

**WHAT CAN  
JOB FINDERS  
DO FOR YOU?**

**Help You Find that Perfect Job:** We help place workers find short and long term temporary work in manufacturing, engineering, office settings and much more. In addition, we recruit for Medical facilities in all areas of health-care, with an emphasis in: allied health, nurse practitioners, nursing home and hospital administration, management and executive level personnel.

**Resume Writing Service:** Many people are unsatisfied with their current job or career. Is it time for you to make a change? If you are looking for a new job, new career, or just out of school - let us help by writing a professional resume and cover letter that help you stand out among the competition. A well written professional resume is your ticket to a better job. We know exactly what employers are looking for and we can provide you the resume you need to be noticed.

**Career Coaching:** We have developed a system that will train and assist you in being successful at getting the job you've been searching for. This program includes weekly 1.5 hour sessions with one of our professional staff members.

## Plan Your Work & Work Your Plan

Most people have heard that you must plan your work and work your plan. Whether it is a one-year strategic plan or a daily to do list you must plan in order to succeed. If you fail to plan your plan may fail. A simple way to integrate this planning principle into your private life or your company's culture is to have everyone involved follow the 5 P's: Prior Preparation Prevents Poor Performance.

Poor performance usually results in personal disappointments or things not getting done. The 5P's is not just a catchy phrase or gimmick. The ability to get things done right the first time is a big key to family stability and harmony. At work getting things done correctly and on time is general for cost containment. Have everyone in your family or your department staff memorize the 5P's. Start their days by reminding everyone of them. Perhaps while having dinner or a quick chat ask your kids how he or she has utilized them; ask your staff and perhaps, ask yourself too. Making this statement part of everyone's "Top of Mind " awareness is a simple way to drive home the fact that prior planning is essential at all levels of your life.

## Looking Inside Rapport

This month we're taking a look at the words we can find within rapport, a quality the successful business person is eager to share with employees, vendors or suppliers and customers as well as family and friends.

- R** – based on a **relationship** of mutual trust.
- A** – builds in **accountability** in all business procedures.
- P** – **plans** for successful outcomes for all concerned.
- P** – remembers the **purpose** of the business, why it exists.
- O** -- **on-going** evaluating and fine-tuning of policies and procedures as needed.
- R** – aims to **respond** in a crisis situation rather than fly off the handle.
- T** – makes wise use of **time** in order to enjoy a well-rounded life.



**DECEMBER 2009**

*“Recruiting professionals and staffing temporaries to fill your needs”*

**HOW DO I APPLY TO JOBFINDERS?**

First, stop by our office, Tues. - Thurs. between 9am-3pm to complete our application. Come prepared with 2 forms of ID & your resume, if you have one. If you do not live locally, you can call us to email you the application materials in advance.

After completing our profile application, you will call us to set up a time for you to meet with one of our recruiters to interview, discuss your qualifications, & what you are looking for in a job.

After meeting with a recruiter, if you applied for temporary work, you will need to call us each Monday, between 8:30 and 4:00 to report your weekly availability.

If you are applying for direct hire work, we will work market you to employers that have needs that match your qualifications at no cost to you.

**Resume Preparation Do's and Don'ts**

*An excerpt from Katherine Hansen,*

- **Do** consider a bulleted style to make your resume as reader-friendly as possible.
- **Don't** get overwrought about the old "one-page resume rule." It's good to keep your resume to one page, if possible, but if you have a lot of experience, two pages may be more appropriate. If your resume spills beyond one page, but you have less than a half a page of material for the second page, it may be best to condense to one page. **Don't** go beyond two pages with your resume.
- **Don't** ever lie on your resume.
- **Do** give your resume as sharp a focus as possible. Given that employers screen resumes for between 2.5 and 20 seconds, you need a way to show the employer at a glance what you want to do and what you're good at.
- **Do** consider a section such as "Summary of Qualifications," or "Profile," which can also help sharpen your focus.
- **Do** list your jobs in reverse chronological order.
- **Do** think in terms of accomplishments when preparing your resume. Accomplishments are so much more meaningful to prospective employers than run-of-the-mill litanies of job responsibilities.
- **Do** emphasize transferable skills, especially if you don't have much experience or seek to change careers.
- **Do** quantify whenever possible. Use numbers to tell employers how many people you supervised, by what percentage you increased sales, how many products you represented, etc.
- **Don't** list too much experience on your resume. The rule of thumb for someone with many years of experience is to list about 15 years worth of jobs.
- **Don't** list high school or your height, weight, age, date of birth, place of birth, marital status, sex, ethnicity/race, health, social security number (except on an international resume), reasons for leaving previous job(s), names of former supervisors, specific street addresses or phone numbers of former employers, picture of yourself, salary information, the title "Resume," or any information that could be perceived as controversial, such as religion, church affiliations, or political affiliations.
- **Do** proofread carefully. Misspellings and typos are deadly on a resume.



Press Release  
FOR IMMEDIATE RELEASE



**Job Finders Employment Service Receives 2009 Best of Columbia Award**

U.S. Commerce Association's Award Plaque Honors the Achievement of JobFinders Employment Services

WASHINGTON D.C., June 8, 2009 -- Job Finders Employment Service has been selected for the 2009 Best of Columbia Award in the Employment Agencies category by the U.S. Commerce Association (USCA).

The USCA "Best of Local Business" Award Program recognizes outstanding local businesses throughout the country. Each year, the USCA identifies companies that they believe have achieved exceptional marketing success in their local community and business category. These are local companies that enhance the positive image of small business through service to their customers and community.

Various sources of information were gathered and analyzed to choose the winners in each category. The 2009 USCA Award Program focused on quality, not quantity. Winners are determined based on the information gathered both internally by the USCA and data provided by third parties.

About U.S. Commerce Association (USCA)  
U.S. Commerce Association (USCA) is a Washington D.C. based organization funded by local businesses operating in towns, large and small, across America. The purpose of USCA is to promote local business through public relations, marketing and advertising. The USCA was established to recognize the best of local businesses in their community. Our organization works exclusively with local business owners, trade groups, professional associations, chambers of commerce and other business advertising and marketing groups. Our mission is to be an advocate for small and medium size businesses and business entrepreneurs across America.  
SOURCE: U.S. Commerce Association

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