

Enhancing Gainful Employment through Organizational Strategies and Self Marketing

Appendix

Job Search Activities Checklist

Following is a list of activities that should be completed and updated regularly:

Initially

- Familiarize yourself with the local Workforce Center resources and services
- Register for job search services with the Workforce Center
- Develop a “master resume”
- Develop a reference sheet
- Develop a cover letter template that can be tailored to a specific job
- Research your occupation to make sure you have the needed skills
(COCIS, ONET, Occupational Outlook Handbook, LMI Gateway, etc)

Daily

- Make contacts to expand network
- Send out cover letters and resumes
- Follow up on calls made in previous weeks
- Follow up on resumes sent in previous weeks
- Follow up on job leads from your network
- Send thank you notes to networking/informational interview contacts and employers

Weekly

- Review jobs at the Workforce Center on www.connectingcolorado.com
- Review jobs listed on electronic job search engines
- Follow up/target and research jobs on employer websites, whenever possible
- Review jobs listed in the newspapers and other convenient sources
- Set up/attend informational interviews with employers/industries of interest
- Participate in networking groups/events (Such as NoCoNet)

Monthly

- Review trade and professional journals (NCBR, etc.)
- Review local business newspapers, magazines, and journals
- Talk with your references and network with them

On going/As needed

- Job search training and support
- Research employers
- Update resume and cover letter format
- Attend job fairs and career fairs
- Interview with employers for jobs
- Research your occupation to make sure you have the needed skills

Job Search Schedule

Week of _____

Write out your ideal job search schedule

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 am							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
After 6 pm							

Job Search Schedule

Week of _____

Write out your ideal job search schedule

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 pm							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 am							
2:00							
3:00							
4:00							
5:00							
After 6 am							

JOB SEARCH LOG

Mo/Day/Yr	Employer Name, Address, Phone number	How Contacted	Person Contacted	Job Title/ Position	Follow-up Needed	Results
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/ Internet				
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/ Internet				
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/ Internet				
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/ Internet				
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/Inter.				
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/ Internet				
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail/FAX <input type="checkbox"/> Email/ Internet				

Job Log	Name of Company	Address of Company	Telephone # of Company	Date Called	Date research company	Date sent / dropped off resume/ cover letter	Date picked up app	Date Turned in app	Date informal interview	Date formal Interview	Date sent thank you letter	Date Second Interview
	<i>Example:</i> Taco Bell	4000 S. College Ave., F.C., CO 80521	482-4059	03/03/06 03/10/06	03/01/06 03/02/06	03/03/06	03/11/06	03/12/06	03/11/06	03/18/06	03/18/06	
#1												
#2												
#3												
#4												
#5												
#6												
#7												
#8												
#9												

Employer Contact Log Sheet

Job Log	Name of Company	Address of Company	Telephone # of Company	Date Called	Date research company	Date sent / dropped off resume/ cover letter	Date picked up app	Date Turned in app	Date informal interview	Date formal Interview	Date sent thank you letter	Date Second Interview
#1												
#2												
#3												
#4												
#5												
#6												
#7												
#8												
#9												
#10												

Appendix K: Sponsor's Log Sheet

Sponsor's Name	Date of Meeting	Meeting's Discussion	Goal(s) Set + Date	Celebration for Completion

Jennifer MacJobseeker
123 Intention Street
Loveland, CO 80537
Ph: (970) 555-5555
On-purposejennifer@yahoo.com

APPENDIX B:
Sample:
Reference Sheet

REFERENCE SHEET

Bob Smith

Manager:
Conferences-R-Us
123 Spear Boulevard
Denver, CO 80201
March 1 through present
Ph (325) 450-1234
bob.smith@conferencesrus.com

Relationship & Testimonials

Bob Smith was my direct supervisor for the last two years. "It will be our loss if Jennifer decides to leave our agency, her admin skills are such an asset." said Mr. Smith to the owner.

Barbara Jones

Supervisor
LAM Computers
321 Federal Boulevard
Denver, CO 80211
July 8, 2003 – Feb. 20, 2006
(720) 555-5555
barbara.jones@lamcomputers.com

I worked with and for Barbara Jones in the capacity of phone and customer service for 3 years.

Sally Miller

Hotel General Manager
Fort Collins Hilton
425 Prospect Road
Fort Collins, CO 80525
Jan. 12, 1999 – April 4, 2003

While I managed a staff of 12. "Jennifer was an exceptional manager, using example as her means to managing." Reported, Mrs. Miller in a 2002 performance review.

(970) 123-4567

Cindy Adams

Field Coordinator
Starbucks Café
1670 Broadway
Denver, CO 80211
March 21, 1995 - Nov. 12, 1998
(303) 123-4567
cindy.adams@starbuckscafe.com

Cindy Adams trained and managed and advised my work as barista and shift supervisor for three years.

John Schmidley
Neighbor and Friend
124 Intention Street
Loveland, CO 80537
Ph: (970) 667-1234

John Schmidley and I have worked on our Neighborhood Association together for the last 2 years. He can speak of me as a character and personal reference.

Note: The reference sheet acts as another point counted towards your marketing efforts. It can be used separately and in addition to those submitted on an application as further support during interviews.

There is sophistication behind formatting a resume. This example has all the relative information for the "targeted" job in the top first 1/3 of the sheet for quick access. Use of columns and white space are marketing strategies.

***Research your personal resume choice.**

Sally Sample Homemaker
424 Jump Away Street
Fort Collins, Colorado 80526
Ph: (970) 333-9554
E-mail: sshomemaker@aol.com

**APPENDIX C:
SAMPLE I
Targeted Combination
Resume
(Use of transferable skills
targeting entry level or
professional vacancy)**

Objective: Pre-School Teacher for ABC Children's Camp

Special Attributes: Personable, punctual, possess a valid Driver's License, CPR and First Aid Certificates.

Skills Summary:

<u>Child Care</u>	<u>Nurse Aid</u>	<u>Clerical</u>	<u>Cook</u>	<u>Custodian / Maid</u>
Activity planning	Check vitals	Computer literate	Plan Menus	Assess cleaning
Play, dance, sing	Wound care	Correspondence	Follow recipes	Dust, mop, wash
Teaching	Dispense meds	Phone work	Meal prep	Light maintenance
Evaluate progress	Chart keeping	Bill paying	Inventory	Chemicals use
Conflict resolution	Care giving	Filing	Purchasing	Grounds keeping
Counting, reading	Consoling	Scheduling	Expediting	Decorating

-----*The above, first 1/3, provides data enough to win consideration!*-----

Relative Experience:

Teacher / Pre-school Care Provider:

- Organized resources appropriate for the day's child care needs.
- Planned activities and organized materials for 15 children.
- Facilitated daily lessons in basic reading, writing and counting.
- Evaluated child development per grade requirements.
- Monitored and safe-guarded children's actions on-site.

Nurse Aid:

- Assessed injury or illness via vitals and quick physical exam.
- Consulted professionals; treated minor wounds or illnesses with appropriate care.
- Wrote, charted medical reports per care provided for children.
- Consoled children and contacted parents about incident and care.

Clerical Related:

- Computer literate: i.e., MS Word, Excel, internet research, data entry and e-mail.
- Correspond via letters, person to person or phone with vendors, buyers and management.
- Able to use proficiently all office equipment, including fax, copiers and phones.
- Conduct office duties involving scheduling, filing, bill paying & reception assistance.

Janitor / Kitchen Help

- Inventoried state of rooms needing cleaning or sanitizing.
- Cleaned areas by vacuuming, mopping and dumping trash.
- Purchased, stocked and assembled food products in required format.
- Prepared child friendly meals for large groups of children.

Work / Volunteer History:

Family Coordinator, Sample's Household, Ft. Collins, CO, 1996 – present

Teacher's Aid, Laurel Elementary School, Ft. Collins, CO, 2000 – present

Den Mother, Girl Scouts Rocky Mountain Council, Ft. Collins, CO, 2003 – 2006

Courtesy Clerk, Foley's Department Store, Ft. Collins, CO, 1992 – 1996

Education: High School

Sample Resume continued:

The Master Resume may be pages long. Extra words, phrases or in this example, columns, can be saved on a separate page. When targeting a new job the resume needs to change to match the new job's uniqueness. Change the objective first. The use of columns makes it easy and expeditious in cutting and pasting appropriate information matching a new job's titles and skill's descriptions.

- **Test Yourself:** Which columns would you swap out if Sally Sample wanted to apply for a "secretary" position posted through ABC Children's Camp tomorrow.

Hint: Think of the skills a secretary might have.

Next prioritize the newly chosen columns in order, left to right, in importance of matching the employer's needs.

Sally Sample's MASTER Resume continued onto a second page with the following columns.

<u>Budgeting</u>	<u>Transportation</u>	<u>Logistics</u>	<u>Coordinating</u>	<u>Computer</u>
Bookkeeping	Map Reading	Planning	Scheduling	MS Word
Check writing	Trip coordinating	Expediting	Organizing	Access
Purchasing	Evaluating safety	Travel arranging	Needs assessing	Excel
General ledger	Inventory	Researching	Report writing	Internet
AP, AR	Maintenance Log	Calanderizing	Curriculum Develop	E-mail
Payroll	Driving, delivery	Mail Posting	Directing	Data Entry

Housekeeping

Laundry
Linens
Cleaning rooms
Inventory
Quality assurance
Trash dispensing

The sample targeted combination resume above was written for a person home bound caring for children. It may be used as a template for any one in any occupation wishing to expand their transferable skills into other occupational opportunities. This resume's format emphasizes the applicant's skills, abilities and accomplishments rather than the employer history due to gaps. Take some care in choosing the appropriate resume for your situation and remember, edit, edit, edit.

Sally Thompson
501 W Prosperous Road
Fort Collins, Colorado, 80526
Ph: (970) 499-9999
e-mail: sallyt@yahoo.com

Appendix C
SAMPLE II
Targeted Combination
Resume
(Professional, experienced)

OBJECTIVE: Middle School Mathematics Teacher for Ft. Lupton Public Schools, Ref: CO5153514

CHARACTER TRAITS: Teacher Certified, punctual, honest, loyal, bilingual, trained in teaching strategies, multi-culturally sensitive, hold valid Drivers License

SKILLS SUMMARY:

Teacher Related

Teach
Curriculum Development
Assess Performance Levels
Math Skills Enhancement
Research

Liaison/Human Resources

Logistics planning
Coordinating of Activities
Plan & Implement Programs
Conduct Needs-Assessment
Facilitate meetings

Office Skills

Use all office equipment
Computer Literate:
(MS Word, PowerPoint,
Excel, Outlook, Internet)
Newsletter Writing

RELATED EXPERIENCE:

9th Grade Mathematics Teacher, Poudre School District, Ft Collins, CO, 2001 – 2009.

- 6+ years of classroom and individual Mathematics instruction at junior high and high school.
- Developed daily curriculum in interactive POWER POINT slide shows for 6 classes; including, Fundamentals in Applied Math, Geometry and Basic Algebra with INTERNET accessible homework.
- Created a volunteer Math tutorial program, both on and off campus, recruited 12 volunteers.
- Recruited community employers for students to shadow and apply learned math skills.
- Met annual State CSAP Standards and coached sports.

Research Assistant, Correctional Bureau, Security Ministry, Black Hill, VT, 1998 –2001.

- Wrote a bi-weekly educational newsletter, “Keeping in Touch”, encouraging a diverse and multi-cultural community through scheduled events for both children and adults.
- Researched personality & psychological characteristics of children in correctional schools.
- Reported for and edited articles for the correctional magazine, Breaking the Bonds.
- Prepared weekly and monthly reports concerning clients for the Correctional Bureau.

Mathematics Teacher Assistant, Training Teacher College, Summerton, VT, 1995 –1998.

- Taught students concepts in Mathematics at Vermont Teacher College.
- Developed curriculum, evaluations and other teacher related materials to teach classes.
- Assessed student knowledge acquisition and submitted grades for record keeping through digit systems.

EDUCATION:

BS, Mathematics degree, emphasis in education, Vermont Teacher College, Summerton, VT, 1994.

Sally Thompson Professional Cover Letter
501 W. Prosperous Road
Fort Collins, CO 80525
Ph: (970) 499-9999
e-mail: sallyt@yahoo.com

**APPENDIX E:
SAMPLE
COVER
LETTER**

Fort Lupton Public Schools District
Willie Jones – Assistant Superintendent
301 Reynolds Street
Fort Lupton, CO 80621

March 12, 2009

RE: Middle School Mathematics Teacher position, Job # CO5153514

Dear Mr. Jones,

I am writing in response to the position announcement for a Middle School Mathematics Teacher with Fort Lupton Public Schools District (FLPS). I am very interested in continuing to contribute my skills and knowledge in a permanent position with FLPS.

The following is a list of my qualifications as they pertain to the requirements of this position.

- BA in Secondary Math Education.
- Hold a current Colorado Teachers' Certification, secondary Math endorsements.
- 6+ years experience working effectively with students individually and in classroom/groups; teaching Fundamentals in Applied Math, Geometry and Basic Algebra through supportive data driven and audio visual instruction resources.
- Over two years coaching girl's volley ball and fast pitch softball.
- Bilingual, Spanish and English. Minor in Anthropology.
- Volunteer with City of Fort Collins' Diversity Training Programs/Neighbor to Neighbor
- Excellent communication, problem solving and mediation skills.
- Familiar with computer technology in the education forum; e.g. ACCESS, WORD, PASCAL, HTML, EXCEL, E-mail, INTERNET, Homework on-line, POWER POINT, PHOTO SHOP and CISCO.

I have enclosed my resume which further details how my skills and experience match the requirements of this position. I look forward to meeting with you to discuss my qualifications. To be sure you've received my application packet I'll call your office on Friday at 9:00 am. Thank you for your time and consideration.

Sincerely,
Sally Thompson
Sally Thompson

Note: The middle section is like a second paragraph outlining all of Sally's skills that match the position's job description posting.

The last paragraph asserts the writer's intention to follow-up via a phone call. Instead of taking a passive role and waiting for the employer to call her and possibly never hearing from him. The message she sends is one of "This is important to me." and "I'm organized and ready to work." This call acts as one marketing point.

Resources and Useful Links

Power Networking

Donna Fisher & Sandy Vilas

The Winning Image

James Gray, Jr.

How to Work a Room

Susan RoAne

The Last Lecture

Randy Pausch

www.careerdirectionsllc.com/networking.html

www.meghanwier.com/pdfs/Networking%20for%20Introverts.pdf

www.careerjournal.com/jobhunting/networking/20030211-rosemarin.html

www.careerlab.com/art_networking.htm

www.contactscount.com

Larimer County Workforce Staff instrumental in compiling this resource packet.
Catherine MacGowen, Bill Volz, Lucinda Kerschensteiner.

Multi-cultural music and **INPIRATION** to world shifts via multi-media.

<http://www.playingforchange.com/pop.html>

Employment

Portfolio

Job Search & Employer Contact

LOG BOOK