

H TLINE

A Bulletin of Career, Educational, & Reentry Information & Opportunities for RPCVs

HOT Resources

Check out these resources to help you with your job search:

Résumés in Cyberspace: Your Complete Guide to a Computerized Job Search
by Pat Criscito
Barrons Educational Series, 2001

Haldane's Best Cover Letters for Professionals
by Hernald 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

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

The Complete Job-Search Handbook: Everything You Need to Know to Get the Job You Really Want
by Howard E. Figler
Owl Books, 1999

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Rainer Olbrich
RPCV Russia
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
Website:
www.peacecorps.gov/rpcv/hotline

The Art and Craft of E-mail Cover Letters

by Louise Kursmark

If you're looking for a new job, no matter the type or level, you're likely to be sending your credentials to recruiters or employers by e-mail. But online job-search correspondence often presents a conundrum to job seekers. Their qualms can range from whether to include a cover letter to what to put in it.

When Ron Melnik set about contacting prospective employers and recruiters during a job search last fall, the Connecticut financial executive chose an approach that he thought would be effective with busy managers like himself. First, he identified a specific individual at a firm and called him or her to briefly introduce himself, then usually followed up by e-mailing a short cover letter and an attached résumé.

His cover letter was an abbreviated version of a letter he'd have sent through the regular mail. It described his experience and interest in two concise paragraphs. The approach resulted in a speedy and productive search. In six weeks, Mr. Melnik fielded several job offers and accepted a position as chief financial officer of Plastic Design Inc., a Middletown, Conn., custom injection molding company.

Getting It Right

E-mail boosts the efficiency of the traditionally lengthy and time-consuming job-search process, but it can present new challenges, along

with opportunities to make costly errors. To ensure e-mail helps, instead of hinders, your job search, apply the following tips:

Always include a cover letter. Recruiters and hiring managers often use cover letters as a way to determine their interest in a candidate. "I don't want to be forced to open the attachment to find out if I have any interest in this candidate," says Randy Block, president of Block & Associates, an executive recruiting firm in Larkspur, Calif. "Since I get dozens of e-mails a day, in most cases I won't take the time to open the résumé if the cover letter doesn't tell me something valuable about the candidate."

Keep it short. Given that e-mail is supposed to be an efficient means of communication, it's a mistake to send overly wordy or detailed cover letters. They should be direct and to the point, clearly communicating what you're looking for and briefly summarizing your key skills and experience. A well-written e-mail cover letter will prompt a recruiter to take the time to read your résumé. A lengthy, vague or non-specific letter will cause a recruiter to lose interest.

Your e-mail need only highlight your competencies and interests, says Andy Regrut, a former CFO who runs "Friends of the General," an online recruiting and networking service in Columbus, Ohio, for former GE employees. "Don't go

into detail, just give me enough information so that I can determine if it's worthwhile to review your résumé," he says.

"And don't waste space by telling me you're going to follow up with a phone call," says Mr. Block. "In the first place, no one ever does; and secondly, a recruiter who's interested will call you."

Tailor your message to the employer's needs. A one-size-fits-all e-mail won't cut it with most recruiters and hiring managers. If you're responding to an advertised position, your cover letter will be most effective if it addresses the ad's specific requirements. Letters sent "cold" to an employer should relate the job seeker's experience relative to the company's perceived needs.

Carissa Franz, a Cincinnati trainer for a social service agency, took this route when she was looking for a job at a high-growth technology company. As a candidate for a master's degree in human-resources development, she found it nearly effortless to find a variety of ads for positions that matched her career goals as she cruised the job boards each evening in her pajamas. She kept a basic cover letter template saved on her computer and adapted it for each posting she targeted.

"I wrote a quick cover letter for each job I applied to," Ms.

PUBLIC SECTOR

REGIONAL RECRUITER · New York, NY

Position available with the Peace Corps New York Regional Office. Duties: recruits and screens promising candidates for volunteer service in the Peace Corps; builds awareness of all Peace Corps programs; plans recruitment campaigns and contributes to strategic planning for the office (region covers New York, New Jersey, Connecticut, and Pennsylvania); contacts community, professional, and academic resources for public-speaking engagements and presentations. Qualifications: requires travel 75 percent of the time. For more information, including salary range, career ladder, and qualifications, visit www.peacecorps.gov/ employment, or write to Office of Human Resource Management, 1111 20th Street, NW, Washington, DC 20526; phone: 800.424.8580.

*CAMPUS REPRESENTATIVE · Corvallis, OR

Position available 9/1/02 at Oregon State University. Duties: designs and implements plans to increase awareness of Peace Corps programs among students at OSU; organizes and facilitates general information sessions, career fairs, and intensive recruitment campaigns for the Peace Corps throughout the academic year; conducts regular presentations to classes, student clubs, and organizations on campus; evaluates applications and conducts interviews of potential volunteers; serves as liaison with local RPCV group. Qualifications: RPCV accepted and already enrolled in graduate-level studies at OSU; excellent communication skills and demonstrated ability to work with minimal supervision; approximately 15 hours per week during fall, winter, and spring quarters. Send letter/résumé to Tom Munnerlyn, Director, Career Services, 8 Kerr Administration, OSU, Corvallis, OR 97331; phone: 541.737.4085; e-mail: Tom.munnerlyn@orst.edu.

PUBLIC AFFAIRS SPECIALIST · Michigan

Position available with the USDA Forest Service in the Huron-Manistee National Forests in the lower peninsula of Michigan. GS-1035-7/9. Duties: establishes and maintains relationships with the general public, the news and information media, key officials, agency stakeholders, industry representatives, and/or community groups to communicate and disseminate program information that results in an understanding of the agency's mission and activities. Call Leanne Marten, Deputy Forest Supervisor, at 231.775.5023, ext. 8710; e-mail: lmarten@fs.fed.us.

ANALYSTS · Washington, DC

Three positions available with the Congressional Research Service to provide objective, nonpartisan public policy analysis and consultation to the U.S. Congress on domestic environmental and/or natural resources policies and programs and their implications for government, business, and society. Positions start at the GS-12 level (\$55.6K-\$72.4K); promotion potential is to the GS-15 level. Qualifications: knowledge of environment/natural resources policy issues; ability to perform public policy analysis and utilize analytical techniques; ability to collaborate; strong writing and oral communication skills; ability to exercise objectivity; ability to work in a high-pressure environment. Deadline for applications: 7/19/02. Apply online at www.loc.gov/crsinfo, or call 202.707.5627 to request an applicant job kit. (Refer to vacancy announcement #020130.)

SCHOOL NURSE · Phoenix, AZ

Position available with the Phoenix Elementary School District No. 1. Duties: manages comprehensive school health program for inner-city schoolchildren. Qualifications: must provide information to obtain Arizona license and state school nurse certification; bilingual English/Spanish desirable. For information call 602.257.3811 or 602.257.3755.

PRIVATE SECTOR

FAMILY COUNSELORS · Various

Several home-based positions in Tennessee, Texas, and Alabama with Youth Villages, which has over 800 employees across the Southeast and serves nearly 2,000 children each year through a variety of treatment programs. Duties: provide counseling and case management to children and their families in the home and community; low caseload of only four or five families with three-to-five-month length of treatment. Qualifications: master's in the mental health field preferred; bachelor's with experience will be considered. Send résumé to Youth Villages, PO Box 341154, Memphis, TN 38184-1154; fax: 901.252.7860; e-mail: recruiting.dept@youthvillages.org; website: www.youthvillages.org.

STAFF ASSISTANT · Washington, DC

Position available with the Population Council, which conducts operations research activities around the world with the goal of mitigating the effects of and stopping the spread of HIV/AIDS. Salary: low to mid-\$30s. Duties: provides substantive support to the program director and program associate II on a wide range of management-related activities to ensure effective functioning of the global Horizons Program. Qualifications: minimum of three years of administrative work experience; strong organizational and document management skills; strong computer skills, including Access, Excel, and PowerPoint; FrontPage and/or Illustrator a plus; college degree or experience in related area helpful; good interpersonal communication skills; Spanish and/or French language ability desirable; experience working with USAID or its cooperating agencies a plus. Send résumé and cover letter (referencing Job #36/02) to Ms. Lisa Lane, Office Manager, Population Council, 4301 Connecticut Avenue, NW, Suite 280, Washington, DC 20008; fax: 202.237.8410; e-mail: jobs@pcdc.org.

PROGRAM COORDINATOR · Washington, DC

Position available with the Public Education Network, a 501(c)(3) organization whose mission is to create systems of public education that result in high achievement for every child. Duties: provides general administrative support to the initiative team as well as backup support to the division; provides limited technical assistance to the initiative sites; contributes to grant proposals and reports; develops materials for the initiative's Web page. Qualifications: B.A.; excellent writing and communication skills; strong organizational skills; proficiency with computers, including the Internet; experience in public education and/or a nonprofit environment is a plus. Compensation range is \$30K-\$45K plus benefits. Deadline for applications: 9/2/02. Send cover letter, résumé, and salary requirements to Jeanette McCall, Public Education Network, 601 13th Street, NW, Suite 900N, Washington, DC 20005-3808; fax: 202.628.1893; e-mail: JMccall@PublicEducation.org.

COMMUNITY DIRECTOR · Montpelier, VT

Position available with the Institute for Sustainable Communities. Duties: leads a core program area; is responsible for mobilizing local communities to take concrete actions to address local needs. Qualifications: master's degree and five to seven years of experience in community-based programs; three to five years of senior management experience, including staff supervision and financial management; excellent representation skills with funders and proven success in proposal writing and fundraising are needed. Deadline for applications: 7/5/02. Send cover letter outlining reasons for interest in the position and relevant experience, résumé, salary history, and salary requirements to Community Action Director Search, 56 College Street, Montpelier, VT 05602; fax: 802.229.2919; e-mail: isc@iscvt.org.

PROGRAM OFFICER · Baltimore, MD

Position available with JHPIEGO Corporation, an affiliate of Johns Hopkins University, working to advance reproductive health programs worldwide. Duties: programmatic backstopping of country offices; writing, editing, and shepherding project management process for country programs; monitoring and evaluation reporting. Qualifications: M.P.H. or nursing diploma preferred or equivalent experience; international health program development and project management experience; Spanish fluency. Send résumé to the JHU Résumé Processing Center, PO Box 3687, Scranton, PA 18505; fax: 877.262.0646; e-mail: jhu@alexus.com; or apply online at jobs.jhu.edu (referencing Job #H027601 with salary requirements).

PROGRAM ADMINISTRATOR · Bethesda, MD

Position available with Goodwill Global Inc., an affiliate of Goodwill Industries International Inc. that helps organizations outside North America create jobs for persons with barriers to employment, increase organizational revenue, improve services, and add value to their operations. Duties: supports activities of the director and president, including office functions (banking, basic accounting and filing, drafting of documents, board meeting management, travel and meeting planning, and maintaining fundraising database). Qualifications: business degree; knowledge and interest in international affairs; overseas experience and foreign language (Spanish) desirable. Deadline for applications: 7/15/02. E-mail letter and résumé to hr@goodwill.org.

STAFF RN · Sampson County, NC

Position available with Tri-County Community Health Center, a migrant/seasonal farmworker clinic where the majority of patients speak Spanish. No holiday or shift work required. Duties: works with physicians and other staff to obtain patient medical information; gives immunizations and tracks records. Qualifications: current North Carolina RN license. Send résumé to Margie House, Human Resource Coordinator, PO Box 227, Newton Grove, NC 28366; phone: 910.567.6194, ext. 5002; e-mail: mhouse@tcchc.com.

DIRECTOR OF PROGRAMS · Lake Worth, FL

Position available with Farmworker Coordinating Council of Palm Beach County, a nonprofit United Way agency. Qualifications: bachelor's degree; two years of program management experience; fluent in Spanish and English. Competitive salary and benefits. Fax résumé to the executive director at 561.533.6099.

FIELD INSTRUCTOR · Hunt, TX

Position available with Mo-Ranch Environmental Leadership Program, whose goal is to promote stewardship of God's creation through hands-on activities that teach environmental awareness and the leadership skills necessary to encourage responsible use of natural resources. Duties: instructs various daytime and evening outdoor/environmental education activities; supervises participants during meals, free time, and at the waterfront; assists in the general operations of the program; prepares age-appropriate lesson plans; facilitates on the challenge course (both low and high elements); leads/supervises group recreational activities. Deadline for applications: 8/2/02. Contact Patrick Fitzgerald for additional information and application at 800.460.4401, ext. 148; fax: 830.238.4202; e-mail: elp@moranch.com.

MARKETING ASSOCIATE · Washington, DC

Position available with Away.com, an industry leader in the adventure travel market. Duties: responsible for setup, testing, quality control, and delivery of all e-mail products for the Away.com network; handles all customer service related to Away.com's e-mail marketing. Qualifications: B.A./B.S.; self-starter; detail-oriented; excellent organizational and communication skills. Send cover letter and résumé to Ms. Sutton, 702 H Street, NW, Suite 200, Washington, DC 20001; e-mail: lsutton@away.com.

SENIOR PROGRAM ASSOCIATE · Atlanta, GA

Position available with the Carter Center. Duties: designs, implements, and coordinates tasks associated with the center's Global Development Initiative projects, conferences, field missions, and day-to-day work; performs project development and implementation, grant development, budget planning, office management, program promotion, report production, conference logistics, and networking; supervises staff, interns, and volunteers. Fax résumé and cover letter (indicate Job #134493) to Kevin Moody, Emory University Employment Department, at 404.727.1922; or apply online at hr1.hr.emory.edu/employment/jobpost.nsf.

WILDLIFE REHAB. SPECIALIST · Naples, FL

Position available with the Conservancy of SW Florida. Duties: assists injured wildlife. Qualifications: requires skills in wildlife rehabilitation practices; knowledge of wildlife biology and ecology; strong organizational and communication skills; experience presenting information programs; willingness to work outside of normal hours and on weekends; bachelor's degree in wildlife ecology, biology, or related field and valid driver's license and clean driving record. Send letter with relevant experience and interest, résumé, transcripts, and three references to Human Resources Director, Conservancy of SW Florida, 1450 Merrihue Drive, Naples, FL 34102.

PUBLICATIONS ASSOCIATE · Washington, DC

Position available with USAID-funded Africa program. Duties: coordinates mailings; provides operations and administrative support. Qualifications: desktop publishing and editing skills; experience with vendors; French language skills desired; B.S./B.A. with three years of work experience. Send résumé with cover letter to AED, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org.

REGISTERED NURSE · New York, NY

Position available with homeless program. Duties: works with women, children, and older adults. Qualifications: experienced New York State-licensed RN; must have excellent triage skills and phlebotomy experience with pediatric clients and adults at homeless shelters; able to work independently required; bilingual in Spanish and English preferred. Send résumé with cover letter stating salary requirements to Shoumya Roy-Choudhury, Institute for Urban Family Health, 16 East 16th Street, New York, NY 10003; fax: 212.989.6170; e-mail: hresource@institute2000.org.

PROJECTS COORDINATOR · New York, NY

Position available with the New York Tree Trust. Duties: coordinates urban forestry programs in tree inventory, mapping, forest management plan development, and education; compiles and analyzes inventory data from park and street tree surveys to develop community-based urban forestry management plans; works with communities to develop plans; supervises inventory teams; coordinates innovative tree planting program for teens. Qualifications: basic understanding of forestry management issues and arboriculture; college or graduate school graduate with coursework or experience in the following areas: forestry, natural resource management, horticulture, and environmental education. Send cover letter and résumé to New York Tree Trust, Olmsted Center, Flushing, NY 11368; fax: 718.760.6640; e-mail: stewardship@parks.nyc.gov.

SOCIAL WORKERS · Washington, DC

Two positions available with Unity Health Care, Inc., the largest provider of services to the uninsured, the homeless, and immigrants in Washington, D.C. Duties: works in a school-based clinic at a high school or teen health clinic; provides counseling services to teens at a community health center. Qualifications: licensed/license-eligible social worker; Spanish language skills required for one of the positions. Deadline for applications: 8/15/02. Send résumé to Human Resources, 3020 14th Street, NW, Washington, DC 20009; fax: 202.588.0192; e-mail: employment@unityhealthcare.org.

***ENVIRONMENTAL EDUCATORS · Toccoa, GA**

Positions available with Blue Ridge Outdoor Education Center. Duties: teach environmental education classes, Cherokee culture adventure programs, high ropes, and rappelling to 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/week plus room and board. Send cover letter and résumé to John DiDiego (RPCV), Director, Blue Ridge Outdoor Education Center, Route 3, Box 3495, Toccoa, GA 30577; phone: 706.886.7621; e-mail: blueridge@alltel.net.

NURSE ADMINISTRATOR · Washington, DC

Position available with Columbia Road Health Services, a faith-based community health center. Duties: supervises and nurtures medical assistants and staff nurses; provides patient care (including some triage) and laboratory services. Qualifications: RN; good communication skills; willingness to lead; Spanish language skills are helpful but not required. Fax résumé to Susan Wallin at 202.588.8101; e-mail: crhs_dc@hotmail.com.

ADMIN. COORDINATORS · Arlington, VA

Two positions with Advance Africa project at Management Sciences for Health, a nonprofit public health organization. Duties: provides administrative support such as workshop logistics and monitoring workshop budgets; coordinates travel arrangements; documents staff meetings; assists in developing work plans by updating documents; assists in accounting and budget monitoring, processing invoices, logging payables, entering and processing data, and updating databases and spreadsheets. Qualifications: bachelor's degree or relevant experience; accounting and budgeting experience a plus; experience in USAID policies preferred; able to participate in teams; skills in Microsoft Office; fluency in English required; proficiency in French preferred. Deadline for applications: 7/05/02. Send résumé to Marcia Herrera, 891 Centre Street, Boston, MA 02130; fax: 617.524.1363; e-mail: jobs@msh.org.

ADMIN. MANAGER · Washington, DC

Position available with international management consulting firm. Duties: provides travel management, information tracking of meetings, scheduling, research, writing, document editing, office management, and coordination of overseas training activities. Qualifications: excellent management skills; current security clearance or ability to obtain quick reactivation of clearance (less than one year expired); bachelor's degree; minimum of two years' work experience in international development assistance (including internships or Peace Corps); proof of writing ability; excellent organizational skills. Salary \$30K-\$45K depending on salary history and experience. E-mail résumé and cover letter to assistant99@hotmail.com.

CONSULTANT · Washington, DC

Position available with DATEX, Inc. for conflict forum. Duties: develops/assists in conducting a forum for private volunteer organizations (PVOs) and USAID in fall 2002 to examine challenges/approaches to working in the area of conflict; determines key elements of the forum (objectives, content, format, size, participants, physical arrangements); develops agenda; determines presenters and workshop leaders; supports logistical arrangements; helps conduct forum; writes final report. Qualifications: knowledge of issues facing development organizations working in conflict settings; familiarity with the state of development of PVOs with regard to working in conflict settings; background with organizations like Interaction a plus; relevant academic credentials and experience with conflict and development; knowledge of USAID and conflict assistance program mandates. Fax résumé and salary information by 7/2/02 to the Conflict Consultant at 703.903.9301; e-mail: intrésumé@hotmail.com.

OUTREACH COORDINATOR · San Mateo, CA

Position available with City Talk, a project of the nonprofit Earth Island Institute in San Francisco that is setting up a sister-city link between Entebbe, Uganda, and San Mateo, Calif. Duties: makes contact with community groups in San Mateo (nonprofit, educational, faith-based, and more) to tell them about the initiative and how they can become a part of it; provides information on other successful U.S.-Africa sister-city relationships; works independently in San Mateo and reports back to project manager. Unpaid position for now; three months minimum; at least eight hours a week. Call Nicola Swinburne at 415.788.3666, ext. 117; e-mail: city-talk@earthisland.org.

PROGRAM OFFICER · New York, NY

Position available with Concern Worldwide. Duties: administers existing USAID grants; helps secure USAID funding for new programs; recruits U.S.-based candidates for overseas assignments. Qualifications: experience in overseas development or relief work; solid organizational skills; strong project management, planning, and communications skills are also essential. Salary will reflect the experience and skills of the successful candidate. Deadline for applications: 7/19/02. E-mail résumé and a cover letter to benjamin.sand@concern-ny.org.

LEAD TEACHERS · Takoma Park, MD


Two positions available with the Takoma Children's School, an innovative and dynamic preschool. Duties: teach, supervise, and monitor children's work/play in a developmentally appropriate environment; write and implement lesson plans; supervise assistant and communicate regularly with parents and fellow staff. Qualifications: relevant bachelor's degree; experience in early childhood education; energy and enthusiasm. Submit résumé and cover letter to Director, Takoma Children's School, 6925 Willow Street, NW, Washington, DC 20012; e-mail: laura@takomachildren.org.

PROJECT ADMINISTRATOR · Washington, DC

Position available with Chemonics International's Africa Division to support USAID-funded contracts. Duties: provides administrative and logistical support; formats and produces reports; monitors budgets. Qualifications: B.A. and one or two years of related experience; good computer skills; prefer French proficiency and experience working in developing countries. E-mail cover letter and résumé by 7/5/02 to sjacobsen@chemonics.net.

ORCHARDIST · Glenmoore, PA

Position available with Camphill Soltane, a life-sharing community of young adults with developmental disabilities. Duties: cares for and maintains biodynamic fruit tree orchard consisting of 300 apple and peach trees and an acre of berries; assists in other aspects of community life. Qualifications: experience with organic farming; desire to live and work in a close-knit community. Salary: small monthly stipend plus room and board; AmeriCorps education award of \$4,725 available after one year. Minimum one-year commitment desired. Download application at www.camphillsoltane.org or contact Anne-Marie McMahon, 224 Nantmeal Road, Glenmoore, PA 19343; phone: 610.469.0933; e-mail: amcmahon@camphillsoltane.org.



PEACE CORPS FELLOWS/USA

***MARQUETTE UNIVERSITY · Milwaukee, WI**
 RPCVs are invited to apply for the Trinity Fellows Program at Marquette University, a 21-month study/work experience offering master's degrees in business administration, communications, economics, English, history, applied philosophy, political science, or public service. Fellows serve their graduate assistantships at selected nonprofit agencies in greater Milwaukee. Assistantships include substantial tuition and fee allowances, as well as a monthly stipend. Trinity Fellowships are only available to RPCVs or others who have offered evidence of significant community/public service. Telephone Dr. Thomas Jablonsky at 414.288.5300; e-mail: thomas.jablonsky@marquette.edu; website: www.peacecorps.gov/gradschool/fellows.

***GEORGE MASON UNIVERSITY · Fairfax, VA**
 GMU's School of Education offers an elementary licensure program with an optional master's in education. Start any semester; after taking some of the courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$500 stipend. Fellows also have the option of teaching internationally. The licensure program consists of six courses that can be completed in one year while working in the schools. Tuition is charged at the in-state rate (currently \$625.50 per course). Students who are out of state must pay an additional \$25 per credit hour. Contact Jack Levy or Lynn Walker Levy at 703.993.3689 or 703.993.3602; e-mail: jlevy@gmu.edu or lwalker3@gmu.edu.

***BRANDEIS UNIVERSITY · Waltham, MA**
 The Sustainable International Development Program of Brandeis University offers a two-year master of arts degree (one year in residence and one year of practical training, fieldwork, or advanced study). SID's programs have gained international recognition over the past eight years for their innovation in examining models of development, for their achievements in reducing poverty and inequality, in raising quality of life, in enhancing the status of women, and in conserving the biodiversity of fragile environments. SID gives special consideration to RPCVs and offers some scholarship assistance, including waiving the \$50 application fee. Call the SID office at 781.736.2770; e-mail: sidrecruit@brandeis.edu; website: heller.brandeis.edu/sid.

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 underserved U.S. communities. Find out more at www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

***FAMILY CARE PARENTS · Southern CA**

Positions available with CHARLEE Family Care, Inc. for couples to provide a family milieu for neglected, abandoned, and abused adolescents. Duties: create family environments by living full time with six children and interacting as a family. Qualifications: B.A. or experience with children preferred; strong commitment to family values and the ability to work together as an effective team. Salary of \$25K-\$30K per couple plus room and board and medical and dental benefits. Send résumé to Lynn Sinjem, 13701 Calimesa Boulevard, Yucaipa, CA 92399; phone: 909.795.5788; fax: 909.795.9243.

CASE MANAGER · Washington, DC

Position available with Project Orion, which provides health and social services to a diverse population. Duties: works with clients to develop treatment plans; evaluates problems related to substance abuse, HIV/AIDS, mental illness, and homelessness. Qualifications: commitment to working on a team in a mobile health and social services project; bilingual in Spanish and English helpful, but not required. Deadline for applications: 7/31/02. Send cover letter and résumé to Director of Social Services, 3020 14th Street, NW, Washington, DC 20009; fax: 202.265.9834.

HOT! OPPORTUNITIES

HUMAN RESOURCES SPECIALISTS · Worldwide

Intern positions available with the U.S. Air Force offering a three-year training program with starting salaries from \$30K to \$35K. Annual promotions of \$6K to \$9K based on meeting training requirements. Duties: provide support to managers achieving efficient and effective management of the civilian workforce in employment, development, labor and management relations, and position classification programs. Peace Corps returnees with noncompetitive eligibility preferred. E-mail résumés to denise.walker@pentagon.af.mil; website: www.afpc.randolph.af.mil/cp/recruit.

BILINGUAL COORDINATOR · Sacramento, CA

Position available with Valley Initiative for Developing Assets, a matched savings and financial education program that helps low-income families buy homes, develop microenterprises, pursue education, and reach other financial goals. Qualifications: excellent oral and written communication skills and talent in working with diverse individuals and groups. Fax résumé to 916.414.4490 or apply by e-mail: agoldwitz@mercyhousing.

EXECUTIVE ASSOCIATE · Chicago, IL

Position available with the Eighteenth Street Development Corporation, a nonprofit organization working in the Pilsen and Little Village neighborhoods of Chicago. Duties: coordinates the writing of all grant and contract proposals as well as agency publications; manages fundraising activities; oversees office management; coordinates special projects. Qualifications: ability to manage multiple tasks and work independently; excellent writing and communication skills; affinity for working with diverse people; prefer B.A. and bilingual in Spanish and English. Deadline for applications: 8/1/02. Contact David Betlejewski, ESDC, 1843 South Carpenter Street, Chicago, IL 60608; fax: 312.733.8242.

***CASEWORKERS · Baltimore, MD**

Positions available with the Choice Programs, nonprofit, community-based programs working with at-risk youth. Duties: conduct client intake and assessment interviews; establish goal-oriented service and educational plans; develop activity plans; perform informal counseling, advocacy, and monitoring of youth. Qualifications: bachelor's degree; automobile and valid driver's license required. Salary: \$21K and AmeriCorps education award (\$4,725). Send résumé and cover letter to Coordinator, Program Development, The Choice Programs, 971 Seagull Avenue, Baltimore, MD 21225; fax: 410.354.4938.

COMMUNITY ORGANIZER · Chicago, IL

Position available with the United Neighborhood Organization, a nonprofit organization working across Chicago. Duties: identifies, recruits, and cultivates leaders from among community institutions; trains individuals in leadership skills; maintains existing programs. Qualifications: affinity for working with diverse people; excellent communication skills; interest in own professional development; ability to manage multiple assignments; willingness to work some evenings and weekends; must have own car or other reliable transportation; B.A. and bilingual in Spanish and English preferred. Deadline for applications: 8/1/02. Contact Grace Perales, UNO, 954 West Washington Boulevard, Chicago, IL 60607; fax: 312.432.0077.

PROGRAM OFFICER · Washington, DC

Position available with the Energy Group of the Institute of International Education. Duties: assists in the design, development, and delivery of training activities related to the India training programs; participates on the South Asia Program Management Team; serves as a resource person and assists the director in business development initiatives in South Asia. Qualifications: M.A./M.S. in energy/environment, education, or public policy and one year or more of professional experience, or B.A./B.S. in related field with three to five years' international experience. Deadline for applications: 7/15/02. Fax cover letter and résumé to Joanne Dixon, IIE Energy Group, at 202.326.7694; e-mail: jdixon@iie.org.

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Franz says. "With my new degree, there were a number of areas I was qualified for, so it was important to relate exactly how my qualifications fit their requirements." She found a new job as an education consultant for Siebel Systems Inc., a San Mateo, Calif., company that makes customer-relationship software, by responding to a posting on Monster.com. The job description "rolled all my diverse qualifications into one job," she says. "I fit every one of its requirements to a T—and I made sure to communicate that in my cover letter."

Put specifics in your subject line. If you want to annoy recruiters and hiring managers, send an e-mail with a vague subject line or none at all. The realities of online communications—junk e-mail, computer viruses and high volumes of daily messages—give busy professionals strong motives to ignore or delete messages with missing or ambiguous subject lines. "Tell me right up front who you are. Something like 'high-tech product-marketing executive' will be really helpful to me," says Mr. Block.

If your e-mail is a follow-up to a conversation, refer to it in your subject line as well as in the body of your e-mail. A subject line like "follow-up—résumé of Karen Molloy" gives the recipient a compelling reason to open and read your e-mail.

Use your spell check and proofread your correspondence. Remember that people, not machines, will be reading your cover letter and résumé. Lucinda Moore, a human-resources generalist for A-Carb LLC, Walton, Ky.-based manufacturer of brakes for the aerospace industry, says she often receives résumés and cover letters online that are sloppy and unprofessional-looking.

"Candidates should take the same pains to make sure they're communicating the right information, spell checking and proofreading as they would with a 'real' résumé," says Ms. Moore. "We print out the e-mails that we receive, and it's clear that people sometimes don't put a lot of thought into their cover letters. They're just not using the tool [e-mail] to their advantage."

Make sure that what you send by e-mail is something you'd want printed out and shown to a prospective employer. "Don't send me things you wouldn't want made public," she says.

Before you say thank you by e-mail, consider your audience. After interviews, Mr. Melnik sometimes sent thank-you letters or follow-up notes by e-mail, depending on the employer. "I tried to take my cues from the people I met with," says Mr. Melnik. "If they

were technologically savvy and communicated extensively by e-mail, then I'd follow suit. But at some of the companies where I interviewed, traditional methods were still the preferred style."

He'd also send an e-mail when he felt it would give him a competitive edge over other candidates who might send a letter by "snail mail" that would arrive a few days later. The medium you choose must be a good fit for the intended reader. In general, use e-mail when:

Speed is of the essence. Unquestionably, e-mail is your best choice when you need to communicate immediately. Even a few hours or a few days can be too long in many fast-moving hiring environments.

You need to demonstrate technology skills. If you're an older candidate, your e-mail might show that you're up to speed on technology. If you're in a high-tech profession, communicating via "snail mail" or fax could put you at a disadvantage.

You're contacting a high-tech company. If everyone at the company communicates by e-mail, it makes sense to go with the flow, even if you're not a technical professional. You'll show you'll fit the company culture.

You're communicating with recruiters. Without a doubt, e-mail is the preferred method of communication for executive recruiters. Using e-mail to send résumés and supporting documents makes their jobs easier.

When should you take the time to send correspondence through the regular mail?

When sending thank-you letters. A well-formatted letter on high-quality bond paper makes a better impression than an e-mail note. You can write a longer letter, too, re-emphasizing relevant points from your interview and restating your qualifications as they relate to the needs discussed during your meeting.

If you're a senior executive. Traditional mailed correspondence is still the recommended approach for senior-level executives, excepting those in high-tech fields. You can be more detailed and present a more professional image in paper correspondence.

When the company and industry are low-tech. If e-mail isn't a well-accepted mode of communication for your prospective employer, you're better off using traditional methods.

Louise Kursmark is president of Best Impression Career Service Inc., a résumé-writing and career-counseling firm in Cincinnati. She is the author of Sales and Marketing Résumés for \$100,000 Careers (JIST Publishing Inc., 1999) and co-author of Cover Letter Magic (JIST, 2000) and Expert Résumés for Technology and Computer Jobs (JIST, Spring 2001).

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INTERNATIONAL

PROGRAM COORDINATOR · Congo (DRC)

Position available with Food for the Hungry International (FHI), a nonprofit relief and development organization of Christian conviction. Duties: manages a team of site managers, bookkeepers, logistics officers, and technical staff and oversees multiple projects; ensures execution of overall program objectives, reporting, budget management, and logistics. Qualifications: must be in full agreement with FHI's Christian identity and mission; must have master's degree in relevant field plus three years of previous project management experience in eastern or central Africa in a conflict zone; at least two years of experience in food security and agriculture relief programming in an NGO context; fluent in French and English; familiarity with funding and reporting requirements of USAID's Office of U.S. Foreign Disaster Assistance. Deadline for applications: 7/31/02. E-mail résumé/CV to Beth Allen at ballen@fhi.net (Microsoft Word attachments only); website: www.fhi.net.

OFFICE DIRECTOR · Brussels, Belgium

Position available with the Center for Victims of Torture. Duties: builds political and financial support for CVT's international programs, including the New Tactics in Human Rights Project. Qualifications: five years of relevant experience and the equivalent of a bachelor's degree; the American equivalent of a master's degree is preferred; English proficiency and fluency in a second European Union language, preferably French. Experience working in human rights in Europe and/or developing countries; forming and maintaining high-level relationships with individuals in government, business, and the NGO community; raising funds in Europe; managing budgets; and supervising staff. Send résumé/CV by 7/10/02 to Director of Administrative Services, Center for Victims of Torture, 717 East River Road, Minneapolis, MN 55455; fax: 612.627.4144; e-mail: hr@cvt.org.

VARIOUS · Northern Afghanistan

Several positions available with the CCF International/ChildFund Afghanistan, an affiliate of the Christian Children's Fund, Inc. Deadline for applications: 7/19/02. For detailed information regarding these positions, write to Christie Scott, Christian Children's Fund, 2821 Emerywood Parkway, Richmond, VA 23294-3725; e-mail: clscott@ccfusa.org; website: www.christianchildrensfund.org.

PROGRAM OFFICER · Pristina, Kosovo

Position available in income generation with the United Methodist Committee on Relief. Duties: leads and coordinates related sector program implementation; designs and implements small-business trainings; coordinates information dissemination to potential beneficiaries; supervises needs assessment and beneficiary selection; provides technical assistance to beneficiaries. Qualifications: B.A. in administration, finance, economics, or related field; minimum of five years' experience in business/entrepreneurial development services, financial analysis, and strategic planning; previous vocational experience in postconflict arenas, preferably rural communities; good communication, writing, organizational, and computer skills. Deadline for applications: 7/26/02. Fax cover letter, résumé, and salary history simultaneously to UMCOR/Kosovo at 381.38.243.807 and 202.544.4118; e-mail: umcor@umcor-kosovo.ipko.org and umcorjobs@compuserve.com.

TECHNICAL TRAINER · Thies, Senegal

Position available with CHP International at the Peace Corps Training Center. Duties: Trains Peace Corps Volunteers at their pre-service training beginning 8/17/02 and ending 11/23/02. Qualifications: 2½ years' development experience in West Africa, preferably in Senegal; demonstrated expertise in training adults in small-enterprise development; university degree or related work experience in technical field; fluency in French and/or local languages in Senegal; demonstrated willingness to work under difficult conditions. RPCVs with additional work (particularly training) experience are especially encouraged to apply. E-mail CV as an MS Word attachment to Amy Maglio at amaglio@chpinternational.com; fax: 708.848.3191.

*TEACHERS · Santo, Haiti

Several positions available with the Louverture Cleary School, a tuition-free Roman Catholic boarding school operated by the Haitian Project. Duties: teaches classes in and assists with the development of language, science, or computer programs; manages school community service program; assists in raising funds to support program; provides four hours of tutoring per week. Benefits: \$200/month, housing, health insurance, round-trip airfare, and food/transportation allowance. For application information, contact Kate Kowalski, Haitian Project; phone: 401.521.2255, ext. 54; e-mail: THP@ids.net.

HEALTH COORDINATOR · Thailand

Position available in reproductive and child health with the American Refugee Committee. Duties: develops, implements, and evaluates maternal and child health, family planning, and reproductive health services, and develops, documents, and implements written health protocols. Qualifications: certified midwife; knowledge of and sensitivity to women's issues; strong communication skills; ability to work in a team-focused environment; previous work experience in a developing country. Submit résumé and cover letter to American Refugee Committee, 430 Oak Grove Street, Suite 204, Minneapolis, MN 55403; fax: 612.607.6499; e-mail: archq@archq.org; website: www.archq.org.

EDUCATION

UNIVERSITY OF KANSAS · Lawrence

The University of Kansas' Center for Russian and East European Studies is a federally funded National Resource Center offering the M.A. degree in Russian and East European studies, with specializations in Russian, Ukrainian, Polish, and Croatian-Serbian languages. The 30-hour program includes coursework in history, literature and culture, political science and sociology, geography and economics, and philosophy and religion. Most students in the program have experience in the region with the Peace Corps, military, or other organizations. Fellowships are available. Contact CREES at 785.864.4236; e-mail: crees@ku.edu; website: www.ku.edu.

GEORGE WASHINGTON U. · Washington, DC

The George Washington University offers M.A. programs in international education and development, with an emphasis on ways to understand and improve educational systems and organizations. Call 202.994.0831 or e-mail Professor James Williams at jhw@gwu.edu or Lucie Jugant at iej@gwu.edu; website: www.gwu.edu.

*UNIVERSITY OF WASHINGTON · Seattle, WA

The Evans School of Public Affairs at the University of Washington offers a master's in public administration that is designed for present and future leaders of the public and nonprofit sectors. The program emphasizes broad-based public policy analysis and management knowledge while students pursue one or more specialized policy fields. Emphasis areas include international affairs, environmental policy, education, and social policy. There is also a certificate program in international development policy and management. Contact the Evans School of Public Affairs, 109 Parrington Hall, Box 353055, University of Washington, Seattle, WA 98195-3055; phone: 206.543.4900; e-mail: mpaadmit@u.washington.edu; website: www.evans.washington.edu.

*INDIANA UNIVERSITY · Bloomington, IN

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science to RPCVs as preparation for careers in the nonprofit, private, or public sector. For additional information, contact the School of Public and Environmental Affairs, Graduate Programs Office, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800.765.7755; e-mail: speainfo@indiana.edu; website: www.spea.indiana.edu.

*TULANE UNIVERSITY · New Orleans, LA

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is still accepting applications from RPCVs interested in public health for classes beginning August 28, 2002. For more information, contact Dr. Elaine Boston, Associate Dean of Student Affairs, at 800.676.5389; e-mail: eboston@tulane.edu; website: www.sph.tulane.edu.

*GRAD. PROGRAM STUDY · Monterey, CA

Scholarships ranging up to \$10K are available at the Monterey Institute of International Studies for qualified RPCVs in the following graduate programs: M.B.A., international or environmental policy studies, commercial diplomacy, public administration, translation and interpretation, TESOL, and teaching foreign languages. The institute prepares students for successful international careers in the private, public, nonprofit, and educational sectors. Students come from over 50 countries, and more than 90 percent of them have lived, worked, or studied outside their native countries. Also available: Peace Corps Master's International Program in several areas. For information, call 831.647.4123; e-mail: admit@miis.edu; website: www.miis.edu.

INTERN/VOLUNTEER

CAMP STAFF · Dover Plains, NY

Volunteer positions available with Camp AmeriKids for two camp sessions: 8/9/02 to 8/18/02 and 8/20/02 to 8/29/02. Duties: counsel inner-city children living with HIV/AIDS in a traditional residential camp environment; run a nature workshop; create curriculum; help a special population of children discover the wonders of nature. Also looking for a hip-hop dance instructor. Both positions pay \$200 per session. Deadline for applications: 7/15/02. To request an application, contact Paige Granger at 800.486.4357; e-mail: pgranger@americare.org.

VOLUNTEER · Seattle, WA

Position available with Solid Rock Youth Outreach. Duties: ensures the nonprofit's mission; sets policies; engages in strategic planning; provides oversight. Qualifications: A.A.S./B.A. in business preferred but not necessary. Deadline for applications: 7/20/02. Contact Catherine Matsuura, Solid Rock Youth Outreach, PO Box 68226, Seattle, WA 98188; e-mail: cm1003@aol.com.

INTERN · Washington, DC

Position available 9/2/02 to work on wetlands policy with the National Wildlife Federation. Duties: communicates messages and develops advocacy materials; maintains listserv; researches policy and ecological topics related to wetlands protection; prepares fact sheets; coordinates assistance for workshops and lobby days. Qualifications: degree in a natural resources or policy-related field; background in both natural resources and policy is preferred. Stipend: \$303/week plus benefits. Deadline for applications: 7/31/02. E-mail résumé and cover letter to Internopp@nwf.org.

VOLUNTEER MENTORS · Washington, DC

Positions available with Asian American LEAD, a community-based organization, to mentor Vietnamese-American youth ages 6 to 18. Duties: tutor, listen, advise, and help with English skills and applications for college and summer jobs, depending on the young person's needs. Qualifications: commitment to spend two hours one-on-one with a young person weekly for a minimum of one year; knowledge of Vietnamese/Asian language and culture is helpful, but not required. Call Ingvild Bjornvold for an application at 202.884.0270/0322; e-mail: ingvild@aalead.org.

AMERICORPS/VISTA

VISTA LEADER · Arlington, VA

Position available with the Association for Enterprise Opportunity, a national association of organizations committed to microenterprise development. Duties: assists in the supervision of 50 volunteers and the AEO's Special Initiatives program; develops communications and tracks activities of AEO VISTA volunteers; assists with assessment of training needs for the Appalachian Regional Initiative. Qualifications: VISTA member (one year) or RPCV; experience managing volunteers; project management experience; computer proficient. Deadline for applications: 8/1/02. Contact Sara Landry, AEO VISTA Program Coordinator, 1601 North Kent Street, Suite 1101, Arlington, VA 22229; phone: 703.841.7760, ext. 31; e-mail: slandry@assoceo.org.

FAMILY AIDES · Sacramento, CA

Two positions available with Sacramento Food Bank Services. Duties: works with homeless families of the Havens Transitional Housing Program; provides support to the food locker, clothes closet, mother-baby program, community learning center, and parents' learning and children's education center. Stipend and housing will be provided. Educational award of \$4,725 available upon program completion. Deadline for applications: 7/15/02. Submit cover letter and résumé to Paul Shane, Community Collaborations Manager, Sacramento Food Bank Services, 3333 Third Avenue, Sacramento, CA 95817; phone: 916.456.1980; fax: 916.451.5920; e-mail: outreachman@yahoo.com.



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 as soon as possible.

Kenya

1. HIV/AIDS pre- and post-test counseling volunteer for Meru Red Cross Society and Kenya Methodist University (counseling and training experience and a degree in counseling or clinical social work, or an M.P.H., required); 2. Laboratory blood safety volunteer for Family Health International (three years of experience as lab manager or technologist and experience setting up quality assurance programs); 3. Blood donor recruitment volunteer for Family Health International (health degree and two years of social marketing or community mobilization experience with a public health department or agency).

Malawi

1. Positive living nutrition trainer volunteer for a local program, Nkhotohota AIDS Support Organization, to work with the program coordinator teaching and planning sessions regarding the utilization of local plants and animals for nutrition and medicine, and planning ahead to ensure that nutritious foods are available year-round. Nutrition background with knowledge of positive living for people living with AIDS and experience with an HIV/AIDS organization required; 2. Organizational and management volunteer for a community-based organization, Tikoleraneko Community AIDS Resource Center (program/project coordination, proposal writing, HIV/AIDS education or counseling, and public speaking experience).

Tanzania

HIV/AIDS counseling trainer volunteer to work with community-based NGO training staff in areas of counseling for destitute, orphaned, abused, and/or imprisoned children to establish a system for keeping and maintaining records. Counseling experience, ability to work with orphans, prostitutes, and youth at risk, and knowledge of HIV/AIDS required.

Upcoming Africa Assignments

We encourage RPCVs to submit their application materials as we anticipate additional HIV/AIDS assignments in Kenya, Lesotho, and Tanzania over the next several months. We also anticipate assignments in Guinea and Lesotho working as food monitors with the World Food Program.

Because of 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 website at www.peacecorps.gov/rpcv/crisiscorps; or call 800.424.8580, ext. 2250.

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. The 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*)

Name

Address

City State Zip Code

Country of Service Dates of Service

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 Street, NW, Washington, DC 20526. Changes cannot be made without this form nor over the phone. Please allow four to six weeks for any changes to take effect.



Seeking Suggestions

If you have article ideas or would like to see a particular career topic covered in *Hotline*, please send suggestions to the following e-mail address: hotline@peacecorps.gov. Thanks!

Free Membership to Recent RPCVs

Did you know? The National Peace Corps Association (NPCA) offers a one-year free membership to returned Peace Corps Volunteers (RPCVs) during their first year back.

As members, RPCVs receive benefits that include a subscription to *WorldView* magazine and the NPCA's alumni newsletter, *3/1/61*. Members will also receive discounted registration rates for future NPCA National Conferences as well as other benefits.

For more information, visit www.rpcv.org or contact the NPCA membership department at 202.293.7728, ext. 23; e-mail: membership@rpcv.org.

July Event: Applying for Federal Jobs

Janet Brown, director of human resources management at the Peace Corps, will discuss the "Dos and Don'ts of Applying for Federal Jobs."

Topic areas include the federal application process, OF-612 forms, responding to KSAs, noncompetitive eligibility status, and application time frames. The presentation will also touch on the intelligence background form and how to receive retirement credit for your Peace Corps service.

When and Where:

July 24, 2002
Noon to 1:30 p.m.
Paul D. Coverdell
Peace Corps Headquarters
1111 20th Street, NW
Shriver Conference Room A
Washington, DC 20526

For more information, please contact Elvira May, RVS, at 202.692.1445.

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 July 2000, 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 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.