



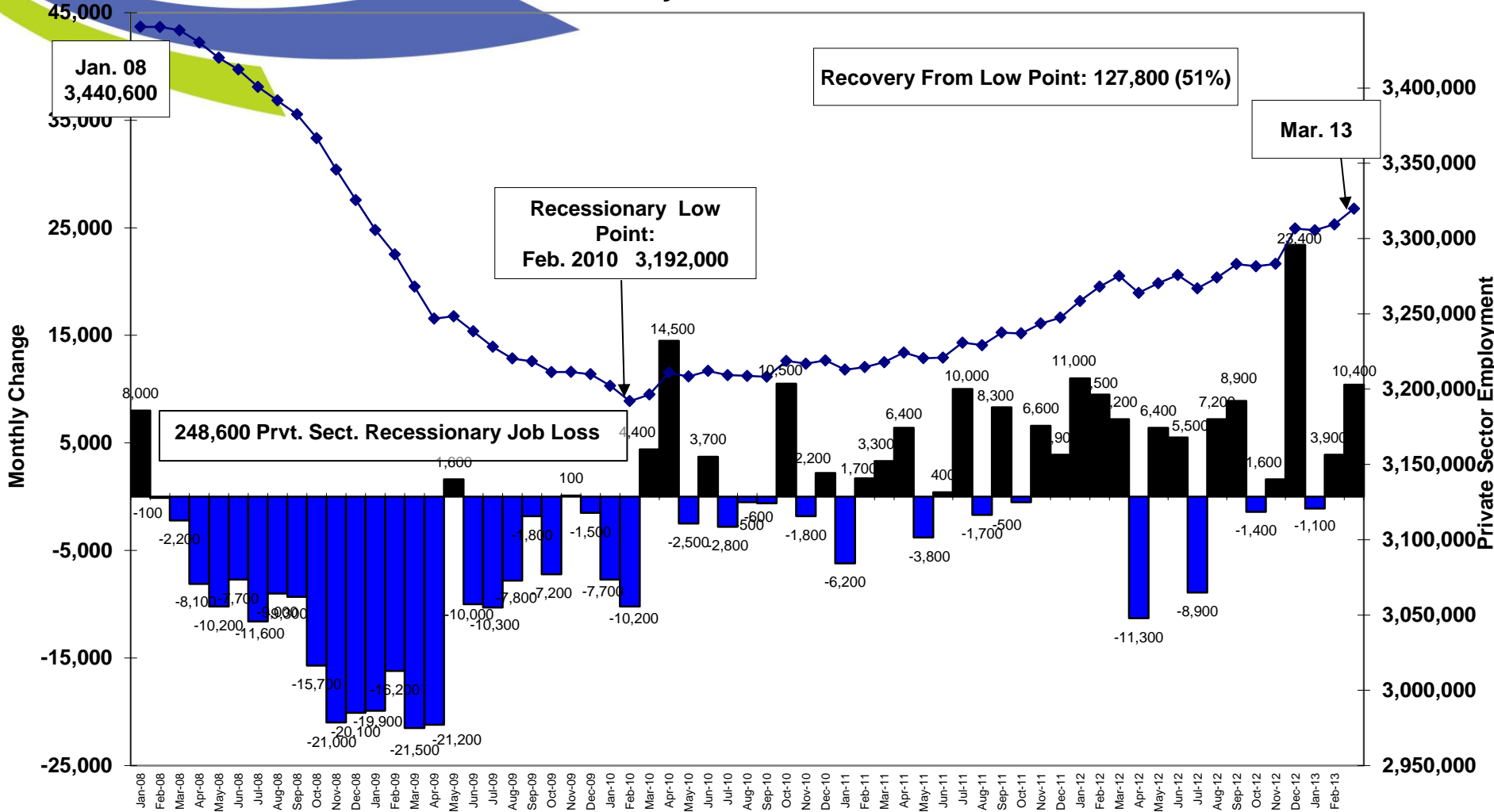
Information & Preparation your job search allies

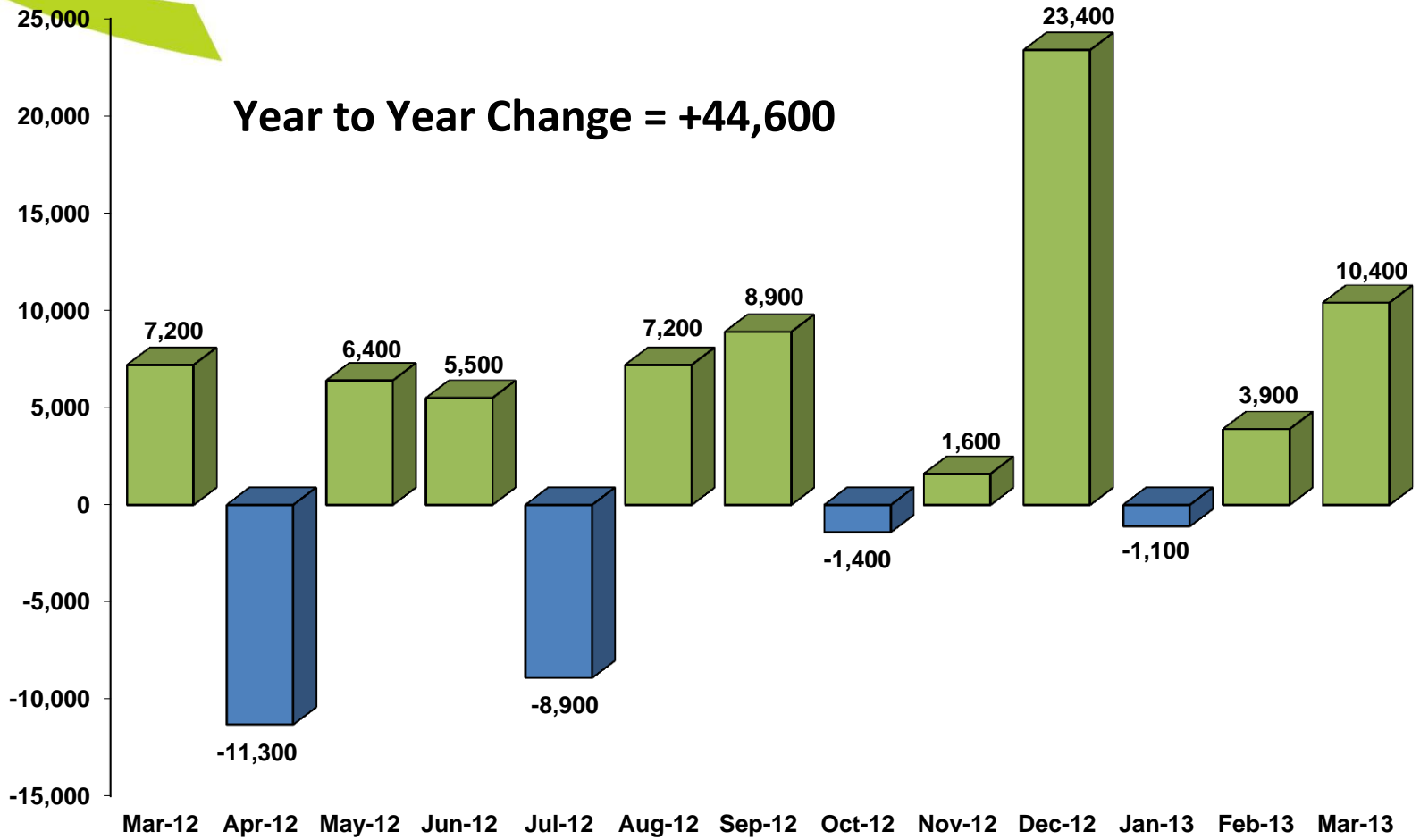
Bob Grimmie

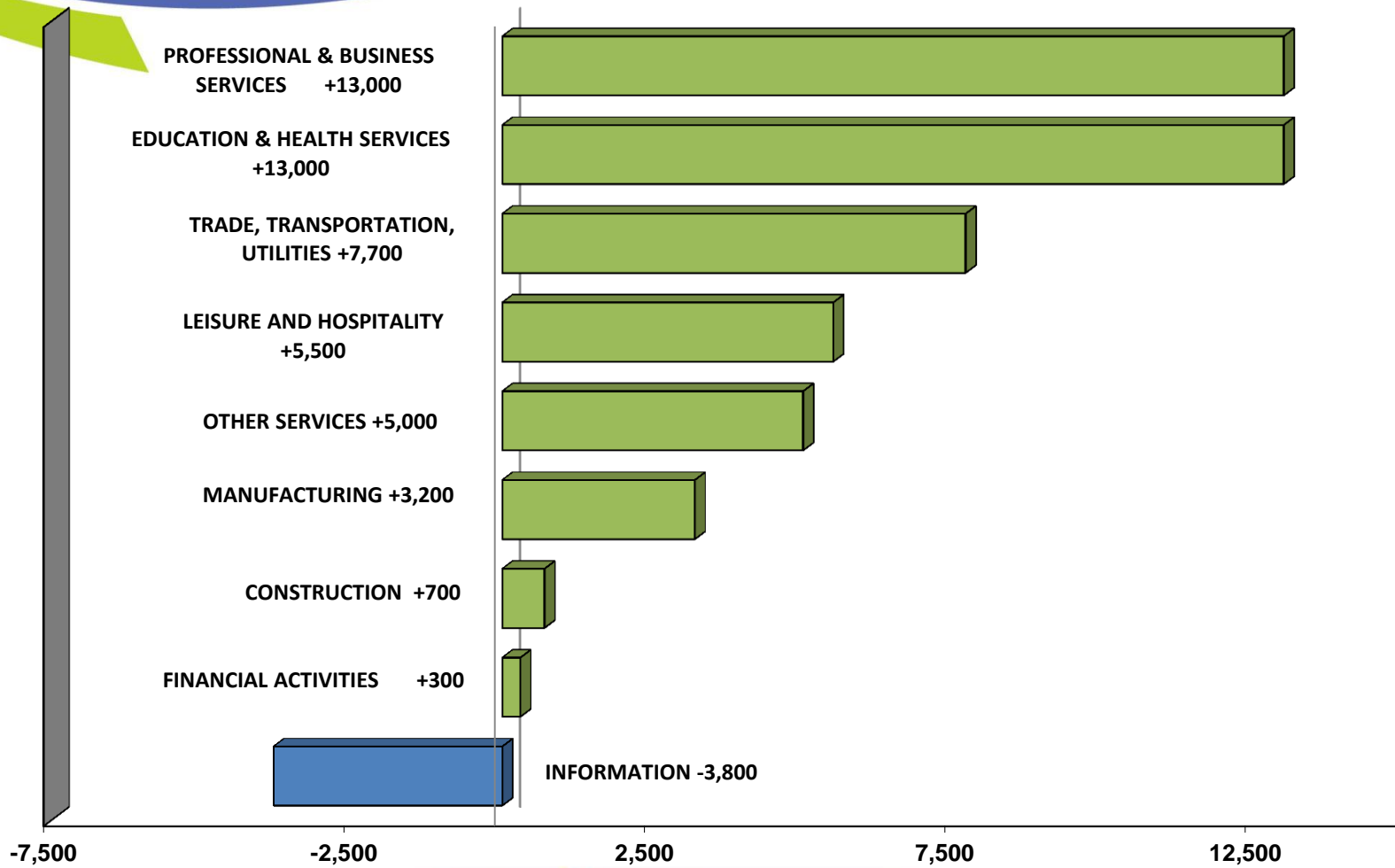
Executive Director – Center for Occupational Employment Information
New Jersey Department of Labor and Workforce Development



New Jersey Private Sector Employment vs. Monthly Change January 2008 - March 2013









How have employers adjusted
their approach to staffing?




Critical Thinking

Initiative

Communication
Skills

Flexibility in
learning

Problem Solving



You must keep Soft Skills in mind
during every aspect of your job
search.



The evaluation process begins at
first contact

Resume, Job Fair, Interview,
Networking Introduction, etc...




The Goal of a resume is to secure an interview

- Make it clear to the employer that you are qualified for the job in question and are worthy of an interview.
- A GOOD resume does not guarantee a job, but a BAD will prevent you from having a chance.




Resume Constants

- Employment History
- Education
- Other Accomplishments



Always design your resume to
be relevant to the specific job
that you are applying for.



Make your decisions about what to include based on the depth of your experience and the skills needed for the job.

Ask yourself, does this help me achieve the purpose of my resume?



Resume & Interview Do's and Don'ts



Do...

Prepare: Read the job description and focus your work history bullet points on aspects of your past experience that relate directly to the job that you are applying for.

Do Not...

Misrepresent yourself in any way; including educational accomplishments, work history, or skills and abilities. You must be able to discuss anything you put in writing



Do...

Proofread, proofread, proofread. When possible have a friend, colleague, or other professional read your resume before you make it public.

Do Not...

Allow your resume to go public with spelling, grammatical, or factual errors.




Do...


Use action words to highlight your relevant experiences to enable your resume to stand out in a stack of hundreds of resumes.

Do Not...

Use colored or scented paper, non traditional fronts, or overly complicated layouts to make your resume stand out.




What does your on-line
presence say about YOU?




Remember, in the hiring process
YOU are a reflection of everyone
that you've already met with.



Tools and Resources to help

- 
- ❑ Instead of looking for one size fits all solutions to what is a very complex employment market, let's break it down to a more manageable size.
 - ❑ Take it one industry at a time.
 - ❑ Create a system that enables the business community to inform our strategy.

- 
- ❑ Advanced Manufacturing
 - ❑ Financial Services
 - ❑ Health Care
 - ❑ Life Sciences – Bio Tech & Pharmaceuticals
 - ❑ Technology and Entrepreneurship
 - ❑ Transportation, Logistics, and Distribution



STATE OF NEW JERSEY
**DEPARTMENT OF LABOR AND
 WORKFORCE DEVELOPMENT**

Governor Chris Christie • Lt. Governor Kim Guadagno

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Jobseekers

All the tools you'll need to get a job

Find a Job

Join a Jersey Job Club

Explore a New Career

Receive Training

Engage Veterans Services

Contact Us

Job Hunting

NJ OnRamp - Submit Your Resume

Submit your resume to [OnRamp](#), or use its resume building tool to begin using New Jersey's premiere job-search tool. Using patented smart technology, OnRamp compares your resume to those of thousands of people - with skills like yours - who have succeeded in getting jobs.

Start your job search with
OnRamp

Jersey Job Clubs

[Jersey Job Clubs](#) are voluntary, regionally-based clubs that meet regularly at One-Stop Career Centers throughout the State focused on providing job seekers with the tools and support needed to find a job. We'll help you develop new skills and build on skills you already have. There are 24 local Job Clubs and six statewide industry-specific Talent Network Job Clubs throughout New Jersey.



Job Search 101

Learn about all the ways the NJ Department of Labor & Workforce Development can help get your job search started off on the right foot in this brief video tutorial.

Job Search 101

One-Stop Career Centers

Located throughout New Jersey, [One-Stop Career Centers](#) offer services (free of charge) to help you develop the skills needed to succeed in a 21st century work environment.



Talent Networks

Each [Talent Network](#) focuses on the specific needs of a key industry in the state in order to connect employers, job seekers, the state's One-Stop Career Centers and educational institutions to achieve the common goal of helping current job seekers develop relevant skills that lead to job opportunities and helping employers find qualified employees.



Job Fairs

[Job Fairs](#) are an excellent opportunity to fine tune your networking and interviewing skills and make professional connections to aid you in your job search.





Questions?