

# Career Kick Start

*"The journey of a  
thousand miles begins  
with one step" ~ Lao Tzu*



Arapahoe/Douglas Works!  
[www.adworks.org](http://www.adworks.org)  
303.636.1160

 @adworks303

 Arapahoe/Douglas Works!

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**Career Kick Start**  
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We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on. "To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked not to use AI tools to capture notes during any of our workshops currently."

# The First Step Begins Today!

## Objectives

- **Be organized and efficient in the job search**
- **Create a great job seeker BRAND!**
- **Being positive while job searching**

# Food for Thought...*Think About These First*

- Have a proper voice mail message & set up a new email address if needed
- Keep the fun email address for personal use only
  - [Lazyboy1972@juno.com](mailto:Lazyboy1972@juno.com)
  - [Skibum57@aol.com](mailto:Skibum57@aol.com)
- Create an email signature





# Job Search Training Field Trip

- Advanced search

- Indeed.com



- LinkedIn.com



- Builtincolorado.com

The Built In Colorado logo, featuring the words "built in colorado" in a white, lowercase, sans-serif font, with "built" in a lighter blue color, set against a dark blue rectangular background.

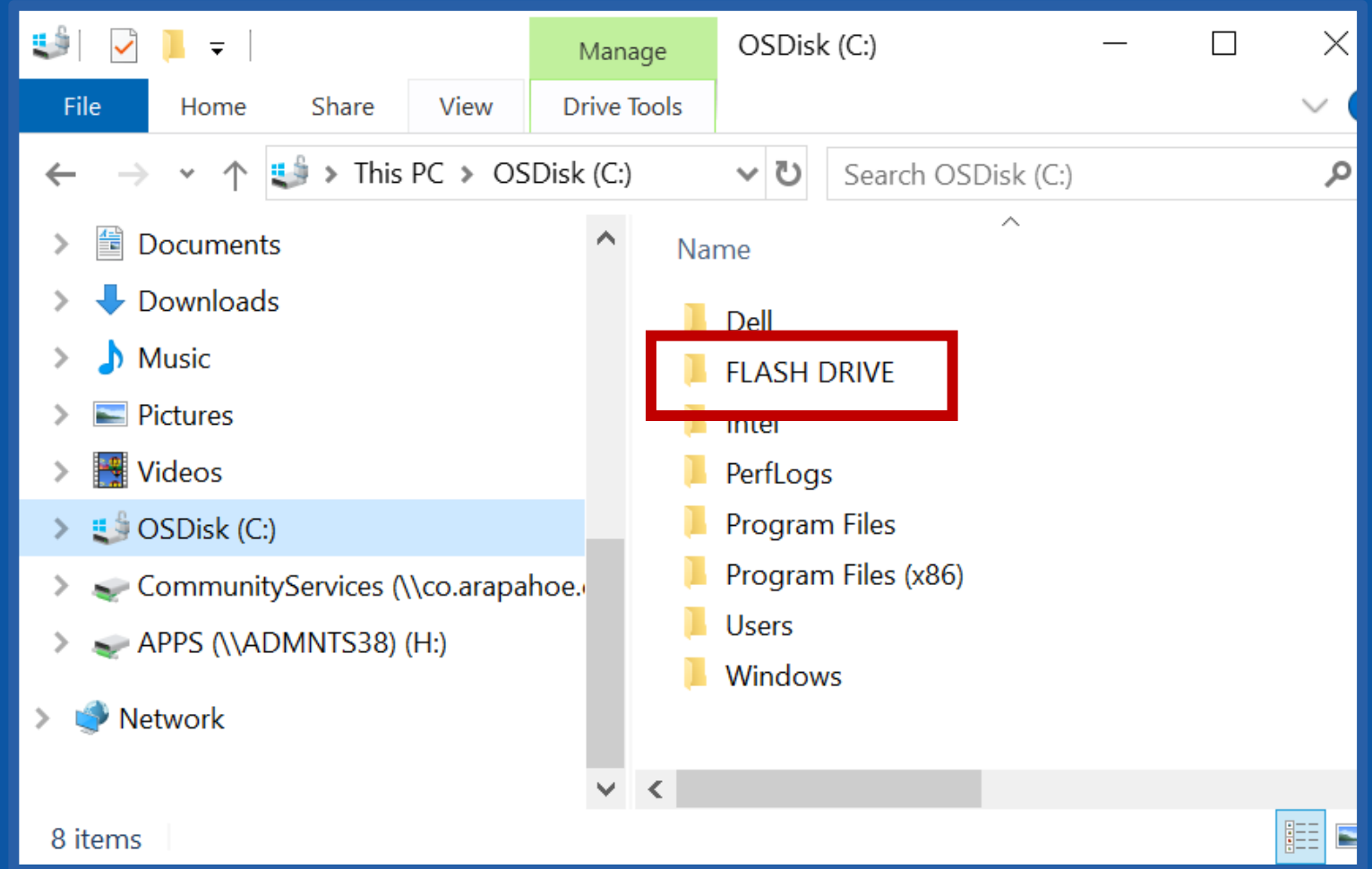
- Sign up for targeted **COMPANY** job alerts

Here's a list of a few that offer this service...

The Spectrum logo, featuring the word "Spectrum" in a blue, sans-serif font, followed by a blue triangle pointing to the right.

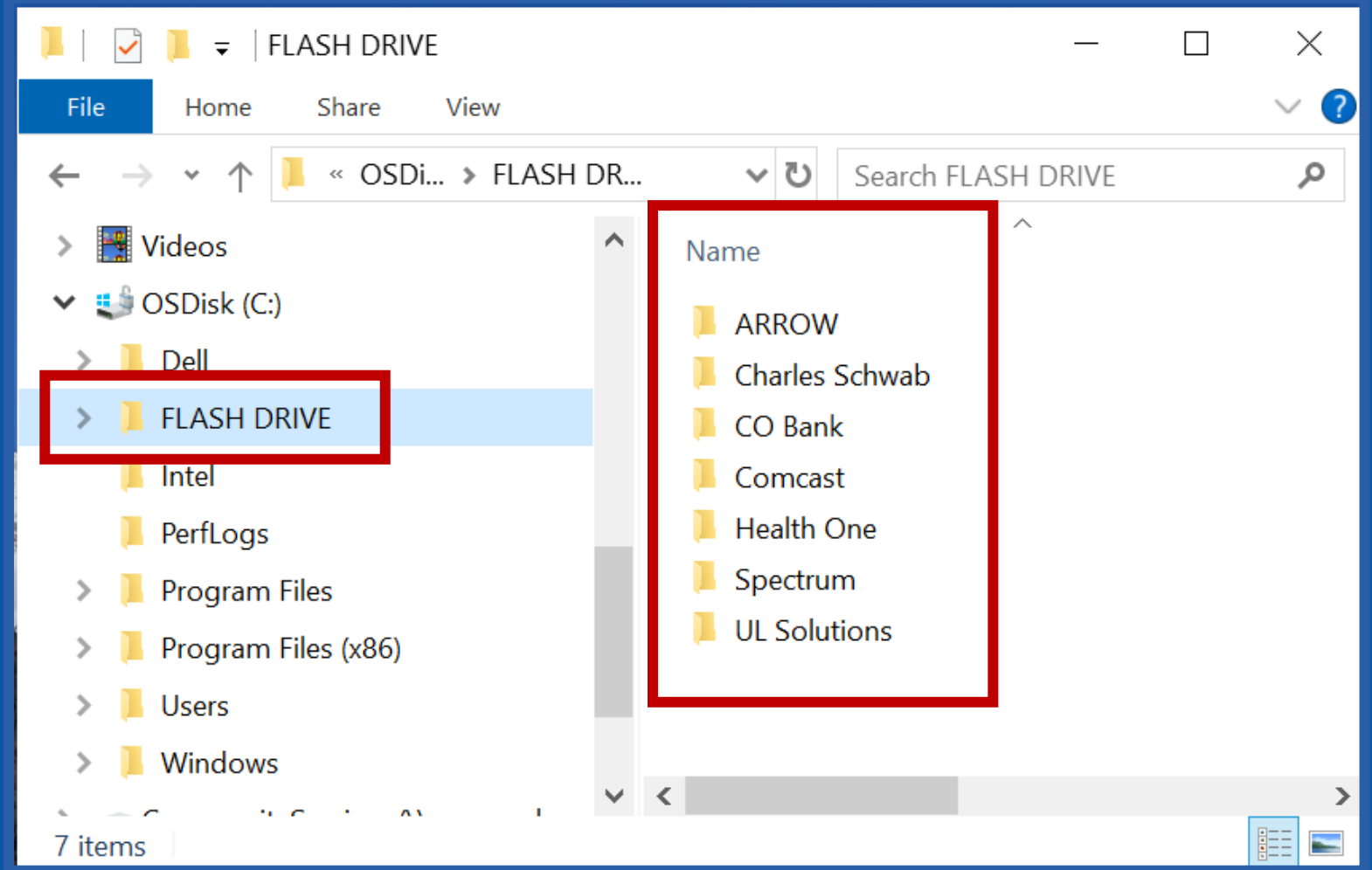
# File Management (Step 1)

- This is an example of how to organize your files on a flash drive, you could also choose to use your computer's hard drive or a cloud system.



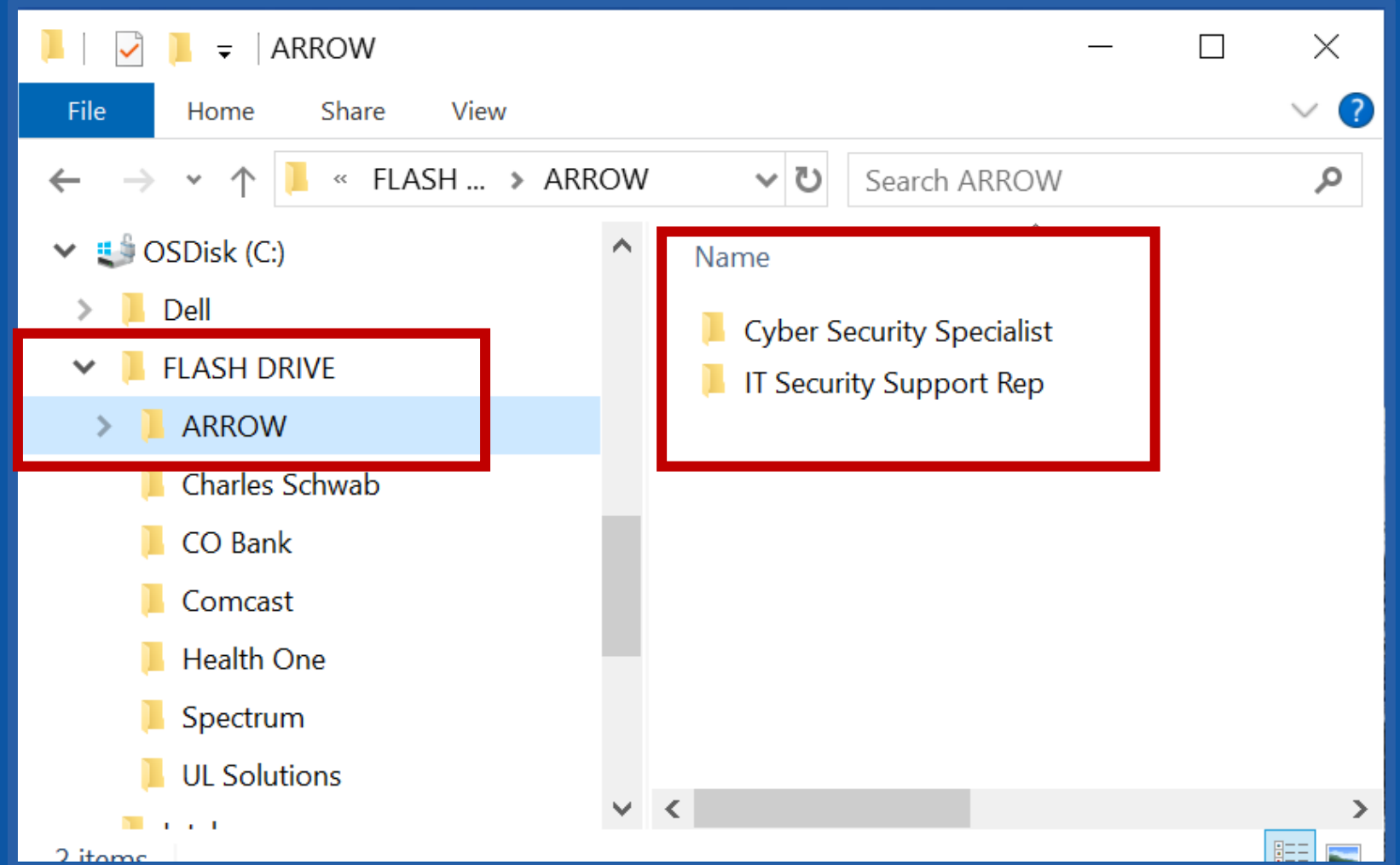
# File Management (Step 2)

- The first set of folders are labeled as the names of the companies that you applied to.
- As you apply to more companies this section will grow.



# File Management (Step 3)

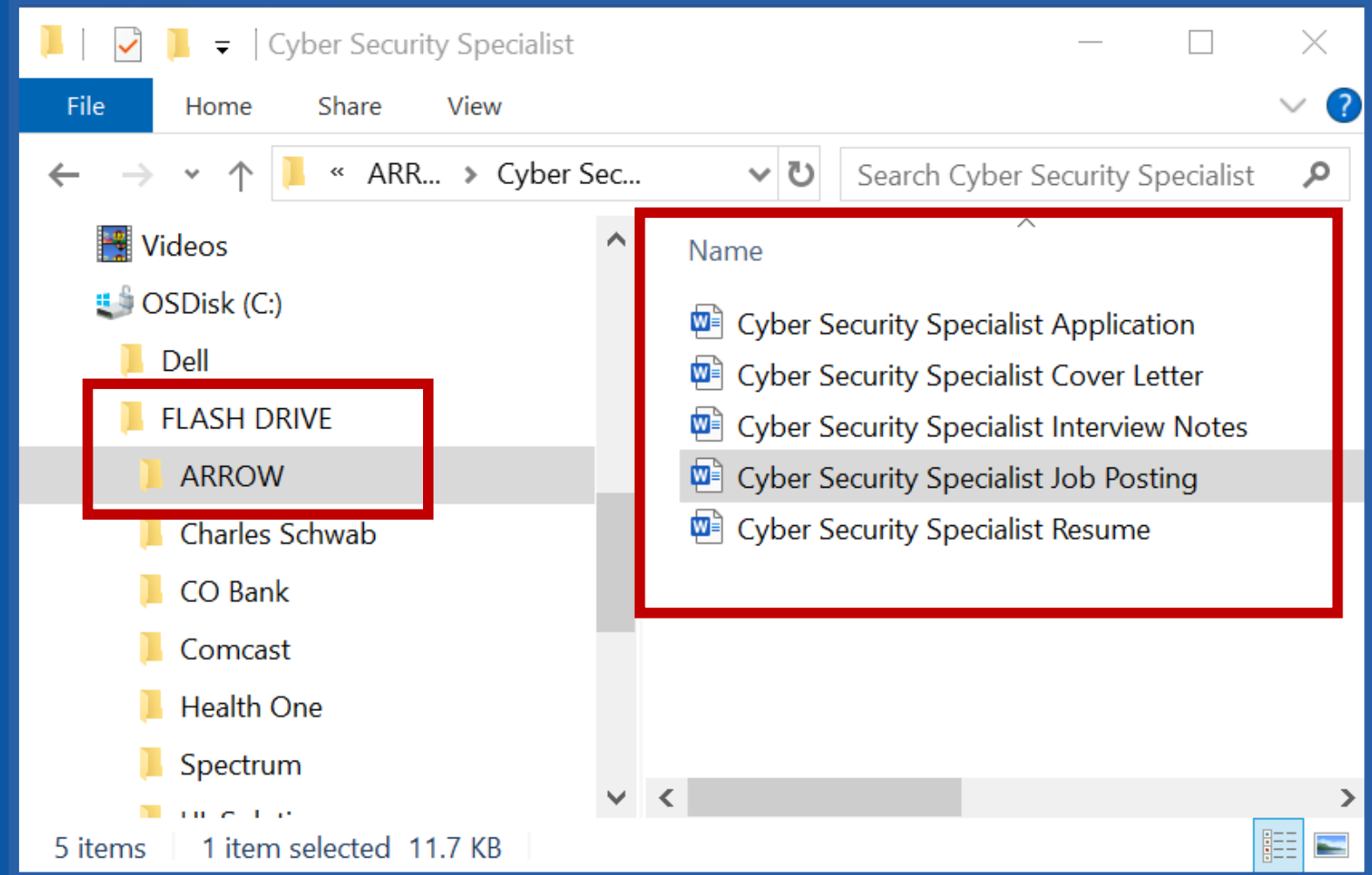
- Within the company's folders are the job titles that you have applied for at that specific company.





# File Management (Step 4)

- Within the job title folder would be every document you used when you applied for that job



# Comprehensive Application

- Correct names, dates, titles, addresses, and phone numbers!
- Accurate descriptions of job duties
- Answers to the tough questions
  - Have you ever been fired
  - Do you have a criminal record

**EMPLOYMENT APPLICATION FORM**

PLEASE COMPLETE ALL INFORMATION REQUESTED IN PRINT (PAGES 1-5), EXCEPT SIGNATURE

NOTE: APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Last First Middle Maiden

Present Address: \_\_\_\_\_

Number Street City State Zip

How Long: \_\_\_\_\_

Telephone: \_\_\_\_\_

If under 18, please list age: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Days/Hours Available to Work:

No Pref \_\_\_\_\_ Thur \_\_\_\_\_

Mon \_\_\_\_\_ Fri \_\_\_\_\_

Tue \_\_\_\_\_ Sat \_\_\_\_\_

Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment Desired: ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When available for work? \_\_\_\_\_

**EDUCATION & OTHER INFORMATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

# Online Applications

A close-up, shallow depth-of-field photograph of a person's hands typing on a silver laptop keyboard. The laptop is open, and its screen displays a blurred green and yellow interface. The background is a bright, out-of-focus window showing green foliage. The overall lighting is soft and natural.

- Recognize the required answers
- Complete all required assessments
- Make your words count
- Watch for Character Limits
- A resume is additional support, not stand alone



# Getting Necessary Qualifications

- Training Resources
  - WIOA ~ 303-636-1360
  - Volunteering...check out [volunteermatch.org](https://volunteermatch.org)
  - Free training with local/online resources
- Career Paths Tailored to Your Interests, Skills and Personality (Through the **BAC**)
  - YouScience
  - My Next Move



# Paperwork



- **Education Documentation**

- Degree/Transcripts, Certifications/Licenses, and/or Foreign Equivalency, High School Diploma/GED

- **Awards and/or Recognition**

- Performance reviews, reference letters, LinkedIn recommendations

- **Specialized**

- DD-214 for veterans
- Federal Bonding Program for ex-offenders
- Work Opportunity Tax Credit



# References



- References will be a separate document
  - Same format as your resume
  - Former supervisors or business associates
  - Targeted references
- Are your references prepared for the call?
- Get "*Recommendations*" on **LinkedIn**
- Get letters of reference

# Networking

- Most positions are secured through networking – over 70%
- Begin to add individuals to your **LinkedIn** account or your network
- Join Networking groups to increase your circle of contacts



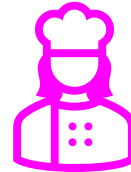
# Everyday Brand



- Always dress for a business interaction when leaving the house
- Have a polished elevator speech to give anywhere at any moment
- Create a notable social media brand
- Talk and stay positive, in a memorable way

# Calendar or Schedule

- A simple calendar with space to write appointments
  - Date, time, address, & phone numbers
- An electronic device where you can enter appointments and set alerts
- Sleep, Wake Up, and Get Ready



- Do things that make you happy every day!
  - Be around your favorite people and animals
  - Do your favorite things (within budget)
- Have routine activities each day (just like when you have a fulltime job)



# Daily Repetition & Habits

- Write a positive note to someone
- Journal about one positive thing that happened in the last 24 hours
- Exercise for 10 minutes
- Meditate for two minutes
- Write three things you are thankful for

➤ ***The Happiness Advantage***  
by **Shawn Achor**





# Quote to Ponder

*“Happiness is not the belief that we don't need to change; it's the realization that we can.”*

~ Shawn Achor

# In Review

## Objectives

- **Be organized and efficient in the job search**
- **Create a great job seeker BRAND!**
- **Being positive while job searching**



# Career Kick Start Next Steps

1. Create a **new voice mail and job search email** address, if necessary.
2. Find **3 to 5 find target companies** and sign up for their job alerts.
3. Begin designing your **comprehensive application and core resume** by next week.
4. Figure out what you will say to any **tough interview questions**.
5. Research **training resources, online classes or career assessments**.
6. Find and organize **transcripts, certifications, licenses, awards, performance reviews, reference letters & recommendations** & reach out to references in advance.
7. Dress the part, **polish your elevator speech and your social media** brands.
8. Schedule your day on a **smart device, Outlook or Gmail calendar** of sorts.
9. Explore **company's culture** on **glassdoor.com, their social media pages and website**, read some blogs and set up at least **two informational interviews** this month.
10. Stay **positive & optimistic**, exercise, journal and note 3 things you are grateful.

# Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.

We especially enjoy your personal comments.



**Workshop Evaluation, link**

<https://fs8.formsite.com/adworks/Evaluations/index.html>

**PowerPoint and Handout, link**

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

**To reach a Career Services Advisor, link**

<https://fs8.formsite.com/adworks/form52/index.html>