

Welcome to Career Prospectors!

We're glad you found us and we welcome you. At the same time, we hope you are quickly successful in your job search. Our objective at Career Prospectors is to help each other become as effective and skilled in our job search as possible and to share networking tips, contacts and best practices. On the following pages you will find a variety of resources to help in your job search, from resume writing, to creating your marketing plan, to networking, to interviewing.

Job loss and job search is challenging. It is normal to go through a range of emotions following loss of a job, including anger, grief, resentment, loss of self-esteem, followed by hope and enthusiasm, and then bouncing from one to another. This emotional roller coaster is not a linear process. Come to our meetings each week and find others who have been in this same process with you; together we support and encourage one another. There is no cost to participating and everyone is welcome.

Best first steps in your job search:

1. Set up your profile on **LinkedIn.com**. Edit your assigned public profile address (URL) to eliminate the numbers and slashes for a professional address.
2. Get a **professional email address** to use for job seeking using YOUR NAME, not something anonymous and definitely not something "cute." E.g., TimothyJThomson@gmail.com.
3. Order **business cards** for networking. One source is VistaPrint.com. Keep the design uncluttered and without a lot of background graphics for easy readability. Include your name, ONE phone number with voice mail, your professional email address, your LinkedIn profile address, and something about who you are and what you do.
4. Join the **LinkedIn Groups** for JAM, Career Prospectors and Virginia Career Network (*see below*) for information about upcoming meetings, events, best practices and job postings. Also join the Virginia Career Network at www.Meetup.com for a calendar of upcoming classes and events.
5. Create a **list of your accomplishments** for each job you've ever had: what was the problem or challenge, what did you do, and what was the result? You will use this list to write your resume.
6. Create your **list of 150-200 people** you know.
7. Register with the Henrico **Employment Transition Center** for their services (*see resources*).
8. Attend the next **New Job Seekers Orientation Class** to learn about what you should be doing for an effective job search. This three hour introduction is offered on the second Monday of each month from 10:00 to 1:00 at the Employment Transition Center.

If you don't know how to get started on LinkedIn.com, look at the attached instructions and see if you can follow those. Also, come to one of the LinkedIn 101 classes offered at the Henrico Employment Transition Center.

Plan to network, network, network. Get out of the house and meet people who can help you accomplish your strategic job search marketing plan, which you will learn how to build.

Seek to help others because in helping others you create the best opportunities for your own success.

Job Search Networking Support Groups

[Career Prospectors Southside](#), Village Bank Headquarters, 15521 Midlothian Turnpike just west of the intersection with VA 288 (www.career-prospectors.com)

Meets every Monday morning starting at 7:30 - just show up.

Provides training and skills building and accountability to be more effective in the search process.

[Career Prospectors West End](#), Three Chopt Presbyterian Church, 9315 Three Chopt Rd (www.career-prospectors.com)

Meets every Tuesday morning starting at 7:30 - just show up.

Provides training and skills building and accountability to be more effective in the search process.

[Needle's Eye Ministries](#) - an interdenominational faith-based support group providing spiritual support to those in job transition. (www.needleseye.org and nemctg.wordpress.com/know/)

[St Michael's Job Assistance Ministry \(JAM\)](#), St Michael's Church, 4491 Springfield Rd, Glen Allen (www.saint-mikes.org/pastoralcare/job_assistance.html)

Meets every Wednesday at noon - just show up.

Provides training and skills building and accountability to be more effective in the search process. This is the largest career transition support group with the greatest amount of volunteer resources available to provide training, coaching and mentoring to job seekers. While it is sponsored by the church, it is non-denominational and everyone in search of a job is welcome.

[Virginia Career Network](#) - several groups around the area, meeting on various days. (www.virginiacareernetwork.com)

Provides training and skills building and accountability to be more effective in the search process.

[Employment Transition Center \(ETC\)](#), 4060 Innslake Dr, Glen Allen, VA, 804-273-6260 – Register to become enrolled for their services, which include: assessment and career counseling, skills training, certification exam preparation classes/tuition grants, National Career Readiness Certificate testing. (www.linkedin.com/groups?about=&gid=2465347)

JOIN THE LINKEDIN GROUPS SPONSORED BY EACH OF THESE NETWORKING SUPPORT GROUPS.

FOR LINKS, SEE BELOW UNDER THE SECTION *GETTING STARTED ON LINKEDIN*.

All of the groups strongly recommend to job seekers:

- Get on LinkedIn.com and build your LinkedIn professional profile
- Build your personal marketing plan*
- Network, network, network
- Make at least 30 contacts each week towards your target companies
- Spend 30+ hours/week actively talking with your networking contacts
- Maximize your time in front of people, minimize your time on the Internet job boards

* Your personal marketing plan should identify:

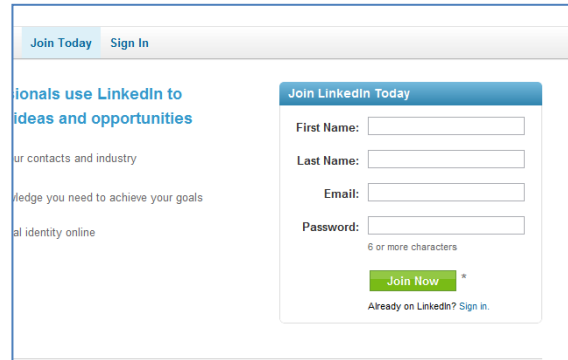
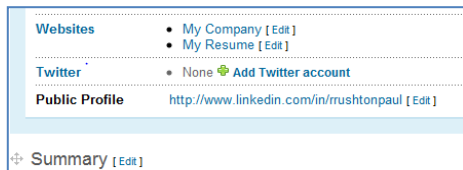
- Your most marketable strengths - what value do you bring to an employer
- Your target industries and target companies – identify 10 target companies and build to 50
- Your target individuals with whom you want a networking conversation/introduction

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Getting Started on LinkedIn.com

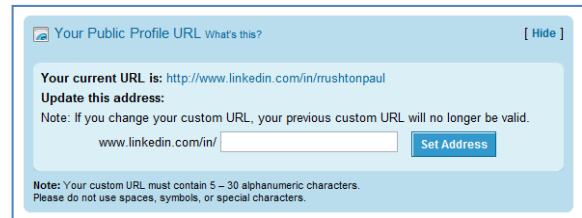
At the LinkedIn.com home page, sign up to join by entering your name, email address and choosing a password you will remember. Then click **Join Now**.

Follow the LinkedIn prompts to build your profile by clicking on the tab **Profile** and **Edit Profile**.

A screenshot of the LinkedIn sign-up page. At the top, there are two tabs: "Join Today" and "Sign In". Below the tabs, there is a heading "Join LinkedIn Today" and a form with fields for "First Name", "Last Name", "Email", and "Password". The password field has a note "6 or more characters". Below the form is a green "Join Now" button and a link "Already on LinkedIn? Sign in."A screenshot of the LinkedIn profile edit page. It shows a list of "Websites" with "My Company" and "My Resume" listed. Below that, there is a "Twitter" section with "None" and an "Add Twitter account" button. The "Public Profile" section shows the URL "http://www.linkedin.com/in/rushtonpaul" with an "Edit" link. At the bottom, there is a "Summary" section with an "Edit" link.

Then edit your LinkedIn.com Public Profile address to create a custom URL that will be just your name, eliminating the numbers and letters LinkedIn inserts. Use your new Public Profile address on your

business cards, email signature and resume using first letter capitals to make your name readable.

A screenshot of the LinkedIn custom URL setup page. The heading is "Your Public Profile URL What's this?". It shows the current URL "http://www.linkedin.com/in/rushtonpaul" and a prompt to "Update this address:". Below that, there is a note: "Note: If you change your custom URL, your previous custom URL will no longer be valid." and a text input field for the new URL. A "Set Address" button is next to the input field. At the bottom, there is a note: "Note: Your custom URL must contain 5 - 30 alphanumeric characters. Please do not use spaces, symbols, or special characters."

Continue building your Profile on LinkedIn by adding your industry, profession, education and work history. Build your work history by cutting and pasting from your resume, one job at a time. Everything you enter in your Profile you can later edit and change.

Your goal: make your LinkedIn Profile as compelling as your resume. It is your online marketing brochure! Today, your LinkedIn Profile is a important, if not more important, than your resume because recruiters are searching LinkedIn to find candidates to fill their jobs. Be there, be found and be compelling!

Attend a training class using LinkedIn (watch for *LinkedIn 101*). Classes are offered every month at the Employment Transition Center.

Join LinkedIn Groups. Once you have established your LinkedIn profile, join the following LinkedIn Groups (*see Job Search Networking Support Groups for more information*):

Career Prospectors - www.linkedin.com/groups?gid=1840263

Job Assistance Ministry (JAM) - www.linkedin.com/groups?gid=1834707

Virginia Career Network (VCN) - www.linkedin.com/groups?gid=1202147

These groups post jobs and information about upcoming meetings and networking events.

Resources to help you in your search:

As a shared effort between JAM and Career Prospectors, we continue to add resources for job seekers. These are resources that may be useful in support of your job search efforts. Please download and use any of these materials:

New Job Seekers Orientation Class - PowerPoint slides

<http://www.box.net/shared/z3jds8jh24>

A quick overview of best practices and resources for an effective job search: what to do, what resources to seek out. **Come to the class offered on the second Monday of each month from 10:00-1:00**, sponsored by volunteers from Career Prospectors, JAM and Virginia Career Network at the Employment Transition Center.

Marketing Plan Templates

<http://www.box.net/shared/c7k118ze4x> or <http://www.box.net/shared/8t5dtubedn>

A template for documenting your job search Marketing Plan. Use your Marketing Plan as a tool to expand your networking conversations. Adapt and customize to make these work for you.

Guide to Writing Your Resume

http://www.saint-mikes.org/pastoralcare/JAM_Resume_Guidlelines.pdf

Best practices in effective resume writing compiled from our professional volunteers.

Resume Template

<http://www.box.net/shared/2fknnh8kxd>

A template for preparing your resume with instructions built into the text of the template. MS Word 97 format.

Guide to Informational Networking Conversations

<http://www.box.net/shared/2ork802bee>

Networking with informational interviews: learn best practices for doing this well.

You don't have to look both ways... if you never cross the road

<http://www.box.net/shared/84740fzg21>

Advice for more effective networking

One Stop Websites for Researching Businesses, People, Facts & Beyond

http://www.saint-mikes.org/pastoralcare/JAM_WebResources.pdf

An excellent compilation of useful resources on the Internet

Behavioral Interview Preparation and Sample Questions

<http://www.box.net/shared/k15ybyot5b>

Prepare your success stories and be ready to handle a behavioral interview or be more effective in any conversation.

Job Search Action Check List

<http://www.box.net/shared/mmilnhy8y8>

Checklist of actions you should be taking NOW to be productive in your job search. Created by Veronica Boyd.

Richmond Area Recruiting Agencies – a listing with contacts

http://www.saint-mikes.org/pastoralcare/JAM_RichmondAgencies.xls

Additional useful links and resources get posted regularly to the web sites for Career Prospectors and JAM:

www.career-prospectors.com/useful.htm

www.saint-mikes.org/pastoralcare/job_assistance.html

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