

Golden Colorado Stake

Employment Support

Your Profile

The profile is central to Idsjobs; it presents you to potential employers much as a resume does.

Employers search profiles for keywords related to job openings they are trying to fill. The Profile contains essential information that allows them to find you. Take the time to be detailed in your descriptions and use all of the space provided in each section.

The profile lets you present your skills to employers and lets employers find the skills they require. The profile must be at least 90% complete before you can make it visible to employers. You also have the option to withhold the display of your profile at any point in time.

Components of a Profile

[link](#)

Navigate to your home page

[link](#)

Access Your Profile Menu

[link](#)

Me in 30 Seconds

Guidelines

[link](#)

Examples

[link](#)

Power Statements

Guidelines and Examples

[link](#)

Needs & Interests

[link](#)

Work Experience

[link](#)

Education

[link](#)

Skills

[link](#)

Critical Profile review

[link](#)

Enable your Profile to be seen

[link](#)

Appendix

[link](#)

Components of a Profile

The profile presents you to potential employers; it contains information that is searchable. You must achieve at least 90% completeness before your profile can be searchable. You also have the option to withhold the display of your information at any point in time.

Much of the information needed is available in your current employment history or from your current resume. The first two topics will likely require the most effort. You will be entering the following components:

Me in 30 Seconds – Your 30 second summary

- *A brief but compelling answer to the question “Why should I hire you?”*

Power Statements - Accomplishments

- *Power statements highlight your strengths and show how you have achieved results.*

Name and Preferred name

- *Your legal name and preference*

Email, Phone and Fax

- *Your essential contact information. It is critically important that this information be kept up to date*

Needs / Interests

- *Your target job titles in order of preference and compensation desired*

Work Experience

- *Job title, company, date of employment, description of duties, reason for leaving and pay rate.*
- *Your reason for leaving and pay rate will not be visible to employers. This information allows the Employment Resource Center staff to better assist you with your job search needs.*

Education

- *Institution, field of study and degree or certificate awarded*

Skills

- *Specific abilities, attributes, qualifications and licenses, the languages you speak*

[Next](#) to continue [Back](#) to Your Profile

Navigate to your home page

Direct your browser to www.ldsjobs.org.

You will be taken to a page with the following heading :



Click on **Sign In** at the top center of the page. Use your account's username and password to display your personal home page:



[Next](#) To Continue [Back](#) to Your Profile

Access your Profile menu

After **Sign In** Click on the **My Account** tab and then on the **My Profile** sub-tab to display the following page:

LDS EMPLOYMENT RESOURCE SERVICES
EMPLOYMENT • EDUCATION • SELF-EMPLOYMENT

(Sign Out) | [Learn about Employment Services](#) | [Find a Center](#) | [Site Map](#)

My LDSJobs | **My Account**

Contact Info | **My Profile**

Profile Completeness

[Print Profile](#)

By Completing your profile, employers may find and hire you. If your profile is at least 90% complete, you can make it visible to employers.

▶ Unit Number	
▶ Me in 30 Seconds	
▶ Power Statements	
▶ Account Info	
▶ Name	
▶ Preferred Name	
▶ Email	
▶ Phone	
▶ Fax	
▶ Needs/Interests	
▶ Work Experience	
▶ Education	
▶ Skills	

The checklist of Profile components is shown. When you sign in for the first time most of the components will indicate the need for Editing with a yellow triangle around an exclamation point.

Click on any of these components to add your personal information and qualifications and begin building your Profile.

You can enter and edit the components in any order. A check mark in a green circle indicates you have satisfied the minimum completeness requirement (**though the content can usually be improved with subsequent readings and edits**).

When you reach 90% you have the option to make your information available to employers who will be searching for qualified candidates.

[Next](#) to continue [Back](#) to Your Profile

Me in 30 Seconds Guidelines

Your “Me in 30 Seconds” statement will introduce you to employers who visit this site. It is a simple way to present to employers a balanced understanding of who you are. It is a brief but compelling answer to the question “Why should I hire you?”

Your “Me in 30 Seconds” statement should include:

- A brief personal introduction that includes your career objective or the type of position you want.
- Three or four specific accomplishments that prove you meet or exceed the requirements for that position.
- A few character traits or applicable skills that set you apart from typical applicants.

To get your “Me in 30 Seconds” focused, you may need to structure a plan that will best describe your abilities, education and experiences. See the table below and complete it with the idea of best describing your skills and ultimately, who you are as a potential employee fitting your desired job.

<i>Education or Skills you have</i>	<i>Specific Job-Related Actions that demonstrate these Skills or Education</i>	<i>Specific Recognition that relates to your Successful Experiences</i>
1.		
2.		
3.		
4		
5.		
6.		

“Me in 30 Seconds” statements should be short and contain only pertinent information.

Opportunities arise to use your “Me In 30 Seconds” when you are asked:

- Tell me something about yourself.
- Tell me something about your experience at your previous organization.
- Describe how your background prepares you for our organization.

[Next](#) to continue [Back](#) to Your Profile

[Online](#) article

Me in 30 Seconds: Examples

The objective is to 'Prove your value' and indicate the type of work you are seeking

Prove your value

- Education/Certifications
- Years of Experience
- Validation and/or quantifiable results to prove your value
- Passions; what you're good at, what you like to do within your profession

Indicate the type of work you are seeking

- Keep it short; one sentence
- Say it at the end of your "Me in 30 Seconds"
- Give the reader/listener a specific job title to remember

Examples:

- I have a Bachelor's degree in Industrial Engineering from Purdue University, with fifteen years experience in the manufacturing industry. My passion is in solving problems and improving processes to streamline business, eliminate waste, and cut costs. I once saved my company \$10 million through a single capacity analysis. I've been an integral part of certifying the Boeing 747, 767 and 777 for safety and FAA compliance. I'm looking for a position in the manufacturing industry as an Industrial Engineer.
- I'm an effective leader and mentor with a passion for counseling job seekers to make sure they have the right tools in place for success. I have an MBA with an emphasis in Human Resources Management, and ten years experience in the industry. My main expertise lies in resume writing, job interviewing methods, and networking techniques. I have a proven track record of success in placing people in positions to succeed in their job searches and through my counseling, my clients have consistently found desirable positions 53% faster than through other agencies. I'm seeking a position as an Executive Recruiter.
- I'm a skilled driver with a Class A CDL with both Hazmat and doubles endorsements. I have over ten years experience, with a perfect safety record, logging more than 750,000 miles and over 13,000 hours behind the wheel. I love to drive and enjoy being on the road doing long distance hauls. I've hauled many different kinds of loads, including auto parts, perishable foods, cars and furniture. I know all the elements of the transportation industry, having co-owned a successful trucking company for five years; hiring, training and managing the operations. I'm looking for a position within the trucking industry as an operations manager.

[Next](#) to continue [Back](#) to Your Profile

Power Statement Guidelines and Examples

A power statement is a concise statement that briefly describes the value you can bring to a company. Power statements help employers to find potential employees and gain a better understanding of the contribution you could make to their company.

Creating good power statements is the most difficult part of creating a good profile. This is because most people have a difficult time quantifying their accomplishments. There are, however, a few questions that you can ask yourself that will help you quantify how you brought value to past employers:

- What did you do for the company?
- Did you do it well?
- How do you know you did it well?
- How would you prove that you did a good job?
- Did anyone ever tell you that you did a good job? Why?
- Was it of any value to the company? Why?
- How was your performance measured by the company?

The key measurements you should use when answering these questions are those things that contribute to the company bottom line or profit, such as:

- time,
- money,
- efficiency,
- product improvement,
- process improvement,
- market penetration,
- customer retention and
- other measures of success.

In many cases you will have to estimate how your work affected the bottom line. In all cases, estimates should be reasonable and expressed in terms that have real meaning.

For example, John works for the collections department. The department consists of 5 people who work full-time contacting customers to collect accounts that are overdue by at least 90 days. John develops a new way of contacting customers that reduces the number of people needed from five to three and at the same time increases the number of customers responding with a payment by approximately 10%. John's power statement would then read:

"Developed collections program that resulted in manpower savings of 40% and increased productivity of 10%. Program is now the company standard."

Note: A good power statement is short, usually no more than two to three lines in length, and is expressed in quantifiable terms (to catch the eye, express quantities in numerals rather than words, even for numbers less than 10). Also note that lengthy statements, those that exceed 4 lines, are more likely to be skipped over and not read.

Now take a moment to examine these six power statements and note how each has been carefully crafted to show value added to the company.

- Managed the redesign of a manufacturing shop floor using CAD, which increased workflow by 25%, and reduced work related accidents by 47%.
- Successfully trained 5 new sales associates over the course of 6 months which resulted in my being offered the Assistant Manager position for exceptional performance
- Key player in maintaining contracts for 3 major construction sites, with 100% on-time delivery of materials to all job sites.
- Developed from scratch a Standards and Tool Crib (significantly under budget and ahead of schedule), increasing overall parts/tool acquisition efficiency by 300%.
- Reduced overdue accounts by 50% on a portfolio of more than 3,500 commercial loans.
- Awarded “Top Gun” designation and \$25K bonus as the company’s best performer. Only given to one individual per year

Remember that you only have one chance to make a first impression. Therefore it is imperative that you use a check list to insure that your power statements are saying the right things. Your check list should include the following:

- Are your power statements tailored to the job being applied for?
- Do they reflect accomplishments that have relevance to the potential new employer?
- Do they express value added to the company, in quantifiable terms?
- Have they been placed in the proper context? For example, it is important to note that the “Top Gun” award is given to only one individual per year as opposed to being a monthly award. Placing it in this context only increases its value.
- Are your power statements too long? If they are longer than 4 lines, they look like a paragraph, meaning that they will probably not be read. Remember power statements are intended for the reader to feel their impact at a glance.

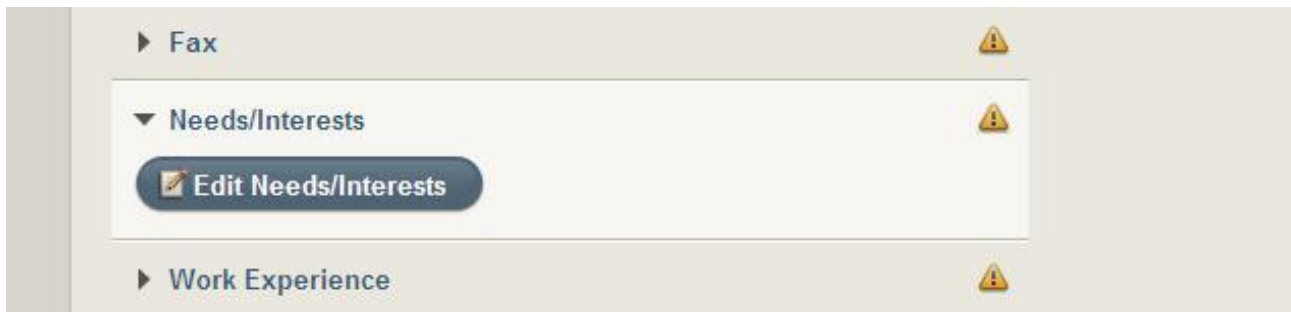
Word smithing achievement statements are not easy, but the more you do this, the better you will get at it.

[Next](#) to continue [Back](#) to Your Profile

[Online](#) article

Needs & Interests

From your home page select the **My Account** tab and then the **My Profile** sub-tab. On the list of Profile components select **Need/Interests** to expand the following page:



Selecting **Edit Needs/Interests** opens the following dialog for entering the information :

A screenshot of a dialog box titled 'Needs/Interests'. The dialog is divided into two columns. The left column is titled 'Target Job Titles:' and contains the instruction 'Enter job titles in order of preference.' followed by three empty text input fields. The right column is titled 'Compensation Requirements:' and contains the label 'Desired Wage:' followed by a text input field and a dropdown menu currently set to 'Monthly'. At the bottom of the dialog, there is a dark blue button with a checkmark icon and the text 'Save Needs/Interests', and a link labeled 'Don't Save'.

The **Desired Wage** information is NOT presented to employers; it is available to your unit leaders and specialists to guide them with appropriate counseling in your job search. Be sure to click on **Save Needs/Interests** to update your Profile.

[Next](#) to continue [Back](#) to Your Profile

Work Experience

From your home page select the **My Account** tab and then the **My Profile** tab. On the list of Profile components select **Work Experience** to expand the following page:



Selecting **Edit Work Experience** opens the following dialog to review or enter your information:



Click on **Add Work Experience** to display the following entry form:

+ Add Work Experience [Close](#)

Job Title	Company
<input type="text"/>	<input type="text"/>
From	To (Leave blank for "Present")
<input type="text"/>	<input type="text"/>
Please Describe Duties	
<input type="text"/>	
The following information will not be visible to employers.	
Reason for Leaving	
<input type="text"/>	
Pay	
<input type="text"/>	Hourly <input type="button" value="v"/>

[Cancel](#)

For each unique employment (or major job title within the same company) complete the entry form and click on **Save Work Experience**.

NOTE: your reason for leaving and pay are not visible to employers, this information is helpful to your leaders and employment specialist to better understand your situation and give appropriate guidance.

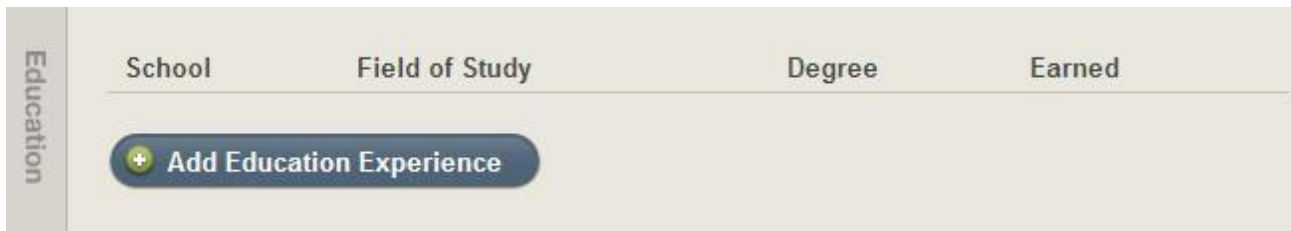
[Next](#) to continue [Back](#) to Your Profile

Education

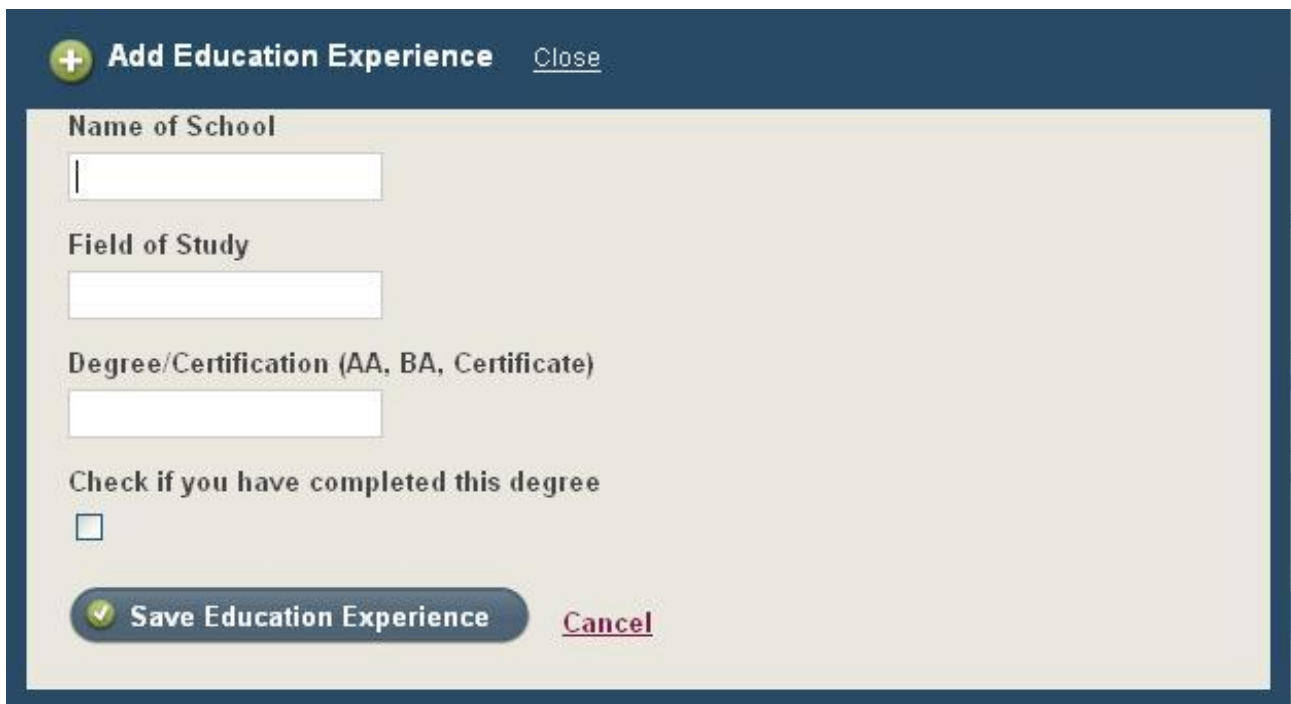
From your home page select the **My Account** tab and then the **My Profile** tab. On the list of Profile components select **Education** to expand the following page:



Click on **Edit Education** to display the following entry form:



Click on **Add Education Experience** to display the following entry form:

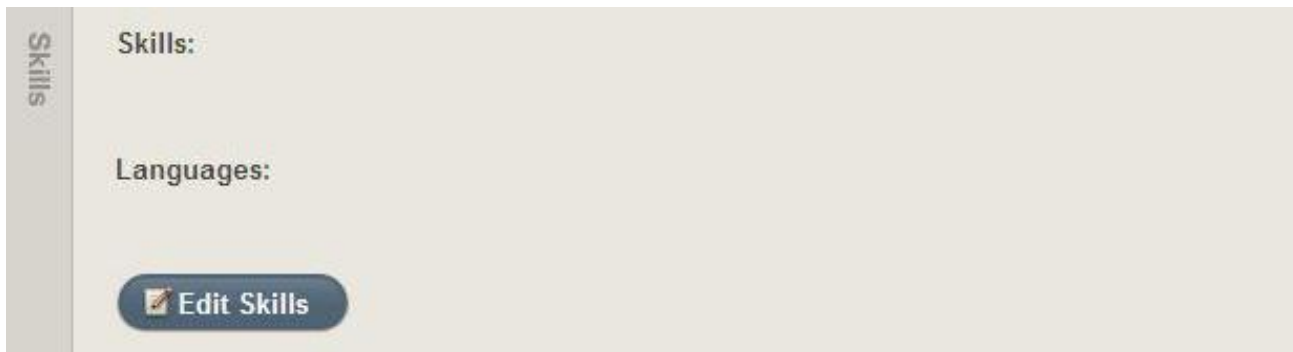
A screenshot of the "Add Education Experience" form. The form has a dark blue header with a plus sign icon, the text "Add Education Experience", and a "Close" link. The form fields are: "Name of School" (text input), "Field of Study" (text input), "Degree/Certification (AA, BA, Certificate)" (text input), and "Check if you have completed this degree" (checkbox). At the bottom, there is a blue button with a checkmark icon and the text "Save Education Experience", and a "Cancel" link.

For each unique institution or field of study make the appropriate entries and save as a separate entry by clicking on **Save Education Experience**.

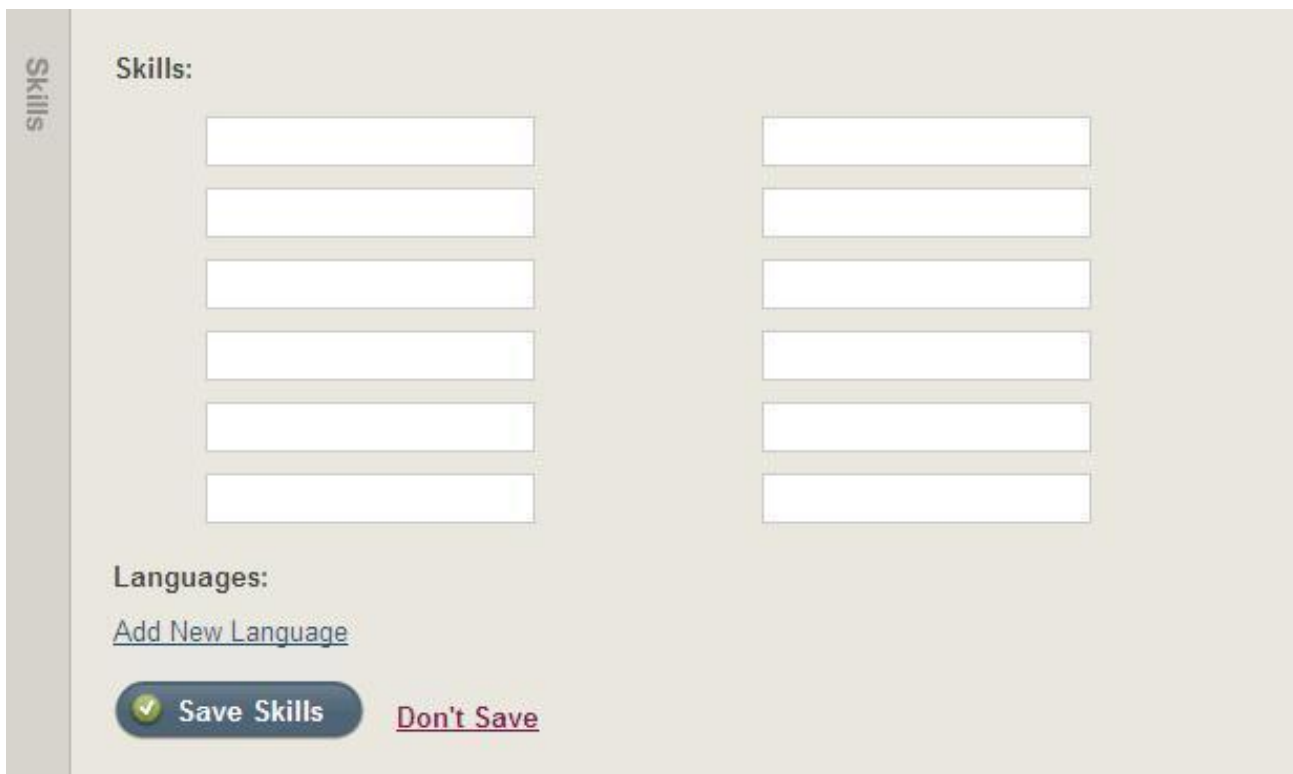
[Next](#) to continue [Back](#) to Your Profile

Skills

From your home page select the **My Account** tab and then the **My Profile** tab. On the list of Profile components select **Skills** to expand the following page:



Click on **Edit Skills** to display the following entry form :



Incorporate [Skills](#) as keywords in this section to emphasize your special capabilities. Enter keywords from your trade or profession that an employer could search for to find your Profile.

Include keywords and examples to describe your skills (e.g. professional or trade certifications, names of software systems, and business processes). Utilize all the space provided, don't limit yourself to one or two words per box.

When complete click on **Save Skills**.

[Next](#) to continue [Back](#) to Your Profile

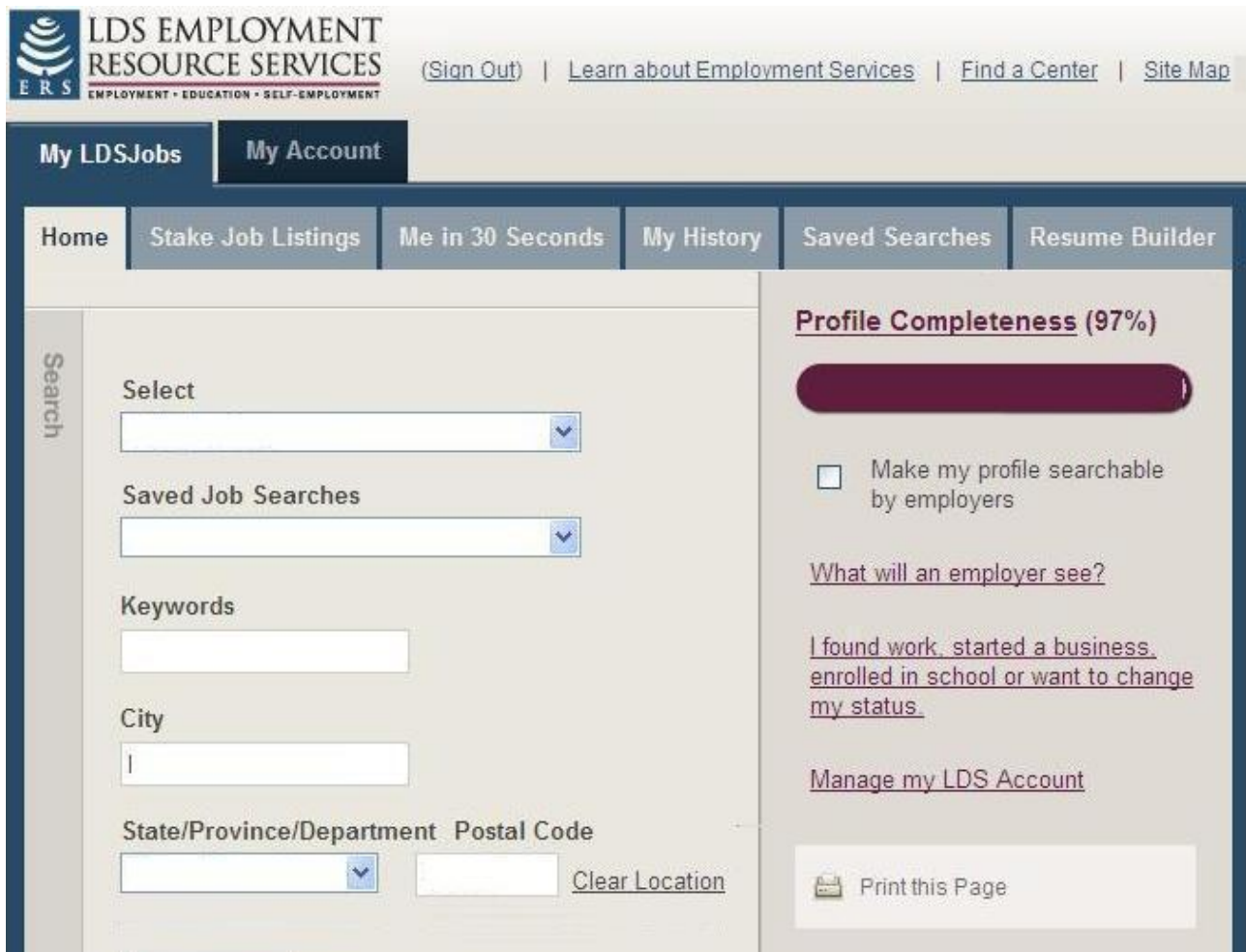
[Online](#) article

Critical Profile review

Your Profile needs to be as professional as possible. Review your power statements with your quorum or Relief Society leaders and ward employment specialist to receive feedback. Review your Profile for obvious spelling errors and for consistency in tense and tone.

As a final check, use a second (and possibly a third) opinion. An additional set of eyes is helpful in seeing things you might miss. Your Leader or Employment specialist can review your profile online.

You can preview what potential employers can see when their search indicates you may be a possible candidate. Select the **My LDS Jobs** tab to display your home page. On the right side near the top, under **Profile Completeness**, click on **“What will an employer see?”**



The screenshot shows the LDS Employment Resource Services website. At the top left is the logo with the text "LDS EMPLOYMENT RESOURCE SERVICES" and "EMPLOYMENT • EDUCATION • SELF-EMPLOYMENT". To the right are links for "(Sign Out)", "Learn about Employment Services", "Find a Center", and "Site Map". Below the logo is a navigation bar with "My LDSJobs" and "My Account" tabs. A secondary navigation bar contains "Home", "Stake Job Listings", "Me in 30 Seconds", "My History", "Saved Searches", and "Resume Builder". On the left side, there is a "Search" sidebar with fields for "Select", "Saved Job Searches", "Keywords", "City", "State/Province/Department", and "Postal Code", along with a "Clear Location" button. On the right side, the "Profile Completeness (97%)" section is visible, featuring a progress bar and a checkbox for "Make my profile searchable by employers". Below this is a link for "What will an employer see?" which points to a preview of the profile content: "I found work, started a business, enrolled in school or want to change my status." At the bottom right, there is a "Print this Page" button.

You can preview all the information available to employers. Further down on the right side you can click on **“Print this Page”**.

As a final ‘automated review’ you can copy and paste the contents of **“What will an employer see?”** into your word processor and turn on spelling and grammar checking. Carefully check the results and determine if the Profile might benefit from additional editing or suggested corrections.

[Next](#) to continue [Back](#) to Your Profile

Enable your profile to be searched

Your level of completeness can be found on your home page;

- Select the **My LDS Jobs** tab followed by the **Home** sub-tab.

Profile Completeness is displayed on the right at the top of your **Home** page


When you have reached 90% or more on your Profile, you can make it searchable by employers.

Below the **Profile Completeness** is a check box labeled **Make my profile searchable by employers**:

- Click on this box to alternately enable or disable visible searching by employers.
- A check mark indicates the Profile is searchable.
- To confirm the searchable information click on **What will an employer see?**

Please note that employers cannot find you until you check the box '**Make my profile searchable by employers**'.

It is important that you only check the '**Make my profile searchable by employers**' box if you are actively looking for new employment. Employers assume that anyone whose information is visible to them is interested in being hired.



The screenshot shows the LDS Employment Resource Services (ERS) website interface. At the top, the ERS logo is displayed with the text "LDS EMPLOYMENT RESOURCE SERVICES" and "EMPLOYMENT • EDUCATION • SELF-EMPLOYMENT". Navigation links include "(Sign Out)", "Learn about Employment Services", "Find a Center", and "Site Map". The main navigation bar features "My LDSJobs" and "My Account" tabs. Below this, a secondary navigation bar includes "Home", "Stake Job Listings", "Me in 30 Seconds", "My History", "Saved Searches", and "Resume Builder". On the left side, there is a "Search" section with two dropdown menus labeled "Select" and "Saved Job Searches". On the right side, the "Profile Completeness (99%)" section is highlighted, showing a progress bar and a checked checkbox for "Make my profile searchable by employers". Below this checkbox is a link labeled "What will an employer see?".

[Back](#) to Your Profile

APPENDIX MATERIAL

Action Verbs

Review the following list and ask yourself:

'When, how or why did I _____ as part of my job position or responsibility?'

When you recall something, write a short description of the situation, issue or problem and relate the ultimate solution or result you obtained. Develop it into a Power Statement.

Achieve	Administer	Affect	Analyze	Apply
Appraise	Approve	Arrange	Assess	Attain
Award	Built	Calculate	Catalog	Clarify
Coach	Compare	Compose	Conceive	Conduct
Construct	Contract	Control	Convince	Correlate
Create	Decide	Define	Design	Detail
Develop	Direct	Distribute	Delegate	Earn
Effect	Encourage	Enforce	Enlarge	Equip
Establish	Estimate	Evaluate	Examine	Excel
Execute	Expand	Experiment	Facilitate	Form
Formulate	Found	Generate	Govern	Group
Guide	Handle	Illustrate	Implement	Improve
Increase	Influence	Initiate	Inspire	Install
Institute	Integrate	Interview	Introduce	Invent
Investigate	Launch	Maintain	Master	Record
Recruit	Rectify	Research	Review	Revise
Schedule	Search	Secure	Select	Simplify
Sold	Solve	Stimulate	Structure	Succeed
Summarize	Support	Tailor	Taught	Transform
Translate	Unify	Unite	Validate	Verify

[Back](#) Power Statement

Example Skill Keywords

Review the following list of job functions. Identify within your trade or profession any counterpart skill. Add the most pertinent to your list of skills; include special training, certifications and applicable software packages.

Sales	Engineer	Retail
Recruiter	Controller	Legal secretary
Entry Level	Financial analyst	Customer service
Accountant	Project manager	Call center
Receptionist	Marketing	Outside sales
CPA	C#	Bookkeeper
Customer service	.net	Inside Sales
Accounting	Project manager	Auditor
Java	J2EE	AutoCAD
Mortgage	Oracle	Tax
Manager	Construction	Registered Nurse
Executive Assistant	Warehouse	Buyer
Human Resources	Inside sales	C++
Pharmacist	Business analyst	Spanish
Accounts Payable	Paralegal	Help desk
Insurance	RN	Underwriter
Payroll	Financial analyst	Sales
Staff accountant	Data entry	Account executive
Audit	Nurse	Technical writer
Physical Therapist	People soft	Medical
Outside sales	Restaurant Manager	CNC
SAP	Loan officer	Finance
Business analyst	Staffing	Staff accountant
Collections	Telemarketing	Civil engineer
Administrative Assistant	Clerical	Loan processor
Accounts receivable	Purchasing	Occupational therapist
Senior accountant	Bilingual	QA
Manufacturing	Help desk	Pharmaceutical sales
SQL	Analyst	Real Estate
Unix	Accounts payable	Maintenance
Architect	Technical writer	Human Resources
HVAC	Pharmaceutical	Oracle DBA

[Back to Skills](#)