# **Primary Sources of Jobs in Colorado**

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## **Workshop Presentation Preface:**

The Challenge to the Priesthood:

Bishop Richard C Edgely – *April 2009 General Conference* – <u>Video</u> or <u>local</u>. When the priesthood quorums and relief society embrace the approach Bishop Edgley articulated, networking success is imminent.

A Solution to Bishop Edgely's Priesthood Challenge

Job hunting is extremely difficult and it's up to the individual to make it happen. But with a job coach, employment success is significantly enhanced and when combined together with the coordinated efforts of the Ward Council, <u>Employment Success</u> can/will be achieved as a model networking example of Compassionate Service in Action!

# Know Your Prime Job Resources for Colorado

### National Resources

- 1. <u>www.ldsjobs.org</u>. **Do not under estimate** the power of <u>ldsjob.org</u> because it will provide you with information and tools to help you reach your career goals as well as jobs! Here's a tutorial to develop a Profile at <u>www.kuzmich.com/employment/Blog/Profile/TableProfileL.pdf</u>
- www.indeed.com It is the world's largest single source of jobs as an employment-related search engine. To become familiar with how to maximize indeed, there's a 3 minute video at: www.kuzmich.com/employment/indeed/Indeed.pdf
- 3. <u>www.beyond.com</u>. Whether you're looking to advance your career, connect with a professional community, or showcase your accomplishments, you've come to the right place because it is a Go-to site for job networking. A MUST for all serious job seekers.

### Local Resources

- 4. Denver Regional Employment Center. An amazing resource for one-on-one job seeking assistance along with many free workshops to guide individuals in finding jobs. URL is <a href="https://www.ldsjobs.org/ers/ct/center/68481?lang=eng">https://www.ldsjobs.org/ers/ct/center/68481?lang=eng</a>. See their flyer at web or local for special training and employment opportunities with both the LDS Employment Resource Services and Desert Industries.
- Craig's List is perhaps the ideal source for blue-collar jobs: <u>https://denver.craigslist.org/jjj/</u> they have separate web sites for the mountains, Front Range and Plains. Here are the different web sites: <u>boulder</u>

colorado springs

<u>denver</u>

eastern CO

fort collins / north CO

high rockies

<u>pueblo</u>

western slope

6. American Job Center - Jefferson County, Colorado jeffco.us/american-job-center/ Golden, CO 80401 ... The American Job Center (AJC) promotes economic vitality by identifying, developing and matching a talented workforce to business. Last year they taught free 700 employment workshops plus additional monthly workshops for the Jefferson County Library system at different library facilities.

#### Job Seekers

The American Job Center (AJC) provides a variety of nocost ...

### Contact Us

We welcome your questions, comments and suggestions.

### **Workshops**

<u>Youth</u>

All workshops (except where noted) are held in the Laramie The American Job Center (AJC) Youth

Services offers ...

### About Us

. . .

americanjobcenter@jeffco.us 303-271-4700. Monday - Friday 8:30 ...

<u>Youth Services</u> The American Job Center (AJC) Youth Services offers ...

 CareerOneStop as part of the Colorado Workforce has offices in Denver, Golden, Frisco, Idaho Springs, Frisco, Black Hawk and throughout the greater Denver metro-area and the entire state of Colorado. All Colorado offices are listed at

http://www.careeronestop.org/ReEmployment/MoreBenefitsandAssistance/stateresource/coloradostater esources.aspx with location addresses, phone #'s and e-mail addresses. Their offices have computers, fax machines, telephones, printers, telephones, and staff to help job seekers to get organized. All offices are available to the public and free as sponsored by the U.S. Department of Labor. Testimonies of Anaheim, California job seekers: click on each link <u>one, two, three</u> and <u>four</u>.

- 8. State of Colorado Employment Development Department. URL is <u>https://www.colorado.gov/cdle</u>. The Colorado Department of Labor & Employment connects job seekers with great jobs, provides an up-to-date and accurate picture of the economy to help decision making, assists workers who have been injured on the job, ensures fair labor practices, helps those who have lost their jobs by providing temporary wage replacement through unemployment benefits, and protects the workplace and Colorado communities with a variety of consumer protection and safety programs.
- 9. Colorado Public Libraries: Here's a quick synopsis of what the major public libraries offer. Almost all of them offer one-on-one consultation either as "Ask a Librarian," "Book a Librarian" or "Hire a Librarian" and a librarian will help the patron how to use the library's databases more effectively to find employment. The American Job Center in coordination with the Jeffco libraries offers monthly employment workshops a different locations in their system. You can locate all the public libraries in the state of Colorado at: <u>http://www.publiclibraries.com/colorado.htm</u>
- 10. Colorado Employment: Landing-Center for comprehensive listing of resources for Colorado Front-Range area career and employment needs located at: http://www.kuzmich.com/employment/Landing Center.html
  - Business Blogs
  - Employment Resources
  - Career Advisement
  - Aptitude free career counseling
  - Colorado networking activities
  - Affiliated church activities
  - Colorado Area Job Seeking Links
  - Selected Denver Metro Area Employers
  - Union & Non-Union Apprenticeships and Skilled-Trade Career Resources
  - Social-Networking Skills
- 11. <u>www.referenceusa.com/</u> Need a public library card to access their web site for free. To identify 20+ million plus businesses nation-wide Here's a 3 minute video tutorial of how to maximize this service: <u>www.kuzmich.com/employment/referenceusa/referenceusa.pdf</u> From a zip code, it is easy to identify every business in that location plus its address, phone number and the manager's name to set up a relationship between the bishop and that business for future jobs before ever going public with job

vacancies.

Be sure all candidates and job coaches have a public library card with them plus a notebook computer. In Jefferson County, In Denver, I go to jefferson.lib.co.us/, sign in and proceed on-line. Here's a sample for Golden with 3,395 businesses listed in alphabetical order below. Note the managers are listed which can be invaluable when attempting to contact each business that is appropriate for your job seekers.

ne /	About Us Data Quality Take a To	ur Customers (	Contact Us FAQs Re	esource Center	Job Help	Library Locator	Historic Data
Availab	le Databases						
U.S. BL	sinesses						-
-	5 Results				R	evise Search	Mew S
393 W	ith e-mail addresses [more info]		NEW!	- NEW! -			- NEW!
Page 1	of 138	Details	Map Summary		Download	Print	Save Sear
•							
	Company Name	C Executive Name	Street Address	🗘 City, State	C ZIP C	Phone	Corp. Tree
	007 Locksmith Golden		859 Arapahoe St	Golden, CO	80401	(303) 578-4616	
	10 Pound Gorilla	Bob Peterson	607 10th St # 302	Golden, CO	80401	(303) 495-2275	
	11th Hour Enterprise LLC			Golden, CO	80403	(303) 642-0502	
	186 Lighting Design Group	Gregg Mackell	211 Violet St # 110	Golden, CO	80401	(303) 534-5350	
	1st U M C Golden		1500 Ford St	Golden, CO	80401	(720) 279-0056	
	22 Hr Back T Back Locksmith		14828 W 6th Ave	Golden, CO	80401	(303) 222-0145	
	24 7 Emergency Rooter & Drain		1461 Magpie Ct	Golden, CO	80403	(303) 607-5911	
	24 Hour Emergency Plbg Golden		601 12th St	Golden, CO	8040 <mark>1</mark>	(303) 607-5907	
	24 Hour Rooter Drain Cleaning		601 12th St	Golden, CO	80401	(303) 607-5922	
	24 Hour Sewer Cleaning Golden		1995 Youngfield St	Golden, CO	80401	(303) 592-2809	
	24/7 Golden Emergency Rooter		750 Heritage Rd	Golden, CO	80401	(303) 592-2790	
	24/7 Site Mix	Dave Dertina	1767 Denver West	Golden, CO	80401	(303) 734-7144	
	24/7 Towing Colorado		722 Washington Ave	Golden, CO	80401	(303) 217-9443	
	24hr Locks & Locksmiths	Debra Brand	840 Arapahoe St	Golden, CO	80401	(303) 223-5719	
	3 Generations Painting			Golden, CO	80401	(303) 526-9171	
			14998 W 6th Ave #	Golden, CO	80401	(720) 479-8448	

## Local Employment Resources by States Outside of Colorado

# North Dakota Workforce

1. Craigslist for North Dakota http://www.jobs2careers.com/Jobs/q-Www-Craigslist-Jobs-Com-I-ND/

- 2. ND Workforce Connection https://www.ndworkforceconnection.com/
- ND Workforce Connection Complete set of employment tools for job seekers in North Dakota. Job seekers and employers access jobs, resumes, education, ... Login - Create a Resumé - Auxiliary Aids
- 4. **ND Workforce** Connection Login https://www.**ndworkforce**connection.com/loginintro.asp

If you have not previously registered, please click one of the links under Create ...

5. Job Service North Dakota www.jobsnd.com/

nd.gov - The Official Portal for North Dakota State Government · YooHoo- page.tpl.php - North Dakota: Legendary. Follow the ... Volt Workforce Solutions, Fargo

- 6. Individuals Unemployment for Individuals Job Fairs Business
- 7. Workforce Development: Home www.workforce.nd.gov/
- 8. The **North Dakota** Department of Commerce **Workforce** Development Division partners with other state agencies and public sector industry to deliver specialized ...
- 9. TrainND trainnd.com/

Our comprehensive, customized adult learning and employee training enables **North Dakota** businesses to maintain a well-trained **workforce** to stay viable and ...

north dakota oil jobs north dakota jobs north dakota workers compensation north dakota workforce safety lms north dakota workforce safety first report injury north dakota workforce safety and insurance agency north dakota workforce training north dakota workforce safety insurance

#### South Dakota Workforce

- 1. Craigslist for South Dakota http://www.jobs2careers.com/results.php?q=Www+Craigslist+Jobs+Com&l=sd
- 2. **South Dakota** Department of Labor and Regulation, helping ... dol.sd.gov/
- 3. The mission of the South Dakota Department of Labor and Regulation is to promote economic opportunity and ... **South Dakota Workforce** Initiatives (SD WINS).

Workforce Training & Education

Career Learning Centers

Education and Job Training Opportunities Career ...

#### Job Seeker Services

Information on a wide range of services offered to job seekers ...

Local Offices

South Dakota map showing coverage areas of DLR local ...

More results from sd.gov »

Career Learning Centers (CLCs) work closely with the South ...

#### **Unemployment Insurance**

The Unemployment Insurance division of the South Dakota ...

Labor and Employment Laws Title - Labor and Employment Laws -Home to Labor ...

#### 4. Workforce Development Council - South Dakota Department ... https://dlr.sd.gov/workforce\_training/wdc.aspx

The **Workforce** Development Council (WDC) oversees implementation of **workforce**training programs in **South Dakota** funded by the **Workforce** Investment Act ...

- 4. South Dakota Workforce Initiative: SD Wins www.southdakotawins.com/
- 5. **South Dakota** Wins is a **workforce** development program that will prepare young people, offer training to citizens and aggressively market **South Dakota** to new ...
- 6. Workforce Summits South Dakota Workforce Initiative www.southdakotawins.com/workforcesummits/

Dennis Daugaard and the **SD** WINS Cabinet hosted regional **Workforce** Summits to discuss what state, community, business and education leaders can do next ...

- 7. Training For Skilled Workers South Dakota Workforce ... www.southdakotawins.com/trainingforskilledjobs/
- 8. **SD** Wins will provide training to current residents of South Dakotan to help fill the immediate job openings in our state.
- South Dakota Governor's Office of Economic Development www.sdreadytowork.com/F...

Governor's Office of Economic Development

For more information, contact the GOED's **Workforce** Development Coordinator Ann ... When it comes to training, **South Dakota** puts its money where its mouth is.

Adwww.wow.com/South+Dakota+Workforce

Search for South Dakota Workforce Look Up Quick Results Now!

Searches related to **south dakota workforce** 

south dakota **jobs** south dakota workforce **development** south dakota workforce **development program** south dakota **labor job** south dakota **state unemployment** south dakota **career center** 

#### south dakota **career insite** south dakota **career cruising**

#### Nebraska WorkForce

- 1. Craigslist for Nebraska http://www.jobs2careers.com/results.php?q=Www+Craigslist+Jobs+Com&l=ne
- 2. Nebraska Department of Labor dol.nebraska.gov/
- 3. The Good Life for Veterans recruiting campaign is focused on meeting **Nebraska's workforce** needs through attracting military veterans and their families from ...

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306 E 6th St, Suite 140, North Platte, NE 69101 (308) 535-8320

Find our Offices Email: <u>ndol.grandisland@nebraska.gov</u>.

Workers

\*American Job ...

Unemployment

**NEworks** 

To be potentially eligible for Unemployment Insurance while ...

NEworks - Complete set of employment tools for job ...

#### Claim Benefits

... REQUIRED to make an active search for work each week you ...

## Contractor Registration

The Nebraska Contractor Registration Act requires ...

for Workers. Overviews » Workers Overview. Workers - Overview.

### More results from nebraska.gov »

4. Unemployment Benefits - **Nebraska** Department of Labor <u>https://uibenefits.nwd.ne.gov/BPSWeb/jsp/BPSClaimantWelcome.jsp</u>

Offical Nebraska Government Website ... Nebraska Department of Labor ... Privacy and Accessibility Policy. ©2008 **Nebraska Workforce** Development. All rights ...

# 5. **Nebraska** TrainingLink

traininglink.dol.state.ne.us/

Offical Nebraska Government Website · **Nebraska Workforce** Development ... Nebraska TrainingLink provides a comprehensive listing of training providers, ...

#### 6. **Nebraska Workforce** Development Jobs, Employment ... www.indeed.com/q-Nebraska-Workforce-Development-jobs....

Indeed.com

Jobs 1 - 10 of 134 - 134 **Nebraska Workforce** Development Jobs available on Indeed.com. one search. all jobs.

7. **Nebraska Workforce** Development/Department of Labor ... www.nebraskatickettowork.org/.../nebraska-workforce-developmentdepa... Nebraska Workforce Development provides information about programs, initiatives and special efforts of Nebraska Workforce Development

#### Nebraska Workforce Jobs - One Search. All Jobs

#### Adwww.indeed.com/Nebraska-Workforce

Find Your New Job Today. Indeed™

Searches related to **Nebraska workforce** nebraska workforce **jobs** nebraska workforce **development** nebraska **unemployment** nebraska **jobs** nebraska workforce **center** nebraska workforce **development unemployment benefits** <u>nebraska workforce **phone number**</u> nebraska workforce **weekly claim** 

#### **Missouri Workforce**

- 1. Craigslist in Missouri http://www.jobs2careers.com/results.php?q=Www+Craigslist+Jobs+Com&l=MO
- 2. for Job Seekers: JobsMoGov New Premiere Employment ... jobs.mo.gov/

jobs.mo.gov - **Missouri's workforce** service for businesses and job seekers. Site Search ... Coder III -Outpatient: Surgical Specialist (SLPS) - KANSAS CITY, MO. Google+ page · Be the first to review

> 421 E Dunklin St, Jefferson City, MO 65101 (573) 751-3999

Job Search Job Search. Keywords (or Job Order#). Select Job Category ...

Login

Want to get the best job match possible? Register for one of ...

Find A Job Find Missouri Job Seeker Services. ... Find A Job. You are here ...

#### More results from mo.gov »

3. WorkSmart - **MO** Div. of **Workforce** Development ... <u>www.mowib.ded</u>.**mo**.gov/

#### **Unemployment Benefits**

Other Resources > Unemployment Benefits and Assistance ...

#### Missouri Workforce Investment ...

The Missouri Workforce Investment Board (MoWIB) sets workforce

### Job Market

What's the job market like? If you're a job seeker, you'll want to learn ... A new directory of revised forms for the current WorkReadyMissouri program is now available on WorkSmart. Announcements | Information Alerts 5 hours ago ...

# 4. **Missouri** Association for **Workforce** Development mawd.us/

As President Obama signed the **Workforce** Investment Opportunity Act into law ... ACT's Work Ready Communities initiative selected **Missouri** for the second ...

# 5. Workforce Development work.sccmo.org/

Welcome to the St. Charles County Department of **Workforce** Development, operator of the **Missouri** Career Center of St. Charles County. We are your source for ...

# 6. **Workforce** Investment Board of Southeast **Missouri** <u>www.job4you.org/</u>

The **Workforce** Investment Board will be a leader in community collaboration to promote a dynamic, high skill/high wage economy in Southeast **Missouri** through ...

### 7. Workforce Development - St. Louis County, Missouri www.stlouisco.com > ... > Workforce Development

St. Louis County

Division of **Workforce** Development. The Saint Louis County Department of Human Services enriches the lives of individuals and creates a supportive ...

Searches related to Missouri workforce

missouri division of workforce development career center missouri unemployment missouri workforce commission missouri workforce center locations missouri workforce investment act missouri workforce solutions missouri workforce housing association conference missouri workforce housing association

### Kansas Workforce

1. Craigslist in Kansas http://www.jobs2careers.com/results.php?q=Www+Craigslist+Jobs+Com&l=KS

## **2.** KANSASWORKS

https://www.kansasworks.com/

3.Neither the State of **Kansas**, nor the **Kansas** Department of Commerce are responsible for or endorse in any way any materials, information, goods, or services ...

Workforce Centers Workforce Centers. Chanute, KANSASWORKS Chanute ...

#### KANSASWORKS Job Search

Home >> Find a Job >> Quick Job Search, Print. All fields are ...

Job Overview

Quick Job Search - Create an Account - LOG IN - ...

#### Forgot Username

Username Retrieval. Type your SSN or

FEIN without dashes or ...

More results from kansasworks.com »

#### 4.Workforce Alliance of South Central Kansas : Home www.workforce-ks.com/

Search Query Textbox. Go. **Workforce** Alliance of South Central **Kansas** Home .... Email: info@workforce-ks.com. © 2014 Vision Internet Providers, Inc. All Rights ...

**Workforce** Alliance of South Central **Kansas** : Job Seekers www.**workforce**-ks.com/index.aspx?page=2

Jul 22, 2014 - Online Job Search Browse thousands of jobs throughout **Kansas** or a specific region. **Workforce** Centers At each **Workforce** Center, you will find ...

Kansas Local Area II Workforce Centers www.workforcecenters.com/

Local Area II maintains **Workforce** Center locations in the communities of, Junction City, Lawrence, Manhattan and Topeka. Our **Workforce** Centers function as ...

#### 5.Workforce One-Stop Career Centers in Kansas - Workforce ... www.workforceinvestmentworks.com/kansas/workforce\_experts.asp

The strategies and vision of the **Kansas Workforce** Investment Boards are carried out through a network of One-Stop Career Centers which offer businesses, job ...

Searches related to **Kansas workforce** kansas workforce **center** kansas **city** kansas kansas workforce **partnership** kansas workforce **center overland park kansas workforce center el dorado ks** kansas workforce **center junction city ks** kansas workforce **one** kansas workforce **center salina ks** 

#### **Montana Workforce**

1. Craigslist in Montana http://www.jobs2careers.com/results.php?q=Www+Craigslist+Jobs+Com&l=MT

**Workforce** Services Division Home Page wsd.dli.mt.gov/

WELCOME to the **Workforce** Services Division - "Superior Service for a Working**Montana**, Continuous Improvement for Increased Customer Satisfaction. Job Seeker & Employer Services - Montana Job Service Office ... - Great Falls - Butte

 Montana Job Service Office Directory - Workforce Services ... wsd.dli.mt.gov > Job Seeker & Employer Services **Montana's** One-Stop Centers make up a state-wide system of **workforce** development partners that collaborate to provide customer focused employment and ...

3. Job Seeker and Employer Services - **Workforce** Services ... wsd.dli.mt.gov/service/service.asp

**Workforce** and Job Service Programs. ... Statewide **Workforce** Programs & Oversight. Jobs.mt.gov **Montana's** electronic self-service Jobs system; **Workforce** ...

4. Local Job Service Offices at montanajobs.mt.gov montanajobs.mt.gov/

**Montana's** One-Stop Centers make up a state-wide system of **workforce** development partners that collaborate to provide customer focused employment and ...

5. Job Seekers and Employee Services - Montana - Workforce ... wsd.dli.mt.gov/service/jsservices.asp

**Montana** Department of Labor and Industry **Workforce** Services Division Job Seekers and Employee Services.

6. **Montana Workforce** Investment Act Adult Program wsd.dli.mt.gov > ... > Montana WIA

Eligibility: All **Montana** adults are eligible for core services. ... Administration: The Statewide **Workforce** Programs and Oversight Bureau (Bureau) in the **Montana** ...

 Montana Job Source - Workforce Services Division wsd.dli.mt.gov > Job Seeker & Employer Services

**Montana** Department of Labor & Industry American Job Center. **Workforce** Services ...**Montana** Jobs System. **Montana's** Electronic Labor Exchange System.

8. Montana Workforce Informer, Home, HOME <u>www.lmi.mt.gov/</u>

Montanas **Workforce** Information Center ... There is no simple way to answer the question, "What is **Montana's** largest industry?" The answer depends on what ...

Searches related to Montana workforce montana employment department montana job market montana worksource montana unemployment montana workforce development montana workforce center state montana jobs jobs veterans montana

#### Wyoming Workforce

1. Craigslist in Montana http://www.jobs2careers.com/results.php?q=Www+Craigslist+Jobs+Com&l=wy

# 2. CLIMB Wyoming | CLIMB Wyoming, a non-profit ... www.climbwyoming.org/

To learn how the **CLIMB Wyoming** program impacts lives, watch as Crystal shares her story. If you are interested in helping CLIMB impact the lives of single ...

#### Google+ page $\cdot$ Be the first to review

900 Werner Ct #100, Casper, WY 82601 (307) 237-2855

## The CLIMB Program

The uniquely comprehensive CLIMB program model was ...

### Cheyenne

CLIMB Wyoming's Cheyenne program was the first ... Gillette Office 405 West Boxelder Road, #B4 |

### Casper

Casper Office 900 Werner Court, Suite 100 | Casper, WY 82601 ...

#### More results from climbwyoming.org »

#### 3. Wyoming Workforce

# Wyoming Department of Workforce Services Home www.wyomingworkforce.org/

... access local content. **Wyoming** Department of **Workforce** Services Home ... 9/23/2014. **Wyoming** Unemployment Rate at 4.6 percent in August 2014; 9/10/2014

### Job Seekers and Workers

Job seekers and Workers can access the following services: ...

### **Employers and Businesses**

Employers and Businesses Resources. Frequently Asked ...

### **Contact Us**

Also, we encourage you to tell us how we are doing and to report ...

#### More results from wyomingworkforce.org »

#### 4. Wyoming at Work

https://www.wyomingatwork.com/

Wyoming at Work

**Wyoming** at Work - Complete set of employment tools for job seekers in **Wyoming**. Job seekers ... Department of **Workforce** Services · Local **Workforce** Centers ...

## Local Offices

Local Offices. Home Office 1001 West 31st Street | Cheyenne ...

### Gillette

Gillette Office 405 West Boxelder Road, #B4 | Gillette, WY 82718 ...

### Laramie

Laramie Office 217 South 1st Street | Laramie, WY 82070 ...

## **Employment and Training**

The Wyoming Department of Workforce Services ...

### **Unemployment Insurance**

In order to provide Unemployment Insurance to individuals who ...

### Workers' Compensation

Forms and Documents - Claims - Employer Services - ...

Login - Time Out - Workforce - Job Scam Alert

#### 5. **Wyoming** UI Internet Services System :: Unemployment ... https://doe.state.wy.us/Inetclaims/

**Wyoming** Unemployment Insurance Internet Services System. ... There are 21**Workforce** Centers located across **Wyoming** that can help you with this if you need ...

6. **Wyoming** Labor Market Information doe.state.wy.us/Imi/

Wyoming Industry and Occupational Projections (Long-Term, 2012-2022, and Short-Term, 2013-2015). Long-Term ... Wyoming Workforce Annual Report 2014 ...

#### 7. WIRE - **Wyoming** Department of **Workforce** Services https://doe.state.wy.us/wire/

Welcome to the **Wyoming** Unemployment Insurance and Workers' Compensation employer tax filing system. Employers can use this system to file quarterly ...

8. Joint Business Registration - Wyoming Department of ... https://doe.state.wy.us/wyereg/

Department of **Workforce** Services ... **Wyoming** Business Registration System ...**Wyoming** Employers select Create New Account below to file your registration ...

# Self-Paced 24/7 Employment Instruction:

Looking for 24/7 self-paced training materials cover creating dynamic resumes, creating a professional 30second summary, networking techniques, interviewing skills, cover and thank you letters and much plus training materials for Church leaders which are all readily available? Go to my stake employment blog at: <u>goldenemployment.blogspot.com</u>. Here is a sample valuable links to peruse:

<u>Available Resources</u>	Use the Largest On-Line Source for Jobs
<u>Reference USA</u>	Where to Begin
How To Get Started	Initial Considerations
Develop A Profile	<u>Resume Writing</u>
Interviewing Skills	<u>Effective Networking</u>

# More High-Powered Web Sites for Finding Jobs!

### Job Search Site List

The internet provides a vast resource of information relating to job searching. In order to make effective use of these resources an organized and disciplined approach to your job search is appropriate. While job leads are necessary, the fact remains that networking and personal contacts are the most effective path to a job interview and ultimately an offer. Using the internet to identify available job openings and then using networking to get an inside track can provide a powerful search strategy.

The following compilation of sites presents an extensive set of site addresses broken into useful career categories.

COMPANIES	CONSTRUCTION	ENERGY
ENGINEERING	FELONS	FINANCE – BANKING
GENERAL	GOVERNMENT JOBS	HEALTHCARE
HOSPITALITY	IT- TECHNOLOGY	JOURNALISM – BROADCASTING
	<b>REGIONS – LOCATIONS</b>	

For multiple web sites for Job Searches by career, click here.

#### Top 10 Best Job Sites

Looking for a good position is never easy, especially in tough employment markets. But even so, there are hundreds of thousands of jobs available at any given time, if one knows where to look. Many of them are posted on job boards.

A job board's primary function is to connect companies with potential employees. And as recent studies show, companies find nearly 25% of their external new hires through these sites. Surveys have also found that up to 32% of job seekers found their jobs by either responding to an ad or posting a resume on a job board.

To see the top sites click here.

# Getting Organized To More Fully Helping Job Seekers!

Here are some questions that will help provide insight about how to more accurately handle the challenge of finding/customizing appropriate jobs for job seekers.

- 1. List of job skills his unemployed/underemployed members have beyond general manual laborer, such as a warehouse cashier, cleaning, security, short-order cook, fast-food restaurant, driver, senior citizen care, maintenance, dog walker, and others.
- 2. List of job titles that members are looking for employment.
- 3. Name of industries in your ward's area that have been employing minority workers.
- 4. Zip codes of every attending member so I can search for jobs more accurately need where they live since transportation will be a factor.
- 5. Try to have one church leader or someone computer knowledgeable with a notebook computer assigned to a specific needy person. The leader is to bring to the workshop and be available to act as a job coach. For definition purposes, a job coach is one checks up on their assigned needy member to insure that they apply for jobs given to them, helps coordinate their appointments and other essential timely matters. For a quick overview of how a job coach can make a difference to insure success, go local or

www.kuzmich.com/employment/employment\_committee/links/CoaSht.pdf

6. Important that there some organized English language classes regularly available for job seekers on a regular basis: Relief Society, missionaries, etc.

# **Creating Dynamic Resumes Quickly and Cleaning!**

Check out the V.I.P. on-line assistance for creating a resume quickly without much effort.



and phrases that match the job requirements. Make sure your resume makes the cut—and commands attention—with these tips:

**Include Keywords** – Scan job postings for common words within responsibilities, skills and required experience. Use these powerful words within your resume, and you'll be more likely to bypass applicant screening software—and catch a recruiter's attention.

**Customize for the Job** – Read the job posting thoroughly and note required skills and experience. Applying for a project management role requiring communication skills? Highlight your cross-department coordination and monthly presentations. To quickly custom-fit your resume to the job, keep a master list of your bullets and previous jobs that you can easily swap in to highlight your more relevant experience. **Drop the Objective** – Replace the generic objective with a career summary that showcases the accomplishments that set you apart. New to the workforce? Create an objective that brands you from the start—highlight your specific skills and unique value.

**Get Fresh Eyes to Proofread** – Even professional writers make mistakes. Ask at least one other person to read through your resume for typos, inconsistencies, and confusing jargon.

## One Step to a Better Job Search

#### Get a free Resume Critique.

Know that you're putting your best foot forward. Add your resume, and we'll give you expert feedback and suggestions so you can apply with confidence.

#### **RELATED ARTICLES**

#### 9 Words to Dump from Your Resume

Weak words to cut from your resume—and the powerful words to replace them. Read more

#### **Resume Keyword Mistakes**

Are you making these common keyword mistakes? Read more

#### **3 COMMON RESUME MISTAKES**

Avoid these typical resume mistakes and put yourself ahead of the competition:

- 1. Listing only job duties: Use <u>action words</u> to describe your experience and <u>quantify your achievements</u> whenever possible
- 2. **Saving in an unusual file format**: Save as a PDF or Word document to ensure your careful formatting is seen by the recruiter.

3. **Too long**: Keep your resume to one page (two if you have decades of experience.)

Read more resume tips and tricks in Resume Articles.

There are lots of great resources out there to help you craft a more powerful resume. Use them well, and you'll end up with a resume that helps you stand out from the crowd—and lands you the interview.

Best regards, The <u>Beyond.com</u> Team <u>http://www.beyond.com</u>

This email was sent to jkuzmich@earthlink.net because you are currently subscribed to receive information on Partner Job Search Guides. If you wish to discontinue receiving these emails, please update your Email Options. If you've landed a new job, we'd love to hear about it! Let us know: I'm Hired

Sent by Beyond.com c/o Beyond.com, Inc. 1060 First Avenue, King of Prussia, PA 19406

# Here's Another Approach for Creating Dynamic Resumes: More Thorough!

If you desire to build a resume quickly without using an on-line service, you can use one of my 10 dynamic resume templates contained on the workshop's training CD that all job coaches will receive, **Read on!** 

Attached are some ten resume templates that members can cut and paste with more interactive resume. The resume can be developed faster if he has two or three job descriptions that meet his expectations. There we can wield more cutting-edge ingredients into his resume. Important note: every job submission needs a customized resume tailored that particular job description. There is no such thing as one resume for all job submissions. But since many of your needy members have no resume, this e-mail is a great starting place to generate a resume based on one of the many resume templates attached. My employment blog offers unique 24/7 self-paced instruction that will be welcomed at goldenemployment.blogspot.com and the many, many instructional links available. To maximize how to use the special features contained on this blog, go to www.kuzmich.com/employment/Blogging%20Tips.html

To get him both better organized and going, study the following link for resume writing at: <u>www.kuzmich.com/employment/Blog/resume/TableResumeZ.pdf</u> or click here Resume Writing. Resume instructions are one screen or less and presented in a sequential manner that are concise. This URL is a tutorial that outlines how to begin this process. Be sure to check out the action words on screen four or five that need to be inserted throughout your resume.

If you need more understanding of the principles of a dynamic resume, go to **Resume Writing** with a definitive 32 slide PowerPoint Presentation at: <u>www.kuzmich.com/employment/Handy CDs/Resume Module final.html</u> because the infrastructure of a dynamic resume are explained in-depth with clear examples, step-by-step.

And to help your job seeking members jump-start to actively develop a dynamic resume (which is one you read down the page rather than across as found in paragraphs, line to line), attached is a tutorial resume template on the CD entitled **Natalie3 - Table Format (36).doc** that you or he can cut and paste his vital information into this template for an instant professional upgrade in appearance! For examples of dynamic resumes, go to <a href="http://www.kuzmich.com/Church/resumepage.html">www.kuzmich.com/Church/resumepage.html</a> for seven examples. Attached are even better dynamic resume examples to peruse and use. I really like the attached **Douglas Graves** resume as a professional model for white collar job seekers.

Yes, it will take time to get organized for a good job search plan. The following URLs will also be an important beginning. The first is literally nicknamed by me as "Quick Start" and I can literally find jobs for your husband in just minutes once I have his job titles and resumes for me to focus on. For an overview of employment assistance for the Job Seeker, see <u>www.kuzmich.com/empage.pdf</u> and click on the <u>Job Seeker Overview</u> link.

Here are eye-catching dynamic resumes that be cut and pasted from a traditional resume into a professionally looking resume.

Douglas Graves resume	Ezra T. Wilson Resume
Joseph F. Sanders Resume	Natalie Peterson Resume
David O. Johnson Resume	Roger Smith Resume
Carma Chapman Resume	Chuck Wheeler resume
Dynamic Resume Template	

# Register all job seekers on www.ldsjobs.org

Will also attempt to register the applicants on <u>www.ldsjobs.com</u> with their basic Profile so if and when they do obtain a job, the Denver Employment Center can receive credit for obtaining jobs through their enrollment with <u>www.ldsjobs.org</u>.

**Important:** here's a no-nonsense on-line tutorial for creating and developing a Profile at Idsjobs.org can be found at: <a href="http://www.kuzmich.com/employment/Blog/Profile/TableProfileL.pdf">www.kuzmich.com/employment/Blog/Profile/TableProfileL.pdf</a>

Here's a quote from a current bishop of how important this web site is. "I lean heavily on the Employment Center when people come to me for help. In some cases, I have held off providing any assistance until they have a 100% profile. I've also told job seekers that even if they don't want to use the center, filling out a profile is an act of obedience to supplement their prayers for divine help."

"I've been in my current job 10 years and am convinced I landed it because of the help I got from the center."

# **Career Advisement**

For particularly valuable resources about careers: go to <u>occupations.careers.org/</u> and there you begin a more thorough career listing variations on specific career types for more resources and job titles and many functional URL's to benefit the public. There are 24 unique career ladders to go through via each box which multiples exponentially!

Then <u>occupations.careers.org/topic/458-jobs-by-occupation-field</u> takes one more specifically into each career much like the American Job Bank does. Look at <u>http://www.ajb.dni.us</u> for career options as another example.

# Upcoming Workshops Offered by the Denver Regional Employment Center

For the current workshop offerings, go to https://www.ldsjobs.org/ers/ct/center/68481?lang=eng

#### The Career Workshop

25 Aug '14 - 25 Aug '14

09:00 AM - 04:00 PM

Denver Colorado Employment Resource Center

Mondays (on dates listed below) 9:00 – 4:00 pm. This workshop is designed to help job seekers develop the skills needed to obtain employment. Job seekers will evaluate their talents, interests, and values; set goals; and develop a plan to achieve their goals. They will learn how to identify and develop resources and employment leads and how to effectively communicate with those resources. They will also learn how to use social media to help them in the job search process. Pre-registration and Bishop's Authorization are required for this workshop.

#### Resume Writing and Interviewing Workshops

27 Aug '14 - 27 Aug '14

12:00 PM - 04:00 PM

Denver Colorado Employment Resource Center

Every Wednesday: Resume Writing Workshop 12:00 noon – 2:00 pm; Interviewing Workshop 2:00 pm – 4:00 pm. These workshops are for individuals whose resumes are not getting responses or interviews and may need to be strengthened to better attract the attention of potential employers. They are also for individuals who are seldom advancing beyond the initial interviews. Pre-registration is recommended. Bishop's Authorization is required.

#### **Resume Writing and Interviewing Workshops**

3 Sep '14 - 3 Sep '14

12:00 PM - 04:00 PM

Denver Colorado Employment Resource Center

Every Wednesday: Resume Writing Workshop 12:00 noon – 2:00 pm; Interviewing Workshop 2:00 pm – 4:00 pm. These workshops are for individuals whose resumes are not getting responses or interviews and may need to be strengthened to better attract the attention of potential employers. They are also for individuals who are seldom advancing beyond the initial interviews. Pre-registration is recommended. Bishop's Authorization is required.

# Career Workshop for Professionals with Social Media Lab and Professional Networking Group

4 Sep '14 - 5 Sep '14

08:30 AM - 04:30 PM

Denver Colorado Employment Resource Center

2 day workshop (with 3 optional subsequent days) held once a month, 8:30 am – 4:30 pm each day. This workshop is for professionals with skills, education and training who are focused on their careers. It is in-depth, extremely interactive and is the ultimate workshop for the professional; includes 2 days of job search, resume writing and interviewing skills, one day of Professional Networking (\*12PM-4PM), and 2 days of interactive Social Media Training and more. Pre-registration and Bishop's Authorization are required for this workshop. Laptop strongly recommended.

#### The Career Workshop

8 Sep '14 - 8 Sep '14

09:00 AM - 04:00 PM

Denver Colorado Employment Resource Center

Mondays (on dates listed below) 9:00 – 4:00 pm. This workshop is designed to help job seekers develop the skills needed to obtain employment. Job seekers will evaluate their talents, interests, and values; set goals; and develop a plan to achieve their goals. They will learn how to identify and develop resources and employment leads and how to effectively communicate with those resources. They will also learn how to use social media to help them in the job search process. Pre-registration and Bishop's Authorization are required for this workshop.

#### The Career Workshop

22 Sep '14 - 22 Sep '14

09:00 AM - 04:00 PM

Denver Colorado Employment Resource Center

Mondays (on dates listed below) 9:00 – 4:00 pm. This workshop is designed to help job seekers develop the skills needed to obtain employment. Job seekers will evaluate their talents, interests, and values; set goals; and develop a plan to achieve their goals. They will learn how to identify and develop resources and employment leads and how to effectively communicate with those resources. They will also learn how to use social media to help them in the job search process. Pre-registration and Bishop's Authorization are required for this workshop.

## Looking for Jobs in the Education Market?

Go to <u>http://www.kuzmich.com/ward council/Teaching Positions.pdf</u> and <u>local</u>. You will find prime sources Colorado, jobs in all 50 states plus international teaching positions as well.