

St. Rita Employment Ministry

TOOLKIT FOR JOB SEEKERS

We must look for ways to be an active force in our own lives. We must take charge of our own destinies, design a life of substance and truly begin to live our dreams.” ~Les Brown

Overview

The purpose of the St. Rita’s Employment Ministry is to provide tools and techniques to assist job seekers, whether unemployed or underemployed, find a new position through networking opportunities and other supportive resources. We are not an employment agency or staffing firm. Our goal is to provide guidance and resources to utilize during your search.

You are unemployed...now what?

Filing for Unemployment:

- File for unemployment immediately with the Texas Workforce Commission as it takes a little while for processing before you receive your first payment. In Texas, you may be eligible for unemployment benefits even if you have received a severance package so check with your local TWC office.
Visit: <http://www.twc.state.tx.us/customers/jsemp/unemployment-benefits.html>
- Search the TWC site for job opportunities. They have additional resources available and host group meetings that are worth attending.

Other Financial Resources/Support:

- Catholic Charities - <http://www.catholiccharitiesdallas.org/>
- Salvation Army - http://www.uss.salvationarmy.org/uss/www_uss_dallasac.nsf/vw-sublinks/809DEDD3FE00C81802572AE006DDE05?openDocument

Update Your Resume’:

- Your resume’ is a very important document that captures your education, work experience and professional overview so be sure it will grab the attention of a recruiter. Search online for resume’ examples and templates in your area of expertise (www.microsoft.com for example). Your resume’ should be no more than two pages in length and have no more than 5-7 bullet pointed items under each job title. Companies want to see what you’ve achieved, not just what your job responsibilities were, so be sure to include items that highlight your accomplishments in each position.
- Recruiters will spend roughly 5-10 seconds on your resume’ - be sure it’s one that captures their attention! Include the most important information at the top of the first page and check and double-check for spelling or grammatical errors.
- Seek out professionals in your area of expertise and ask them to review your updated resume’ and provide feedback or suggestions for improvement.

Set up a Personal Email Address:

- During your job search, be sure to set up a separate email address that includes your name and/or profession: sallysmith@gmail.com or FinancialProfessional@gmail.com, etc. and utilize this email address for your job search only. Be sure this is one that is not shared with others in the family.
- Keep the email address professional and avoid personal preferences/hobbies in the address.

Order Personal Business Cards:

- Along with your resume, a personal business card is an important part of the networking process. Free business cards are available from www.vistaprint.com. (Please note, they will have their logo printed on the back of your cards and there are specified templates that are available for the free cards.) Office Depot offers a basic card available in a wide variety of templates for about \$10. Include your name, telephone number, email address, LinkedIn profile address, etc. You may also want to include your area of expertise under your name (i.e. "Financial/Operations Executive" or "Human Resources/Benefits". Select a professional, conservative template that best represents you and is easy to read.
- You can also print your own business cards utilizing templates from www.microsoft.com.

Develop an Elevator Pitch:

- The term "Elevator Pitch" is a phrase used to describe a planned and rehearsed 30 second pitch you could give about yourself in the short time you would have when you meet someone on an elevator. In about 30-60 seconds, you would briefly talk about your areas of expertise, your job hunt and ask the person to offer a key connection or referral. It should sound natural and flowing. Rehearse as much as necessary so it becomes second nature.
- Essentially, the elevator pitch should be as individual as the person delivering it.

Example below from LinkedIn:

I have over 20 years experience working with vendors, reviewing, analyzing and negotiating contracts – 15 years directly associated with information technology. I have developed the ability to research needs, develop strategies for meeting those needs and work with vendors to provide cost-effective services. My success has been based on an exceptional ability to understand technical jargon and relate this information to non-technical people. This has helped me assist others in solving technical problems and also help senior management understand technical requirements and how these requirements translate to business results.

Throughout I have led teams to do some fairly complex tasks. Managing one project in particular allowed me to work with a cross-departmental team which created a scheduling program that had immediate return on investment for the organization. Another team I led resulted in the installation of a call center which aided the Hurricane Katrina and Rita victims who were displaced to North Texas during the disaster.

Build a LinkedIn Profile:

- LinkedIn is a business networking website and a powerful tool to help you in your job search. Go to www.linkedin.com to get started and create your own profile. Capture your employment history and other achievements. You don't have to include your whole resume', just briefly summarize what you accomplished at each position you've held.
- Link to as many people as possible *that you personally know* and ask a few key people for recommendations. Recruiters will be looking at this! When you meet someone new through networking, be sure to follow up with a short "it was great to meet you" message and request to connect on LinkedIn.
- It's free to create a LinkedIn profile but you can also purchase a job seeker package that will put your resume' at the top as a "featured candidate" when you apply through their site.
- Join St. Rita's LinkedIn group: **St. Rita Connections and Employment Ministry**
- Use LinkedIn to: find job openings, find online groups and/or local groups that share your professional interests, research companies you are applying to, find out who you know that may work at a company you are interested in, etc.

Networking – Your Key to Success!

- You will not find a job sitting behind your computer emailing resumes. You have to get up and get out of your house to find your next position through networking. According to the U.S. Bureau of Labor Statistics, **70%** of all jobs are found through networking. This is also referred to as the "hidden job market". Tell everyone you know you are looking for a new opportunity. People can't help you if they don't know that you are looking. Ask for referrals!
- There are many networking groups throughout the DFW area. Some suggested networking events are below.
 - www.search4uinc.com
 - www.careerdfw.org
 - <http://ntxcatholiccareers.org>
 - www.meetup.com

Seminars & Workshops					
CareerBridge	Treitsch Memorial UMC 6101 Moriss Road	1 st Bus. Thurs	Linda Mihalick	Linda_Mihalick@hotmail.com	972-539-0413
Career Care	St. Andrews United Methodist Church 1401 Mira Vista – Plano, TX	TUE	Bill Brewer	bbrewer@standrewumc.org	214-291-8082
Career Solutions	First Baptist Church of Euless 1000 Airport Freeway Euless, TX 76036	THURS. 6-9pm	David Rawles	dhrwles@sbcglobal.net	817-354-4864
Career Transition Workshop - Dallas	Northwest Bible Church Christian Life Center 8505 Douglas Avenue Dallas 75225	MON 6:00 PM 9:00 PM	Kat O'Toole	kotoole@transitionconsulting.com	972-702-0761 972-763-2439
Career Transition Workshop-	Irving Bible Church West Wing Room D 2435 Kinwest Parkway	THUR 6:30 PM	Jim Munson Joe Walker	jmunson01@cs.com go@syntelligence.net	817- 571-3662

Mid Cities	Irving TX 75063	8:00 PM				
Employment Resource Group	Jewish Family Service Office 5402 Arapaho Road Dallas, 75248	TUE 7:00 PM 8:30 PM	CAMILLE KRAMER	cKramer@jfsdallas.org		972-437-9950
Employment Transition & You	Prestonwood Baptist Church, Main Church Building 2 nd Floor, 6801 W. Park (at Park & Midway), Plano, 75093	TUE 6:30 PM 9:00 PM Room A210	Lynn Guillory	lynnguillory@comcast.net		972-820-5000 x 6125
Job Search 2008	J. Erik Jonsson Central Library Business & Technology Division 5 th Floor, Hamon Training Room 1515 Young Street, Dallas 75201	9:30 AM 11:00 AM	Greg Browder	gbrowder@dallaslibrary.org www.dallaslibrary.org		214-671-8409
Jobs Now Program	The Women's Center of Tarrant County, 1723 Hemphill, Ft. Worth, 76110-0860	M – F 8:30AM - Noon	Cindy Phillips	cphillips@womenscenter.info		817-927-4050
Possibilities Career Support Group	Richardson Church of the Nazarene 2101 E Renner Rd Richardson, TX 75082	SUN 6:00PM	Susan Hummel	www.yourchurch.org		972-239-2930
The LakePointe Job Seekers LPU	LakePointe Church, Room A-208, 701 East I-30, Rockwall, 7508	WED 7:00 PM	Brad Bischof Van Grubbs	brad@bischofjobs.com vang@lakepointe.org		972- 772-5155(w) 469-698-2270
Waterview Jobsupport Group	Waterview Church of Christ 1409 North Waterview Richardson, TX 75080	WED 7:20 -8pm	Robert Richey	bob@richeycompany.vom		972-470-0800 972-238-8158
Targeted Support Groups						
CareerConnection	Preston Hollow Presbyterian Church, Room 232 9800 Preston Road, Dallas, 75230	TUE 9:00 AM 12noon	Lisa Miller Executive Director	Lisa@careerconnection.org www.careerconnection.org		214- 739-7153
Crossroad Career Transition Workshop	Crossroads Bible Church 8101 FM 407 Double Oak, TX 75077	SAT Usually 2 nd Sat of month	Gail Houston Rex Saoit	gail_houston@intuit.com		972-355-3343
FENG (Financial Executives Networking Group)	Provided on acceptance for membership. Please follow directions on web site-- www.thefeng.org	4 th TUE 6:00 PM 8:00 PM	Logan Clark Bob Walker	ld_clark@swbell.net		214- 676-9570
HR Job Link - Dallas HR Management Association	4100 Spring Valley Rd. Suite 300 Dallas 75244	1 st & 3 rd TUE 8:30 AM 10:30 AM	Diane McClendon Exec. Director ext.21	diane@dallashr.org www.dallashr.org		214- 631-8775
Human Resources Job Net	Wells Fargo Tower 201 Main Street, Suite 600 Fort Worth, 76102	THUR 8:45 AM 10:00 AM	Pam Stoker	pstoker@stokerresources.com www.fwhrma.org/jobnet/cfm		817-257-7185
Jobseekers—Convent Church	Covenant Church 2644 E. Trinity Mills Rd. Carrollton www.jobnetwork.org (general website)	By Appointment	Leslie Horwitz	careerguidance@conventionchurch.org (use this email to request job counseling) leslieh@conventionchurch.org		972-572-4453
Senior Employment Source	Senior Citizens of Greater Dallas 1215 Skills Street Dallas 75204 (Mapsco 45-H)	M – F 8:30 AM 5:00 PM	Renae Perry	rperry@theseniorsource.org www.theseniorsource.org		214- 823-5700
Westside Baptist Church Job Ministries	Westside Baptist Church-Lewisville 802 Bellaire Blvd. Lewisville, TX 75067	By Appoint	Jackie Massey	jackiemassey601@aol.com		972-874-7257
Wilkinson Center	Munger Place UMC Education Building 1314 Munger Blvd., Dallas 75206	M-F – 5 WKS 9:30 – 12:30	Rachael Berhe, Adult Education Coordinator	Rachael.berhe@wilkinsoncenter.org		214- 821-6380

General Support Groups					
Impowering Job Seekers	Richland Hills Church of Christ Main Building, Room 207 6300 Northeast Loop 820 North Richland Hills, 76180	1 st & 3 rd TUE 7:00 PM 9:00 PM	David Newhouse Church Office	dnewhouse@harding-group.com www.rhchurch.org	817-485-5350 817- 281-0773
Custer Road UMC Career Outreach	Fellowship Hall A & B 6601 Custer Road, Plano TX 75023	2 nd TUE 6:30 PM RM B15	Taci Kistler	tkistler@crumc.org www.crumc.org	972- 618-3450
Job Net at Prestoncrest Church of Christ	Prestoncrest Church of Christ, 6002 Preston Crest Dallas 75230	By Appointment	Robert Stille	Robert@prestoncrest.org www.prestoncrest.org	972- 233-2392
Job-Net of Plano	Reformed Church in Plano 5333 Independence Parkway Plano, TX 75023	THUR 7:00 PM 9:00 PM	Don Mills Pat Robinson Roger Turner	rdonaldm@yahoo.com contactus@reformedchurchplano.org www.reformedchurchplano.org	Church Office 972- 867-6704
Jobs Ministry	St. Peter's Episcopal Church 608 West Lamar Street McKinney, 75069	By Appointment	Fred Lickfold Church	lickfold@home.com www.stpeters-dallas.org	972- 562-8959 972- 562-1166
St. Ann's Employment Network	St. Ann's Catholic Church 180 Samuel Boulevard Coppell 75019	1 st & 3 rd MON 7:00 PM	Tony Waldschmidt		972- 462-8334
Texas Workforce Commission Resources					
TWC Job Search Seminar (Garland)	TWC Garland Office 217 North 10 th Street Garland, TX 75040	MON 1:00 PM 4:00 PM	Ellen J. Singer	www.twc.state.tx.us	972- 276-8361 x 120
TWC Job Search Seminar (Richardson / Plano)	TWC Richardson Office 1222 E. Arapaho, Suite 336 Richardson TX 78081	M, T, W, T 1:30 pm til	Claudine Spearman	claudine.spearmam@twc.state.tx.us	972- 234-5391 x211
TWC (Grand Prairie)	TWC Grand Prairie Office 202 W. Pioneer Parkway Grand Prairie, 75051	2 nd & 4 th WED 8:00 AM NOON	Ngoc Tran	ngoc.tran@twc.state.tx.us www.twc.state.tx.us	214-424-3337
TWC (Allen)	TWC Allen Office 1024 S. Greenville Avenue, Suite 100 Allen, TX 75002	Office Hours	Sybrian McCaster	sybrian.mccaster@twc.state.tx.us www.twc.state.tx.us	214-495-8113
Other Metroplex Texas Workforce Commission Offices					
Arlington	817- 265-8431	Bedford / Mid-Cities	(903) 583-9543	Bill J. Priest Institute	214-860-5900
Cleburne	817- 641-7821	Corsicana	(903) 874-8276	Crest	214-371-3016
Denton	(940) 382-6712	Ft. Worth	817- 335-8527	Ft. Worth Career Asst. Center	817- 871-5500
Greenville	(903) 455-3282	Irving	972- 258-0114	Kessler Hills	972-333-0667
King Center	214- 421-2460	McKinney	972- 542-3381	Mesquite	972- 329-1948
Mineral Wells	817- 325-2595	Oak Cliff	214- 372-1471	Redbird:	972- 709-5377
Allen/North Texas	214-495-8113	Waxahachie	972- 937-8114		

Other Resources:

- Texas Job Fairs calendar: <http://www.texasjobfaircalendar.com/list.asp>
- Connect with your alumni and professional associations – many have their own job listings.
- Seek out industry-specific conferences in your area of expertise and become a speaker. This will get you visibility and is a great talking point.
- Volunteer while you are unemployed. It's good for the soul plus you never know who could connect you to your next opportunity.
- Find a mentor in your area of expertise.
- Seek out informational interviews with the companies you want to work for.

Other Social Media:

- Be very careful what you put out on other social media sites such as Facebook, Twitter, etc. Employers **will** look at your activity. **Many offers have been rescinded due to inappropriate posts/photos/comments on social media sites made by candidates and/or their associated friends.** During your job search, consider changing your privacy or visibility settings to a more private setting visible only to friends.

Staying Positive During the Job Search:

- It's very easy to become discouraged during a job search. Financial worries and a hit to your self-confidence all take a toll. It's imperative to remain calm, positive and focused on the end result. Remember, your attitude will come through over the phone and in face-to-face interviews, so be sure it is as upbeat and positive as possible.
- Get out of the house and network with others!
- Utilize any search service provided by your employer.
- Other resources:
 - http://www.helpguide.org/life/unemployment_job_loss_stress_coping_tips.htm
 - <http://www.theseecret.tv/>