

# Career Kick Start

The journey of a thousand miles  
begins with one step

~ Lao Tzu

Arapahoe/Douglas Works! Workforce Center  
6964 S. Lima Street • Centennial, CO 80112  
[www.adworks.org](http://www.adworks.org)

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Thank you for viewing the online curriculum brought to you by Arapahoe/Douglas Works!

- If you have questions and/or would like to follow-up with a Career Services Advisor please fill out a brief form for a virtual consultation.
  - <https://fs8.formsite.com/adworks/form52/index.html>

# 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
- Change the email address if needed:  
**Lazyboy1972@juno.com** or  
**Skibum57@aol.com**  
ain't gonna work no mo'
- Create an email signature

# Job Search Training Field Trip

- Advanced search
  - Indeed
  - LinkedIn
  - Monster
  - Dice
- Sign up for targeted COMPANY job alerts
- Here's a list of a few that offer this service...



# JOB/NETWORKING LOG AND ELECTRONIC FILES FIELD TRIP!

# Master Application

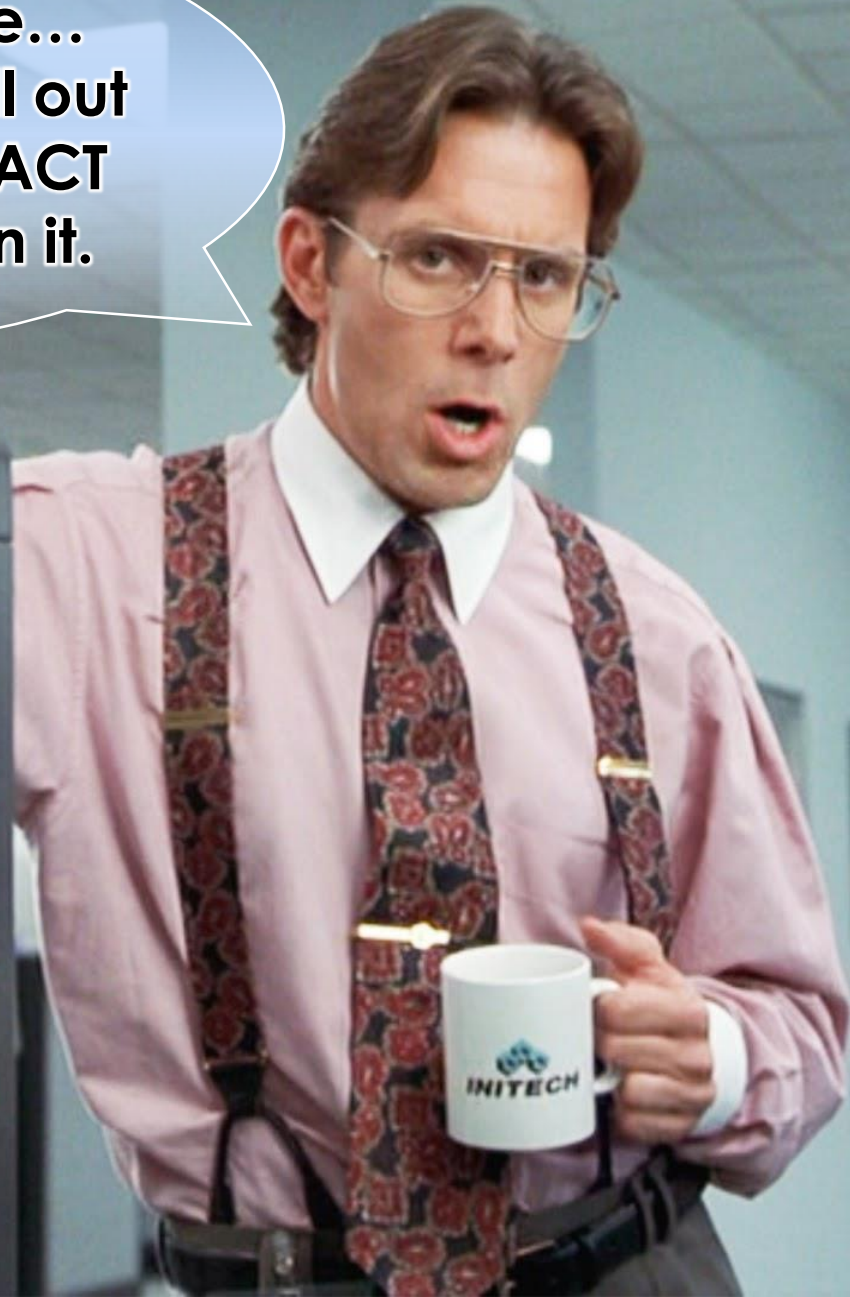
- Correct names, dates, titles, addresses, and phone numbers!
- Accurate descriptions of job duties
- Answers to the tough questions
  - Have you ever been fired
  - Do you have a criminal record



**Upload your resume...  
now, painstakingly fill out  
this form with the EXACT  
same information on it.**

## **ONLINE APPLICATIONS**

- \* Recognize required answers
- Complete all required assessments
- Make your words count
- Character limit?
- A resume is ADDITIONAL support, not stand alone





# Getting Necessary Qualifications-

- Training Resources
  - WIOA
  - Pell grant
  - Volunteering
  - Free training with local/online resources
- Career Paths Tailored to Your Personality
  - Career Choices
    - Location, pay, growth, education/training

# 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

# Everyday Brand

- Always dress for a business interaction when leaving the house
- Have a polished elevator speech to give anywhere and at any moment
- Be positive and talk positive
- Take the **COLORS** workshop to be a more effective communicator
- Have a memorable social media brand

**MY BOSS TOLD ME "DRESS FOR THE JOB  
YOU WANT, NOT THE JOB YOU HAVE."**



**NOW, I'M SITTING IN A DISCIPLINARY  
MEETING DRESSED AS BATMAN**

# Calendar or Schedule

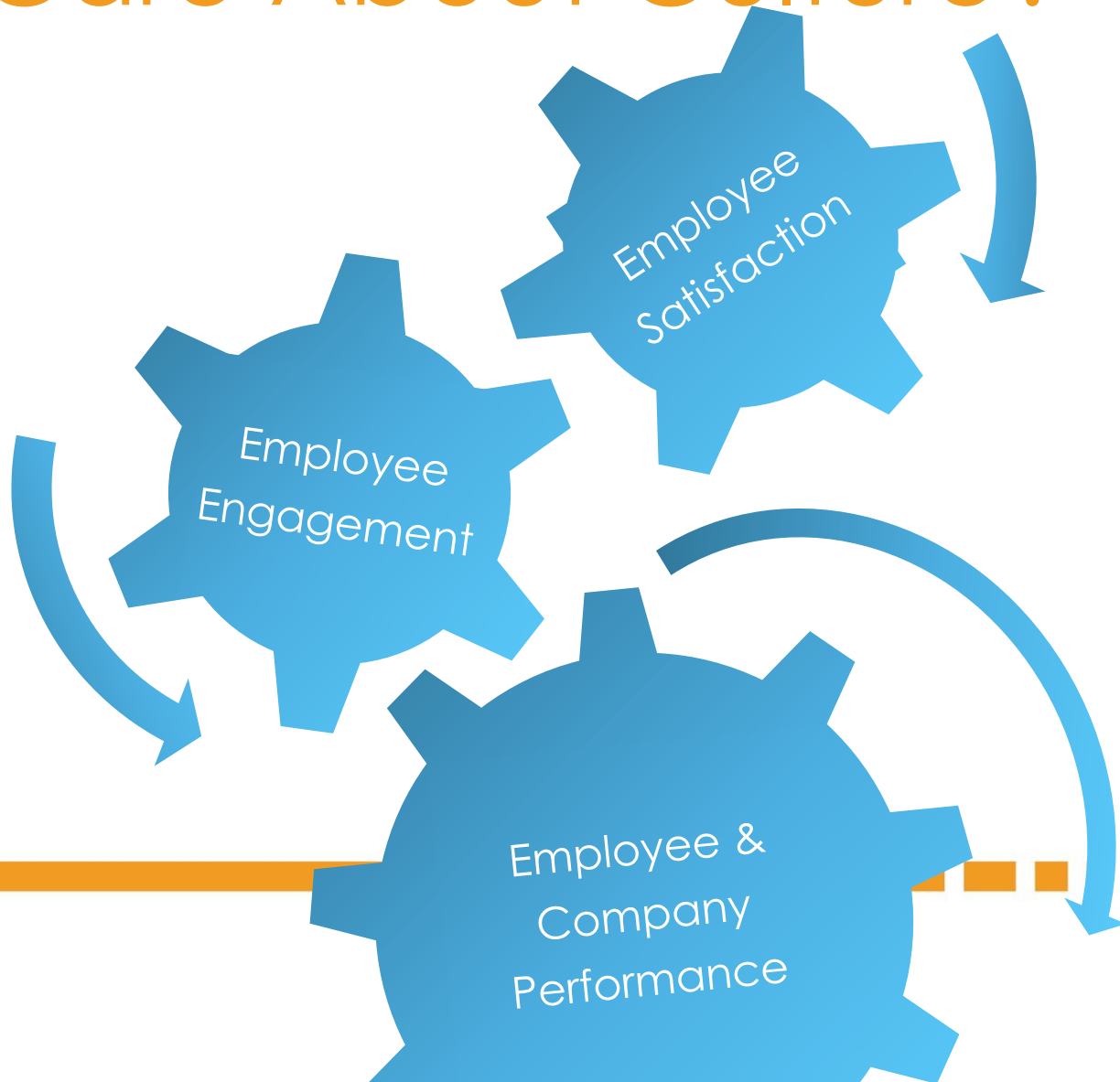
- A simple calendar with space to write appointments
  - Time, address, & phone numbers
- An electronic device where you can enter appointments and set alerts
- Do things that make you happy every day!
  - Be around your favorite people and animals
  - Do your favorite things (within budget)
- Sleep, Wake Up, and Get Ready
- 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



# Why Do Organizations Care About Culture?



- “It is not the strongest of species that survives, nor the most intelligent, but the one most responsive to change.”

~ **Charles Darwin**

Presentation Finished...

Please take this time to  
complete the  
Workshop Evaluations

1 is a low score  
5 is a high score

Thank you for your time!



Any Questions?