

Welcome!

Madison County Veterans' Assistance Commission

Jobs Program Presentation





Agenda/Topics To Be Covered

- Internet Basics and Establishing an E-mail Address
- Cover Letters
- Resume Writing
- Successful Interviewing
- Job Searches
- Networking Sites, Social Media, and Volunteerism
- Pursuing an Education
- Q&A

Internet Basics and Establishing an E-mail Address





Why Set Up a Google Gmail Account?

- Gmail offers unlimited storage of e-mails, so you never have to delete a message unless you want to do so.
- Google Documents
 - A free service from Google allows you to upload and save documents from your desktop, to edit them online from any computer, and to invite others to read or edit your documents. Files are stored in Google's secure servers.
 - Google Documents is a very important part of your employment search as you can store, edit, and e-mail your resumes, cover letters, thank you letters, etc., all in one place without the need of external media (e.g., CD's, flash drives, etc.)



Setting Up a Google Gmail Account

- Click here to create a [Google Account](#).

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Choose a password: [Password strength:](#) _____
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Default Homepage Set Google as my default homepage.
Your default homepage in your browser is the first page that appears when you open your browser.

Security Question:
If you forget your password we will ask for the answer to your security question.



Learning Gmail Basics and Getting Started

- Click here to sign into your [Gmail Account](#).



Sign in to iGoogle and...

- **Indulge your creativity:** Select a visual theme to decorate your homepage and drag and drop individual sections to rearrange the page however you'd like
- **Focus on your interests:** Pick and choose from thousands of Google Gadgets to add games, news, pictures, weather and more to your homepage, all for free
- **Change your mind:** Switch back and forth between your iGoogle page and Google's "Classic Homepage" through the link in the upper right-hand corner

New to iGoogle?

If you already use Gmail, Web History or any Google service that requires a sign-in, you already have a Google Account and can sign in now to save your iGoogle page. If not [create an account now](#) to save your iGoogle page - it's free.



Sign in with your
Google Account

Email:
ex: pat@example.com

Password:

Stay signed in

[Can't access your account?](#)

Don't have a Google Account?
[Create an account now](#)



Your Gmail Inbox and Saving an Attachment

Compose Mail Archive Report Spam More actions... Refresh 1 - 21 of 21

Select: All, Read, Unread, Starred, Unstarred, None Apply label...

<input type="checkbox"/>	me	> link_slashdot 3d keyboard and mouse - http://alphagrip.com/features.html -- "live the mo...	10:20am
<input type="checkbox"/>	Monster Job Search .	> Monster Agent Results - 8/8/2004 - Manage Agents My Search Agent: monster View a...	Aug 8
<input type="checkbox"/>	me	> mukesh associates - live the moment	Aug 6
<input type="checkbox"/>	me	> link_slashdot NYTimes.com Article: Whimsy on a Child's Desk With Si... - The artic...	Aug 5
<input type="checkbox"/>	Gmail Team	> Re: [#12652737] Archive label - Hello Arthi, Thank you for your message, and for your p...	Aug 5
<input type="checkbox"/>	Prasanna .. me (8)	> Hi... just see if you can convert this into PDF format. - check this out... - Original Mess...	Aug 5
<input type="checkbox"/>	JobNews	> Your Electronic Job Newspaper - 08-05 - Get Paid While Looking For A New Job! Find ...	Aug 5
<input type="checkbox"/>	JobNews	> Your Electronic Job Newspaper - 08-02 - Get Paid While Looking For A New Job! Find ...	Aug 2
<input type="checkbox"/>	Prasanna E	> Pls read them.. - Hey, I sort of forgot to send you these stuff to you, was lying in my De...	Aug 2
<input type="checkbox"/>	me	> link_slashdot NYTimes.com Article: Frank Gehry's Mideast Peace Plan - The article...	Aug 1
<input type="checkbox"/>	Arthi	> FW Fwd: Fwd: Subroto Bagchi's address at IIM Bangalore to cl... - Note: Forwarded me...	Aug 1
<input type="checkbox"/>	Monster Job Search .	> Monster Agent Results - 8/1/2004 - Manage Agents My Search Agent: monster View al...	Aug 1
<input type="checkbox"/>	Arthi	> fw Fwd: Fwd: 10 most stupid questions... - Note: Forwarded message attached -- Orig...	Jul 31
<input type="checkbox"/>	me (5)	> (no subject) - On Fri, 30 Jul 2004 12:46:02 -0500, Arthi Amaran <arthi.amaran@gmail.c...	Jul 30
<input type="checkbox"/>	Gmail, me (2)	> Re: [#12653345] features and grouping of icons - Hi, Thanks for the reply. I'm sending in...	Jul 31

Labels: dice, FW, link_slashdot, mahendra, monster, portfolio, bras. Edit labels

Invite 5 friends to Gmail



Saving Files Within Google Docs From Gmail

Sample e-mail with an attached document, such as your Resume, that you will receive from the VAC once completed!

[show details](#) Oct 7 (1 day ago)



[Reply](#)

...lies to be hosted on November 12, 2010 in Granite
...nd the fair.

I have attached the flyer for the event and if you would maybe like to volunteer with this event; please let me know?

Please send them out if you would to anyone who maybe interested. Please feel free to print off post and distribute the Flyer targeting Soldiers, Veterans and their families.

I really appreciate your help and look forward to working with you at this event! ☺

Thanks,

Brad

- Show quoted text -



2010 Veteran Career and Services Fair Flyer.pdf

130K

[View](#)

[Download](#)



Saving Files Within Google Docs From Gmail

Google docs 2010 Veteran Career an

Save in Google Docs

Share

File View



A screenshot of the Google Docs interface showing navigation and search options. At the top, there are left and right arrow buttons with "1/1" in between. Below these are buttons for zooming in and out, and a search bar labeled "Search the document." with up and down arrow buttons below it. A small thumbnail of the flyer is visible at the bottom of the interface.



Working With Files Within Google Docs

The screenshot shows the Google Docs interface. At the top, there is a navigation bar with links for [Gmail](#), [Calendar](#), **Documents**, [Web](#), [Reader](#), and [more](#). On the right side of the navigation bar, there is a **New Features!** link. Below the navigation bar, the Google Docs logo is displayed on the left, followed by a search bar with a **Search Docs** button and a **Search Templates** button. To the right of the search bar, there are links for [Show search](#) and [Browse temp](#).

The main content area is divided into two sections. On the left, there is a **Create new** dropdown menu and an **Upload...** button. The **Create new** menu is open, showing options for **Document**, **Presentation**, **Spreadsheet**, **Form**, **Drawing**, **Folder**, and **From template...**. On the right, there is an **All items** section. This section has a **Share** dropdown, **Folders** dropdown, **Delete** button, **Rename** button, and **More actions** dropdown. Below these buttons, there is a table with columns for **Name** and **Star**. The table is divided into two sections: **EARLIER THIS YEAR** and **OLDER**. The **EARLIER THIS YEAR** section contains one item: **Jobs Program Calendar Categories**. The **OLDER** section contains three items, each with a checkbox and a star icon.

Red circles highlight the **Create new** dropdown, the **Upload...** button, and the **All items** section. Red arrows point from the **Create new** dropdown and the **Upload...** button to the **All items** section. A red box with the text **All your documents are stored here!** is positioned over the **OLDER** section of the table.



Sharing Your Google Docs From Gmail

A screenshot of a web browser displaying a Google Docs interface. The browser's address bar shows the file name "2010 Veteran Career and Services Fair Flyer.pdf". The Google Docs logo is visible at the top left. The document title is "2010 Veteran Career and Services Fair Flyer.pdf". Below the title, there are three buttons: "Share", "Download (129 KB)", and "Print". The "Share" button is circled in red, and a dropdown menu is open below it, showing three options: "Sharing settings...", "Email editors/viewers...", and "Email as attachment...". The "Email as attachment..." option is also circled in red. The document content is a flyer for the "2010 Career Friday, November 12, 2010" event, organized by "The Madison County Veterans' Assistance and their Spouses". The flyer text includes "This event will showcase...". On the right side of the interface, there are navigation controls, a search bar labeled "Search the document", and a thumbnail of the document page.



Sharing Your Google Docs From Gmail

The screenshot shows the Google Docs interface with a document titled "2010 Veteran Career and Services Fair Flyer.pdf". A dialog box titled "Email as Attachment" is open, allowing the user to share the document via email. The dialog box contains the following fields and options:

- Attach item as:** A dropdown menu with "As is" selected.
- To:*** A text input field containing the placeholder text "Email address of employer here!". A red circle highlights this field, with an arrow pointing to the "To:" label.
- Subject:** A text input field containing "2010 Veteran Career and Services Fair Flyer.pdf".
- Message:** A large text area containing the placeholder text "Your Message to Employer Here!". A red circle highlights this area, with an arrow pointing to the "Message:" label.
- Send a copy to myself
- Send** and **Cancel** buttons.

Red circles and arrows are used to highlight the "Email as Attachment" title, the "To:" field, and the "Message:" field, indicating where the user should enter their contact information and message.



Accessing Google Docs From Gmail Account

- Click here to sign into your [Gmail Account](#) and to access Google Docs.

A screenshot of the Google homepage from the early 2000s. The page features the 'iGoogle' logo, a navigation bar with links for Web, Images, Videos, Maps, News, Shopping, Gmail, and more. A red circle highlights the 'Gmail' link in the navigation bar. A red arrow points from this circle to another red circle around the 'Documents' link in the dropdown menu. The page also includes a search bar with 'Google Search' and 'I'm Feeling Lucky' buttons, a 'Home' sidebar with links to Google News, Weather, Date & Time, Gmail (80), Sticky Note, To Do List, and Loan Calculator, and a 'Words of Christ' section with a portrait of Jesus and a quote. A 'Loan Calculator' section is visible on the right side of the page.



Learning Gmail Basics and Getting Started

- Click here for [Basics and Getting Started](#).

Google accounts

Google Accounts Help

Accounts > Help articles > Google Apps accounts > Basics and getting started

If you're not a [Google Apps](#) user who has gone through the [Apps account transition](#), then the information on this page likely doesn't apply to you. [Hide](#)

Basics and getting started

About the transition

Using my @gmail.com account

Using multiple accounts simultaneously

Account merge and data move options

Transition readiness checklist

Recommended articles

[Recovering sign-in information: Password](#)


[Managing and using Google products: Merging accounts](#)


[Google Accounts: Problems changing your email address](#)


[Verifying Your Google Account: Didn't receive verification email](#)


[Google Accounts: An incoming message hasn't arrived](#)

Help resources


 [Can't sign in?](#)
Get help regaining access to your account

 [Known issues](#)
Commonly reported problems

 [Video tutorials](#)
Watch videos on how to edit and manage your account

 [Step-by-step problem solving](#)
A list of available resources to help you get your answer

Help articles

- [Getting Started](#)
- [Signing in](#)
- [Managing Your Google Account](#)
- [Privacy and Security](#)
- [Managing and using Google products](#)
- [Google Apps accounts](#)
- [Support options](#)
- [Google Help Forums](#) 



Obtaining a Copy of This Presentation

- This presentation will be e-mailed to the e-mail address we have on record for you.
 - If you have a new Gmail account, it can be saved in your Google Docs. You will always have access to it from any PC with internet access.
- This presentation also will be housed on our Madison County VAC Jobs Program site, so you can access it anytime by following the link below:
 - <http://www.co.madison.il.us/veterans/Jobs.shtml>

Cover Letters





Why Write a Cover Letter?

- Always include a cover letter explaining your reason for submitting your resume. It serves as an introduction, highlights specific qualifications or objectives you may have for the job, and exhibits written communication skills. Do not use standard letters from books. Create your own business letter. Every resume, whether faxed, e-mailed, or hand delivered, must include a cover letter. The cover letter also can include additions to the resume that specifically match the job description.



Why Write a Cover Letter?

- To demonstrate that you can follow directions and are detailed
- To show your writing skills, your communication skills, and your professionalism
- To highlight particular skills, past work history, or other areas that are specific to the job for which you are applying ... think of it as a quick sales pitch
- To set yourself apart from the competition

NOTE: Do NOT send a cover letter if the company states that one is not necessary.



Do's and Don'ts of a Good Cover Letter

- Don't ignore the importance of a good cover letter.
- Do demonstrate that you can write.
- Don't use generic form letters.
- Do illustrate the qualifications needed in the job listing.
- Don't let careless errors sink you before they even look at your resume. Be sure to **PROOFREAD!**
- Do list your contact information.



Do's and Don'ts of a Good Cover Letter

- Don't make salary demands.
- Don't overlook transferable skills.
- Do make it simple and direct.
- Don't lose them with the first sentence. Cover letters and resumes get a 15-second glance. Either your first line will grab them or lose them!



Sample Cover Letters: Google Images

Google sample cover letters Search SafeSearch moderate

About 6,640,000 results (0.33 seconds) Advanced search

Related searches: [sample resume cover letters](#) [simple sample cover letters](#) [sample student cover letters](#) [sample cover letters accounting](#) [sample internsh](#)

Everything
Images
More

Any size
Large
Medium
Icon
Larger than...
Exactly...

Any type
Face
Photo
Clip art
Line drawing

Any color
Full color
Black and white

Standard view
Show sizes

John Williams, R.N.
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in Nursing from [University Name] and have worked for [Number] years as a Registered Nurse at [Hospital Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, John Williams, R.N.

Mark S. Davidson
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, Mark S. Davidson

Patricia Owen
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, Patricia Owen

John E. Johnson
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, John E. Johnson

Tina M. Taylor
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, Tina M. Taylor

John Taylor
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, John Taylor

Linda Collins
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, Linda Collins

John Taylor
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, John Taylor

Nancy Johnson
Dear Mr. [Name],
I am writing to you because I am interested in the position of [Job Title] at [Company Name]. I have a B.S. in [Degree] from [University Name] and have worked for [Number] years as a [Job Title] at [Company Name]. I have a strong background in [Skill] and [Skill], and I am confident that I can contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications with you. Thank you for your time and consideration. Sincerely, Nancy Johnson

Resume Writing





Answering Key Questions For an Employer Through Your Resume

1. What can you do for me?
2. Do you have the skills for which I'm looking?
3. Where have you worked before?
4. Is your experience relevant to my needs?
5. Do you have the right education and/or credentials?
6. What kind of person are you?
7. Are there any "red flags" in your background?
8. Where can I contact you?



Formatting Your Resume

- Don't get too fancy. It should be simple, clean, and easy to read.
- Don't believe the myth it can only be one page in length.
- Don't use templates, if at all possible. Employers can tell they are templates.
- Tell the truth. Never lie on your resume!
- Keep the font consistent throughout. Don't use multiple fonts for different sections.
- Don't include personal information or pictures.
- Make sure it is visually appealing. It doesn't matter how well written your resume is if no one wants to read it!



Organizing Your Resume – What To Include

- Summary
- Education
- Skills (usually computer-related)
- Certifications (if applicable)
- Experience
- Associations
- Awards/Activities
- Security Clearance (if applicable)
- “Excellent References Available Upon Request”



10 Snafus That Can Hurt Your Resume

1. Your contact information is missing
2. Typographical errors
3. Too much information
4. Not enough information
5. Extreme formatting
6. Lies, embellishments, or stretching the truth
7. Lack of focus
8. Selling yourself short
9. Not using industry-specific key words
10. Unaddressed gaps



Drafting Your Resume

- One-on-one resume writing and critiquing is available by appointment for Veterans enrolled in the Jobs Program.
- Appointments are required to complete your resumes, and they will be scheduled today for those interested or required.
- **Resume appointments are available on Fridays from 9:00 a.m. to 3:00 p.m.**
- Resumes will be ready the week following your scheduled appointment.
- Both hard and electronic copies will be available for you to utilize in your job search.



Keeping an Electronic Resume

- Most, if not all, employers now require resumes to be submitted electronically via e-mail or uploaded on their Web site.
- An electronic resume is **KEY** to a successful job search.
- An electronic resumes will be e-mailed to each Veteran at the e-mail address provided, in both PDF and Word format, for use in his/her job search.
- Your electronic resume should not be deleted from your e-mail, as you will need it for job searches.



Sample Resumes: Google Images



sample resumes

Search

SafeSearch moderate ▼

About 216,000 results (0.29 seconds)

Advanced search

Everything

Images

More

Any size

Large

Medium

Icon

Larger than...

Exactly...

Any type

Face

Photo

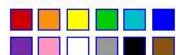
Clip art

Line drawing

Any color

Full color

Black and white



Standard view

Show sizes

Related searches: [sample student resumes](#) [sample college resumes](#) [sample basic resumes](#) [sample administrative resumes](#) [sample resume format](#)





Using Resume Tools

- Emurse.com – Allows you to build an online version of your resume and to host it on a Web page to share with potential employers
- HowToWriteAResume.net – Allows you to create your resume online from their system and also store it online with them for free
- [hResume Creator](http://hResume.Creator) – Give you a simple form to help you create an online resume in the hResume Microformat
- JukeDuke.com – Allows you to create an online portfolio and resume that you can share with potential employers



Using Resume Tools

- [Razume.com](https://www.razume.com) – Allows you to upload your resume, to black out your contact information, and to get feedback from other members on how to improve your document
- [VisualCV.com](https://www.visualcv.com) – Allows you to build, as a free service, a secure online resume that lets you share different versions with employees, coworkers, friends, and others. Allows you to include videos, samples of your best work, etc.

Successful Interviewing





Reviewing What the VAC Will Cover

- **PHASE ONE:**

Research, Preparation, and Practice

- **PHASE TWO:**

Types of Interviews

- **PHASE THREE:**

Effective Interview Strategies

- **PHASE FOUR:**

Evaluation and Follow-up



Research

- Research the company, the industry, and the position.
- Use online sources: the Company Web site, Google, news sites, trade journals, etc.
- Ask neighbors or people you know who work for the company.
- Thoroughly understand the position. Study the ad, look up similar positions, and learn what duties those roles usually include.



Research

- Facts you should know about the company:
 - Company history and recent developments
 - Key products/services and chief competitors
 - Financial history/current outlook
 - Executives and Board members
 - What is happening in the industry as a whole



Preparation and Practice

- How candidates behave during the interview is often seen as an indicator of how they will perform.
- The better prepared you are, the less nervous you will feel and the more confident you will appear.
- The more you know about the company and the position, the better you will sell yourself.



Preparation and Practice

- Reduce the "jitters" by being prepared and rested:
 - Have your clothes and briefcase/folder ready to go.
 - Fill the car with gas, know the weather, and anticipate traffic.
 - Make a trial run to the location.



Preparation and Practice

- Items to Bring:
 - Typed reference list – multiple copies
 - Notepad & pen
 - Samples of your work
 - Nice folder/briefcase



Preparation and Practice

- The importance of a professional appearance ... conservative is best:
 - Solid, dark colors
 - Classic designs
 - Well pressed
 - Simple jewelry
 - Avoid overly trendy
- Smells matter:
 - Do not use heavy perfumes or colognes.
 - Cleanliness is important. Use deodorant.



Preparation and Practice

- Arrive on time.
- Be pleasant to everyone.
- Relax and review your notes or read company literature.
- Let the interviewer take the initiative.
- Smile, give a firm handshake, use eye contact.



Interviewing Intelligence: True or False?

- It takes hiring managers just 10 minutes to form an opinion of job seekers.
- You may meet with greater success if you interview during the morning hours.
- Hiring managers often ask others, such as receptionists or assistants, for their opinions on prospective hires even if they weren't involved in the interview.



Dress for the Interview

- [Dress for Success for Women](#): The mission of Dress for Success is to promote the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life.
- [Gear Up for Men](#): Provides interview-appropriate clothing, shoes and accessories at no cost to qualified applicants. A qualified applicant is someone who has been referred by a social services agency, a job services agency or some other public or private agency.



Types of Interviews

- Phone Interviews:
 - Initial screening to evaluate your experience, job history, communication skills and interest
 - Typically conducted by a Human Resources Representative, but could be by hiring manager
- In-Person Interviews:
 - Skills/Work History
 - Behavioral
 - One-on-One Interviews and Panel Interviews



For What Is the Hiring Manager Looking?

- Ability to perform the job
- “Fit” - Culture and personality
- Motivation and enthusiasm
- Past accomplishments – How can you help the organization?
- Knowledge of the company
 - Little or no knowledge of the firm is the most common mistake during interviews.



For What Is the Hiring Manager Looking?

- Communication skills – written and verbal
- Job stability/loyalty
- Growth potential
- Interpersonal skills
- Critical thinking ability
- Specific examples – no “pat” answers!



Most Common Interview Questions

- **“Would you tell me about yourself?”**
 - Don’t get personal or long-winded.
 - Give a two-to-three minute synopsis of what qualifies you and makes you the perfect candidate for this job.
 - Use what you know about the job to describe your experiences, strengths, and accomplishments that are relevant to this position.



Most Common Interview Questions

- **“What do you know about our company?”**
 - Try to reveal that you know not only facts about the company but that you have taken an analytical view of the company.
 - In addition to citing information about the company, try to note its key competitors and any trends in the industry.
- **“Can you describe your current (previous) position?”**
 - Be prepared to talk about the responsibilities and the accomplishments for each job that you have held.
 - Avoid reading off your resume.



Most Common Interview Questions

- **“Why did you leave your previous position? Why are you your leaving current position?”**
 - Be prepared to concisely discuss reasons for each job change.
 - Employers will check references, so be honest.
 - Stay positive.
- **“Why should I hire you?”**
 - Don’t be afraid to say you are best person for the job.
 - Back it up with why and how you can help the company.
 - Use specific examples.
 - Sell yourself with your experience and your passion.



Most Common Interview Questions

- **“What are your long-term goals?”**
 - Avoid something that is completely unrelated to the company or the position.
 - Frame your answer around the company and the position.
 - Give specific goals and how you plan to get there:
Example: “In five years I want to be the best XXXX that the company has seen and have the opportunity to grow in the XXXX Manager position. I am preparing to enroll in the MBA program to advance my education as well.”



Most Common Interview Questions

- **“What are your strengths?”**
 - Be prepared to list these off concisely and confidently.
 - Pick strengths that are applicable to the job. Give specific examples.
 - Tell about your dependability – “I haven’t missed a day of work for the past two years.”
 - Show you are always looking for ways to improve things:
Example: “I was able to find a new freight method for shipping our product that saved the company \$x,xxx last year.”



Most Common Interview Questions

- **“What is your biggest weakness?”**
 - Be truthful but have a positive spin.
 - Talk about how you have worked to improve or to overcome that weakness:
Example: “In the past, I sometimes struggled to manage all the different priorities of my job. However, I have implemented a new daily planner system. I have been able to better multi-task and now manage my priorities very effectively.”



Most Common Interview Questions

- **“What is your biggest weakness?” (continued)**

- Point to something obvious.

Example: “I saw in your ad that you prefer someone with a four-year degree. While I do not yet have the degree, I have a two year degree and am currently attending USC in the evenings. I plan to complete the program by December 2009. In addition, I have substantial experience performing the duties of this job and a track record of being recognized by my employers and promoted frequently.”



Most Common Interview Questions

- **“What is your biggest weakness?” (continued)**
 - Avoid saying, “I am a workaholic and just work far too hard.”
Employers see through that and hear it all the time
 - Do not ever say the following:
 - “I’m not a morning person and am often late for work.”
 - “I frequently miss deadlines.”
 - “I sometimes ‘goof off’ when I should be working.”



Most Common Interview Questions

- **“What would your past employers say about you?”**
 - Be honest. Employers will check references.
 - Get reference letters ahead of time when you can, so you will know with certainty what they will say.
 - Use past evaluations as clues.



Most Common Interview Questions – Behavioral/Situational Questions

- **“Can you give me an example of a time you were faced with a conflict with a supervisor and how you dealt with it?”**
 - Employers are looking for specific examples.
 - Draw from your experience.
 - Give thoughtful responses.



Asking Questions

- **Inappropriate questions are as bad as inappropriate answers:**
 - Avoid asking about benefits, salary, etc., during the first interview.
 - Ask intelligent, thoughtful questions about the company and the position.
 - Ask questions that demonstrate that you have done your research.



Asking Questions

- **Examples of good questions to ask:**
 - What type of person is likely to be successful in this company?
 - What mix of skills and attributes are needed to be successful in this job?
 - Where does the company hope to be in a few years, and how does this job fit into that plan?
 - What is the outlook for this industry, and what competitive challenges does the company face?
 - What is your (the interviewer) history with this company?



Effective Interview Strategies

- **Avoid interview blunders:**
 - Tardiness
 - Gum chewing
 - Cell phone usage
 - Excessive candor/too much information
 - Negativity
 - Wanting the job for the wrong reasons



Effective Interview Strategies

- **Hone basic interviewing techniques:**
 - Active listening
 - Answering clearly and concisely
 - Using positive body language



Responding to Questions

- Talk about accomplishments.
- Don't rush.
- Keep answers simple and focused.
- Don't "wing it" or "fake it."
- Use examples to back up answers.



Ending the Interview

- Conclude the meeting on a positive, upbeat note.
- Show enthusiasm if you're interested in the job.
- Inquire about the next steps.
- Avoid game-playing tactics.
- Do not ask them how you performed in the interview.



Ending the Interview

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- Avoid game-playing tactics.
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Sample Practice Interviews: YouTube

A screenshot of a YouTube video player. The browser address bar shows "YouTube - Job Interview Success!". The YouTube logo is in the top left. A search bar contains the text "job interviews". To the right of the search bar are buttons for "Search", "Browse", and "Upload". Below the search bar, the video title "Job Interview Success!" is displayed. Underneath the title, the channel name "MgmtCnsltIntl" is shown, along with "17 videos" and a "Subscribe" button. The video player itself shows a white screen with the text "Job Interview Success" in large, bold, black letters. At the bottom of the player, there is a progress bar showing "0:03 / 6:58" and various control icons like play, volume, and full screen.



Writing a Thank-You Letter/Card

- Express gratitude.
- Show an interest in the position.
- Stress your abilities and your "fit."
- End on a positive note.



Sample Thank You Letters: Google Images



sample thank you letter

Search

SafeSearch moderate

About 7,020,000 results (0.32 seconds)

Advanced search

Everything

Images

More

Any size

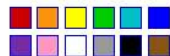
- Large
- Medium
- Icon
- Larger than...
- Exactly...

Any type

- Face
- Photo
- Clip art
- Line drawing

Any color

- Full color
- Black and white



Standard view

Show sizes



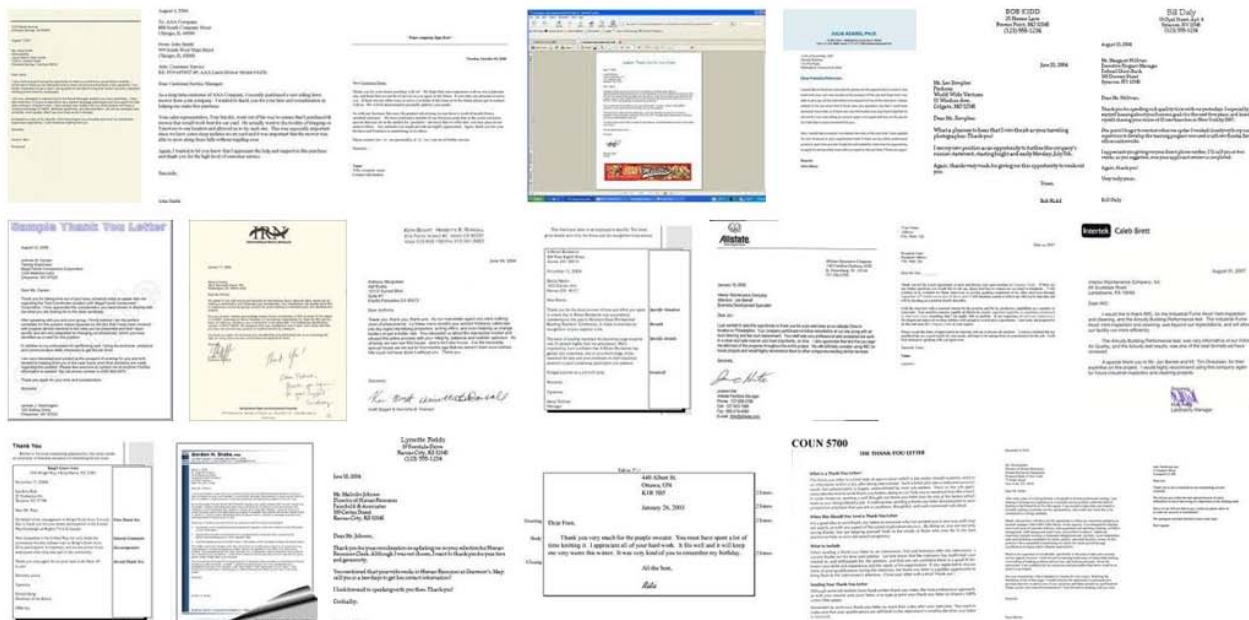
Photo Thank You Cards
 Custom Photo **Thank You** Cards
 Order Online w/ Fast FedEx Shipping
www.PictureMePerfect.com

Sponsored link



See your ad here
 Place your ad on Google Images.
 Reach more customers today.
adwords.google.com

Sponsored link



Job Searches





Reviewing What the VAC Will Cover

PHASE ONE:

- Job Boards

PHASE TWO:

- Networking Sites and Social Media

PHASE THREE:

- Critical Sites You Must Utilize/Where to Search

PHASE FOUR:

- Effective Search Strategies



Job Boards

- VAC Job Boards are available daily to assist you in your employment search. Local newspapers are the primary source used on our board.





Critical Sites You Must Utilize

- [USAJOBS](#) – This is the U.S. Government's official site for jobs and hiring information. It includes information on how to obtain service-related preference for listed positions.
- [Illinois Skills Match](#) – This is a program for the Illinois Department of Employment Security to match potential workers with posted jobs.



Critical Sites You Must Utilize

- [Armed Forces Employer Partnership](#)
 - Search civilian job opportunities offered by the Armed Forces Employer Partners. Enter keywords, location, occupation title, military occupation, or company name to find jobs. Once your search results display, click on the job of interest to complete the Armed Forces Referral Form, and click submit. You will then be directed to the company's Web site to complete the online application for the specific job of interest.



Critical Sites You Must Utilize

- [Partnership for Youth Success](#)
 - PaYS is a partnership between the U.S. Army and a cross section of American corporations and public sector agencies. It provides you an opportunity to serve your country and prepare for your future at the same time.
- [Military.com Veteran Job Board](#)
 - This is the largest Veteran Job Board in the World. Additional resources include the following: [Job Search](#), [Post Resume](#), [Resume Center](#), [Salary Calculator](#), [Skills Translator](#), [Career Network](#), [Free Business Cards](#), [Job Hunting Tips](#), [Career Fairs](#), [Transition Center](#), [Transitions Blog](#), [Spouse Careers](#), and [Employer Center](#).



Where to Search

- [ActiveHire.com](https://www.activehire.com) – It provides you with the ability to add your resume, use its resume builder, receive e-mails about new jobs, or just do a regular search through its current listings.
- [Careerbuilder.com](https://www.careerbuilder.com) – Besides offering job search tools, this site also offers services, such as a career test, ways to distribute your resume, career advice, and more.
- [Craigslist.org](https://www.craigslist.org) – Quickly becoming the world's classified section, this well-known site allows you to select your city and to search for jobs in your area.



Where to Search

- FevQ.com – This is a no nonsense job site that allows you to first pick your industry and then go down to the state in which you are looking to work.
- Job.com – This offers tools, such as resume building and a career test, in addition to job searches.
- Jobbi.com – You can search for jobs, post video resumes, and fill out one application that can be submitted to multiple companies.
- JobDig.com – This site focuses on employment, training, and opportunities in a handful of states in the U.S.A., but it is adding more.



Where to Search

- Jobfox.com – This allows you to tell companies about yourself in a mini-interview, and then the site offers up the jobs for which you are best suited.
- Jobing.com – Enter your Zip Code, and you will be directed to local job sites in your general vicinity.
- JobSearchEasy.com – Besides providing job searches by state and category, Job Search Easy also provides tools, such as resume critiques, salary calculator, a career test, and more.
- Jobster.com – This is a general job site with listings in all of the major categories. It allows you to post your resume and to promote yourself.



Where to Search

- Locanto.com – Classified ads for all the major cities in the United States are listed with sections dedicated to employment.
- Monster.com – Probably the best known of the career sites, Monster allows you to search for jobs, post your resume, sign up for job fairs, and more.
- RealMatch.com – Fill in a profile, and within minutes you will start seeing jobs for which you are best suited.
- Yahoo HotJobs – Yahoo's job site allows you to browse the top 100 companies by category, location, and more.
- YorZ.com – All jobs are reviewed for quality and then placed into groups for easier browsing.



Where to Search – Job Listing Aggregators

- FlipDog.com – This site aggregates job listings from several sites and then allows you to browse and search by category, location, industry, and more.
- GetTheJob.com – This site aggregates job listings from company job boards. Many of the listings never make it to standard job sites.
- [Indeed](http://Indeed.com) – Indeed searches numerous job sites, newspapers, associations, and company career pages to provide nearly a million job listings in one location.



Where to Search – Job Listing Aggregators

- Jobster.com – This allows you to post your resume, search numerous listings, and set up job alerts to be delivered to your e-mail.
- LinkUp.com – As opposed to other job aggregating sites, LinkUp monitors the job pages of company Web sites and gets their listings directly from the sources.
- SimplyHired.com – You can search millions of jobs by keywords, by location, or by industry.
- WorkTree.com – This job search engine aggregates job listings from numerous sources all in one search.



Where to Search – General Search Tools

- [Climber.com](https://climber.com) – Climber allows you to research companies, jobs, salaries, connect to recruiters anonymously, and more.
- [Inovahire.com](https://inovahire.com) – This is a job site that is unique in that it also allows employers and potential hires to conduct interviews via Web conference.
- [InteractiveApplicant.com](https://interactiveapplicant.com) – This site allows you to not only upload your resume but also to answer questions with audio, video, or text.
- [InterviewBest.com](https://interviewbest.com) – This site helps you practice for interviews, as well as aids you in preparing a physical presentation about yourself.



Where to Search – General Search Tools

- JibberJobber.com – JibberJobber assists you in managing your job search or in your already existing career field.
- JobBoardReviews.com – With the number of job boards out there, it can be a bit overwhelming. JobBoardReviews helps you figure out which boards are best suited to your needs.
- Salary.com – This Web site is used by individuals and companies alike to figure out fair salaries.



Where to Search – General Search Tools

- SalaryBase.com – This Web site can be used as a tool for figuring out how much your salary is worth by plugging in data about yourself.
- SalaryScout.com – This site allows you to easily see if the salary you are being offered is as good as you think it is.
- VirtualJobCoach.com – This site has all the tools you need for a successful job hunt. Get a calendar, a to-do list, a resume, a cover letter wizard, and more.



Have You Considered the Reserves?

- **Completion of Military Service or Reenlistment of Prior Service**
 - Are you interested in completing your Military Service or just need part-time work? Consider joining the Reserves.
 - The Reserves is a viable option with immediate income.
 - Army Reserves offers you an alternative to expand your horizons by gaining new training and trying new things.
 - Locally, the Army Reserves has seven Units in Granite City, IL.
 - Locally, the Air Force has Units in Belleville, IL at SAFB.



How Are the Benefits?

- **Education**

- With all the great benefits you can receive in the Reserves, it's no surprise that more people are choosing to join or Re-Up. Qualified students can earn full-tuition, merit-based scholarships, allowances for books and fees, plus an annual stipend for living expenses. You'll also be presented with hands-on career and leadership training from experts in your field, incredible internship opportunities, and a variety of valuable experiences to help you prepare for success in any career path you choose.



How Are the Benefits?

- **Health Care**

- TRICARE Reserve Select is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve (and their families).

- **Life Insurance**

- Servicemembers' Group Life Insurance (SGLI) is a program of low-cost group life insurance for Active Duty and Reserve members. SGLI coverage is available in \$10,000 increments up to the maximum of \$400,000. SGLI premiums are currently \$.065 per \$1,000 of insurance, regardless of the member's age.



How Are the Benefits?

- **Retirement and Savings Programs**

- When you retire from the Reserves, there are many valuable benefits available to you in addition to pay. Retiree benefits can help you pay for college, buy a home, purchase life insurance, or find a job.
- As a Reservist, you are eligible to participate in a 401(k)-type retirement savings and investment plan called the Thrift Savings Plan (TSP). And now many branches are offering a Matching Fund Program to qualified non-prior service recruits.



How Are the Benefits?

- **Morale, Welfare, and Recreation (MWR)**
 - The Reserves also offers a network of support and leisure services for members and their families. The Morale, Welfare, and Recreation (MWR) program delivers a wide array of recreation, sports, entertainment, travel, and leisure activities for members and their families worldwide.



What Should You Expect?

- **Reserves: Serving When Needed**

- The Reserves is more like a part-time job that enables you to keep your civilian career while you continue to train near home and to serve your country. Many professionals, as well as college students, are members in the Reserves.
- As a member in the Reserves, you should expect to spend one weekend a month in training and to attend a two-week Field exercise once a year. In times of war, Reservist may be called up to Active Duty ("activation") as our country's needs require.



How Is the Money?

- If you choose to serve in the Reserves, you will earn what's called Drill Pay. Drill Pay is money you earn while training on weekends and during full-time training events.
- You are compensated hourly for work completed. Your wages will increase when you climb in rank and years of experience (Many newly enlisted members enter the Reserves as a Private.). For training events longer than a weekend, you are given prorated Basic Pay.



DRILL PAY FOR RESERVE SOLDIERS*

Pay is based on two weeks of training each year and one weekend each month. Chart reflects Drill Pay only and does not include bonuses, allowances and other benefits.

RANK	<2 Years Experience	4 Years Experience	6 Years Experience
Private (E1)	\$2,990.08**	—	—
Private (E2)	\$3,352.34	\$3,352.34	\$3,352.34
Private First Class (E3)	\$3,525.32	\$3,974.20	\$3,974.20
Specialist or Corporal (E4)	\$3,905.38	\$4,546.46	\$4,740.52
Sergeant (E5)	\$4,260.02	\$4,989.76	\$5,340.06
Staff Sergeant (E6)	\$4,649.38	\$5,560.78	\$5,789.56

** Based on 2010 pay tables.*

*** Pay for Private (E1) will be slightly lower for first four months of service.*



DRILL PAY FOR RESERVE OFFICERS*

Pay is based on two weeks of training each year and one weekend each month. Chart reflects Drill Pay only and does not include bonuses, allowances and other benefits.

RANK	<2 Years Experience	4 Years Experience	6 Years Experience
Second Lieutenant (O1)	\$5,574.24	\$7,138.68	\$7,138.68
First Lieutenant (O2)	\$6,536.66	\$8,864.14	\$9,046.42
Captain (O3)	\$7,565.24	\$10,092.36	\$11,390.64
Major (O4)	\$8,604.98	\$10,773.74	\$12,643.66

** Based on 2010 pay tables.*



Qualifications and Standards

- Discharge Type and Reenlistment Code
- Height/Weight
- Morally Sound/Criminal Background
- Medically Qualified (Waivers are considered.)
- Age (Waivers are considered, depending on current age and time served.)



Your Prior Service Counts

- **AR-RAP - Army Reserve Recruiting Assistance Program**
 - If you are interested in learning more about specifically the Army Reserves, please complete the AR-RAP referral request sheet.
 - Interested potential recruits will be separately interviewed and entered into program.
 - Once entered, potential recruits will be contacted and screened by an Army Career Counselor.
 - An Army Career Counselor will schedule a time to meet with you one-on-one to answer any questions.



Branches of Service Contacts

- [Air Force](#)
- [Army](#)
- [Coast Guard](#)
- [Navy](#)
- [Marines](#)





Networking Sites and Social Media

- Networking sites are a way to expand the number of people you can have helping you find a job.
- People can be much more available for an online connection (That coworker you really didn't like may be a great connection online.).
- Take the time to grow your network.
- Be careful what you post, as employers are looking and often perform searches to learn more about prospective recruits and employees.
- Successful job searches come from those who have strong networks, both online and off. You need to integrate this new-age approach with the traditional approach. Employers want the candidate they see on paper or online.



Networking Sites and Social Media Sites

- [Facebook](#)
- [LinkedIn](#)
- [My Space](#)
- [Twitter](#)
- [Blogs](#)
- [YouTube Video](#)
- [Job-A-Matic](#)
- [Trade Associations and Trade Groups](#)



Networking Sites and Social Media Sites

- Military Related Trade Associations and Trade Groups
 - Members of the military community - Veterans, Active Duty, Reserve, National Guard, or their family members - have the opportunity to join or otherwise benefit from several types of associations and organizations. Ranging from fraternal to charity, these military-specific organizations can provide advocacy; help you network to access job opportunities; or help you to tap into benefits, lobby Congress, or find support.



Volunteerism

- Locally Veteran Programs (Sign-up here at the VAC)
 - Transportation
 - Vet Court Mentors
- Federal Programs
 - [AmeriCorps](#) - AmeriCorps is your chance to put your ideals into action while learning new skills, making new connections, and earning money to pay for college.
 - [VolunteeringInAmerica](#) - Hosts the most comprehensive collection of data on volunteering and civic engagement ever assembled, including data for every state and nearly 200 cities.



Pursuing an Education





Local Colleges and Universities

- [Southern Illinois University Edwardsville \(SIUE\)](#)
- [Southwestern Illinois College \(SWIC\)](#)
- [Lewis & Clark Community College \(LCCC\)](#)
- [Ranken Technical College](#)
- [McKendree University](#)
- [Illinois Board of Higher Education](#)





Applying for Financial Aid and Grants

- [CollegeZone](#) - The trusted source for college information and the official Web site for the Illinois Student Assistance Commission.
- [FAFSA - Free Application for Federal Student Aid](#) - Electronically submit the Free Application for Federal Student Aid (FAFSA).





Applying for VOC Rehab and Work Study

- [Vocational Rehabilitation and Employment \(VR&E\)](#) - Eligibility guidelines, program information and online electronic application.
- [Student Work-Study Allowance Program](#) - If you're a full-time or 3/4-time student in a college degree program, or a vocational or professional program, you can "earn while you learn" with a VA work-study allowance.





GI Bill and Illinois Veterans Grant

- [GI Bill](#) - The Home for All Educational Benefits Provided by the Department of Veterans Affairs
- [Illinois Veteran Grant \(IVG\) Program](#) - Eligibility guidelines and program information.
- [Other Financial Grants](#) – List of other resources and services related to education financing.





What Is the Next Step?

1. Schedule a time to meet with Dave Bellm to begin drafting your Resume and other employment-related documents.
2. Begin your employment search using this presentation and the content provided.
3. Use Gmail and Job Search Engines as tools to help you in your search.
4. Send your resumes out to employers.
5. Stay in touch with Dave Bellm to notify him of a change in your employment status (i.e., you found in employment).

If you are receiving Emergency Financial Assistance, you are required to follow the guidelines for the Job Programs and must remain compliant with all the Job Program Policies and Procedures.



Q & A

Do You Have Any Questions?





Conclusion

Thank you for participating in our Jobs Program.
We hope you will be successful in your employment search.

Dave Bellm

Jobs Program Counselor

Madison County Veterans' Assistance Commission

157 North Main Street, Suite 115

Edwardsville, IL 62025-1963

Phone: 618-692-7040, ext. 4752

Fax: 618-692-8958

<http://www.co.madison.il.us/veterans/Jobs.shtml>

Please contact me directly should you have
specific questions or need additional assistance!