

# JOB SEEKERS *of* MONTCLAIR

## SUMMARY OF TOPICS COVERED

### DIRECTIONS



### 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

[WWW.JOBSEEKERSOFMONTCLAIR.ORG](http://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
- Credit Cards
- 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

- Identifying industries and companies
- Considering company culture and size
- Developing a plan of action
- Finding the right fit with an organization

#### JOB SEARCH TECHNIQUES

- Using the Internet
- Informal Interviewing
- Directory of Organizations
- Work Search Teams
- Developing a Plan of Action
- Recruiters

#### DEVELOPING YOUR RESUME

- The Message: What Do I Want to Communicate?
- Styles: Functional, Chronological, etc.
- Summarizing 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
- Media and Social Networking
- Internet Networking
- (Second Session of This Topic) Includes a Practical Workshop

#### MANAGING YOUR INTERVIEWS

- Types of Interviews
- Preparation
- Answering: "Why Should I Hire You?"
- The 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