

Career Links

QUARTERLY NEWSLETTER

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Volunteering Can Help Your Job Search

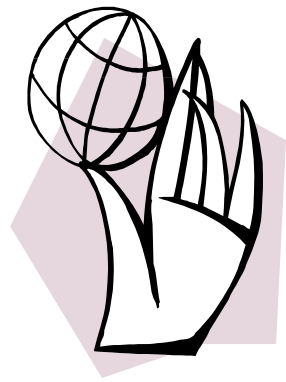
Those currently out of work may want to consider devoting some of their free time to volunteering. It is an excellent way to make a difference while advancing your own career objectives. You feel good by volunteering and learning about yourself at the same time. It is an effective career-building tool that develops job skills, builds confidence, provides work experience, and creates an extraordinary forum for networking. Also, when volunteering on a long-term project, people can see your work habits in action and really get a feel for your talents.

Career changers, recent college grads, and stay-at-home parents transitioning back into a paid career have found volunteering to be a key component within a comprehensive job search strategy. Volunteering also enables you to test out job environments without making a long-term commitment. While learning about a workplace firsthand you also gain relevant, real world work experience. You may even find your "ideal" work just isn't right for you. Whether it works out or not, it is a valuable learning experience. Skills gained in the work place as a volunteer will serve you well no matter where you end up working.

It should be pointed out that, while all volunteering is important, not all volunteering opportunities are equal. Whenever possible, try to get involved in an organization's ongoing activity or project that can develop job skills. For example, instead of overseeing your child's school's monthly bake sale, work with the administration to better track, spend, or invest the proceeds. Professional and trade associations can almost always use help. Focus on one in your industry or profession since it offers the chance to meet some high-profile people who can open doors for you. At the very least, you have the opportunity to get an excellent letter of recommendation.

To find local volunteer opportunities, Google "Volunteer Center of Racine." When considering an opportunity, it's important to choose an organization that fits your values and interests. It should go without saying that you must give the position your best effort whether performing routine or more substantial tasks. If you join just to further your own agenda you may turn off the people who are passionate about the organization. It is your attitude and the quality of your work that will get you noticed. Volunteering can even lead to a job offer from your organization because it is impressed with your performance.

In the end, there is the tremendous emotional lift associated with volunteering that can really boost your confidence and your job search efforts.



"Choose a job you love, and you will never have to work another day in your life."

-Confucius-



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Keeping a Positive Attitude When Searching for a Job

Finding a job can be challenging, this may cause you to feel discouraged at times. Remember to keep a positive attitude. Employers want to see people that believe in themselves. You can not control the job market situation, but you are in complete control of your attitude. Stay on task and focus on activities that will assist you in being successful in your job search.

Plan out your day

Getting a job has now become your full-time employment. Start by scheduling time to search for a job, whether that would be at your desk at home, the library, or at the Racine County Workforce Development Center (WDC). By sticking to a daily routine you will not get hooked on bad habits such as; sleeping in late, watching television or surfing E-Bay. Finally, when you do find work your transition into the working world will be much easier. Don't forget to schedule time for lunch or exercise!

Believe in Yourself & Surround Yourself with Positive People

Potential employers and interviewers can pick up on your energy. Yes, a smile can be heard through a phone call or can be sensed in an interview. Something as simple as believing in yourself can affect your job search direction. Also surrounding yourself with positive people is a good "pick me up". Seek out a friend, relative, or advisor who can provide that support for you. Remember a positive attitude is contagious.

Learn from the Past

Don't let negative past experiences influence your job search today. Take the opportunity to learn from your past, to build on it, and to learn from it to improve yourself and your abilities. If you are on the job search due to termination, this is a great time to learn from what had occurred in your last position and to make sure the same type of situation does not arise again. Practice ways in which you would explain a difficult situation to an employer in an interview by seeking advice from a professional career counselor or through a mock interview.

Take Time to Keep Growing and Learning

It's important to keep learning and growing throughout this time of your life. Continue to develop your skills and knowledge while looking for work. Check into attending a conference or seminar, reading up on current events from a newspaper or magazine, volunteering for an organization that utilizes your skills you'd like to use in your next job, or simply attending a workshop offered through the Racine, Workforce Development Center. All are great ways to continue in growing and learning.

Looking for work can be difficult but remember that it's imperative that one keep a positive outlook, both for your own emotional well-being as well as for the employers. By doing simple things such as planning out your day, surrounding yourself with positive people, learning from your past, and taking the time to learn and grow you will be putting one foot towards a better future.

Wisconsin jobnet is now jobcenterofwisconsin.com



Wisconsin JobNet has been upgraded to the Job Center of Wisconsin (JCW). Go to jobcenterofwisconsin.com to see the changes that had been made to the jobnet. Everything you need for your job search is on this site – at no cost to you.

Highlighted below are just a few of the changes:

Creating and emailing Résumés: Helps with the creation of a professional looking résumé. JCW allows you to save the résumé on their website along with giving you the option to e-mail it to future employers.

Communicating with employers: Let the employers know you are available by creating a profile, and making it visible to employers.

Links to Statewide Workforce links: Check out those jobs that are growing in the state of Wisconsin by visiting links to the labor market.



Your Future Starts Here

Youth Services 14-21 years of age

Today's career possibilities in Wisconsin are practically infinite, and so are the ways to get there. Whether you're just starting to think about your future career or a job, the *Career Discovery Center (CDC)* is a smart place to start.

Located at the Racine County Workforce Development Center, the *CDC* is a valuable resource for young people at any stage of career planning. Once you're there, you can pick and choose the type of information you want from a list of topics, depending on your interests. There are many different directions to choose from. You're just a click away from our endless opportunities.

You can:

- Identify types of careers you might enjoy.
- Browse thousands of college and university sites.
- Apply for college, technical schools, jobs or training.
- Find out about scholarships and financial aid.
- Visit us on the Web at: www.wdc.racineco.com... And much more!

Career Discovery helps you develop skills that will give you the edge in a competitive job market, including:

- How to evaluate your strengths, interests, goals, and personal style.
- How to write a good résumé.
- How to effectively fill out an application.
- And other skills that will help you not only identify your goals— but reach them, too!

By appointment only - Call (262) 638-6351

WDC - Featured Workshops

Staff Assisted Resume Labs

This open computer lab setting is available for you to work on your resumes, with suggestions and computer assistance from staff. Staff will be on hand to proof read, or to provide an employer perspective so you may feel your resume is ready for your job search.

When: Mondays 9 am to 11 am
Tuesdays 9 am to 11:45 am & 12:30 am to 3 pm
Wednesdays 1 pm to 3 pm
Thursdays 9 am to 11:45am & 12:30 am to 3 pm

Where: Classroom A



Workforce Development Center
1717 Taylor Avenue
Racine WI, 53403

Website: www.wdc.racineco.com

Pro-Tech Job Seeker Services

This is a job search group designed specifically for professional-technical knowledge workers possessing an associate degree or higher level of education. Project Management president, Marlene Haigh, will facilitate Pro-Tech our weekly networking sessions for professional job seekers and WDC's Master level career counselors – John Reid and Clare McBryde will deliver one-on-one services.

Where: Racine Workforce Development Center –Public Meeting Room

When: Mondays - 9 am to 12 pm Group Session

Featured Hot Job:

Surgical Technologist

Ranked 14th among the fastest growing occupations

2006 Employment: 2,310

2016 Forecast: 2,990

Change: +29 percent

Average Wage: \$42,432

★ **What they do:** Assists with operations, under the supervision of a surgeons, registered nurses, or other surgical personnel. May help with set up of operating room, prepare and transport the patient, work with and keep track of supplies.

Source: www.worknet.wisconsin.gov