problems, or otherwise benefit the hiring company. For example: *When I interviewed Ms. Kirkwood six months ago to obtain information about a career in real estate, she mentioned that the agency would like to establish a Web presence. I'd like to combine my interest in real estate with my knowledge of Web page design and HTML programming to help you create a Webmaster position in your office. I've even sketched out some preliminary ideas on what your Web page might look like, and I'd love to get together and show them to you.*

Specific request for action and specific description of your planned follow-up action: Don't be vague about your desire to be interviewed. Come right out and ask for an interview. Then, take your specific action a step farther and tell the recipient that you will contact him or her in a specified period of time to arrange an interview appointment. Obviously, if you say you will follow up, you have to do so. If you take this proactive approach and follow up, you will be much more likely to get interviews than if you did not follow up. This follow-up aspect is another good reason to obtain the specific name of the hiring manager. Here's a sample closing paragraph requesting specific action and describing the writer's planned follow-up.

I would like to be considered for a sales position in which someone of my background could make a contribution. I will contact you soon to arrange for an interview. Should you require any additional information, I can be contacted at the phone numbers listed above.

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to the *Job-Seeker's Glossary of Job-Hunting Terms* at the following site: <www.quintcareers.com/jobseeker_glossary.html>.

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ESLANDCOMPUTERTEACHERS • Jilin, China
Positions available with high schools. Duties: teach English as second language. Qualifications: college degree; native English speaker; ability to commit to a 12-month contract. Schools offer roundtrip airfares, free accommodations, and salary. Positions also available with an agricultural high school for voluntary teachers in English as second language and elementary computer. Qualifications: native English speaker; college degree preferable; missionary worker welcome. Free room and board. Please send résumé to Sam at <jilinschool@hotmail.com>.

PROJECT DIRECTOR • Botswana

Position available with DATEX, Inc. for a possible two to three year assignment. Project will be in NGO Capacity building and HIV/AIDS education to benefit AIDS-affected women and children in Southern Africa. Duties: improves organizational development of NGOs and coordinate an HIV/AIDS education program. Qualifications: demonstrated experience in assisting NGOs in improving operations and program management; experience in health sector preferred; experience required in strategic planning and program development; training and workshops; southern Africa experience a plus. Please send résumé and salary requirements by 1/24/02 to: S.Dunnihoo, fax: (703) 903-9301; e-mail: <intrésumé@hotmail.com>.

EDUCATION

***MISS. TEACHER CORPS • University, MS**

The Mississippi Teacher Corps is a two-year program that offers the following benefits for those who are willing to teach in a critical teacher shortage area of the state for two years: free tuition for a master's degree in education, stipend for books, free laptop computer, and tremendous support. The master's degree will be completed during the two years of teaching. For more information, call 800-884-7606; Web site: <www.olemiss.edu/programs/mtc>.

INDIANA UNIVERSITY • Bloomington, IN

The Summer Workshop in Slavic, East European and Central Asian Languages (SWSEEL) at Indiana University is the only intensive summer course offering 1st and 2nd year language classes in Azeri, Kazakh, Turkmen, and Uzbek. Classes are taught by native speakers and focus on reading, writing, speaking, and comprehension. The summer workshop also holds numerous cultural events in the summer that focus on the Central Asian region. The course runs from June 14 to August 9, 2002. Undergraduate and graduate students receive between 6 and 8 credit hours. Numerous scholarships are available to help defer costs. For more information about SWSEEL, please see <www.indiana.edu/~iuslavic/swseel.shtml> or contact <jkolodzi@indiana.edu>.

WASHINGTON UNIVERSITY • St. Louis, MO

The George Warren Brown (GWB) School of Social Work offers a master of social work program. Scholarship aid is now available including waiver of application fee and possible half tuition designated for Returning Peace Corps Volunteers. GWB offers a flexible and expansive curriculum, choice of field experience with the opportunity to study abroad, five concentrations of study, and has the largest international student population of any social work program in the United States. For more information call (314) 935-6676 or (877) 321-2426; e-mail: <msw@gwbmail.wustl.edu>; Web site: <www.gwbweb.wustl.edu>.

RESEARCH ASSISTANTSHIPS • Seattle, WA

Graduate Research Assistantships available with the College of Forest Resources at the University of Washington. Applicants apply for the PhD and MS programs in forest products marketing. The forest products marketing program maintains a close affiliation with the Center for International Trade in Forest Products, providing students the opportunity to conduct market oriented research. Successful applicants will receive a monthly stipend and a waiver of tuition fees. Contact: Dr. Ivan Eastin at (206) 543-1918 or <eastin@u.washington.edu>; or Dr. Gerard Schreuder at (206) 685-0887 or <gsch@u.washington.edu>.

***THE HELLER SCHOOL • Waltham, MA**

Offering a Master's Program in Health and Human Services Management combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The Master of Management and M.B.A. (human services) are offered on a full-time basis each June, and on a part-time basis each June, September, and January. Students can concentrate in a number of policy areas including health, child, youth and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee, and scholarships are available for full-time students. For more information, please call Heller Admissions at 800-279-4105; e-mail: <HellerAdmissions@brandeis.edu>; Web site: <heller.brandeis.edu>.

AMERICAN UNIVERSITY • Washington, DC

The International Development Program offers an MA in international development and an MS in development management. Concentrations include: business, community development, conflict, democracy and governance, economic policy, education, environment, gender, micro finance, small business development. Assistantships are awarded based on merit and provide partial to full funding for up to two years. RPCVs receive special consideration for admission and at least one assistantship per year will be awarded to an RPCV. Contact: Dr. David Hirschmann, Director, or Erica Blodgett, Program Manager, International Development Program, School of International Service, American University, 4400 Massachusetts Ave., NW, Washington, DC 20016-8071; phone: (202) 885-1660; e-mail: <idpsis@american.edu>; Web site: <www.american.edu/sis/idp>

Peace Corps Day March 1, 2002

Sign up to participate on March 1. Respondents receive a free Peace Corps Day presentation kit, which includes souvenirs for the audience, a poster, and other materials to help prepare for and promote the day.

Complete this form and mail to:

**Peace Corps Day, 1111 20th St., NW
Washington, D.C. 20526
Fax: (202) 692-1421**

If you have any questions, please contact us at: <pcday@peacecorps.gov> or call (800) 424-8580, press 2, then ext. 1961.



**Please reply by
February 15, 2002**

Name: _____

Country of Service: _____

Dates of Service: _____

Home Phone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Privacy Act Notice: The collection of this information is authorized by provisions of the Peace Corps Act (22 USC 2501, et seq.). Information will be used to involve former Volunteers in agency affairs and may be released to returned Peace Corps Volunteer groups, the media, and others for use in the recruitment process. Providing information is voluntary.

MONTEREY INSTITUTE • Monterey, CA
Scholarships ranging up to \$10K are available for qualified RPCVs in the following graduate programs: MBA, international or environmental policy studies, commercial diplomacy, public administration, translation and interpretation, TESOL, or teaching foreign languages. The Institute prepares its students for successful international careers in the private, public, nonprofit, and educational sectors. Students come from over 40 countries, and more than 90 percent of them have lived, worked, or studied outside their native countries. The Institute also offers master's programs in conjunction with Peace Corps Masters International. For information, please call: (831) 647-4123; e-mail: <admit@miis.edu>; Web site: <www.miis.edu>.

***AMERICAN UNIVERSITY • Washington, DC**
The International Training and Education Program gives special consideration to RPCVs for their Volunteer experience. This multidisciplinary master's degree program through the Department of Sociology is designed to prepare students for careers in international development; development education; grassroots community development; non-formal and adult education; consulting and training activities; program design and evaluation; global and multicultural education; and foreign student affairs. For more information, contact: Dr. Wendy Bokhorst-Heng, International Training and Education Program, American University, Dept. of Sociology, 4400 Massachusetts Ave., NW, Washington, DC 20016-8072; phone: (202) 885-3723; e-mail: <itep@american.edu>; Web site: <www.american.edu/cas/sociology/itep>.

DEVELOPMENT STUDIES • Norwich, UK
Explore the many issues affecting the developing world through our degree programs in poverty, social justice, globalization, economics, international politics, environmental degradation, human rights, education. Degrees offered include BA/BS, MA/MS, and PhD. Norwich is a medieval city, just two hours from London. Information: Admissions Office, School of Development Studies, University of East Anglia, Norwich NR4 7TJ, United Kingdom; phone: (44) 1603 592332/3; e-mail: <dev.general@uea.ac.uk>; Web site: <www.uea.ac.uk/dev>.

***CORO FELLOWS • U.S.**

Coro Fellows Program in Public Affairs is currently seeking candidates for its 2002-2003 class. Each year, 64 Fellows are chosen nationally to participate at centers in St. Louis, New York, Pittsburgh, Los Angeles and San Francisco. This nine-month, graduate-level program offers a rigorous hands-on education for motivated individuals who want to pursue civic interests and develop marketable skills for effective leadership. Coro Fellows engage the community as their classroom through a variety of field assignments, interviews and projects with diverse organizations. Stipends available. Application deadline: 2/1/02. Contact Matt Rosen, phone: (314) 621-3040, ext. 11; e-mail: <mrosen@coro.org>; Web site: <www.coro.org>.

Crisis Corps Recruiting Short-Term Volunteers



Africa HIV/AIDS Assignments

The following assignments require previous African work experience and a six-month commitment. Additional qualifications listed. Start date is mid/late February 2002.

Kenya

1. Community HIV/AIDS education volunteer for international NGO (experience with workshop planning and facilitation and one year of work/volunteer experience in HIV/AIDS field). 2. Project management volunteer for local NGO (two years of community and NGO development experience and one year of work/volunteer experience in any HIV/AIDS related field). 3. Laboratory blood safety volunteer for international health NGO (five years of experience as lab manager or technologist, experience setting up quality assurance programs). 4. Blood donor promotion volunteer for international health NGO (health degree and two years of social marketing or promotion experience with a public health program/agency).

Malawi

Youth and AIDS technical training volunteer for volunteer youth organization (experience working with youth on behavior change and life skills).

Due to mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to (202) 692-2251 or e-mailed to <crisiscorps@peacecorps.gov>. An application and additional position information can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/rpcv/crisiscorps>; or call 800-424-8580, ext. 2250.

***ANTIOCH UNIVERSITY • Seattle, WA**

AUS offers a Master of Arts degree in the environment and community for professionals working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Two options for regional, national, and international students: 1. Seattle Weekend Option that meets in Seattle for one weekend each month over two years; 2. Limited-Residency Option that meets for two-week intensives, three times over two years. For information, contact Dr. Jonathan Scherch via phone: (206) 268-4710; e-mail: <scherch@antiochsea.edu>; Web site: <www.antiochsea.edu/ec>.

INTERN/VOLUNTEER

PROGRAM RESIDENTS • Berkeley, CA

Positions available with the Odiyan Center, Buddhist Country Retreat Center. The center has been under development for more than 20 years to create an environment for the preservation of Tibetan Buddhist texts, art, architecture, and culture. Over 1,100 acres provide an environment to experience creative challenging work and a sense of lasting accomplishment. Residents live in a comfortable courtyard complex surrounding the main temple. Small living stipend is provided. Duties: help with creation of new monument that will be a 125-foot-tall building constructed of cast bronze walls with four 35-foot high Buddha figures. Contact: Iris Maitland, Odiyan Office, 2425 Hillside Ave., Berkeley, CA 94704; phone: (510) 843-6771; fax: (510) 845-7540; e-mail: <irismaitland@MSN.com>.

FARM INTERN • Wykoff, MN

Position available at DreamAcres from May-October 2002. DreamAcres is an off-the-grid, homestead operating an organic vegetable CSA and hosting a series of workshops (blacksmithing, timber framing, and ox/horse farming). Meals, lodging, and a \$100/week stipend are offered for this whole farm learning experience. Deadline for applications: 4/1/02. Please send letter of interest to: Todd Juzwiak, RR1, Box 1243, Wykoff, MN 55990.

VOLUNTEERS • Worldwide

Freedom House (FH) seeks candidates for its American Volunteers for International Development (AVID) program. FH regularly seeks volunteers with experience in these key areas: nonprofit management and development, advocacy, fundraising, public relations, political communication, legislative process, public administration, and budgeting and finance. Qualifications: two or more years professional experience relevant to one of the key areas; ability to commit to three to twelve months of service (occasional exceptions); resourceful, innovative personality. Please contact: Kendra Zaharescu, Freedom House, AVID Program, 1319 18th Street, NW, Washington, DC 20036; fax: (202) 296-5256; e-mail: <zaharescu@freedomhouse.org>; Web site: <www.freedomhouse.org>.

***ENV. OPPORTUNITIES • Worldwide**

Positions available with World Wildlife Fund. WWF seeks dynamic, results-oriented individuals to join multicultural team of committed professionals in the following positions: human resources assistant and program officer. For more information about these, and other job opportunities, please visit: <www.worldwildlife.org>.

When responding to a listing: please indicate with a cover letter that you are a Returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, NOT to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should

not be posted on bulletin boards or passed on to non-RPCVs. Peace Corps has no control over, nor responsibility for HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (*Hotline can't be sent overseas*)

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To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.

January Career Event

Vince Garlock, currently with the American Intellectual Property Lawyers Association and former counsel to the House Judiciary Committee, will present the topic: **"Finding a Job on Capitol Hill."**

The focus of the discussion will center on networking and job-search strategies for Capitol Hill employment. Garlock will share his own experience, as well as those of others, on how they found their jobs. Highlights include how to identify job openings, how to market yourself, and how to establish contact through informational networking.

When and Where:

January 23, 2002
12 noon to 1:30 p.m.
Paul D. Coverdell
Peace Corps Headquarters
1111 20th St. NW
Shriver Conference Room A
Washington, DC 20526

For more information, please contact Elvira May, RVS, at (202) 692-1445.

2002 CAREER SERIES

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Holiday Closing

The Peace Corps will be closed on Monday, January 21, 2002, in observance of Martin Luther King, Jr.'s birthday.

HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in December 1999, then this issue of *Hotline* is the last one that will be sent to you.

Please note: Current *Hotline* copies are now available online free of charge. Go to the Web site <www.peacecorps.gov/rpcv/hotline/index.html> to download issues in Portable Document Format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.