



JANET RUCK

Janet Ruck's coaching focus is to help clients find work that best expresses who they are, utilizes their interests and talents, and allows them to achieve the highest level of personal satisfaction. She has worked extensively with adults, as well as high school and college students. As a former federal employee and most recently a career coach with a federal agency, Janet is a specialist in the federal job search process and is the co-author of two federal job search books. In addition to coaching and writing about the career development process, she teaches résumé writing, interviewing skills, job search techniques as a faculty member at a community college. Janet has taught career transition workshops for employees whose jobs were outsourced. She enjoys humor and uses it when appropriate in career coaching.

Expertise:

- Career Development
- Leadership Development
- Career Coaching
- Career Education
- Federal Job Search
- Journaling as a tool for job search

Experience:

- Received the highest award while an employee of the Department of Health and Human Services for developing and managing a nationwide career development program for federal employees.
- Wrote articles which have been published in newsletters of several career development professional associations.
- Served as a President of the Maryland Career Development Association.
- Served as newsletter editor of the Maryland Career Development Association.
- Served as Associate Editor of the Government Department of "Career Convergence", the online newsletter of the National Career Development Association.

Education:

M.B.A., University of Baltimore, Baltimore, MD
M.A., Clinical Psychology, Loyola College, Baltimore, MD
Job and Career Transition Coach Certification
Myers Briggs Type Indicator Qualification (MBTI)

Membership:

Maryland Career Development Association
National Career Development Association

Publications:

Co-author with Karol Taylor of *Find Your Federal Job Fit*, Jist Publishing, 2011.
Co-author with Karol Taylor of *Guide to America's Federal Jobs: A Complete Directory of U.S. Government Career Opportunities*, Jist Publishing, 2009.

