

Veteran's Newsletter

June 2009

Welcome to the June edition of the Jefferson County Workforce Center's Veteran's Newsletter. If you have a subject you would like to see covered here, please email Dave Alred at dalred@jeffco.us.

Tips for a Successful Job Hunt

By Roger Fillion, Forbes Magazine

Network – Create a network of friends, relatives, past co-workers, professors and anybody else who can offer help and advice on landing a job. Take advantage of social networking sites such as Facebook.

Target your resume – Craft it to match the employer who's going to receive it. Make it clear. And make it no more than two pages. Check for typos. And have plenty of copies on hand.

Troll the hidden job market – The best jobs often aren't advertised. Use your network for job leads. Call a company directly to ask about openings.

Create a contact list – Write down the name of anybody you contact every day. People you call. People you speak to in person. Where you sent a resume. If it's a conversation, note the topic discussed.

Have an "elevator speech" - You never know when you might run into a prospective employer. Prepare a brief speech citing your strengths and what you can offer.

Go to an interview prepared – Know how to pronounce the name of the interviewer. Know the location of their office. Read up on an employer beforehand in newspapers, magazine, trade journals, etc. And bring extra copies of your resume to consult or offer around.

Practice – Be prepared to answer whatever questions an interviewer might throw at you. Know how to handle curve balls or any questions that are probing you for weaknesses.

Dress appropriately – Know what an employer's dress code is beforehand. If it's T-shirts and jeans, a sport coat or a skirt are fine. It's better to overdress.

Turn off your cell phone – A ringing cell phone will turn off an interviewer.

Say thank you – Be sure to thank your interviewer. Use a firm handshake and look your interviewer in the eye. Write a thank you note in which you also summarize the strengths you have to offer.

Other items of interest :

It's all about the Green ! “Greenjobs” was launched to focus specifically on all aspects of employment in renewable energy worldwide. They issue a weekly newsletter, highlighting the latest people and industry news as well as the latest job listings.
www.greenjobs.com.

CLEP Your Way to a Degree - Although you have surely heard of CLEP tests, you may not know that these credit- by -exam tests are widely accepted by colleges and universities. In addition, by passing these exams you can earn one third or more of the credits you need for a college degree. If you have already taken your CLEP exams, then the next step is search for military friendly schools that are VA approved and experienced with the CLEP program.

Overseas Jobs Available – There are hundreds of job opportunities overseas. Military.com connects you with companies who want people with military experience. Visit www.military.com/overseas now to find a new job and new adventure.

We are here for you !

The U.S. Department of Labor and the Jefferson County Workforce Center place great emphasis on service to veterans. Especially to recently separated veterans and to those with a service connected disability or some other barrier to employment. If you feel you have situation that is limiting your job readiness or hindering your job search or would just like some assistance with you job search, please call the Veteran Employment Representative at 303 271-4728 or email David Alfred at dalred@jeffco.us. He is located at the Laramie Building, 3500 Illinois Street, Golden, Co.