

CUB CAREER CORNER

OCTOBER/NOVEMBER ISSUE

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COME TO THE CAREER CENTER FOR:

- Career Exploration and Research
- Resume and Cover Letter Development
- Job Search and application
- Internship information
- Assessments: Personality, Interests, Values and Aptitude

COPING WITH UNEMPLOYMENT: WHAT TO DO WHEN YOU ARE OUT OF A JOB

Getting organized is the key to begin coping with unemployment. So what will your next steps be? What do you wish to do with your "time off"? If looking for another job is your focus, then you will need to place special attention on getting ready to organize your time, polish your resume and cover letter, brushing up on your networking skills, obtaining updated information on job searching strategies, setting short and long term goals, etc.

Organizing your time:

Try to make a schedule as similar to the one you kept when you worked. Try to write down tasks for the day and be sure to fulfill these in order to begin moving forward with your job searching. Use a calendar or plan book in order to write things you plan to do each day. This will remind you of application submission deadlines and other important dates.

Polish Your Resume and Cover Letter:

Many people do not have an updated resume handy; nor do they have a cover letter to accompany the resume. Keep in mind that an exceptional resume and a tantalizing cover letter will increase your chances of getting that job you really want. There are many places in the community where you would be able to get resume assistance. The first option for you may be LACC's Career & Job Development Center. This office provides you with information, samples, and

assistance from professionals that have expertise in the development of resumes, cover letters, and other employment related documents that need to be submitted with application materials. In this newsletter, we also include an article on how to begin developing your own resume. Also, offices such as the Employment Development Department (EDD) might also be able to assist you with resume and cover letter development. Your local Worksource Centers also offer this type of assistance. For more information on EDD and Worksource Centers please see the back of this newsletter for telephone numbers and websites.

Brush Up on Your Networking Skills:

A high percentage of individuals often find work through their network of professional contacts, friends, and family. Make sure that you let people know that you are currently looking for employment. Chances are someone will know someone who will know someone who knows of a job opening someplace. You just might get it through the referral process.

Obtain updated information on job searching strategies:

With our ever changing technology, employment sites are shifting away from the old paper/pencil way of doing things to requiring that job seekers post resumes online through many sites such as yahoo jobs, craigslist, and monster. Make sure that you refer to page 3 of

this newsletter for a list of websites where you can not only job search but also post your resume at no cost. Please remember to practice etiquette when writing someone an email where you are either applying for a position or requesting information. Always use formal language.

Setting Short and Long Term Goals:

The length of time it takes to find a new job depends on many factors, including your skills and your local economy. Your job hunting will seem more seamless if you feel you are making progress toward your goals. You can begin your goal-setting experience by asking your self a few questions such as: What kind of work do I want? Do I have the skills for this? Should I get more training? Can I afford to wait for the "perfect" job, or do I need to take a second choice while waiting for something else? If you would like assistance with career counseling, resume and cover letter development, interview skills training, please contact Los Angeles City College's Career & Job Development Center for more information. Please be reminded that you need to be an LACC student in order to take advantage of our job development services. For more information, please call us at (323) 953-4000 Ext. 2210.

ARE YOU READY TO EARN WHILE YOU LEARN: LISA FITCH

Are You Ready to Earn While You Learn??

From teacher assistants at local preschools, to associates at new Best Buy stores, to concession sales at Cirque du Soleil, the Los Angeles Community College District's Interns & Green Jobs Program is designed to expand your career opportunities. Working with private businesses and firms, our program is creating hundreds of new and exciting paid and unpaid internships in a wide range of occupations, including architecture, construction, engineers, graphics, customer service, green jobs, marketing, tech-

nology and business management. Hours are flexible.

To qualify for a part-time job, students must be enrolled in at least six units, submit an application and resume online at www.laccdinterns.org, print out a referral form from the site and have it signed by an instructor or campus career center staff. To qualify for a full-time job, former students must have completed an LACCD certificate program or degree within the past 12 months or have completed 12 units or more at any

LACCD campus within the past six months. Although to qualify, you cannot be currently enrolled, you still must register online at www.laccdinterns.org and submit a referral form.

Visit your campus career center for more information and for preparation in resume writing, interviewing and career advice. Program representatives visit LA City College's career center from 1 to 3 p.m. each Tuesday.



THE LATEST ON RESUME DEVELOPMENT

Okay, you've worked hard to perfect your own personal resume, but what happens when each job ad is slightly different? How can you expect your resume to convince an employer that you fit all the ad's qualifications? The answer is to adjust your resume, and your cover letter, to fit the advertisement! Employment ads list specific skills and talents a company is expecting in an employee. You may have a well-written resume and cover letter, but the goal is to get the reader's attention and be chosen for an interview. Chances are, you are competing against many applicants, and you may be one of hundreds applying

for the job. Here are some suggestions to help make your resume stand out for a prospective employer. **Have a well-written basic resume**, and modify the cover letter for each opening. Make sure the reader sees the relevant parts by mentioning them in your cover letter. **Be prepared to modify your resume to fit a specific situation.** Each of us has many skills. Naturally, for your resume you selected the skills that are most relevant to the type of job you expect to find. When you see an interesting ad in a slightly different market, be prepared to change the mix on your resume. Subtle changes might catch the attention of

the reader. Emphasize the skills that would be most useful for each opening. **Use key words in your resume and cover letter.** Read the ad thoroughly, and include some of the key words in the advertisement in your resume and cover letter. Whatever you see in the ad, use the same words in your resume and cover letter. Remember that each resume receives an average screening of 10 to 15 seconds, unless it grabs the reader's attention. For help developing a resume and cover letter, contact the Career Center to set up an appointment and you'll be on your way to much success.

Would you like to obtain a paid internship while in school? Just visit our Career & Job Development Center on Tuesdays from 1:00-3:00 p.m.

Michael J. Meyer
 Resumes in Two Hours
 Phone: (509) 555-5335 • Mobile: (509) 555-5333 • Email: mj@me.com

GENERAL MOTORS CERTIFIED / ASE MASTER CERTIFIED TECHNICIAN
 Offering a Proven Cadillac Specialization Experience

Well qualified ASE Master and General Motors (GM) Certified Technician with 8 years of experience in a fast-paced high-volume dealership. AS degree in GM Automotive. Excellent Cadillac, electrical, mechanical, and transmission experience. Proven, hard-working, reliable, and proactive. Proven ability to deliver high quality work and excellent customer satisfaction. Areas of strength include:

- Diagnostic / Repair Performance
- Engine Repair
- Electrical / Electronic Systems
- Automotive Transmissions / Transaxles
- Manual Drive Train & Axles
- Heating / Air Conditioning
- Brake Systems
- Suspension & Steering

Qualification Highlights

- Produces an excellent customer satisfaction rate with virtually zero complaints, handles professionally and competently all work with customers, service writers and co-workers, known for integrity and honesty in all customer dealings.
- Used 20+ hours of work each month accurately assess problems and needs and provide adequate estimates and advice for customer decision-making.
- Trained and certified in all GM and Cadillac specific courses, maintain up-to-date, working knowledge of all new year models and GM computer systems, such as SIDIPO, Tech Link Online, and Tech II.
- Achieved ASE Master Technician certification, ASE Certified A/C Qualified Technician standing, and licensing as a Washington State Certified Inspector.
- Asses service manager and works by holding registered technicians and warranty performance and responding to customers' unique requests on technical problems.

Work History

GENERAL MOTORS TECHNICIAN
 Premier Motors (Cadillac, Pontiac, Chevy, GMC, and Nissan dealers) - Seattle, WA 1994 - 2005

AUTOMOTIVE CENTER ASSOCIATE
 Sunnyside Center - Gig Harbor, WA 1991 - 1993

ASSISTANT AUTOMOTIVE TECHNICIAN
 Robert's Complete Auto Repair - Barrington, IL 1993

Education

A.S., General Motors Automotive, with Dean's List Honors
 Washington Technical College - Seattle, WA - 1990

Certified in all GM / Cadillac courses, GM Training Center - Clifton, PA, 1994 - Present
 Awarded "Best Teacher" and graduated with honors from 2-year high school auto shop program

40 Kelley Hill Road, Apt. #102 • Seattle, WA 98105

BEFORE APPLYING FOR UNEMPLOYMENT INSURANCE

The Employment Development Department lists several tips on its website for those preparing to open up an UI claim:

1. Your name (including all names you used while working) and social security account number.
2. Your mailing and residence address (including ZIP code) and telephone number (including area code).
3. Your state issued driver's license or ID card number, if you have either.
4. The last date you worked for any employer. If you are working part-time be sure to tell us you are still working, give us the number of hours you are working each week, and tell us the last day you worked prior to filing a UI claim.
5. Last employer information, including: name, address (mailing and physical location) and telephone number. We will also need the ZIP code for both addresses (mailing and physical location) and the area code for your last employer's telephone number. Be specific about the spelling of the employer's name and make sure the address is correct because we are required

to mail a notice to that employer. An incorrect address will delay benefit payments.

6. Information on all employers you worked for during the 18 months prior to filing your claim, including: name, period of employment, wages earned and how you were paid.
7. The name of the employer you worked for the longest within the last year and a half; and the number of years you worked for that employer. This may or may not be the same as your last employer.
8. The reason you are no longer working for your last employer. You may have quit, been laid off, fired, or left work because of a trade dispute. Be specific about the reason you are not working because the information you give to us must be sent to your last employer. If you quit, were fired, or left work because of a trade dispute, you will be scheduled to a future [telephone interview](#). The information we obtain during the interview will help us decide if you are eligible to receive benefits.
9. Whether you are receiving, or expect to receive any payments from a former em-

ployer. We ask about this because some types of payments may be deducted from your benefits. A few examples of payments that may be deducted include wages, pension payments, holiday pay, and vacation or sick pay. Severance pay is not deducted from unemployment insurance benefits and does not affect your eligibility to receive benefits. However, you must **report** severance pay at the time you file your unemployment insurance claim.

10. Whether you are able to work and available to accept work.
11. Whether you have a legal right to work in the United States. If applicable, individuals will be asked for their alien registration number. For examples of documents we may ask you about, take the time to review [Legal Status and Authorization to Work](#). For more information please visit the Employment Development Department at www.edd.ca.gov

Did you know that we have an EDD Office right next to our campus? It is located half a block northeast of Heliotrope and Melrose. You can visit them for more EDD information and to complete your new unemployment claim.



JOB SEARCH ENGINES











WWW.CAREERBUILDER.COM
WWW.INDEED.COM
WWW.JUSTJOBS.COM
WWW.JOB-SEARCH-ENGINE.COM
WWW.SIMPLYHIRED.COM
WWW.FLIPDOG.COM
WWW.JOBOFMINE.COM
WWW.WORKTREE.COM
WWW.CALJOBS.ORG
WWW.JOBCENTRAL.COM
WWW.SNAGAJOB.COM
WWW.JOBCAB.COM
WWW.LINKUP.COM
WWW.MONSTERTRAK.COM



CHECK OUT OUR CAREER WORKSHOPS

Fall 2009 Career & Job Development Center General Workshop Schedule*

For more information contact the Career Center at (323)953-4000 X2210
***NO NEED FOR SIGN-UPS, JUST SHOW UP**

Date	Location	Time	Topic	Description
M -- 9/21	AD 201	5-6:00	 When and How to Make a Career Decision	Focus will be placed on the timing and ways to go about making important Career decisions. ***Designed for students who have not previously made an appointment with the Career Center***
T -- 9/22	AD 109	1-2:00		This one hour workshop will inform you about topics such as internship search, on-the-job conduct, how to connect internships to possible career opportunities, workforce skills employers are seeking, etc.
T -- 9/29	AD 109	2-3:00		
T -- 10/13	AD 109	1-2:00		
T -- 10/27	AD 109	2-3:00		
M -- 9/28	AD 201	2-3:00		This is a True Colors workshop that will enable you to learn more about the Career suggested to you based on your personality traits.
M -- 9/28	AD 201	5-6:00		
TH -- 10/08	AD 201	1-2:00		Learn about the valuable computerized career program called EUREKA. Come learn how to use the program to make your career search more effective and successful.
M -- 10/12	AD 201	5-6:00		
M -- 10/19	AD 201	2-3:00		Discover© is a computerized career assessment program that also provides research material for you to further investigate your recommended career areas.
M -- 10/19	AD 201	5-6:00		
T -- 10/20	AD 201	1-2:00		Learn how to develop a personal resume that will guarantee you an interview. Learn about what employers are looking for when they review your resume.
M -- 10/26	AD 201	5-6:00		
T -- 11/3	AD 201	1-2:00		Do you know what to say and how to say it? Learn how to provide an impressive interview so as to increase the likelihood of you getting that job!
TH -- 11/5	AD 201	1-2:00		
M -- 11/09	AD 201	5-6:00		
M -- 11/16	AD 201	1-2:00		Learn more about the steps you can begin to take in order to effectively map out your career goals today. Learn more about the S.M.A.R.T. way of goal development.
M -- 11/16	AD 201	5-6:00		
W -- 11/4	AD 201	1-2:00	 Matching your Personality Type to A Possible Career (Holland)	Discover what types of Careers would suit your personality type the best. This workshop utilizes Holland's career theory to assist you to find that special career!
T -- 12/8	AD 201	1-2:00		Have you had trouble managing time in the past? Learn how to effectively use time in your favor
M -- 12/14	AD 201	5-6:00		

Coping with Unemployment- Free Activities for the Whole Family

In this recession, most of us find ourselves in difficult situations at home and work. While this can create stress and anxiety in your life, you should always try to remember to have time for yourself to relax and also to unwind with your family. There are many community resources available that are free and fun for adults, teens and children.

The Getty Museum: Offers various daily tours about the Getty's architecture, garden, and art collection. On weekends there are the Family Art Stops geared for families with children ages 5 and up. Parking is free on Saturday after 5:00 p.m. For more information: www.getty.edu (310) 440-7300

Hammer Museum: The Museum offers a rich variety of public programs such as lectures, symposia, film series, readings, and musical performances. Free on Thursday for all visitors. For more information: <http://hammer.ucla.edu/visit/index.html>

Los Angeles Public Library: Each branch offers a variety of activities for adults, teens, and children. For a full schedule and more information on library services visit www.lapl.org.