St. Joseph the Worker Job Networking Club
St. John's Catholic Church, Hughes Rd., Madison, AL

Job Club Website:
www.stjohnbchurch.org/jobclub/jobclub.html

04/06/10

Maureen Chemsak
St. Joseph the Worker Job Networking Club is an all volunteer group

Our usual format is 30 minutes for introductions and announcements, 30 minutes for the featured speaker, and 30 minutes for networking and refreshments

For three weeks starting today we will be deviating from our normal format and breaking into work groups for a three-part resumé workshop

Thank you to the family of Mike Stutler for donating refreshments for our group today

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Today's Topic: Three Part Resumé Workshop
The workshop is designed to help you document your skills, abilities and talents, choose an objective, and the means to learn the requirements of a job

Part One
Dave Sadlowski
Needed to do homework prior to today's session - links were sent out in the e-mail:
    http://www.stjohnbchurch.org/jobclub/General%20Info%20-%20Meetings/Session%20I%20preparation.pdf

    For ideas for developing your job objective - what you want to do, what you have talents for, and the type of work that is important to you:
        http://www.bls.gov/oco/
        http://online.onetcenter.org/
        http://www.acinet.org/

    Make sure that you have an e-mail address with a professional sound to it, e.g. mjc100@yahoo.com (OK) versus ilovespringsummerfallwinter@yahoo.com. (NOT OK)

    Article: Top 10 reasons employers want to hire you (from cnn.com & CareerBuilder.com):
        http://www.cnn.com/2009/LIVING/worklife/11/02/cb.hire.reasons.job/index.html
        Some highlights:
            - Aside from having the basic job qualifications, multitasking, initiative and creative thinking are the most important characteristics in a job applicant

            - 10 of the most common reasons employers hire employees, in no particular order

1. Long-term potential

"From the employer perspective, you want people in your organization to work their way up. It is best to have someone who is multidimensional and can grow with the company." - Celia Santana, president of Personal Risk Management Solutions

2. Ability to work well with others

"We spend a lot of time at work; there is nothing worse than someone who cannot get along with others"

"...[It] involves being helpful, understanding the unwritten rules, being respectful, reliable and competent." - Celia Santana, president of Personal Risk Management Solutions

3. Ability to make money

"During a recession, revenues are difficult for organizations to generate and employers have typically already cut their costs about as much as they can. Their emphasis is on increasing their revenues."

"Employers love metrics. The more you can quantify your work, the better"

"Estimate how many minutes a day your work has saved your previous employers by looking at how much faster it is for people to access the information they need." - Steven Rothberg, founder of CollegeRecruiter.com

4. Impressive résumé

"A résumé is a person's billboard; a reflection of the applicant in the eyes of the reader...either make a good impression or a poor one."

"Make sure several people review the résumé for content, style and accuracy." - Jay Meschke, president of EFL Associates.

5. Relevant work experience

"Experience levels generally allow a person to hit the ground running...Managers do not have time to mentor and train people as in the past."

"Be prepared to offer up quality references to substantiate your background and experience. Many times, references are the critical key..." - Jay Meschke, president of EFL Associates

6. Creative problem-solving skills

"Know how to tackle challenges and opportunities in a way no one will find in a textbook...marketing yourself as a one-of-a-kind." - Mark Stevens, author of "Your Marketing Sucks" and CEO of MSCO, a global marketing firm

7. Strong online presence

"Employers have access to your personal life, likes and dislikes, political views, good and bad behavior...it is important that you be digitally dirt-free, especially when job hunting."

"Use your [social networking] pages to accumulate references and positive praise from professional peers and college professors. "

"Find people within the company whom you know that could put a good word in for you." - Chris Laggini, vice president of human resources for DLT Solutions

8. Multitaskers who thrive on variety of projects
"If an individual demonstrates a passion for learning new things and enjoys a variety of work, chances are she is also ambitious and inquisitive -- two qualities that are critical to success and advancement." - Susan Stern, founder and president of Stern + Associates, a public relations and marketing communications agency

9. Enthusiasm and initiative
"If you show consistent enthusiasm and take initiative on the job, you can count on being noticed and rewarded. Every business looks to put their most enthusiastic people forward with important clients and customers."
"By taking initiative, you convey a true team spirit and illustrate that you are not someone who simply meets the criteria of a job description, but who goes above and beyond what is required to help the business succeed."
"Don't forget to say, 'Good morning' with a lilt in your voice; when you pass someone in the hall, smile and say, 'Hello.'"
"It's easy to clam up around top management when you are new to the business world, but showing confidence and a comfort level with people more senior to you will lead to your being considered for more challenging work." - Susan Stern, founder and president of Stern + Associates, a public relations and marketing communications agency

10. Good cultural fit
"Hiring managers are particularly interested in how a candidate is going to adapt to their unique organizational culture."
"Find ways to incorporate specific examples that illustrate the cultural competencies they are looking for, like flexibility, leadership or teamwork, as this will help employers understand you're serious and excited about the position." - Jenny Floren, founder and CEO of Experience Inc., an online recruiting community

Preparation helps you in the interview
You don't want to put too much in the resumé because people won't read it
You don't have to use everything in the handout

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Notes from Ed Snow's working group
We will be working on blocks 1, 3 & 4 today from Ed Snow's presentation (handout from 3/23)

Come up with a semi-formal resumé

What kind of job do you want - and do your background and experience back it up? If not it's ok, if you're making a job change we'll address that

The biggest weakness we have is people not identifying the type of job they want

Basic resumé does not change, only the job objective changes

Ex: Reword that you are applying for a marketing position etc.
If you keep it too general it's hard for them to know if they should send it to Information Technology (IT) or some other department
ex: if you want to write grants, etc., for government jobs you want to say your objective is Technical Writing, others may put you in a different writing job category

Your objective should be tailored for each job

You need an objective, and a summary of skills

Analyst is one objective, Engineering Support is a different one - depending on what job you are applying for

If you have worked with Microsoft Project put it down - Scheduling is a whole job category

Once you get your job description, then put together a summary of your qualifications that support that objective in one line or a few words

ex:
Proficient in...
Conducted data management...
Quality Control...
Supervisor of medical data...

People don't read the resumé all at once

Put that right up front so people can see that right away

Key words - computer search programs look for these key words
Government and big companies use those programs
Smaller companies have a Human Resourses person look for these key words in the resumé

The Human Resourses person probably won't read the whole resumé
You've gotta get through that first hoop in order for the supervisor to get that resumé

Many people have all of their qualifications buried in the resumé

Qualifications Summary Bullets can vary depending on the job, and the amount of time you spent using that skill

Put volunteer work in a separate category

Put it in bulletized format so someone can read it very quickly

Don't put too much in there, don't just put a job description in there - when you were able to reduce electricity by 50% - add results, were you able to get grants ex: was able to get 3 out of the 5 grants submitted

Be able to show that you are able to work independently and that you are able to work on a team, and if you led a team - and make sure you mention that in an interview that you are able to work independently and that you are able to work on a team - that is important in this town

Ex: I wrote this and it was published - add what results were there

Some people have jobs that are easier to put numbers to

If you, as a member of a team, wrote a report make sure you put that down - some people, especially engineers didn't focus on writing when they were in school, they can do the testing but can't communicate their findings...they want to know that you can do the documentation too

Put it down if you were involved in preparing deliverables

Deliverable: when some work is under contract, a deliverable is the slang for something that has to be delivered

Two different philosophies - there are those who like to write and those who hate to write, but eventually the two have to come together

The higher up you go the more writing you have to do, that's why some people don't move up in responsibility

If you've done writing make sure to put it in your resumé

Education, Special Qualifications

Unless you're just coming out of school, eduction will be toward the end of your resumé

If you have a BS (Bachelor of Science Degree) or Masters Degree, put that down

Qualifications and certifications - put it in at the end

Some people, say, "well I only have a two-year degree"
There are no minor degrees
A two-year degree may be the thing that gives you the slight advantage over another candidate

If you are a PE (Professional Engineer) - put this under certifications, and also put it after your name [Professional Engineer - involves testing, years of experience (4), panel of PEs evaluate candidates]
Also put it in your list of qualifications because the computer may need to have it spelled out to find it in the key words search

If you went to certain schools - radiation training, etc. sometimes people leave these out but companies are looking for people with training in these areas

Project Management certification

If you attended a safety course - put it down

Whether you were trained in the military or through work, put it down - someone can cross it out, but if it's not there no one knows you have done it

May have a separate resumé

There is nothing wrong with being a homemaker

Don't let your resumé go over two pages

If reports you have written have been accepted, acceptance of reports is an accomplishment
Other examples of accomplishments:
- Summarized tests
- Reducing inventory
- Data work, able to reformat something that made it more meaningful - show that
you were able to put something together that other people were able to use

Homework:
Write a job description, or two or three
Variations of that you can do

No more than two or three sentences for your job objective

Your job objective is not to get paid, not to have longevity, not to take care of your kids - that's nice and that is what the paycheck will do, but that is not what you put on your resumé

You're trying to solve a problem for this potential employer, they have skills they need in their organization

At a job fair a four page resumé is useless because nobody is going ot read it

What you're looking for and what skills you have needs to jump out
That's why you have to summarize those

If they like what they see there, it is hopeful that your resumé will move to the next stage in the process

As for resumés they collect at a job fair and say they will keep your resumé on file, they don't refer to the resumés later, they go out new

Unless you left it with a person who is going to make a decision,
They assume, "That was four months ago they probably have a job"
You have to keep submitting them, even if you have already applied to that company

A person said to him that they have no specialized skills, but when he read their resumé he was able to pull out three important skills

- Come up with your Objective
- Summary of Qualifications
- Clean up Job Descriptions

Trying to get the meat on the bones

Have one of the volunteers review your resumé

Knowledge of / Conformance to ISO-9000 requirements is a big deal and should be in the summary of qualifications

Dave Sadlowski is following The Resumé Workbook by Yana Parker as his guide for this resumé workshop - also should be available in libraries