

Acknowledgements of Job Club Presenters

Our thanks to **Kathy Ganey**, who spoke at the August 10 meeting on **skill identification** for resume and interview preparation. Kathy did a fantastic job of talking about how to identify our foundation skills of basic skills, thinking skills, people skills, and personal qualities that relate to our being an outstanding and hireable worker. Kathy also provided a wonderful handout of action verbs, skill verbs, and adaptive skills words to describe our functional skills and personal traits; a skill sheet chart by which to outline our own skills, how to create a Job Index File, and a web site to pull all of this information together toward Job Families and specific occupations, www.onetcodeconnector.org.

Our thanks to **Barbara Azzam** of Spectrum Services, PC for sharing her thoughts with us on the **Essential Elements of the Effective Resume** at the August 3 meeting. We know that a focused 1-2 page commercial resume works best; that we can have several resumes for several different objectives; that a commercial resume is short, focused, and that a government resume is much longer, all inclusive and must follow a specific format. We learned that the resume should be accomplishment and action oriented, rather than read like a job application that contains only biographical data. Consistency, neatness, correct grammar/spelling and professional look are critical.

Dear **Dana Miley**:

Thank you for taking time out of your busy schedule to come to the Job Club meeting on July 27 to talk with us about **Health Care Insurance and Health Care Reform issues**. Health care is important to most of us whether we are working or not, and knowing how to make the most of the alternatives available relieves some of the stressors we experience while unemployed. Thank you too for the information about being able to go to the Blue Cross/Blue Shield of Alabama web site, www.bcbsal.org for annual changes with regard to health care reform through the year 2014. We appreciate your sharing with us the information that the customer service center for Blue Cross/Blue Shield will be expanding in the future, meaning a possible 50+ jobs for the area. Let us know when this happens and we will pass along the news to the Job Networking Club.

Please continue the good work of keeping the public informed on health care benefits and changes. God bless!

St. Joseph the Worker Job Networking Club

Dear **Elizabeth Doty**:

Thank you for coming to speak with the group on July 20 on the topic of **One Manager's Expectations of Employees**. We learned that, in your opinion, benefits are not entitlements, that to do an honest day's work for an honest pay is important, that managers like people who enjoy what they do, and who enjoy being at work. Managers additionally like employees who conduct their business as honest adults who can make the manager look good. For job openings at ADTRAN, it is best to complete the on-line application at www.adtran.com, and use as many buzzwords as possible that match the job description.

We appreciate that you took the time to speak with us and encourage us to continue in our networking efforts. We have added your name and contact information to our list of community-employer- volunteer- helpers, and you will be receiving the Job Club emails. If you know of any employment opportunities in the future at ADTRAN, please let me know, and I will pass the information along to the group. Again, thank for sharing your thoughts on what makes a good employee....we will be able to apply some of your points in our job interview situations. May God continue to bless you in your work!

St. Joseph the Worker Job Networking Club

Dear **Rick Shrout**:

Thank you for sharing your time and expertise about **The Hidden Job Market** with the Job Club members on Tuesday, July 13! We have a much better idea of how to target the people who do the hiring and the places where we would like to work. Realizing that 70-80% of the jobs are not advertised, it seems that the best approach is to "brand" ourselves as having a certain set of skills that we offer to the employer, stating that we can help the organization make more money, support the customers well, produce a quality product, and demonstrate our solid work habits and communication skills. We are really marketing and selling our own set of skills and expertise, so we need to keep up-to-date and use the technology necessary to succeed. We are all in business for ourselves!....the business of finding a good fit with a reputable and forward-thinking employer, with an opportunity to contribute and grow.

Thank you again for taking time out of your busy day to speak with us. God bless!

St. Joseph the Worker Job Networking Club

Dear **Elaine Dickson**:

Thank you for coming to speak to our group on June 29 about the services provided by the **Christian Women's Job Corps of Madison County**. We appreciate, too, the information about how to volunteer with the group to provide mentorship, tutoring and teaching to help others develop job search skills, much like our Job Networking Group in Madison.

We learned from the short memory exercise that we need each other for information, support, leadership, and goal accomplishment. More can be accomplished as a group than on a solitary basis....we need each other! Perhaps someone in our networking group will be inspired to start a Men's Job Corps group in Madison County to give hope, education, and self-sufficiency to those in need!

Again, thank you for taking time out of your busy schedule to share your insight with us! May God continue to bless you in your work!

Sincerely,
St. Joseph the Worker Job Networking Club

Dear **Dr. Ohene-Nyako**:

Thank you for coming to speak to the group on June 22 on the topic of "**The Basic Essentials of How to Start Your Own Business.**" Job Club members mentioned how helpful the handout of the **10 Basic Steps** was to inspire them to begin to **assess the possibilities** and develop the **self-confidence** and

self-discipline to make a **business-idea-passion** a reality. One of the most crucial components is to have a strong and well-researched and thought-out business plan, including marketing and startup expenses. It's been said that an entrepreneur is someone who works 80 hours a week for themselves, when they could be working 40 hours a week for someone else! Starting, maintaining, and growing a successful business takes a real personal commitment.....but it is well worth it!

Again, thank you so much for sharing your expertise on the topic of Starting a Small Business; perhaps you have inspired someone to do so, and to become the next Intergraph, SCI, Mevatec, or Colsa! We hope that you will be willing to come at a future date, and speak on another aspect of entrepreneurship.
God bless!

St. Joseph the Worker Job Networking Club

Dear **Elizabeth Hall**:

Thank you for being our presenter on June 15 on the topic of "**How to Create a Job When You Can't Find a Job.**" While our group has had speakers on the topic of starting a business in the past, your talk added another interesting perspective with the Three-Step Process (assess resources, develop a plan, and work the plan), the Three-Part Application Package (cover letter, resume and references) and the Three-Tiered Job Search (reach for the stars, do what you have done, take a stop-gap job in the meantime to make ends meet). The talk helped to build confidence in those grieving the job loss and hopefully will motivate some to take positive action. For many, this is the first time in their lives that the job loss has come to them.

We are so appreciative that you were able to work the Job Club into your schedule, and the topic of thinking of ourselves as creators and sources of jobs is so true. Saying just the right thing at the right time reaches folks in ways that we often don't think are as significant as they are....your presentation came at the right time for many in our group!!

We would love to have you come back at some time in the future to talk about another aspect of the job search.....one of the most crucial, I think, is the interview process.

Hope to see you again. Thank you and God bless!

St. Joseph the Worker Job Networking Club

Dear **George Barnes**:

Thank you for taking time out of your busy day last Tuesday, June 8, to speak with the St. Joseph the Worker Job Networking Club about the **basics of job search, including the resume, the interview and the salary negotiations.** We now know that employers want to hire applicants who are interested and excited about the job because of the type of work that it is. While salary and benefits are important, it is best to concentrate on convincing the employer that you are passionate about the job, and that you have the skills and personality to help the employer improve his product, or services, or improve customer satisfaction. We can do our homework on the computer and be knowledgeable of our worth for our skills within the local job market.

We have added your name and contact information to the list of volunteer helpers for the Job Club. If you ever need to advertise a job, please let us know, and we will disseminate the information to the Job Club members via email.

Again, thank you and we hope that you will recommend us to other job professionals who may be good speakers for our Job Networking Group. Thank you and God bless you for your service to the Group!

Sincerely,
St. Joseph the Worker Job Networking Club

Dear **David Lilly**:

Thank you for sharing your time and expertise on the **services of the Huntsville-Madison County Public Library** with the Job Club members on Tuesday, May 25! We have a better idea of the expanse of the free services and classes offered, and that so many are available electronically!

To summarize the services at the main library (915 Monroe Street, 532-5940, <http://hmcpl.org>) that relate directly to the job hunt and self improvement:

- 100 computer available for public use, up to 90 minutes; can do your resume or receive email if your computer is down or if you don't have computer access at home;
- 20 people per computer class -- learn how to use email, Word, Excel, PowerPoint, Job Sites on the Web, Keyboarding, Email use, etc.
- Learning Express to prepare for college entrances exams, US Citizenship Test, Resume Preparation, Job Search and Workplace skills, Interviewing skills, preparation for academic tests such as the GED, ACT, GMAT, LSAT, and GRE, preparing for civil service exams, and certain certifications, etc.
- Electronic Database Search capability: search for information on organizations, companies, military and government information, and vocational and career collection, etc.
- Many eBooks and eAudiobooks on job search
- Access to Alabama Virtual Library www.avl.lib.al.us

The public library does much to support the job hunter and provide volumes of information that will make the job hunter more marketable, more knowledgeable, and more confident. Again, we appreciate your taking time out of your busy day to speak with us. We have put your name on our volunteer resource listing for the Job Club so that Job Club members can contact you when they need assistance.

Sincerely,
St. Joseph the Worker Job Networking Club

Tuesday, May 25, 2010

Dear **Dr. Rachel Williams-Smith**:

Thank you so much for taking time out from your busy schedule to talk with the Job Club on May 18 about **the LEAP program offered at Oakwood University**. We learned so much about how to convert our college credits into a 4-year degree in a relatively short period of time.

This degree acquisition is an essential for finding professional employment in the Huntsville area, since the level of education locally is so high, compared with other parts of the USA and Alabama. We

especially enjoyed hearing about your use of the personal interview approach and cold-call approach (hidden job market) in finding the job of your choice, AND at the salary you felt you deserved. We have added your name and contact information as an educational resource for the Job Club members, and, thanks too, for providing the web site which gives more detailed information about the LEAP program, www.OakwoodLeap.com. It's good to know that the LEAP program is fully accredited, accepts CLEP tests (www.collegeboard.com/student/testing/clep/about.html), accepts the GI Bill, and is approved for federal financial aid (www.fafsa.ed.gov). Thanks, too, for the handouts of your presentation....we will try to post them on the Job Club web site asap.

Nice to have met you; hope that we meet again; and, continue the good work of helping adults finish that all-important degree! God bless!

St. Joseph the Worker Job Networking Club, Madison, AL

Sunday, May 16, 2010

Dear **Paul Summer**:

Thank you for speaking on Tuesday, May 11, 2010 with the St. Joseph the Worker Job Networking Club about **Getting a Job with the Federal Government**, in particular the Missile Defense Agency. We appreciate that you took annual leave to talk with the group about your personal story in moving from the private to the public sector of employment.

What stood out in your presentation was that getting a job with the federal government takes about six months, and the job search must be very strategic, deliberate and focused. Your recommendation that we start with the Handbook of Occupational Groups and Families (<http://www.opm.gov/fedclass/gshbkocc.pdf>) and identify all jobs in government for which we might be qualified through education, training or experience. Then we can focus our government resume toward that job. Thanks, also, for providing the handouts for Part I and Part II of the Handbook of Occupational Groups and Families. We had about 55 individuals in attendance to hear your talk.

If we need more information about applying for jobs with the Missile Defense Agency, we can go to www.mdacareers.com. No longer do we need to fear "The Black Hole" of applying for a government job! Thanks again, and God bless!

Sincerely,
St. Joseph the Worker Job Networking Club, Madison, AL

Sunday, May 9, 2010

Dear **Melinda Inglis**:

Thank you for coming to the meeting on May 4 to speak with the group about **business correspondence**, in particular the cover letter, application letter, job networking letter, the prospecting letter, the thank you letter, the job offer letter and the job refusal letter. You covered quite a bit of information in a very short period of time!! In previous meetings, the Job Networking Club covered the topic of writing the resume in much detail, but giving us information about other types of job search correspondence will be extremely helpful as we are looking for jobs and interviewing.

We now understand that all resumes sent via email, snail mail or fax must have a cover letter to explain

why we are writing, where we found out about the job opening and how our credentials match those of the job requirements. Most importantly, the 3-4 paragraph cover letter is addressed to a specific person (after we have thoroughly researched the organization), and must have perfect spelling and grammar, with the proper formatting, and which contains our contact information (date, address, phone and email).

Again, we most appreciate the donation of your time and expertise to the Job Networking Club. We hope that you will join us again at a later date, to speak on another job search topic. We have added your name to our list of community resources as a Helper, and you will be on our email distribution list. If you hear of any job openings, we would appreciate if you would send the information to us so we can distribute to the Job Club members. Again, thank you and God bless!

St. Joseph the Worker Job Networking Club

Thursday, April 29, 2010

Dear **John Haley**:

We want to thank you so much for taking time off from work and coming on April 27 to talk to the Job Club about "Surviving the Search: Tips and Tales from No Man's Land."

To summarize your message... Seeking a job can be a frustrating and negative experience, but if we remember to take care of ourselves-- our minds, our bodies, our hearts, and our spirits---we will survive to find what we are seeking. **Health**-wise, we need to tend to our eating, exercise and sleeping habits, making sure that we are making the best choices to be healthy while in our job search. **Mind**-wise, we need to keep learning, and keep current in our job fields....we need to keep our professional networks active, so that they can help us....later we can help someone else. **Heart**-wise, we need the support of others, whether they are our family, our friends, our acquaintances, or a "gift angel" that the HP sends our way when we are most in need. If you are new to a community, reach out to connect to others through church, a gym, school activities, newcomer's club, volunteer organizations, professional or social groups-- -anywhere that you meet people who have like-interests as you. Get up and extend yourself to others....reach out to the community and grab what you need. And **Spirit**-wise, we need to tend to those activities that give us rest, relaxation, calm, peace of mind, and comfort. We can impact others even as we struggle to find employment, and we need to allow others to impact us in positive ways, along the way.

Thank you for your inspirational words of support and encouragement! You are always welcome at our Job Club, and we hope that you will visit us again sometime!!! When we see a starfish, we will think of you. Take care, and God bless!

St. Joseph the Worker Job Networking Club

Friday, April 2, 2010

Dear **Mike Fowler**:

Thank you for coming to the meeting on March 30 to speak with the group about the services and programs of the Huntsville Career Center. Especially important is that all job club members register for **JobLink** (www.joblink.alabama.gov) as a job search tool to inform them of job opportunities within Alabama. We are especially appreciative of the booklets and handouts that you brought to share with us on **Surviving a Layoff**, **Attending Job Fairs**, and **Changing Careers**, as well as the agency listings for

Morgan County and Limestone County. You mentioned that you would send us an electronic copy of the agency listings for Madison County, and for that we are most grateful.

We appreciate your continued support, and you are listed as a Helper/Resource with the Job Club. Please keep us on your mailing list for any new opportunities that may occur. Thank you so much for the good work that you are doing, and we hope that you will consider visiting us again in the future. God bless you!

St. Joseph the Worker Job Networking Club, Madison, AL

Sunday, March 28, 2010

Dear **Ed Snow**:

Thank you so much for coming on March 23 to present to the group about **how jobs are actually filled**, and **where resumes enter in**, **where in the process the initial interview occurs**, and **what employers are looking for in well-prepared job candidates!**

One of the most important points that you made was for the job candidate to be in sync with the employer's needs --- essential and enhanced skills, timeline on delivery of product or service, a sense of commitment to help the employer, and a willingness to be flexible and open to possibilities. If the employer senses that you want to help him/her, e.g. the job candidate says "I have these wonderful and specific job skills; how can I best put them to use for your organization to meet your goals," then the candidate is more likely to be made a job offer. A positive "can do" attitude **does** influence the hiring person, and candidates should present themselves professionally and honestly in speech, written business communication, dress, presentation, and attitude. Candidates can reject themselves by not thinking ahead and matching their skills for the specific job with that specific employer, both of which should have been thoroughly researched ahead of time.

We so much appreciate that you are one of the helpers with the Job Club; we couldn't be a Job Networking Group without your sharing your expertise and the knowledge and talents of the other volunteer helpers. Again, thank you so much for your continued support; we are truly blessed by your participation with our Job Club, and we hope that you will continue to be involved!

Sincerely,
St. Joseph the Worker Job Networking Club

Thursday, March 11, 2010

Dear **Amanda Hicks**:

Thank you for coming to speak to our group on Tuesday, March 9 about the "**Growth of Huntsville Hospital into the Madison Community and the Implications for Potential Jobs, and How to Apply.**" We learned from your presentation that a 60-bed hospital with a staff of 300 people will open in Madison in 2012, with hiring to start in fall 2011. For any jobs with Huntsville Hospital, it is best to register with HR online and check the web site at www.huntsvillehospital.org every Wednesday. The benefits are very good at Huntsville Hospital, including the opportunity to receive 75% toward a nursing degree for employees.

Madison Medical Park already includes Urgent Care, Imaging, Sleep Disorders, and Wellness, and will expand to include Obstetrics, Surgery, Special Procedures, Non-invasive Cardiology, and Physical Therapy. The types of positions needed will include RNs, LPNs, Patient Care Aides, Environmental Services Aides, Health Unit Assistants, Administrative Assistants, Food Services, OR Technicians, Certified Imaging Technologists, Physical Therapists, Occupational Therapists and Medical Records. While many of the Madison positions may be filled by current staff at HH downtown, this Medical Park will open up many opportunities in downtown Huntsville Hospital.

We would like to include your name and contact information on our list of Job Club Volunteers, and as the time approaches for the Medical Facilities in Madison to open, we would welcome you to return to our group with any job opportunities.

Thank you again for taking time out of your busy day to meet with our group!! We feel more informed and better prepared to apply for job openings at Huntsville Hospital!

Sincerely,
St. Joseph the Worker Job Networking Club

Wednesday, March 3, 2010

Dear **Herb Hayes**:

Thank you for coming to speak with the group last Tuesday, March 2 on the topic of "**Personal Financial Planning During Difficult Economic Times.**" The scope of the presentation was perfect and obviously of great interest to those Job Club members present! Thank you, too, for the handout that folks could take home with them and refer to when they want to save a few dollars here and there to make ends meet, or to pay off debts, or to put toward retirement. Of course, you saved the best for last, and the sections on Tips to Cut Costs and Other Areas to Watch itemized a few ways to keep our monetary life in balance, which ultimately, reduces much of the stress of being unemployed temporarily.

It is very important for all of us to plan, to keep to a budget, and to exercise discipline in our economic affairs. It is unrealistic and dangerous to assume that we can live on more money that we actually earn. We would like to encourage everyone to check their credit history from the three agencies for free at www.annualcreditreport.com to insure that all of the information is accurate.

Again, thank you. You have always been a faithful supporter of the Job Club and have encouraged those who participate to continue to upgrade their resumes or start their own business. God bless you for your support! We hope that you will continue to serve the Job Club group!

Sincerely,
St. Joseph the Worker Job Networking Club, Madison, AL

Wednesday, February 24, 2010

Dear **Mayor Paul Finley** of Madison:

Thank you for taking time out of your busy day yesterday afternoon, February 23, to speak with the St. Joseph the Worker Job Networking Club about the Economic Focus and Planning Efforts of Madison

City. We learned of the expansion efforts of the City and of the focused mission of the City to address the needs of its citizens, in education, recreation, traffic patterns/transportation, and future growth and employment in cooperation with Huntsville City and Madison County officials. Truly, the potential is here to create a model bedroom community that encourages a sense of community among its citizens and a sense of responsiveness of government. Perhaps from our group will arise several small businesses to help to promote the growth that you were addressing.

Thank you for mentioning the web site www.ci.madison.al.us, and for sharing your contact information, 256-772-5603 and mayors.office@madisonal.gov. The city web site indeed has quite a bit of information for the general public and is a way to be personally notified of events, which is particularly helpful for those who want to be in-the-know. There is a **Complex Maintenance Worker I (Recreation Department)** currently open until March 3 closing date. It's convenient that Job Openings are also advertised on the opening page of the web site.

Again, thank you and we hope that you will encourage others who may need our services to join our group for support in their job search.

Sincerely,
St. Joseph the Worker Job Networking Club, Madison, AL

Monday, February 22, 2010

Dear **Bill Koch**:
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Thank you so much for coming to speak to the group about Still Serving Veterans (SSV) and about Behavioral Interviews at the February 16 meeting. SSV is such a valuable resource for all veterans, and it's good for us to know about the support services available within our community, both for ourselves and for others that we might be able to refer to SSV!

As far as behavioral interviews, it is a timely topic, and we need to do some interview role playing and offer people an opportunity to participate in mock interviews, just for the coaching value and job search insights to be gained from the experience. The more one interviews, and the more mistakes we make, the better we get for the next interview....so truly practice makes perfect. We will keep in mind S-A-R....Situation, Action and Resolution (Result), and that preparation and practice are the keys to a better interview.

Again, thank you for your support, and we appreciate that you are on the Helper list with the Job Club, and are willing to help anyone who may have a question about interviewing for a job or the job search in general.

Sincerely,
St. Joseph the Worker Job Networking Club, Madison, AL

Wednesday, February 10, 2010

Dear **Mark Brown**:

Thank you so much for addressing our Job Club on Tuesday. You provided invaluable information about Huntsville, northern Alabama, the demographics of business in the area and excellent information on the status of the BRAC. Most informative was the information you provided about the Chamber and

the great utility of its offering of the website www.asmartplace.com for a job search engine, job application tool and resume capture tool. There were many questions asked and productive discussion ensued that led to the inspiring of and benefit to all the attendees. We understand that you would be happy to help again in giving presentations covering different topics. We are grateful for that offer and will be reaching out to you again soon for your help. Thanks again.

Sincerely,

St. Joseph the Worker Job Networking Club

Tuesday, February 9, 2010

Dear **James Falcon**:

Thank you for coming to the meeting on February 2 and talking with us about ***Careers in Finance with Edward Jones***. For the 50 or so members who were in attendance, there seemed to be several who were interested in applying to see if it might be something that would interest them as a career. Many of the others were interested in the financial concept of the job, the sales concept, and the customer services aspect. Edward Jones has such a fantastic international reputation, and is well established in North Alabama! Possibly there may be one or two who join the financial ranks at Edward Jones, thanks to your efforts!

Again, thank you for your time to volunteer to help our group help others who are seeking employment especially during these trying economic times.

We have taken the liberty to add your name, office phone and business email to our Job Club Helper list, so that others who join the Club at a later date, but who may be interested in a financial career with Edward Jones, will have your name as a contact.

Sincerely,

St. Joseph the Worker Job Networking Club

Sunday, January 31, 2010

Dear **Diane Peck**:

Thank you for coming to the meeting on **January 26** to lead a group discussion on what **skills and traits employers are seeking when they are looking for a new employee!!** Our group could not exist without helpful and knowledgeable volunteers such as yourself coming to the meeting to offer new insights for a successful job search! We are grateful for your spirit of volunteerism, and willing to share your expertise!

We look forward to continued work with you to help those in the North Alabama area develop and enhance their job skills and eventually find challenging, meaningful employment. We hope that you will be willing to join us again sometime in the future! God bless!

Sincerely,
St. Joseph the Worker Job Networking Club

Wednesday, January 20, 2010

Dear **Jennifer McDougal** :

Hopefully you saw a copy of yesterday's Business section of the **Huntsville Times**, because your presentation was mentioned on page 1by the way, thank you again and again and again for volunteering your time to present to the Job Club about what we need to consider when dressing for an interview-- **Neatness, cleanliness, conservative business dress, nice shoes, minimal jewelry, make-up, perfume/cologne and accessories**....if the dress distracts from the interview dialogue, then it is not appropriate. You want to feel comfortable in what you are wearing, showing that you have some business etiquette savvy, and understand the culture of the organization that you are interviewing with...hair neat/clean/conservative, beards trimmed, good body language (smile, nod, good posture, handshake, attentive listening). Get some help if you are not sure if the dress is appropriate or not.

Thank you, too, for letting us know about that there are some jobs currently available at Redstone Federal Credit Union. For more information about the Service Representative position, Job Club members can go to www.redfcu.org under Careers.

Congratulations on your promotion, and thanks for your continued support of the St. Joseph the Worker Job Networking Club in Madison! We are so pleased that you are listed as one of our Helpers!

Sincerely,
St. Joseph the Worker Job Networking Club

Sunday, January 17, 2010

Dear **Dan Hamrick**:

On behalf of the St. Joseph the Worker Job Networking Club, thank you for taking the time to come to our meeting last Tuesday, January 12, to speak with us about **the most effective ways to handle Telephone Interviews**. We are always able to learn something new from each of our speakers, and since the telephone interview is the technique that many HR people use to narrow the field of applicants to a smaller number that can be interviewed in person, it is crucial for us to prepare and practice.

We learned from you that the phone interview should be a **positive communication** that conveys our **courteous, charming, honest, polite and team-oriented attitude** and the **skills** we have to offer the organization in a very short time, without having the advantage of seeing someone face to face. It is important to **prepare by learning about the company**, by **having the resume handy by the phone**, and by **practicing the questions** most likely to be asked, such as "Tell me about yourself...." We need to be as articulate as we can, paying attention to our pronunciation, grammar, voice clarity, volume, pace, and tone. It is always good to prepare a 60-90 second "commercial" about the best that you have to offer the organization, given what you know about the position. It is important to pick a **private place with no distractions** to conduct the interview, **to listen attentively**, to **ask questions** of the interviewer, and to **make sure you understand the next step in the process**, along with a **timeline** for filling the position.

Again, our thanks to you for taking the time out of your busy schedule to share your thoughts and expertise with us. Knowing what we know now, will make us more confident when we encounter the telephone interview situation in the future, during our job hunt.

We are fortunate to have your support of our Job Club!

Sincerely,
St. Joseph the Worker Job Networking Club

Thursday, January 7, 2010

Dear **Dave Sadlowski**:

Thank you for an outstanding and informative presentation on the **Twelve Myths to Trash When Job Hunting** (an adaptation from USAA information) this past Tuesday! A copy of your presentation is posted at the PRESENTATIONS section of this website. Thank you, too, Dave, for your overwhelming support of the concept of professional networking to educate ourselves, train ourselves and empower ourselves to use the information to find a challenging and well-paying position in North Alabama!

Tuesday, December 15, 2009

Dear **Glen Reese**:

We appreciated your coming to talk with the group today about how to go about applying for jobs with the Army Garrison at Redstone Arsenal. We're sure that you remember how complicated the procedure sounded to you when you were on the "outside looking in." Any words of wisdom or information about the process of application will prove to be helpful to those interested in applying....hopefully some of the individuals who were present at the meeting today (about 70 attended) will be working for the Garrison some day and will remember that you made this presentation to us!

Again, thank you for responding to our invitation, and for making the time to explain the application procedures, and, especially the procedures involving INQUIRY, the use of the web site <http://www.cpol.army.mil/library/employment/jobkit/jobkit.pdf> to help us prepare our application, and the www.opm.gov to search on the subject index under "C" for Classification (federal systems).

Sincerely,
St. Joseph the Worker Job Networking Club

Sunday, December 13, 2009

Our thanks to **Tangela Rutledge-Gale** from the Career Development Office at Alabama A&M University who spoke last Tuesday, December 8, about how understanding your personality type can help you in choosing a satisfying career field. To take a free assessment, go to www.humanmetrics.com to take the Jungian Typology Test, which is comparable to the Myers Briggs Personality Assessment. Humanmetrics is a free site. Tangela also spoke about the services that A&M offers to non-students for \$35/year, including resume writing and interview workshops, job fairs, and resume referral. Tangela had a handout on "4 Ways to Get hired Faster" which includes providing detailed information and professional references up front; having a positive, high energy attitude; researching the

company and preparing for the interview; and having an immediate, professional follow-up to the interview, such as a thank you note. She also had handouts on "Cracking the Code to Job Listings," "Networking," and "10 Things That Will Get You Hired." Tangela's office is in 101 Patton Hall, and she can be reached at tangela.retledge@aamu.edu or 256-372-5690

Sunday, December 6, 2009

Our thanks to **Patricia Berchem** from North Alabama Crisis Services, who spoke last Tuesday, December 1 on the value of volunteering while you are looking for a job....Volunteering can provide you with valuable experience, a current reference, and provides an excellent opportunity for networking. Check out the web site www.csna.org for more information about which organizations may need your help, or may be able to help you during your unemployment....When you volunteer, pick an agency where you might want to work.

Sunday, November 29, 2009

Our speaker last week was **Sherry Smith** from Randstad, who talked about how a staffing company serves as a middle contact between the employer and the employee. Randstad provides placements for industrial, administrative, professional, technical, for temporary and temporary to permanent positions. For more information visit www.randstadjobs.com and create a profile. There is no fee to those who are job seekers.

Sunday, November 22, 2009

Dear **Tom Scott**:

On behalf of the St. Joseph the Worker Job Club, thank you for coming to our meeting at St. John's on November 17 and sharing information about working at Federal Mogul in Athens and your insight on jobs in manufacturing with us. You have our heartfelt gratitude for your commitment to our group and for ensuring that we had accurate and adequate information about how to apply for the salaried and hourly jobs that recently came open at your company. Thank you, also, for the books ***The Toyota Way***, and ***The Toyota Way Fieldbook***, which you gave us. These books will be donated to the Madison Public Library as a gift from Federal Mogul and the St. Joseph the Worker Job Networking Club, to help others who may be seeking employment in manufacturing.

Again, thank you for taking your time to speak with us, and for keeping us in mind when jobs open up in the community.

Sincerely,
St. Joseph the Worker Job Networking Club

Sunday, November 15, 2009

Dear **Judy Pennington**:

On behalf of the St. Joseph the Worker Job Networking Club, thank you for coming to the meeting on November 10 to speak with the group about how to apply for Non-Appropriated Funds (NAF) Jobs at Redstone Arsenal. Most people in the North Alabama area are unaware that the NAF office advertises and hires for all of the Morale Welfare and Recreation full-time, part-time, and temporary jobs on the

Arsenal, including management, support, retail, customer service, and child care positions, to name a few.

It's good to know, also, that we can come to your office without having to worry about getting onto the Arsenal, since you are located in Bldg. 3197, outside of Gate 8 on the corner of Drake and Patton. Jobs are posted at www.cpol.army.mil, and **the best way is to check for job openings twice a week**, and then stop in person at your office, or fax resumes to 256-955-8388 or send via email to NAFHRO@conus.army.mil. Thanks for the handout, which is so helpful in explaining your mission!

We appreciate your coming to our meeting in the middle of your day, and we appreciate your continued support. We have listed you as a Helper with the Job Club on our membership list, and you will receive our weekly notices. Please keep us on your mailing list for any new opportunities that may occur.

Again, thank you for all of the good work that you are doing, and we hope that you will consider visiting us again in the future. God bless you!

Sincerely,
St. Joseph the Worker Job Networking Club

Dear **Mike Fowler**:

On behalf of the St. Joseph the Worker Job Networking Club, thank you for coming to the meeting on November 3 and speaking to the group about the services available through the Huntsville Career Center System, and how to use JobLink.com (joblink.alabama.gov) as a tool in getting a job. We especially appreciated the handouts about "**Changing Careers: Selling Yourself by Selling Your Skills**," "**Overqualified: Guide to Handling Employer Concerns**," and "**So, What's Next?: Your Workbook for Finding a New Job**."

Thanks, too, for letting us know that there are two Veteran Representatives at the Career Center, as well as computer equipment, workshops, and written resources about finding a job. For those of us who need to be retrained, we understand that the Workforce Investment Act has provided lots of funds to receive training through the 2-year colleges, and that this money is available through June 2011.....you said, "we have more \$\$ for training than can be spent." Getting training, either certificates or degrees, in areas of high demand, is a great way to spend time while looking for employment! Thanks, too, for telling about the jobs with Volkswagen available in the Chattanooga area (today, November 15 is the last day to apply online), and for providing the application to find jobs working for the State of Alabama (www.personnel.state.al.us)

We do appreciate your continued support, and we have listed you as a Helper with the Job Club. Please keep us on your mailing list for any new opportunities that may occur; God bless you and the good work that you are doing! We hope that you will consider visiting us again in 2010.

Sincerely,
St. Joseph the Worker Job Networking Club

Sunday, November 01, 2009

Dear **Dan Hamrick**:

Thank you for coming to the St. Joseph the Worker Job Networking Club meeting on October 27 to speak with us about what employers are looking for in new employees. Please convey our appreciation also to West Corporation and your supervisor for allowing you the time from your job to address the Job Club.

We enjoyed the **10 key points** that you shared with us from Junior Achievement, and especially that you stressed the need for preparing a **one-minute "Elevator Speech"** that would properly introduce us to employers. Another question posed gave us pause to think...".What have we been doing, while trying to find a job?", and the benefits of volunteering temporarily, or engaging in activities that give us new and relevant experiences, including taking a class. Having a **business portfolio** is becoming increasingly acceptable as a job search tool that separates us from the crowd in a positive way. All of these pointers have added to our repertoire of job search tools that we need to use when searching for that job in today's tough economy.

Again, thank you. If you are willing, we would love to have you return at a future date, to speak on another topic. Your name has been added to the Job Club list of helpers.

St. Joseph the Worker Job Networking Club
Madison, AL

Sunday, October 25, 2009

Dear Brenda Harper:

On behalf of the St. Joseph the Worker Job Networking Club, thank you for coming to speak to the group about ***The Very Basics of Starting Your Own Business*** last Tuesday, October 20. We had nearly 50 people in attendance, 14 of whom were first-timers, and I think that the turn-out was so large because the topic was of interest to all job seekers, since entrepreneurship is one alternative when a person is seeking employment.

A great big thanks for coming at the last minute, and for bringing those wonderful booklets with trends, Small Business Administration (sba.gov) tools, ideas about planning, starting and managing a business, other organizations that provide information, web sites, and books on the topic. Several participants mentioned that they were seriously thinking about starting a business, so now they have a planning tool in their hands to help jump-start them into making an informed decision on what is the best course for them. Starting a business is scary, but exciting at the same time, and with the right amount of planning, resources and grit, the idea can become a reality! Then, the successful, small businesses can hire the rest of us!!!!

Athens State is offering three new majors beginning in the spring of 2010. The degrees (and certificates will be available, too) will be **Acquisition and Contract Management, Enterprise Systems Management, and Logistics and Supply Chain Management**. We will make sure to let the group know more information at the next meeting on October 27th.

We have listed you with your contact information as a resource for the Job Club members. We hope that you will be able to visit us again.

St. Joseph the Worker Job Networking Club
Madison, AL

Monday, October 19, 2009

Dear **Jennifer McDougal**:

Thank you so much for coming to speak to the St. Joseph the Worker Job Club last Tuesday! We very much enjoyed hearing your comments and perspective on preparing to make a good impression in an interview. We were so attentive, at one point, you could have heard a pin drop....so the message was of great importance to all of us, especially if we want to make a significant and meaningful connection during

the interview time. Your words about **preparation, researching the company, and practicing the answers to possible questions** would help all of us in any type of interview situation. Although the time in which you had to cover your topic was brief, we learned the key points to keep in mind! Please come back to speak with us again, perhaps, sometime in December, on the topic of "Dressing for Success" Then we can put our request in to Santa for professional and interview clothing to start off the new year! Again, thank you for your time and helpful insights for the Job Club! God bless!

St. Joseph the Worker Job Networking Club
Madison, AL

Sunday, October 11, 2009

Dear **Karlton Stephens:**

On behalf of the St. Joseph the Worker Job Networking Club, thank you for coming to the meeting on October 6 and speaking to the Club about writing effective resumes and cover letters. Just when we think we have a great resume, there is always a way to make it more effective, influential, and productive...."the resume gets you the interview!" I call a resume, a "living document" and am constantly updating, revising, and critiquing my own resume. Thanks, too, for the handouts, especially the Resume Worksheet, which will help insure that we have all of our important and relevant information included in our resume "focused" on our career objective.

We especially appreciate your attendance and support of the Job Club and the people who are job seekers, especially the veterans! Thank you for your commitment to the goals of the group, and God bless you!

St. Joseph the Worker Job Networking Club
Madison, AL

Sunday, October 04, 2009

Dear **Paul Summer:**

On behalf of the St. Joseph the Worker Job Networking Club, thank you for coming to the meeting on September 29 and speaking to the group about getting a job with the U.S. government, in particular the Missile Defense Agency in Huntsville. There were a few key points that you made that will empower the job seekers, if they pursue the "elusive federal job" in the manner in which you described. Your dedication to helping the group is evident by your taking of annual leave to make your presentation and by making handouts for the group, and we are greatly appreciative of your telling your personal story of applying for a federal job...."the dawn is darkest just before the light." We have added your name to the Job Club list as a helper-volunteer. You may be hearing from others in the group. God bless you!

St. Joseph the Worker Job Networking Club
Madison, AL

Sunday, September 27, 2009

Dear **Dave Fledderman:** Thank you for your PowerPoint presentation made for the St. Joseph the Worker Job Club last Tuesday. Anyone with PowerPoint 2003 may be able to download the information. Thanks, Dave, for a fantastic presentation!!! And we appreciate those web sites for government jobs!

St. Joseph the Worker Job Networking Club

Madison, AL