



# Family Self-Sufficiency

## Back to basics

This issue of the FSS newsletter is going back to basics with solid tips on how to find employment, how to update your resume, and strategies on how to increase your chances for a promotion.

The FSS program is looking for a someone to sit on the Program Coordinating Committee as a program representative. The FSS program representative for the past three years, Barbara Foy, will be graduating from the FSS program this fall. I'd like to take this opportunity to express

heartfelt thanks to Barbara for all her hard work, enthusiasm, and wonderful ideas. Barbara will be missed. For more information on this position, please call the FSS office.

As we enter the dog days of summer, please remember it is your responsibility to contact the FSS office monthly with a progress update at douglasd@buttehousing.com or at 895-4474, extension 231.

For those of you enrolled for fall 2012 classes, I need your class schedules as soon as possible.

If you are not working and not attending school, you must fill out a monthly FSS Work Search Log and turn it in to the office at the end of each month.

These documents are required to be on file in your FSS file to verify your participation in job related activities.

Thought for the summer: What is the difference between an obstacle and an opportunity? Our attitude toward it. Every opportunity has a difficulty, and every difficulty has an opportunity. Stay cool and be safe!

## Part time employment



Stop me if you've heard this one. You've been

scouring bulletin boards, work list, online postings and the want ads for months. You have sent out countless resumes.

You heard back from a handful, but nothing solid has materialized yet. You are more than a little frustrated. This is an all too common tale right now. We all know the job market is tough out there, but there is something you can do now to make it a bit easier: **Land a part time job.** That's

right, part time work isn't just for kids delivering newspapers, it can be a valid path to full time employment. First, if your part time job is related to your long term career plans then you can use it on your resume. Something everyone should try to avoid is a gap in

*(Continued on page 2)*

### Inside this issue:

Back to basics	1
Part time employment	2
Resume skills	2
Make the most of your job search	3
Five strategies to help you win a promotion	4

### Class Schedules

If you are enrolled in school, please remember to provide the FSS office with a copy of your fall 2012 class schedule!

# Resume skills

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Sitting down to write a resume can be an intimidating experience. You

need to decide on a format, a branding statement, how to list your work experience, and of course, how to highlight your skills.

There are certain skills to put on a resume that will enhance your chances of landing an interview. Chances are your next job will not be precisely like your last, so you need skills that will move from job to job with you. The focus should be on those skills that are transferable to multiple jobs making you viable

to a variety of employers.

List your skills the right way by reinforcing them. Including transferable skills on your resume allows you to highlight those abilities that have worked for you in the past and contribute to a company or firm's success in the future. However, you can't just list these skills verbatim in a summary section and hope hiring managers believe you. Once you claim a skill you need your resume to reinforce it. Let's say you list excellent communication skills in your resume summary. Then, in your work history you mention how you helped draft the company training manual for new employees. This pairing creates a

powerful image to a potential employer. For each skill you list, do your best to provide evidence later on in your resume to reinforce the claim. This is part of the overall branding process that is vitally important in a tight job market. The longer your career, the longer the list of skills you have acquired. Be sure to narrowly focus on those skills that target your currently desired position. The exact skills will vary depending on the brand you are trying to create, but there are some general ones that easily transfer to just about any position. Make sure these skills are listed in some form on your resume and remember to support the skill with a completed task.

## Part time employment *(continued from page 1)*

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their employment history. A part time position fills this hole in your history just as well as a full time gig. Second, you may make some important contacts while working at a less than 40-hour-a-week job. At the very least, it will help pay some bills while you keep looking for a more permanent position. It may have been a while (high school?) since you thought about applying for a part time position, so here are some tips to get you started.

**Where to look.** While you can always pound the pavement and look for help wanted signs there are more efficient ways to look for part time work. If you are interested in retail go to your local mall and ask at

the info booth. Many times they will have a list of openings that will at least allow you to narrow your search. Another strategy is to look online. Most job directories will list part time as well as full time opportunities and they will allow you to filter for these types of jobs as well.

**What to bring:** The rules for part time employment are a bit more lax here. However, I always advise folks to be over prepared. After all, better safe than sorry. If you have a resume, bring it. Many part time positions will have their applications online. Fill it out, print it and bring it along. After the application the next thing to consider are recommendations. Bring along a few personal as

well as professional recommendations.

**Predictable interview questions:** One of the best things about applying for part time work is the relative ease of the interview. Some of the typical questions you can count on being asked include:

*How would you describe the pace at which you work?*

*How do you handle stress and pressure?*

*Are you overqualified for this job? Have you ever had difficulty working with a manager?*

*Why are you the best person for the job?*

Remember, part time jobs often lead to full time positions.

# Make the most of your job search

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*As we head* into summer, U.S. employers are expecting to increase their hiring slightly in the

third quarter, according to the June Manpower Employment Outlook Survey (released by the Manpower Group). The expected increase of 9 percent is the most promising hiring Outlook survey since 2008. Here are 10 tips from career coaches, recruiters and other experts to help you make the most of your job search this summer:

**1. Know yourself.** Be clear about what you want in your career, what work environments are best for you, what brings you aliveness and happiness at work. Knowing this will help you decide if a job is right for you – Martha Carnahan, certified business and life coach, Brilliant Visions LLC.

**2. Take inventory** of your skills and abilities, so that you know what you bring to the table. Understand your strengths and weaknesses. Use the job search to focus on self-improvement, acquire new skills and improve your candidacy – Elena Bajic, founder and CEO of Ivy Exec, career resource and job/recruiting site.

**3. Professionalize your** presence online. Google yourself and look at your online profiles through the eyes of your next employer. You want to impress and show your personality, but avoid the "too much information" factor – Mar-

tha Carnahan.

**4. Make a plan.** Set realistic and achievable goals and review them daily. Make checklists to make sure your job search time is productive. Treat the job search like a job – Elena Bajic.

**5. It's critical** to build a viable network. Use LinkedIn to connect with other business professionals who went to your school, worked at the same company you did or who share hobbies, faith or interests. Connect with people you don't already know over coffee or lunch – Randy Hain, managing partner, Bell Oaks Executive Search.

**6. Try "organic networking."** Build relationships naturally by doing what you enjoy and being who you are. Talk about your career plans with family, friends, your yoga instructor or your child's soccer coach. You'll create a flourishing network and net more business contacts and referrals down the road – Laura Berling, life and leadership coach, True Voices Inc.

**7. Research to** find non-posted opportunities. There are three types of job openings: public openings, hidden jobs and future jobs. Competition is fierce for the first. You find the second and third type by leveraging your network to find yourself in the right place at the right time. Do research online and with industry professionals to develop a robust target list of companies. Use LinkedIn to ask for "warm" referrals, which could open up hid-

den or future jobs – Tom Darrow, founder and principal of Talent Connections LLC and Career Spa LLC.

**8. Be flexible.** Be willing to explore consulting or contract roles in addition to full-time jobs. It's important to get your foot in the door and give employers a chance to try before they buy – Randy Hain.

**9. Set yourself** apart with social media. Create a compelling LinkedIn profile that includes a PowerPoint presentation highlighting your capabilities and accomplishments. Create a Facebook fan page for business. Include compelling content and video to show that you know industry trends and are a leader in your field – Barbara Giamanco, CEO, Talent Builders Inc.

**10. Be passionate.** Now that employers have downsized, they want team members who are working from their core abilities. Show the kind of passion and enthusiasm that will demonstrate you can handle and embrace the requirements of working in a lean, focused team – Sharon Birkman, CEO,

## One-Stop Services

One-Stop services include current job leads, resume writing assistance, job search workshops and job interview preparation.

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# Five strategies to help you win a promotion

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The FSS program offers a lot of advice on how to find new jobs or careers. However there are many of you who enjoy where you

work and simply want to climb a few more rungs up the ladder of success. Let's face it, in an economy such as ours sometimes the best play, career-wise, is to stay put. Greener pastures may not turn out so green, if they even exist at all.

This article is for those of you after that elusive goal - the promotion. Just like any other goal, landing a promotion requires strategy, patience and perseverance. You don't have to become the embodiment of Michael Douglas in Wall Street to get ahead, but you can't just sit by idly and expect it to happen for you either. Here are 5 tips you can use to get started climbing that ladder:

**1. Do what you do better than anyone else:** The first step to getting ahead is to perform well in the position you have. Do not just do what is expected of you, go beyond and get noticed. Will putting in some extra effort always be rewarded? Honestly, no. Sometimes your efforts will go unnoticed. However, over time you will build a reputation as a serious worker who is willing to put the company, or team, first. That will eventually pay off for you.

**2. Find your Yoda:** What would

Luke have been without Yoda? Everyone needs a mentor to teach them the ins and outs of the field and company culture. Seek out people a few rungs higher than you who would be willing to take you under their wing. You'll be surprised how receptive people can be to becoming your mentor. After all, you are recognizing them as experts and worthy to learn from. It's flattering. In addition to learning valuable skills and techniques from someone who has been around the block a few times, you will have an ally in a position to possibly help you land a promotion at some point.

*Do not just do what is expected of you, go beyond and get noticed!*

**3. Go back to school:** Learning new skills, keeping up with trends and becoming an expert yourself are all sure fire ways to get noticed by the higher ups and pave the way for a promotion. This used to mean costly courses and night school, but no more. Today, professional development is so prevalent you are sure to find an online course or seminar that fits your budget and schedule. You can also leverage the web and create your own PLN, or personal learning network. Follow the trend setters in your industry on Twitter, Facebook, and LinkedIn. Interact, learn and grow. Before you know it you will be establishing yourself as an expert in your chosen field.

**4. There is no "I" in Team:**

Yes, I know it is a cliché, but clichés get their start in truth. As the structure of corporate America becomes flatter and more projects are done by teams, being seen as a team player has become vitally important. Make sure you don't try to steal credit, or place blame. Just work hard as a team member and get the job done, even if it means taking on more than your fair share. People will notice and eventually those higher up will want your drive and work ethic higher up.

By being a team player, you'll build your reputation and increase your value to the company.

**5. Act like you already have the promotion:** No, I do not mean you start telling your peers what to do and walk into meetings five minutes late. What I do mean is that you start asking for more responsibility. Jump in as volunteer to help out a neighboring department. Willingly take on a little more than you need to to help out your boss. Hustle means something, and the more you do it the easier it will become. then people will grow to depend on you. When you have made yourself indispensable you have made yourself very promotable. Remember, sometimes the best job opportunities are right under your nose. Put a plan in place and be ready the next time a promotion is made available.

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