

Calvary Assembly of God

Bringing Faith, Hope, and Love to Life!

2600 Shipley Road – Wilmington DE 19810

302.478.1275

www.calvarywilmington.org

Attention: Job Seekers
Subject: Employment Support Group

Welcome!

We are pleased to welcome you to Calvary Assembly of God and our Employment Support Group. We meet **weekly on Tuesday's, from 8:00-9:30am.**

Are you seeking employment? Are you presently in a career transition? The "Employment Support Group" can help you...How? We will work together to renew your hope and faith that is needed to continue your job search. And the other participants in the support group can offer ideas and suggestions for employment. We will provide a supportive environment to share information and provide the technical knowledge to assist in your job search.

Providing the supportive environment would include the following: practice interview techniques, resume reviews, networking, preparing for a job interview, world of work, barriers, job leads, employer expectations, job hunting tips, listening skills and many more topics. Our objective is to meet your practical and spiritual needs.

During our weekly meetings, we discuss many of the following topics and resources available on our web site. Visit [**www.calvarywilmington.org**](http://www.calvarywilmington.org) and check out Employment Support Group.

Employment Support Group News and Upcoming Events	Employment Support Group Resources and Reference Information	
Upcoming Employment Support Group Meeting Topics	Welcome Packet	Resume
Employment: The How To's of Finding a Position	Job Transition	Elevator Speech
Support: Changing Your Frown to a Smile and	Skills Assessment	References

Getting to Know Yourself and Better Yourself		
Previous Employment Support Group Meeting Topics	Career Development	Interview Process
Success Stories and Comments from Recent Employment Support Group Participants	Job Searching	Dress
	Career Choices	Telephone Interviews and Phone Screening
	Networking	Job Offer Negotiations
	Web Site and Internet Job Searching	Motivation, Prayers and Success Stories
	Available Positions	Weekly Quotes and Scripture
	Government Positions	Motivational Poems and Stories
	Recent Graduates	Bringing Christ into Career Decisions
	Cover Letter	Financial Management and Debt Consolidation

All are welcome to our encouraging and caring Employment Support Group meeting where coffee and refreshments for the **soul** and **body** will be served.

Calvary Assembly of God is located at 2600 Shipley Road (between Naamans and Silverside Roads). For questions, please call the office, email DeaneL@Verizon.Net or visit Calvary's web-site www.calvarywilmington.org

Look forward to seeing you each week!

Sincerely,

CaroleAnn and Leonard A Deane Jr.

Employment Support Group Facilitators

“All Are Welcome...Invite a Friend”

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Mission Statement – Employment Support Group

Our mission is to work together to renew your hope and build the faith that is needed to continue your job search in order to meet your physical, emotional, practical and spiritual needs.

- θ Facilitate the exchange of ideas and suggestions for employment between participants in the support group.
- θ Provide a supportive environment to share information.
- θ Provide the technical and practical knowledge to assist in job search. A few examples would include: practice interview techniques, resume reviews, networking, preparing for a job interview, world of work, barriers, job leads, employer expectations, and job hunting tips, listening skills plus many more employment topics.

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Guidelines for Employment Support Group Meeting

- θ Respect the thoughts and suggestions of others
- θ Be positive
- θ Be encouraging
- θ Allow others to speak and share the floor
- θ Discussions are confidential...let's keep it in the group
- θ Keep our language positive (and clean)
- θ Be helpful to others...offering suggestions
- θ Say hello, greet and introduce yourself to others
- θ Laugh and have fun
- θ Respect the emotions and feelings of others
- θ Be open to suggestions and ways to help your employment search
- θ Encourage others to exchange employment information, networking, email and phone numbers.
- θ Volunteer staff would appreciate suggestions to make our meetings more helpful for each participant.
- θ Politics and political discussions are discouraged

Employment Support Group helps job seekers retain self-worth riding out the Recession

By Suzanne Laurent
slaurent@derrynews.com

LONDONDERRY — Bob Pierce of Derry has been out of work for nine months. It has lead him on a journey of discovering what kind of help is out there for people newly unemployed and he has found a way to share that knowledge with others through a group he calls the Employment Support Group.

"I called it that because we are employing ourselves to get out there and look for work," Pierce said.

Pierce started the group in February after he heard a sermon by the Rev. Sarah Rockwell, the vicar of St. Peter's Episcopal Church in Londonderry.

"She said there were a lot of people in the congregation who were having difficulties as a result of unemployment," Pierce said.

"I thought of all the resources I had found over the last few months."

New Hampshire's seasonal adjusted unemployment rate for February 2009 was 5.3 percent, an increase of 0.1 percentage point from the revised January 2009 rate of 5.2 percent. The February 2008 seasonally adjusted rate was 3.7 percent according to the New Hampshire Economic Market and Labor Information Bureau.

The seasonally adjusted estimate means the number of jobless in the state increased by 1,020 during the month to a total of 39,290.

Pierce, 44, a married father of two, said he had applied for aid at the state level, not realizing how many local resources were available.

"It wasn't until the ice storm that I found out from people in my neighborhood about what was available through the Derry Department of Human Services" Pierce said.

Worse, however, was his feeling of decreased self-worth?

"I had the feeling of not doing anything of value," Pierce said.

"I thought if God had any use for me, he'd put me to work."

The group meets Mondays at 10 a.m. in the fellowship room at St. Peter's.

"There's a reason we picked this time," Pierce said.

"It gives people a purpose, a way to start their week."

This past Monday, 11 participants came to Pierce's group share their stories and to give and take advice. The majority had been in the high tech field and a couple was in marketing or human resources. Pierce had followed a fast track, with five jobs in five years. Another participant was in the same position at his company for 21 years.

"Either way, this could look good or bad to a prospective employer," Pierce said.

Pierce said that the purpose of the group was two-fold. To meet practical and spiritual needs of participants.

"It happens when it's supposed to happen," he said of finding new employment.

"God's clock has no hands."

The group begins each session with a short prayer and participants are encouraged to share any reading materials that they found helpful. Pierce gave a listing of upcoming job fairs and said the Nutfield Networking group was beginning to resume meetings on April 7. Visit www.nutfieldnetworking.com for more information.

Materials on job hunting tips and timely items like the stimulus package's effect on COBRA are also made available during the meetings. At last Monday's meeting, one participant gave a power point presentation on Networking 101.

In all, the group is supportive and positive and welcomes new members. It is creating a moderated Yahoo Web site for posting resumes and sharing job leads and other information.

All are welcome to the friendly meeting where Pierce brews up fresh coffee and sometimes brings baked treats. St. Peter's Episcopal Church is located on the corner of Mammoth Road and Peabody Row. For questions, call the office at (603) 437-8333 or e-mail bobpierce@ymail.com.

We want to know

How are you handling the recession?

This article is the first in a series, focused on how the economy is affecting our readers. What are you doing to save money? Is your family eating out less, stretching out haircut appointments, renting movies instead of going to the theaters, borrowing books from the library, or maybe having game nights? Let us know.

Perhaps you have some good tips we can share. Contact Staff Writer Suzanne Laurent at 421-3807 or e-mail slaurent@derrynews.com.

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Weekly Agenda

- θ Prayer
- θ Welcome
- θ Support Group Discussions – Changing Your Frown to a Smile and Getting to Know Yourself and Better Yourself – 45 minutes
- θ Break – Coffee and Refreshments
- θ Employment Information – The How To's of Finding a Position – 45 minutes
- θ Prayer

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Place

Calvary Assembly of God
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North Wilmington DE 19810 (3 miles from PA)
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Contact Person

Leonard A. Deane Jr.
DeaneL@Verizon.net

Meeting Weekly on Tuesday's

Time ...8:00 – 9:30am

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Quotes of the Week

June 23 2009

One Michigan man mailed cover letters with two aspirins taped atop each. His opening sentence: "Your customer service headaches are over!" This message resonated with employers, who called to interview him.

One aspiring assistant basketball coach mailed the right hand from a store mannequin to the coach he wanted to work for. Rolled up and gripped in the hand was his cover letter, which began: "I can be your right hand man." He was hired.

Kevin Donlin is contributing co-author of "Guerrilla Marketing for Job Hunters 2.0." Since 1996, he has provided job-search help to more than 20,000 people. For a free glimpse of the new Guerrilla Job Search System DVD, visit www.kickstartcart.com

Quotes from Scripture

“Whatever you do, work at it with all your heart, as working for the Lord, not men.”
Colossians 3:23

“For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.”
Jeremiah 29:11

Two More Old Ways to Find a New Job

Here are two more ways to get hired that have been effective for more than 70 years.

1. Appeal to the self-interest of the employer In the book, "Pick Your Job And Land It!" published in 1938, the authors, S.W. and M.G. Edlund, share the story of one job seeker, a Barrett Havens, who had put together a seemingly flawless written portfolio of his accomplishments, one that had produced several interviews for the position of manufacturing manager.

Yet Havens received no job offers.

So the Edlunds suggested that in his next interview, instead of emphasizing his achievements, Havens should ask questions of the employer: How had they been able to navigate seasonal slumps? How did they develop new products? How did they get help from retailers in selling their products?

By asking questions, Havens would start conversations based on the employer's interests, could tell of similar problems he had solved, and then refer to his written examples to back up his claims.

The results were dramatic -- within one week, Havens had an interview with an employer who was so enthralled with his questions that he cancelled lunch and his afternoon appointments so he could continue talking to Havens. (When's the last time an employer missed a meal to listen to you talk?)

Your takeaway lesson: When you realize that no employer wants to hire you and that every employer has problems to solve, you can start to appeal to their self-interests. How? By discovering their problems and proposing solutions. All you need do is start asking questions.

2. Look outside to find your hidden assets. Among the other examples in "Pick Your Job and Land It!" of people who found work in the Depression is that of John Shaffer. According to the authors, Shaffer didn't seem to have any assets besides a pair of hands.

Despite a college degree, Shaffer thought the only jobs available to him would be like the retail clerk and food merchandising positions he had held after college.

(A college grad who felt doomed to a life of dead-end jobs. Know anybody like that?)

However, after thoroughly analyzing his work history with friends and business acquaintances, "[Shaffer] began to appreciate that his two jobs had been full of unusual opportunities. He began to see the fundamentals underlying his experience and to realize he had gained an insight into selling problems which would be of value to other firms," write the authors.

In the retail job, Shaffer "had observed the effect of advertising, merchandising, and counter display on the sales of high-grade merchandise," according to the authors, while at the food manufacturer, he had seen how advertising had greatly improved product sales.

After analyzing his experience, Shaffer realized that his work had exposed him to effective marketing that went beyond the job titles of "clerk" or "merchandiser." As a result, Shaffer was able to retell the story of his employment in a way that interested employers -- and got him a better, higher-paying job.

Here are the key paragraphs from his winning cover letter, written circa 1936:

"During the past two and a half years I have been with a large food concern marketing a staple food product in a highly competitive field. At first, this was sold primarily on a price appeal. Then followed a comprehensive advertising and point of sale program designed to enable the retailer to maintain price and so increase profits. As a result, I have seen the sales curve of this company rise steadily.

"My particular job, which I still hold, has been to contact several thousand dealers in Manhattan, put up display material, and establish good will by merchandising the consumer advertising and price policy.

"Prior to this I spent six months with Strauch's, where I observed how advertising and display, coupled with keen sales psychology, effectively moved quality merchandise"

Your takeaway lesson: What success stories have you observed in past jobs that could help future employers? Note that verb -- observed. Anyone can learn by watching, if they're looking for lessons. What have you learned?

Now. This is where you need outside help.

Simply put, you WILL underestimate the value of your experience if you analyze it yourself -- it's like trying to describe the back of your head without a mirror.

Get a mirror, or, in this case, get a friend or three who will sit down over coffee and ask you about exactly what you've observed and what you've learned in every job you've held.

Then, write it all on paper, as specifically and extensively as possible.

When you do this, you'll unearth hidden assets that can appeal to employers. Doing so got people hired in the Great Depression, when unemployment ran as high as 25%. And it can get you hired now, when the job market isn't half as bad.

Kevin Donlin

Making a Successful Career Transition

The Ten Essentials

In such a volatile economic environment, there are few who can rest on our laurels when it comes to job security. Whether you feel confident in your job, or uneasy, below are ten essentials to ensure you're not overwhelmed or unprepared should you be forced to make a strategic move to advance or safeguard your career.

1. Identify your transferable skills - Transferable skills are those skills that you can use in almost any job. They may include proficiency in computer skills; public speaking; organization skills; fluency in a second language; leadership skills; or your ability to effectively train others. Think about it, what skills are you currently using that would be of value and easily transition into a new role or job?
2. Assess your strengths and weaknesses - Take an honest look at yourself and jot down those personal qualities that will make you an asset to any company, and then those that may make you a liability. Your strengths might be attention to detail, demonstrating a sense of urgency, and great organization skills when it comes to project planning. On the other hand, weaknesses could be impatience with others, self-centeredness, or lack of "big picture" thinking.
3. Consider new jobs and roles that you could easily move into - If you are currently working in the hospitality industry and you enjoy working with people, a transition into healthcare or banking might be a possibility. If you are a school teacher or a college professor, transitioning into a role as a Corporate Trainer might be possible. Think out of the box! If you have always worked in a manufacturing setting, but love helping others, transitioning to a customer service role might be a good choice. Also, often senior executives make great entrepreneurs. This is why identifying your transferable skills, and identifying your strengths and weaknesses are so important - it helps enhance your self-awareness of untapped talents and potential limitations.
4. Create an immediate action plan - 90% of new jobs will require some form of computer or technical skills. So if you are not familiar with how to use a

computer, surf the internet, or how to type and save a document - set a timeline for when you will get the skills needed to make a career transition. Just about any skill that can be taught in a classroom setting can be taught online through web-based training. So if you don't have time to travel to a local school or training center to enhance your skills, research affordable online options.

5. Update your resume - If you haven't updated your resume within the past year, pull it out, blow off the dust, and get to work. In updating your resume, be sure to keep it short, specific, and focused on your current skills and past accomplishments. In turbulent economic times like these, it also makes sense for entrepreneurs and self-employed individuals to keep an updated resume handy. You never know when a great opportunity may present itself, and that is not the time to be updating your resume. Be proactive!
6. Review your financial situation - Look at your current budget, what do you need to change now (i.e., regularly dining out, entertainment expenses, leisure travel, or shopping) in the event you are forced to change careers. What is the least amount of income you and your family can live on if you have to make a change that would reduce your current salary? Frugal living doesn't happen overnight, especially when your family is accustomed to spending and getting what they want, when they want it. However, with consistent focus each month, eventually you can get your finances in alignment with few sacrifices.
7. Network with everyone- Seek guidance from colleagues, neighbors, church members, business and community leaders, and mentors; anyone who does the kind of work you are interested in. They could be a valuable resource in helping you avoid common pitfalls that they faced. Use your down time to network with others over coffee, lunch, after meetings, or even by conference call. And if they share potential leads, don't be slothful, take action right away.
8. Practice interviewing- Whether you are considering transitioning into a new job or into an entrepreneurial venture, you will have to interview with someone at some point. So make time to refine your interview skills in advance. There is always a willing participant (usually a family member or close friend) who will let you practice on them. Practice through role playing will help you become more comfortable, confident, and prepared for the interview process.
9. Be open to change- Transitioning into a new career or entrepreneurial venture is seldom what you imagined it to be. Most likely during the initial stages of your career transition you will make less money and work harder than you ever imagined, due to your lack of experience in your new field.
10. Don't rule out professional help - Making a career transition can be overwhelming, even devastating if you are unprepared. If you haven't been in the job market in quite some time, seeking professional guidance is a great idea. I recommend you could start by researching service providers online.

Bottom-line, while making a career transition can be overwhelming, even devastating if you are not prepared, it can also open the doors to a journey that is both a challenge and a new opportunity. So, in these turbulent times, be encouraged and be proactive.

The Job Search System That Never Fails

It's been said that the best new ideas are the best old ideas.

Put another way, there's no need to reinvent the wheel in your job search if others before you have found ways to succeed.

What if I told you there was a success "system," invented by Benjamin Franklin in the 1730s, that helped create millionaires in the 1930s, when unemployment stood at 25%?

Do you think it might help you find a job faster today, with unemployment at less than 9%?

If you're interested, I'll describe this system, which can make sure you stay on track and do more of the right things each day, getting you hired faster for the job you want.

You'll need two items: a small notebook and a pencil. An Excel spreadsheet is a very helpful third component, but don't let the lack of one stop you from getting started.

What are you going to do?

Track, analyze, and improve how you spend your time every working day.

Because your time is your life. Do the right things with your time and you'll get the right results in your life. In your case, the result you seek is a new job.

Here are the 5 simple steps to this ingenious system ...

1. Carry a small pocket notebook around from the time you wake up until you stop your job-search efforts in the evening.
2. Record how you spend your time in increments of 5 minutes. Examples:

6:00-6:25 Wake, exercise

6:25-6:45 Breakfast

6:45-7:00 Shower

7:00-7:30 Watch TV news

7:30-8:10 Answer emails

8:10-9:30 Search online for job listings

3. Each evening, add up the minutes you spent on each activity and organize them into three categories: Productive, Personal, and Wasted.

Productive time is anything that produces job leads. Examples: calling friends to network, meeting other job seekers to help each other, interviewing employees of your target employer to learn about the corporate culture, etc.

Personal time is anything spent on yourself and not your job search. Examples: eating, running errands, exercise breaks, etc.

Wasted time is anything that served no useful purpose. Examples: checking sports scores, idle chatter, checking email every 15 minutes, etc.

Add up your time in these three areas on a sheet of paper or use an Excel spreadsheet.

4. At the end of the week, analyze your efforts. Here's where you'll get insights that can change your life.

Example: When I first tracked my time, I found I had spent 360 minutes in one week reading and answering email. That works out to 24 hours -- one full day of life -- every month pecking away at email. Unacceptable.

So I resolved to check email only twice a day. And I easily cut that time down to 240 minutes, saving two hours a week and 8 hours per month. Better.

But I never would have known where I was wasting time had I not tracked each day in detail.

Tip: After speaking to thousands of job seekers over the years, here's where you're probably wasting time each day:

- 0 Checking email several times an hour. Twice a day is enough -- morning and late afternoon. Anyone who really wants to reach you will call.

- θ Doing personal errands or chores. Running to the store for milk or mowing the lawn won't get you hired. Only meeting with hiring authorities will get you hired.
 - θ Failure to network. Networking is like exercise: You have to do it every day to produce results. Block off at least two hours a day for calling people and being useful to them while reminding them of your job search.
5. Finally, commit to taking more productive actions each day, fewer personal ones, and none at all that are wasteful. Will you succeed perfectly? No. Will you improve simply by observing your efforts? Yes.

This system has its roots in "The Autobiography of Benjamin Franklin," in which Franklin described tracking his time daily in a notebook, with the goal of adopting 13 virtues as new habits.

You'll also find a variant of it in chapters 3 and 19 of "The Success System That Never Fails," by W. Clement Stone, who started amassing a fortune selling life insurance during the Great Depression.

Now. If scribbling in a notebook every few minutes and reviewing your day every evening seems onerous, don't worry. It gets easier as you go, thanks to this fact of physics: It takes more energy to overcome inertia and get moving from a standstill (your old habits) than to maintain that movement (your new habit of tracking time).

Try this system for 21 days. You will be pleasantly shocked at how much more efficient you become in all that you do, starting with your job search.

Resume Mistakes Can Cost You the Job

Recently I was assisting an employer with the hiring process and reviewed many resumes that were sent in. I couldn't help but be concerned that so many people are not having any job search success because they are using a very poor resume to represent themselves to potential employers. A poor resume drags out a search for new employment.

A candidate's resume typically gets a 15-second glance, if it gets looked at all. Employers complain that they receive hundreds of resumes for any listed opening but 90% of the applicants are not qualified to do the advertised job.

In recent hiring trends many resumes are never being seen by human eyes. An electronic computer scans it, looking at keywords and eliminating all others. Employers confess to getting so many resumes that the speed of applying is a hiring factor. Employers told me they look through the resume stack until they find four or five good ones, call those candidates in for an interview, and may leave hundreds of resumes unread.

Today it is only a well-written resume advertising accomplishments and past performance results that gets noticed. Of course you know that, but when I look at the resumes being sent out to employers I cringe because so many avoidable mistakes are causing job hunters to be rejected. In my books *Winning Resumes* and *Winning Cover Letters*, we published a survey of over 600 hiring managers to learn exactly what gets attention and what gets rejected. A few of the major mistakes revealed included:

- Lying. Employers reported they are on the lookout for the significant increase in lies or serious exaggerated claims made in people's resumes. Common deceptions include accomplishments, salary, or size of the team managed. Helen, an HR Executive Recruiter inside a prominent company, wrote on her survey form: "Never, ever, lie. One person I hired lied about having a college degree when she did not have one. We fired her when the lie was uncovered."

ACTION STEP: Don't Lie. Most employers catch you in the interview or when they do reference checks, so inflating your qualifications into fabrications is NOT the same as using good self marketing to get hired.

- No apparent accomplishments. Employers report that many people's resumes are just dull job descriptions but candidates do not list any kind of results achieved on the job. The surveyed employers heavily criticized generic resumes as a worthless effort.

ACTION STEP: Results sell! Use specific facts noting demonstrated skills, and past accomplishments achieved. Our formula for success is using actions=results bullets that command attention. Be sure to include figures on how large, how many, what you did, and how it turned out. Stress actions that resulted in an increase in revenues, and any cost or time savings.

- Lengthy resume. Surveyed managers reported that resumes only get a 15 second review. "More is not better," noted Martha, an HR Director. "Long careers often travel into numerous pages and important accomplishments get lost. We won't read anything beyond a page especially with so many people applying."

ACTION STEP: Write a concise one-page resume noting top achievements. Highlight only the relevant recent information related to doing the targeted job. Use action words to create more powerful sentences.

- Spelling mistakes and use of micro-type. A top complaint with every manager and HR person in our survey noted: "I stop reading when I find spelling mistakes." Employers felt typographical errors reflect the poor quality of work they can expect from you. Reducing the font size to cram more into a resume often results in making it harder to read and many employers noted that they simply skip reading the ones with very small type.

ACTION STEP: Proofread! Perfection is a necessity to remain competitive. Use size 12 font and a nice layout that is easily read. Use clean fonts (i.e. Arial) so phone numbers and email contact information is easily read.

- No cover letter. Employers report that fewer candidates today use cover letters since many applicants are just blasting their resumes everywhere with a quick click on the send button. Surveyed employers stated cover letters are very influential and can snag an interview by themselves. They repeatedly noted was that it is a **BIG MISTAKE** using no cover letter at all.

ACTION STEP: Take the time to create a targeted letter addressing the specific employer's needs. Opening with a couple sentences that advertise

your top skills and accomplishments is the secret ingredient to getting your letter read. Then highlight exactly how you can perform the job and show definitive actions and outcomes.

A great resume is an essential career tool. It sends an employer this key message, "I'm a pro in everything I do, and someone you definitely want on your team."

Robin Ryan Source: "Winning Resumes" and "Winning Cover Letters" Books by Robin Ryan.