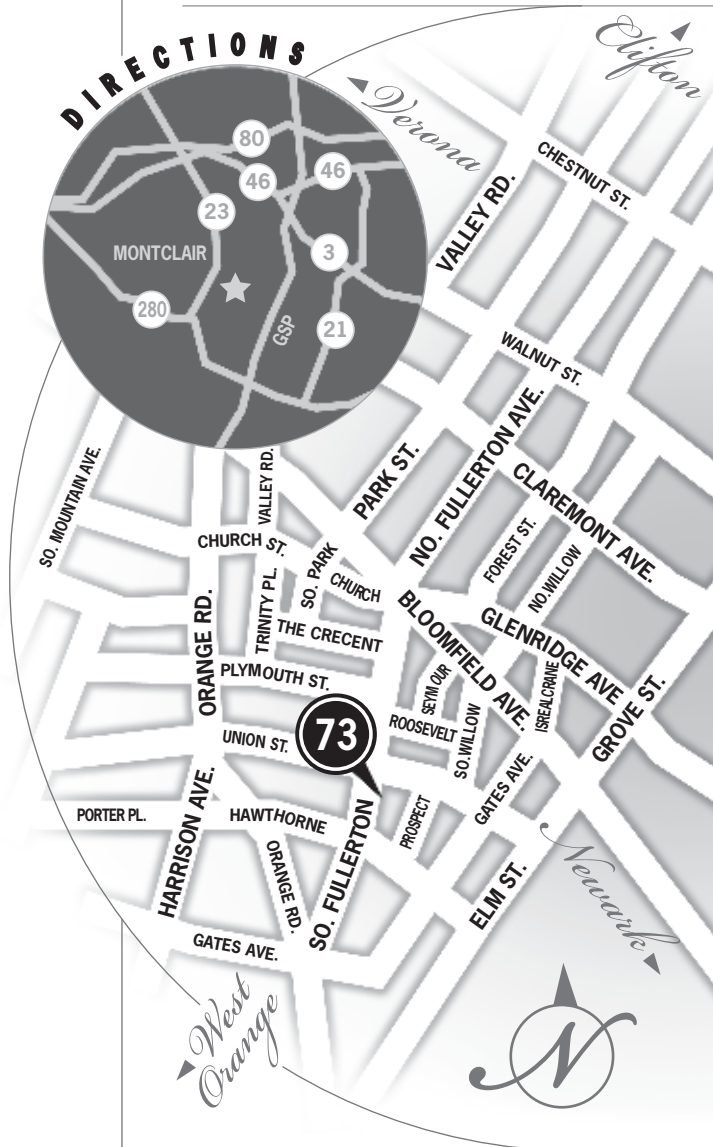


# JOB SEEKERS *of* MONTCLAIR

## SUMMARY OF TOPICS COVERED



A FREE, NON-SECTARIAN  
JOB SEARCH TRAINING & SUPPORT  
GROUP OPEN TO ALL

**LOCATION:** ST LUKE'S CHURCH (DINING HALL)  
73 SOUTH FULLERTON AVENUE, MONTCLAIR, NEW JERSEY  
**WHEN:** WEDNESDAY EVENINGS 7:30-9:15 PM  
**CONTACT (PHONE):** 973.783.3442 (LEAVE MESSAGE)  
**WWW.JOBSEEKERSOFMONTCLAIR.ORG**

### **COPING WITH CHANGE**

- Understanding Your Feelings
- Coping with Stress
- Gain Control
- Opportunities of Growth

### **HANDLING YOUR FINANCES**

- Prepare a Budget
- Dealing with Banks & Creditors
- Bankruptcy & Other Alternatives
- Unemployment Benefits & Subsidies

### **RECOGNIZING ACCOMPLISHMENTS**

- Knowing & Understanding Yourself
- Personal Assessment Inventory
- Am I Who I Think I Am?
- Assets & Liabilities

### **RESEARCH FOR TARGETING YOUR JOB SEARCH**

- Identify Industries & Companies
- Considering Company Culture & Size
- Developing a Plan of Action
- Finding the Right Fit with an Organization

### **JOB SEARCH TECHNIQUES**

- Using the Internet
- Informal Interviewing
- Directory of Organizations
- Examining the "Want Ads"

### **DEVELOPING YOUR RESUME**

- The Message: What Do I Want to Communicate?
- Styles: Functional, Chronological, etc.
- Summerizing PAR's

### **COVER LETTERS, THANK-YOU LETTERS & REFERENCES**

- Designing Effective Cover Letters
- Telephone Etiquette & Effective Use
- Thank You Letters & Their Place

### **UNDERSTANDING NETWORKING**

- What is it? How Does it Work?
- Techniques to Manage an Effective Network
- Overcoming Network Fears
- (Second Session of This Topic) Includes a Practical Workshop

### **DEALING WITH ROAD BLOCKS & SETTING GOALS**

- Recognizing Common Blocks
- How to Move Beyond the Blocks or Avoid Them
- Where to Find Motivation & Support
- Long & Short Term Goal Setting