

## Veterans' Newsletter May/June 2010

### **Preparedness, Perseverance Key to Finding a Job** **By Robert DiGiacomo**

Here are half a dozen essential tips for landing the right job in good economic times or bad.

#### **Try a sales technique**

Be prepared during a telephone screening or a first interview to make the “60 second sell,” a four to five sentence summary of your biography and career accomplishments, according to career counselor and author Robin Ryan. “When they say, “Tell me about yourself, why should I hire you?” you have a memorized statement about why you’d be good on the job, says Ryan, author of “60 Seconds & You’re Hired!”

#### **Work Your Network**

Networking doesn’t have to be confined to business contacts, especially when you’re trying to break into a big company that may use automated software to screen applicants. Ask everyone you know if they have a connection to a specific employer, the goal is to get your resume forwarded to a hiring manager via the company’s internal network, rather than having it come from the outside and get lost in the shuffle of other applicants. Microsoft gets 100,000 resumes a month – how do you think they are going to find you otherwise through that cyber hole?

#### **Expand Your Horizon**

Attend professional association meetings in a related field, as well as those in your own specialty. For example, although your experience may be in marketing, add finance or other fields in which you could apply your skills and experience to your regular schedule of group meetings. Another networking strategy is to give it the old college try, by tapping alumni, even those you don’t know. Most universities have online directories of alumni, or contact the alumni office of your university.

#### **Check Your Skill Set**

Although you may not have the time or financial resources to pursue an advanced degree, taking additional coursework in your field to boost specific skills can get you noticed by a recruiter. Also, don’t forget to cite key experience gained from volunteering for community, school, or nonprofit groups. Look at your transferable skills, including project management, budgeting, supervising as examples.

#### **Know Your Worth**

Even during a downturn, it’s a mistake to settle for less just to get the job. Before accepting an offer, consult a salary survey or online salary calculator to make sure the package is competitive within your field. It’s an outdated idea that you should take anything to get your foot in the door, Ryan says.

## **Do It Daily**

Whether it's posting your resume in the common area of your apartment building, or sharing your job hunt with your doctor or dentist, you should incorporate your search for work into every aspect of your daily life.

## **Other items of interest:**

### **GI Bill User's Guide**

GI Bill benefits can be hard to understand, but the GI Bill guide will help you cut through the confusion and access the education benefits you deserve. It will give you tips on eligibility, payment rate, and tips on maximizing GI Bill benefits towards your advantage. Learn more at [www.military.com/education](http://www.military.com/education).

### **Struggling to Turn Your Military Skills Into a Civilian Resume?**

Writing a resume is never an easy task, especially when you are transitioning from the military to civilian life and jobs. You know your military skill set best and how you can add value to any organization. But how do you turn that military jargon into real world job descriptions? Military.com's newest tool will help translate your skills into a civilian resume. Go to [www.military.com/skills-translator](http://www.military.com/skills-translator).

## **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 a situation that is limiting your job search, please call the Veteran Employment Representative at 303 271-4728 or email David Alred at [dalred@jeffco.us](mailto:dalred@jeffco.us). He is located at the Laramie Bldg, 3500 Illinois Street, Golden, Co. Mr. Alred also office at the Mountain Resource Center in Conifer the first and third Mondays of each month. To make an appointment to see him at the Mountain Resource Center, call 303 838-7552.

Also to assist you is the Jefferson County Veteran Services Officer. He assists veterans/dependents with filing claims for pensions, compensation, health care, burial, education, home loan certification, life insurance, and other issues, His name is Mr. Henry Mondragon and he can be reached at 303 271-4205 or by email at [hmondrag@co.jefferson.co.us](mailto:hmondrag@co.jefferson.co.us). He is located at the Human Services Bldg1, 900 Jefferson County Parkway, suite 170. His office hours are Monday through Thursday, 8am to 5pm.