

WINGS

◆ Pre-Employment Training, ◆ A MN Displaced Homemaker Program (DHP)

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SPECIAL POINTS OF INTEREST:

- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.
- Briefly highlight your point of interest here.

THE JOB APPLICATION

Employment applications request a wide variety of personal information ranging from your social security number for employment tax purposes to questions about your personal hobbies and interests. The following list provides examples of how to complete the most typical information requested on job applications:

- In the **name** field, be sure to note in what order the employer wants your first and last names. Print neatly.
- Use an **address** where you can receive mail.
- Provide your **telephone number** with an area code. If you use a message number, make sure that everyone at that number knows what to say for you or that the message on a message machine is

appropriate.

- Be sure that you meet the **health requirements** for the job. If a physical examination is a condition of employment, the employer must pay for it and can only request it after you are hired.
- Usually you will need to list the city and state of the school you attended and any degrees earned.
- If you have any professional **certification, licenses, or registrations**, list them.
- List any **hobbies** or interests you may have. This will provide the employer with additional information about related skills.
- If possible, **avoid** entering **birth dates** or school **graduation dates** on an application.
- Some applications request information about prior misdemeanor or felony **convic-**

tions. Read the application questions carefully and answer truthfully, adding "will discuss at interview." You can be fired for not telling the truth on an application.



Life is not about waiting for the storms to pass...
It's about learning how to dance in the rain.
- Vivian Greene

JOB EXPERIENCE

Under **work experience**, the application form usually asks for your job title and dates of employment; the name, address, and phone number of the employer; and a description of your duties. Some applications also ask for your salary and your supervisor's name. Include part-time and full-time

jobs. Make sure that the dates of employment don't overlap or conflict. If asked for the **reason you left** a job, use positive phrases like: "to take a job with more responsibility," "moved," "seasonal," "business closed," "job or contract ended," "temporary work," "laid off," "reorgan-

ization," "returned to school," "or "career change." Avoid negative words like "fired," "quit," "absenteeism," or "tardiness."

Employers are often interested in what you do outside of work because it reflects your interests and abilities.

See Experience Page 4

SENDING YOUR RESUME AND COVER LETTERS VIA EMAIL

When you apply via email, there are a couple of options. You can write directly into an email message (the same rules for writing a proper letter and proofing it apply) and attach your resume (a MS Word attachment is best). Or, you can attach both your resume and letter, as separate documents to the email address. Send yourself a copy, as well (use the bcc: field in your email program). That way you'll have a copy for your records.

When you send your cover letter in the body of the email address be sure to include your contact information (email address, phone number, etc.) in your signature, so it's easy for the hiring manager to get in touch with you.

Name your resume – Save a copy of your resume, including your name in the document name i.e. JaneDoeResume.doc (*YourNameResume.doc*). That way it's easily identified as belonging to you.

Subject Line of Message: Should include the position you're applying for and your name. Example: Receptionist / Jane Doe.

Signature: Include your con-

tact information (email address, phone number, etc.) in your signature, so it's easy for the hiring manager to get in touch with you.

Applying Online

Applying online via a job site, like Monster or CareerBuilder, or directly at a company's web site is simple. All you need to do is follow the directions. You will either upload your resume or copy/paste the information from your resume into an online resume builder or application. There also may be an option to upload a cover letter. Again, follow the instructions and it will step you through the process.

What (and What Not) to Do

Do follow the directions. Employers want you to do what they ask and they don't have much tolerance for applicants who don't follow the rules. If the job posting says send your resume as a PDF file, don't send a Word document - convert it. If the directions say include a cover letter, write one or you won't be considered for the job.

Be very careful. The auto-fill option that is built into many email programs is dangerous. I know of job

seekers who weren't paying attention and ended up sending their resume to their current boss by mistake. That's one reason why using a dedicated email account just for job searching makes sense.

Do not send a resume without a message.

Don't use your work email account. It's not only not smart to use your work email account to apply for jobs because many companies monitor employee's email activity, it also won't make a good impression with prospective employers. How do they know you won't do the same thing in the future and use their equipment, software, and time to apply for your next job.

Do not use a Spam Blocker that requires people who aren't in your address book to go online and fill out a form before they can send you a message. Making someone you want to hire you (or give you advice or help) jump through hoops to respond to you is a really bad idea. Most people won't bother.

By Alison Doyle



Life is what happens while you are busy making other plans.
- John Lennon

All you need to do is follow the directions. Employers want you to do what they ask and they don't have much tolerance for applicants who don't follow the rules.

DO NOT UNDERESTIMATE THE POWER OF NETWORKING

The majority of successful candidates find their positions through networking--not by sitting back and waiting for online job boards to deliver offers to their desktop. It's not just for powerful titans of industry; anyone can learn to

network successfully. Start small by paying more attention to people around you. Don't be shy about calling long lost relatives or chatting up the person sitting on the treadmill next to you at the gym. Tell them what you're looking for

and find out who they know or how they might be able to help. Expand your network by joining professional associations and attending local events. Finding a job is a full-time job--stay positive, stay focused and don't give up!



Everything has beauty, but not everyone sees it.
- Confucius



Minnesota Department of
HUMAN RIGHTS

St. Cloud Regional Office

The SCRHRO was created to increase freedom from discrimination for persons in the state and specifically in the St. Cloud area. It is a satellite office of the Minnesota Department of Human Rights (MDHR), which enforces the Minnesota Human Rights Act, and was created by MDHR at the request of, and in partnership with, the St. Cloud Regional Human Rights Joint Powers Board, which provided the funding for the office.

What services does the SCRHRO provide?

The SCRHRO provides outreach, education and intake functions for those in the Saint Cloud and Saint Joseph areas of Minnesota on a year round basis. Some specific activities within those functions include:

- Providing training on the provisions of the Minnesota Human Rights Act;

- Providing other education and outreach services;

- Coordinating forums and cultural diversity events that may be conducted by other entities or consultants;

- Conducting complaint intake;

- Conducting pre-investigative dispute resolution;

- Forwarding complaints to the State Office in St. Paul when necessary

Providing assistance to regional human rights offices and the Regional Human Rights Advisory Commission.

How is the SCRHRO or St. Cloud office different from human rights agencies or commissions in other cities?

Human rights commissions in other cities are not part of the Minnesota Department of Human Rights, but

are formed by units of local government. They conduct human rights education and outreach and may offer other services such as mediation, but they do not enforce the Minnesota Human Rights Act or investigate charges of discrimination. The SCRHRO is a satellite office of the Minnesota Department of Human Rights (MDHR), which enforces the Minnesota Human Rights Act. SCRHRO staff are employees of MDHR.

You may contact the SCRHRO...

By phone:

320-650-3133 (Main)

320-650-3223 (Fax)

By U.S. mail:

MN Department of Human Rights-St. Cloud

City Hall

400 2nd Street South

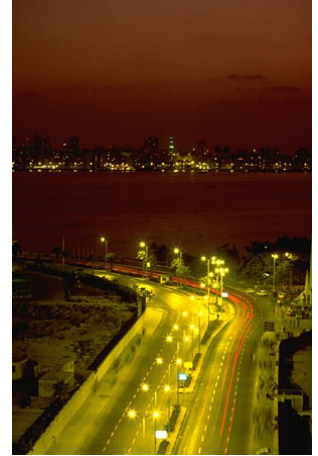
St. Cloud MN 56301

By email:

Richard.Cousin@state.mn.us

Online on the SCRHRO's page on MDHR's web site:

www.humanrights.state.mn.us/stcloud



Nobody can hurt me without my permission.
- Mahatma Gandhi

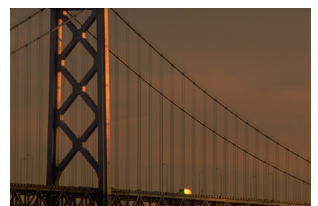
The St Cloud Regional Human Rights Office, (SCRHRO) is a satellite office of the Minnesota Department of Human Rights (MDHR)

HELP WANTED ADS

Are you using the help wanted classified ads when you look for jobs? If not, you should be. Local and regional employers don't always post on the major jobs

sites like Monster. Instead, they will advertise in their local newsletter to avoid being overwhelmed with applicants and, in many cases, because they are not

interested in paying relocation costs.



No one knows what he can do until he tries.
- Publilius Syrus

WANT A NEW JOB? DITCH THAT OLD EMAIL

DailyWorth

Know Your Worth

DailyWorth is a community of women who talk money. We deliver practical tips, empowering ideas, and the occasional kick in the pants

Can your Hotmail account **sabotage** your job hunt? **Over dinner** with some tech execs recently, DailyWorth's CEO Amanda Steinberg got the word: "If an applicant applies for a job with us and **is still using Hotmail or Yahoo** for

email, they're immediately eliminated," one successful CEO said. Wait—*what?* An **uncool email domain** can kill your job prospects? DailyWorth's reader responses to Amanda's Facebook post ranged from, "**Never heard that before!**" to an office manager who said she doles out "unofficial demerits" to AOL, Yahoo and Hotmail users. **Bottom line:** Employers are looking for

any reason to cull through **reams of job applications**, says career coach Cynthia Shapiro, author of *What Does Somebody Have to Do to Get a Job Around Here*. A Yahoo, Hotmail, or AOL email address could signal that you're **not exactly tech-savvy**—or not comfortable



with change. Gmail (or a personal domain) is considered leading edge. **Want a job?** Maybe you need a digital image upgrade.

"tell me about yourself?"

The rule of thumb in the "tell me about yourself" question, remember that no matter what the question is, keep your responses both *positive and job-related*. A response might be, "I tend to empathize with people's emotions and feelings, which can be quite valuable when managing a team, but I must also know when to put feelings and emotions aside in order to make the best decision for both the team and the organization." How could anyone interpret that as a weakness? "What

are your strengths?" is the easy one. Just be sure, again, to zero in on the qualities that will get you the job. But when you get that "weakness" question, do NOT think in terms of your weakness. Take one of your strengths and demonstrate how it could become a weakness if you were not aware of it. Virtually any strength can become a weakness. Someone who fosters stability could be resistant to change. Someone who is verbal could be a weak listener. Someone

who is not verbal, could come across as cold. Obviously you would not use these descriptors, but can you see how you can always come back to your strength? By answering the "weakness" question with a strength. You are saying, I know myself well, and I know when I must adapt my strength to the situation to prevent it from becoming a weakness. Perfect this technique and you can handle just about anything that comes your way.

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"EXPERIENCE" FROM PAGE 1

Highlight any **club activities, or volunteer work, or organizations** you belong to, that may relate to the job you are seeking. List any **special skills, abilities, experience and/or training** that relate to the position you want. If you were in the military service, emphasize the

duties you performed that relate to the job for which are applying. Have all appropriate forms available, such as certificates. Always talk to your **references** before beginning your work search, to ask permission to use their names, addresses, and phone numbers on your

application(s). Former employers, business acquaintances, teachers, and the clergy are all acceptable references. Be sure to keep your reference list updated and let them know when you find a job.



courage is the power to let go of the familiar.
- Raymond Lindquist

WHAT IS THE DIFFERENCE BETWEEN A BLOG AND A REGULAR WEB SITE?

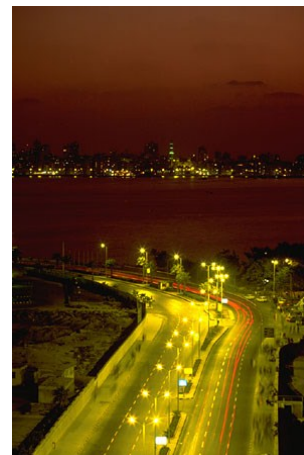
With the explosion of blogs on the internet you may be wondering what the difference between a regular web site and a blog really is. They are all accessible from your browser, so it is really all web content, right? Yes, it is web content but there are some big differences between a normal website and a blog site. First of all, blogs are much easier to create. There are sites devoted to blogging or you can setup your own web site as a blogging site. By downloading a program such as Word Press, all the work is really done for you; all you have to do is add the content and your online blog gets updated by the software. If you create a normal web page, you have to create it in HTML or use a program like FrontPage to create the HTML for you. Then you have

to go through the trouble of properly naming the page, uploading it through an FTP server to your web hosting company. You can't seamlessly add content to the top of your page and have it managed page by page like a blog page automatically does.

Another big difference between blogging and regular web content is how search engines look at that content. Google, especially, wants diverse, real and fresh content in its web searches and gives extra value to blogs that a regular website don't get. By providing blog content as part of your business' entire site, you are increasing your perceived value to the search engine and will get a better ranking from the search engine. There have been cases that successful businesses have added a

blog to their site as a way to communicate new products to their current customers and this has been enough to generate new business by moving them to the top spot for web searches on keywords contained in those blogs.

Finally, blogs are typically less formally written than regular web content. They are more personal and down to earthy typically. The typical blog is written using first-person and the scope of any given article is much more focused and shorter. Compared with a typical web page full of content, a blog is going to contain the same ideas, just more to the point. The attention span needed to read a blog post tends to be shorter than its web page counterpart.



*Courage is doing what you're afraid to do.
There can be no courage unless you're scared.
- Eddie Rickenbacker*

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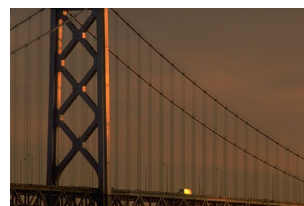
I QUIT! HOW TO RESIGN FROM YOUR JOB

The formal way to resign is to write a resignation letter. However, depending on circumstances, you may need to quit over the phone or to quit via email. Regardless of how your resign, write a resignation letter. A resignation letter can help you maintain a positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that

old employer to give you a reference, so it makes sense to take the time to write a polished and professional resignation letter.

Don't say much more than you are leaving. Emphasize the positive and talk about how the company has benefited you, but, mention that it's time to move on. Offer to help during the transition and

afterwards. Don't be negative. There's no point - you're leaving and you want to leave on good terms. Before you leave, ask for a letter of recommendation from your manager. As time passes and people move on, it's easy to lose track of previous employers. With a letter in hand, you'll have written documentation of your credentials to give to prospective employers.



*The greatest glory in living lies not in never falling, but in rising every time we fall.
- Nelson Mandela*

Be Yourself On Interviews

Interviews are stressful and scary. Will they like you? Will you wear the right thing, say the right thing, or just get the whole thing right? It's important to be yourself on interviews. If you pretend to be someone else, or employers do not see the real you, you may (or may not) get the job, but it won't be too long before you are looking for another one.

So, How Can You Be Yourself? Follow These 4 Steps Below.

Let Go of Fear

If you are more concerned with getting it right, then you will end up getting it wrong. Interviews are a two way street. Employers see if they like you and you see if you like them. If you just want to be "selected" for the job, then

you don't get to shine. Let go of what could happen wrong and focus on what on could go right.

Prepare, Over-Prepare, and Then Let It Go

It's important to prepare for an interview. You want to know about the company, what they do, and what you can do to help them reach their goals. But at some point, preparation stops and you take over. You can't plan for everything, so don't. Trust that you will do great on your interview, and you will be able to handle whatever unexpected challenge comes your way.

Be Helpful

If the interview is only about you, and you are only concerned about you, the interviewer will be wondering

about them. Take the focus off yourself and instead put your energies on the person you are talking to. Find out about them; what they want and what's important to them.

Ask Questions

Interviews are a give and take. You are asked questions and then you ask questions in return. Answers to your questions help you feel better. And, they take the edge off. Most people are afraid of the unknown. Although you may want the job on paper, the company, its policies, and the people who work there are unknown to you. Questions help you get answers that put you at ease. And when you are calmer, the real you can come out.

CAREER TIP: TALKING CHANGE

One of the most important aspects of career change is gaining knowledge. Networking and talking to people in the desired career that you are seeking is the best way to make sure this is the route you want to go. Making an informed decision is key to success in your next career. Don't be afraid to ask hard questions and let the people you are talking to know why you are asking. Building a network of others who want to help is always good.

This tip was brought to you by Manpower. For more information on how Manpower can help with your career go to <http://www.manpower.com>

YOUR JOB APPLICATION

First impressions are important. Your appearance is important, even when submitting an application. Every time you make contact with an employer, dress as though you are ready to go to work. The employer may have a job that needs to be filled and want to interview you immediately. Remember to bring everything with you

that you will need when filling out applications. It does not create a business-like impression when a job seeker needs to borrow the employer's pens or telephone books to complete an application. Be organized. Bring the following items with you when you think you might be completing applications:

- Ball point pens (black or blue ink)
- Your fact sheet (with your education, work history and references)
- Copies of your resume

Your completed application is a reflection of you. Make it a good one!



Faith is taking the first step even when you don't see the whole staircase.
- Martin Luther King, Jr.

"To catch the reader's attention, place an interesting sentence or quote from the story here."



Failure is success if we learn from it.
- Malcolm Forbes

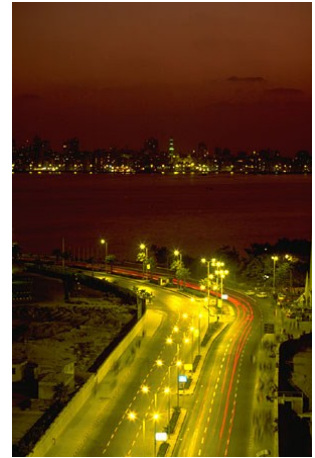
HERE ARE SOME HELPFUL TIPS TO FOLLOW WHEN COMPLETING APPLICATIONS

- ♣ Greet the receptionist politely when requesting or submitting an application. The receptionist's first impressions are often passed along.
- ♣ Be honest in your answers.
- ♣ Use blue or black ink pens. (Erasable pens are also helpful.)
- ♣ Have all the information on hand that you might need to fill out an application, such as a fact sheet with the names and telephone numbers of your references and past employers.
- ♣ Print clearly and legibly.
- ♣ Fill out the form neatly and accurately.
- ♣ Apply for a specific position, rather than entering "anything,"

- or "open" for the desired position.
- ♣ Leave no blanks.
- ♣ Write "Does Not Apply" (or "N/A" for Not Applicable) in the space if the question does not apply to you.
- ♣ Explain lengthy gaps in your work history, for example, "attending school."
- ♣ Read and check the application for completeness before turning it in to the employer.
- ♣ Be sure to sign and date the application.
- ♣ Mail or turn the application into the correct person or place.

Mistakes To Avoid

- Not following directions
- Misspelled words
- Crossed out writing
- Not printed
- Wrinkled or messy application form
- Incomplete information or unanswered questions
- Not applying for a specific position
- Incomplete work history, or large unexplained gaps in work history
- Overlapping or conflicting employment dates with no explanation
- Application not turned in by the deadline
- Use of troublesome words, such as "quit" or "fired"
- Forgetting to sign the application



Always be a first-rate version of yourself, instead of a second-rate version of somebody else.
- Judy Garland

PRESENTING YOUR SKILLS

When presenting your skills to others, use concise statements that briefly describe the value you can bring to the organization. Highlight a strength you have, and show how you have used that strength to achieve results. This kind of statement is referred to as a Power Statement. Presenting facts about your skills and experience is not boasting; it allows others to understand how you can add value to their organization.

Power Statements strengthen interviews, résumés, thank-you letters, and "Me in 30 Seconds" statements (described at www.ldsjobs.org and in the Career Workshop). Power Statements include two elements, "power words" and achievements.

- When you describe an achievement, you may include:
- A challenge you faced.
 - Actions you performed to

overcome the challenge.

- The results of your actions.

Be sincere about your achievements, and do not explain every detail. Be very brief, but share enough so that the person you are talking to will be interested in hearing more. He or she will keep the conversation going by asking for more detail or calling you for an interview.

"In helping others, we shall help ourselves, for whatever good we give out completes the circle and comes back to us."

Flora Edwards

POWER WORDS

When highlighting your strengths, use "power words"—positive words or short phrases that describe you, such as the following:

- Self-starter
- Results-oriented
- Creative
- Productive
- Motivated
- Decisive

- Problem-solver
- Teachable
- Resourceful
- Responsible
- Persistent
- Adaptable
- Organized
- Generated
- Built
- Supported
- Troubleshooter
- Applied

SAMPLE POWER STATEMENTS

- I can achieve results. For example, I started a new tracking method that reduced the errors by 14 percent.
- I make good decisions. For example, I applied product-design changes that resulted in fewer rejects.
- I am creative. For example, I designed a new product line that increased revenue by \$250,000.
- I have organization management skills. For example, I reorganized the company's manufacturing department, increasing yield by 15 percent.

DHP/WINGS Advisory Board

✦ Margaret Bushinger - Anna Marie's, ✦ - DOMUS Transitional Housing, ✦ Donna Geislinger- Stearns County Human Services, ✦ Kelly Gerads - DEED/State of MN, ✦ Pam Hays - Pine Technical Employment & Training, ✦ Sherri Verdon- Tri-CAP/WINGS, ✦ Lila Kalla - Central Minnesota Jobs & Training Services, ✦ Andrea Kroll - Stearns - Benton Employment & Training, Council, ✦ Linda Maron - Reach-Up, Inc, ✦ Tiffany Platz - Express Employment Professionals, ✦ Keri Raiber - New Beginnings ✦ Carol Belling - Journey Home, ✦ Patrick Shepard - Tri-CAP/WINGS, ✦

If you are interested in representing your agency on the DHP/W.I.N.G.S. Advisory Board please contact Patrick Shepard, Family Resources Director at:

320-257-4501 or 888-765-5597



1210 23rd Avenue S.

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St. Cloud, MN 56387

www.tricap.org

Phone: 320-215-1612

888-765-5597

Fax: 320-654-9473

Our Mission:

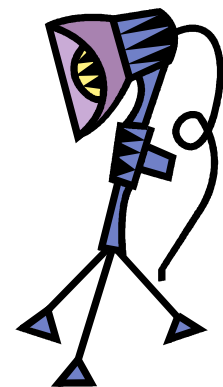
The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.

Our Vision:

The vision of Tri-CAP is to provide services and programs that empower residents of our area to successfully achieve their goals of economic self sufficiency.



SPOTLIGHT ON SATELLITE SERVICES



Mission Statement

To provide a safe, secure residence for pregnant women and their babies while fostering self-esteem, educational growth and skills of living, parenting, and decision-making in a

Christian environment

New Beginnings opened its doors on February 13, 1983 as a residential program for single pregnant women and

their babies. A group of volunteers from Birthline (then known as Birthright) recognized that women did not have a safe place to live during their crisis pregnancies and began volunteering their homes as a safe place for women to live during their pregnancy. First housed in St. Cloud Hospital, New Beginnings relocated to its current location leased from St. Anthony's Parish in 1985. In 1998, New Beginnings changed its

licensure with the State of Minnesota to serve babies. Originally licensed as a maternity home, this new licensure allowed mothers to stay with us after the birth of their baby for six months to one year of age. This change in licensure enabled us to better meet the needs of the increasing number of single mothers who were requesting our services. In response to the changing residents, New Beginnings has expanded over the

years from providing crisis pregnancy intervention to providing comprehensive individual and group programming. Currently, New Beginnings is the only residential maternity home in the State of Minnesota that offers 24 hour programming for both pregnant women and their babies.