



### Ten Essential Job Search Strategies

- 1) Develop a Career Plan
- 2) Take an Inventory of Your Skills
- 3) Network to Create Opportunities
- 4) Research Your Industry
- 5) Have a Dynamite Resume
- 6) Create A Great Cover Letter
- 7) Winning the Interview
- 7) The Follow-Up Letter
- 9) Follow Effective Job Search Strategies
- 10) Maintain a Positive Attitude

Source: [Settlement.Org](http://Settlement.Org)  
for Newcomers  
Information!  
[www.settlement.org](http://www.settlement.org)

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### Practical Tips for Selecting the Perfect Profession

Finding the perfect profession can be daunting. Many people struggle with finding happiness in their professional lives because they are often not where they want to be. Here are some tips for finding what career you might excel at:

- Take time to write down your skills, abilities and talents. Having an inventory will help you look at the big picture.
- Think about where your passions lie. Most people excel in a job that they have a passion for. Know that you can follow your dreams!!!
- Consider taking personality tests or career tests. You can often find these offered at your local community college or career center.

### The Can Do Poem

If you think you are beaten, you are  
If you think you dare not, you don't  
If you'd like to win, but think you can't  
It's almost a cinch you won't  
Because life's battles don't always go  
To the stronger or faster man  
Sooner or later, the person that wins  
Is the one that says, I CAN!!!

-Anonymous



### The Youth Program

Are you 18-21 years old and want to work? Are you having a hard time finding work? You may be eligible for the youth program at the Smart Business Resource Center.

We can help with job leads, paid work experience, GED prep, as well as financial assistance with GED test fees, interview and work clothing, transportation, and more.

For more information and to find out if you are eligible, call Lisa Feliciano at (530) 245-1534, or Heather Kelnhofer at (530) 245-1542.

### Word of Thought

"It is hard to fail, but it is worse never to have tried to succeed."

Theodore Roosevelt



Roosevelt

### Youth- Internet Entrepreneurs

Many young people are looking into getting their own internet business started. They are concerned about their future, and do not want to worry about down-sizing or lay-offs. These factors make internet businesses a better solution for many people. A lot of young people today have made it really big. Think of Facebook.com, Youtube, or Mozilla. All started by young people. Here are a few reasons why young people will start an internet business:

1. Potential earnings in one month can be higher than when you work an entire year.
2. Time saved by not driving can easily be spent on something you really like.
3. If you have children, you can spend more time with them.
4. You're able to schedule time for personal reasons without having to ask a boss.
5. You can become financially independent at an early age.
6. You never have to worry about getting laid off.
7. You have tax benefits that can save you bundles of money.
8. An internet business can help you feel better about yourself. It will also make your parents proud.
9. No college degree required! Use common sense, guidance and apply yourself.
10. You can choose your own hours. With today's technology, you can work while you travel. You can even live in another country for awhile.

Lisa Feliciano

## The Ask Lisa Corner



Today's Topic:

### Missing Work

#### 1. What do I do if I need to miss work?

*First, don't miss work unless you have a valid reason. Once you determine that it is a valid and acceptable reason, make every attempt to notify your employer as soon as possible.*

#### 2. What is an acceptable reason to miss work?

*If you are sick and contagious, stay home. You do not want to infect coworkers. If you've had a death in the family and need to go to the funeral, then that is also acceptable. Also, doctor's appointments are acceptable, but hopefully you give your employer ample notice.*

#### 3. What should I do if I am having trouble getting to work or finding child care?

*Call your employer and let them know you are going to be in, but you are going to be a little later. Don't use lack of transportation or childcare as an excuse to skip out the entire day. Find a way to get there, or try to find an acceptable situation for your child.*

## Why dress up for interviews?

Because it is very important to put your best foot (and face) forward! You want the employer to know that you are serious about the job and that you cared enough to dress nice and professionally. While an interviewer may be impressed with you as a person, you still need to dress for success.

## Benefits of an Online Education

Many of you would like to have a better job with better pay. The key to that is continuing your education to make yourself more marketable to employers. The next thing that you need to consider is how you are going to get that continued education.

Getting your degree online can prove to be very beneficial. Not only are you taking a huge step in furthering your education, but you are taking a valuable step towards achieving your career goals as well.

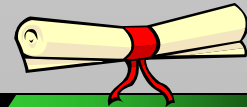
Online degrees are convenient. You are able to do your class time at home, without having to go somewhere. If you have children or are working, you have the ability to be flexible with your schedule and when you are going to complete your class time. You also get to stay in the comfort of your own home, without having to spend time and money driving to and

*Continued below*

## Career Technical Educational Certificates

Shasta College's Career Technical Education Program offers a lot of technical certificates. Whether you would like a certificate in Natural Resources, Health Occupations, Business Administration, Science or Communications, they have a course plan for you. There are many different certificates available. Check out [www3.shastacollege.edu/rop/cert.html](http://www3.shastacollege.edu/rop/cert.html) for more information.

Also, there is an Entrepreneurship certificate that is available, which provides resources for the owners/managers and employees of small businesses leading to a better understanding of small business operations. Check out [www3.shastacollege.edu/bat/entrepreneurshipcert.htm](http://www3.shastacollege.edu/bat/entrepreneurshipcert.htm) for more information.



## FREE WORKSHOP

Interested in a career as a pharmacy technician or clinical medical assistant? Shasta College Economic & Workforce Development will host a workshop from 8:30 to 10:30 am on July 26 at the Health Sciences & University Center. Attendees will learn more about training opportunities, prerequisites, student financing options and more. Seating is limited. Visit [www.shastacollege.edu/ewd](http://www.shastacollege.edu/ewd) and click on "Pathways" or call 225-4835 for more information.

from classes

The online educational program is easy to use as well. Most universities have online interfaces that are very simple to use, with lots of guidance if needed.

The key is to look for a school that accommodates your needs. You want a personalized education that is tailored for you and your goals. As you embark on that journey, remember what you wish to achieve. Keeping that goal in sight will help motivate you to the end goal: a continued education that is going to take you great places.

## Congratulations to our recent graduates of the GED program!!



You all worked very hard and all the staff here at the Smart Business Resource Center is very proud of you! Great Job!!