

## The Ask Lisa Corner



Today's Topic:  
Everyone I know is looking for work.

### 1. What is the best practice for applying for jobs?

*Keep a list of all the places that you have applied to, as well as date/time/contact person that you spoke with, and follow up with them. Don't assume that all you need to do is drop off your resume.*

### 2. How do I look for places that are hiring?

*Visit our website at [www.thsmartcenter.biz](http://www.thsmartcenter.biz) for any new jobs posted through Hot Jobs, then check in Caljobs for any new job orders. Then check out our links to other websites, such as Indeed.com, Simplyhired.com or Craigslist.com.*

### 3. What is the best way to network?

*Let everyone know that you are looking for work. The more people who know that you are looking for work, the better. They may see a help wanted sign somewhere and give you a call. They may hear from a friend about an opening you would prefer. Their parents may own a business and need some help.*

## Word of Thought

**"The difference between the impossible and the possible lies in a person's determination."**

**-Tommy Lasorda**

### How To Find A Job On Craigslist

Many employers use Craigslist to find new employees. Whether it is through job postings or looking through resumes to find the perfect candidate, Craigslist is a valuable tool that we all can use.

First step is to create your resume. This will be your ticket to an interview. If you do not have the education, make your experience work for you. If you have the education, but not the experience, make your knowledge your best first impression. Don't skimp out on your resume. Create a professional resume using a computer resume program or hire a professional resume builder. All your previous work experience, educational background, and a list of references (get the ok for them first) should go into your resume.

Narrow down your search by your local area. Then type a job title that you are looking for. Remember to think outside the box. Be open-minded and open every post that catches your eye in your local area. Another way that you can search is through qualifications. For example: if you are a forklift certified, then type this into the search engine to pull up all jobs listing the qualification as part of the job. There are many different job types listed for quick searching in craigslist but keep in mind that some jobs in one category may be perfectly matched with your skills. Browse through all the categories to see what possibilities are there.

Read each job posting thoroughly. If the post says to reply to an email address, do so accordingly. Follow the instructions of the post. Employers are first looking for an employee that can at least follow the simple instructions of the post.

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### Are you interested in owning your own business? Check out the Young Entrepreneur Program!

The Young Entrepreneur Program (YEP) is hosted by the Small Business Development Center at Shasta College. It is designed to help young people, ages 14-27 that have an interest in working for themselves.

Services include free one-on-one consulting, and education in such things as leadership development, team building, financial management, communication and business etiquette. It's open to serious entrepreneurs who want to start a business, as well as high school students who want to explore potential careers.

For more information contact 225-2770 or stop by the office located at 1420 Butte Street, near the college's Health Science & University Center.

Looking for work? Try the California Conservation Corps or Job Corps. They are both great opportunities for gaining valuable tools for the workforce, and you earn money while you are doing it!

CCC:

[www.ccc.ca.gov](http://www.ccc.ca.gov)

Job Corps:

[jobcorps.dol.gov](http://jobcorps.dol.gov)



### 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.

## Heather's Job Searching Do's and Don'ts



### Today's Topic: Proper Grooming

**DON'T** forget to wash and comb your hair.

**DO** remember to dress for success. Yesterday's outfit is never good to wear when you are visiting employers.

**DON'T** think that is acceptable to smell like a dirty ashtray when looking for work or going to an interview.

**DO** look over yourself before entering a business. Ask yourself if you would hire you.

**DON'T** forget to have fresh breath.

**DO** understand that first impressions are the ones that last. Do your best to look (and smell) your best.

#### Contact Us:

#### Smart Business Resource Center

1201 Placer Street  
Redding, CA 96001  
(530) 246-7911  
[www.thesmartcenter.biz](http://www.thesmartcenter.biz)

Check out our new youth webpage at [www.thesmartcenter.biz/youth](http://www.thesmartcenter.biz/youth). There are new updates on there, as well as an easy way to get in contact with a Program Adviser. You can also find us on myspace at [www.myspace.com/youthsmartcenter](http://www.myspace.com/youthsmartcenter)

#### Websites to surf for openings

Smart Business Resource Center  
[www.thesmartcenter.biz](http://www.thesmartcenter.biz)

Simplyhired  
[www.simplyhired.com](http://www.simplyhired.com)

CalJOBS  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

Indeed  
[www.indeed.com](http://www.indeed.com)

America's Job Bank  
[www.ajb.org](http://www.ajb.org)

Craigslist  
[www.craigslist.com](http://www.craigslist.com)

If you are responding by email, your response is going to go to someone in HR's regular email address. They may receive tons of email each day and they may have more than one job posting. The best subject line is "Resume for Jack Doe:\_\_\_\_\_". The fill in the blank part should be part of the title of the job post copied word for word so that the receiver knows exactly what they are looking at. This is also a good way to show professionalism, which is critical in today's job market.

Remember that your resume should always be an attached document. Use Microsoft Word or Google Documents (free to Gmail members) to send your resume. The body of your email should not only mention something about the job posting, but also state politely why you feel that you should be considered for the job. Your email response should encourage the reader to want to contact you. This is as simple as stating "Please contact me at your earliest convenience. I look forward to speaking with you more about this job opening."

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### Spring Hiring Fair 2009

The Smart Business Resource Center will be holding a hiring fair for this year's spring season on March 10, 2009 from 10 am to 2 pm. Many employers are expected to attend, so you can save time by pre-registering at the Smart Center before the fair. Also, if you have your application information, resume, and references, be sure to bring them with you. If not, you can ask for assistance at the fair. For more information, call (530) 246-7911.

#### Going Green

Shasta College is offering courses pertaining to Alternative Energy. If you want to take classes and learn more about understanding green, alternative energy, wind power, solar power, hydrogen and much more, then visit the link below for Shasta College's Alternative Energy Series.

<http://www.adultedreg.com/shastacollege/index.cfm?processtype=department&deptid=10746>

Keeping records of all jobs that you've applied for is a great idea. It will assist you in keeping track of where you need to follow up, and with whom. If possible, call within a few days to ask if your resume has been reviewed. Sometimes your call may be perceived as pushy, but this is often the very best way to get your name passed around the office. If a phone number is not listed, but the company name is, do a phone search to find the number. It is also acceptable to send a follow up email to let them know that you are still very interested in the position.

Employers see many resumes on a regular basis. If you want the job, let them know that you are serious. With these tips and tools, you can be very successful. Good luck in your job search!