

Ask a Wise Woman ...

Dear Wise Woman;

I've tried every trick I know to get my resume and cover letter to stand out from all the others. I know I have the right skills, qualifications and experience for the jobs I apply for but nothing seems to be working to get me an interview. Do you have any new ideas?

Wallflower Wanda



Dear Wanda;

We just read about a great idea in one of the new books in CERC's resource library. The book is: Getting the Job You Really Want by J. Michael Farr and the new idea is a mini-resume or JIST card: **J**ob **I**nformation and **S**eeking **T**raining. This is a unique job search tool that uses a 3 x 5 card format to tell a prospective employer who you are in 30 seconds or less.

There are a number of ways you can structure a JIST card but you want to make sure the card highlights your most important information and qualities: name, how you can be contacted, your job objective or what you are looking for, work experience, education and training, job related skills or performance, special conditions (i.e. availability) and good-worker traits. You can attach a JIST card to your resume or give them out to friends and networking contacts. Some people have secured an interview based on just the information on the JIST card. It's worth trying!

About CERC "Your Job Search Connection"

Hours

Monday: 9am – 6pm
(every third Monday of the month, the Port Hope office will close at 4pm for staff development. The Cobourg office will be open until 6pm)

Tuesday: 9am – 5pm

Wednesday: 9am – 5pm

Thursday: 9am – 5pm

Friday: 9am – 4pm

Email

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Web Site

www.cercnorthumberland.com

Locations

Port Hope: 74 Queen Street
(Lakeland Place)
Telephone: 905-885-2372
Fax: 905-885-5706

Cobourg: 1005 Elgin Street
(Fleming Building)
Telephone: 905-372-9372
Fax: 905-372-5247

Colborne Outreach:
Thursday August 10th and 24th
2-5 p.m Public Library, King St.



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Mature Women's Chronicle "Your Job Search Connection"

August 2006



What's Inside for the Mature Woman?

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Careers For Older Women

Here is the last installment of our three month series answering ten questions that might help you improve your job search.

8. Do you send thank-you notes after interviews? This is simply good manners. You think a thank-you note won't make or break your job search? It might. What if you are one of two equally qualified candidates? You send a thank-you note but the other candidate doesn't. Odds are that the person who thanked the employer for their time will get the job.

9. Do you follow up after the interview and the thank-you note? If you did send a thank-you note and haven't heard anything by the time the employer said the hiring decision would be made, by all means call. This kind of follow up, as long as you persist politely, shows your interest in the job.

10. Have you asked what you are doing wrong? After you receive a rejection from an employer do you ask what you did wrong or what you could have done better? True, you might not get a straight answer but occasionally you'll find someone who is willing to give you some feedback. Even if one person reveals something that can make your job search more effective, it will have been worth asking. If you are rejected, be sure to let the employer know you are still interested in working for the company. That technique has paid dividends for many job-seekers when the person the company hired didn't work out.

Personal Goal of the Month

Read about JIST cards (chapter 9 in [Getting the Job You Really Want](#)) and try making some for your own job search.

Resources

Here's some late summer reading from CERC's resource library:
[Getting the Job You Really Want: A Step-by-Step Guide to Finding a Good Job in Less Time](#) by J. Michael Farr, fourth edition

Quote of the Month

"In the midst of a hot summer, raise another glass of lemonade and pledge to take on a career-building activity or two. Come the cool winds and hustle and bustle of fall, you'll be glad you did."
... *Karen Schaffer*

CERCulation News

Our Theme this month says it all:

A CERC Client Support Worker offers
Useful
Guidance,
Understanding and
Support
To our members!



Come into CERC and get some more "tips" to put some summer heat into your job search.

Female, Over Forty and Fit For the Workplace

"SPRUCE UP YOUR SUMMER JOB SEARCH"

There is still time – even though we can't believe it's August - for a summer "spruce up" for your fall job interviews.

Here are a few more tricks to help you reach that "500 calories a day less" goal.

- Have ½ a cup of rice instead of a whole one and you will save 100 calories.
- Switch your sandwich fixings. Instead of toppings such as a slice of cheese (110 calories) and a tbsp of mayonnaise (100 calories), add mustard, bean sprouts, lettuce, tomato or cucumber for just a few calories.

A recent Career Advice Article at the MSN Careers website had some great tips for using the "dog days of summer" to give your job search a "workout".

- Give your resume a new look – pump up the content with fresh descriptions of your responsibilities. You need to sell yourself creatively to stand out from other candidates –come into CERC and get inspired!!
- Make your contacts count at parties – be seriously curious – listen and ask people how they got where they are.
- Ready a juicy book – get into character for that perfect job!! Check out the new books featured in this issue and come in to CERC.

Good for you... using the summer months to energize your job search and your attitude!