



A Division of JobFinders Employment Services

1729 West Broadway #4  
 Broadway Shopping Center  
 Columbia, MO 65203  
 573 ■ 446 ■ 4250

**HOW DO I APPLY TO JF MEDICAL BROKERS?**

**For Direct Hire Work:** Contact us to obtain a profile form. Upon completion, email profile and resume to: [jobfindershr@jobfindersusa.com](mailto:jobfindershr@jobfindersusa.com). Next we will interview you and then market qualified applicants to employers that have needs matching your unique skills—at no cost to you.

**For Temporary Work:** Stop by our office, Tues. -Thurs. between 9 & 3 to complete our application. Come prepared with 2 forms of ID. If you do not live locally, you can call us to email you the application materials in advance. After completing our application, you will call us to set up a time to interview.

T 573.446-4250

F 573.446.4257

**How to Evaluate Your Staffing Firm**

When choosing a staffing firm, take time to evaluate the firm and your personal staffing coordinator/recruiter by asking the following questions:

- Does your staffing company have expertise in your specific field?
- Does your staffing company have knowledge of your market?
- Does your staffing company have a true understanding of your needs?
- Does your staffing company have a proven track record?
- Does your staffing company have expertise in the legal and regulatory restrictions associated with hiring medical personnel?
- Does your staffing company have a reputation for placing candidates that stay in their jobs?
- Does your staffing company specialize in Healthcare staffing?
- How long have you been a recruiter in the Healthcare field?
- How long has your company been in business?
- Is there any cost to me to utilize your staffing services?

**Why Work with a Recruiter?**

A recruitment firm adds value both to the client and the candidate by getting them face-to-face faster. A good recruiter understands you, the candidate, thoroughly: your capabilities, experience, goals, family needs, desires with regard to amenities in a community, and overall skills. They look for organizations that match your expectations closely. In addition, the time that most job seekers have to apply to a full fledged job search is limited. Even in the Internet age, this process is time-consuming. A good recruiter will reduce the time you spend searching for an opportunity, allowing you to spend time on the things that are really important to you.

**Up Coming Conferences**

**CENTER FOR HEALTHCARE EDUCATION  
 28TH ANNUAL EMERGENCIES IN MEDICINE CONFERENCE  
 THE CANYONS RESORT, PARK CITY, UT  
 FEBRUARY 28 - MARCH 5, 2010**

**SOCIETY OF UROLOGICAL NURSES & ASSOCIATES  
 2010 ANNUAL SYMPOSIUM  
 THE BROADMOOR, COLORADO SPRINGS, CO  
 MARCH 11 - 13, 2010**

**NATIONAL SOCIETY OF ALLIED HEALTH  
 2010 ANNUAL CONFERENCE  
 RENAISSANCE CONCOURSE, ATLANTA, GA  
 MARCH 18 - 21, 2010**

**Where Does JF Medical Place Candidates?**

JF Medical Brokers places licensed and professional medical professionals all over the United States. We place non-licensed and semi-professionals in positions all over Missouri.

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

**Help You Find that Perfect Job:** We help people find short and long term temporary work for: Allied Health Associates, Mid-Level Professionals, Nurses Executives, Operations Staff, Physicians, Medical Coders and Health Information Specialists, General Office Personnel, Customer Service Associates, Laundry and Janitorial Staff, Food Service Workers, Technical Staff and Purchasing Associates.

**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.

[www.jobfindersusa.com](http://www.jobfindersusa.com)

**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. CV's can be longer than 2 pages; however, a traditional resume should not be longer than 2 years.
- **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.



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

**CONTACT:**

U.S. Commerce Association  
Email: [PublicRelations@us-ca.org](mailto:PublicRelations@us-ca.org)  
URL: <http://www.us-ca.org>