

August '16



The WorkPlace Today

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The WorkPlace 1000 Coffeen Street, Watertown, NY 13601
Phone: 315-782-9252 • TTY: 315-782-8093 • Fax: 315-782-2073 or 315-786-7665
E-mail: theworkplace@co.jefferson.ny.us

www.facebook.com/JeffLewisWorkPlace www.linkedin.com/company/the-workplace twitter.com/jefflewisworks

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The WorkPlace summer office hours are Monday - Friday, 8:00 am - 4:00 pm. We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.



August's Quote:

“Don't be afraid to go out on a limb. That's where the fruit is.”

-H. Jackson Browne

Transferable Skills

from www.simple-resume-writing-instructions.com

Transferable skills are universal skills that can transfer from one job to another, in almost any career field, regardless of the type of work. This transfer of skill happens without much effort from you, and without much training from the employer because you already have experience using that skill.

For example: If you were a manager in a Marketing department, you can use those same management skills for a manager position in an Operations department. Many employers assume that if you are able to use a particular skill at one job, you should be able to use that same skill in another job, even if you change career fields. These skills can be acquired through jobs, volunteer work, internships, classes, and projects. There are plenty of skills that you acquire through education, at work, and during other life activities. Do not underestimate any of them. These skills are often more important than job-related skills, especially if you are...

- changing careers
- re-entering the workforce
- making a transition from work to school.

In these situations your work history may not show all of your abilities, so transferable skills can be used to fill in any gaps.

What are the benefits?

1. You can apply for jobs in more than one career field by showing the employer that you have skills that can be transferred into the position you are seeking.
2. You will increase your success during the job search by sharing more than just your work history on your resume. You will also share additional skills that you have acquired.

Identify the best skills to use.

- Write down all the tasks you have completed in previous jobs, projects, classes, etc. Then, list the skills you used to perform each of those tasks. These are the skills you can identify in your resume.
- Review job descriptions for the job you are seeking and look for skills that are required for the job. A good place to find these descriptions is job search websites, such as Monster or CareerBuilder.

Remember... Transferable skills are skills that can be transferred from one job or career field to another. For example, customer service skills can be used in any job or career field in which you interact with customers.



Northern New York Fact

From historicwatertown.homestead.com

In 1939, the City of Watertown, NY was named “The Ideal American City” due to its beautiful large public park, 3 riverside parks, 3 public swimming pools, various recreation and sports facilities, tree lined streets of Victorian Homes, a low crime rate, and a bustling public square and retail district.



Dumb/Funny Things Found on Resumes (Don't Let This Happen to You!)

Drawing attention to your resume is usually a good thing, but be mindful of spelling and grammatical mistakes, otherwise you might find yourself conveying the wrong message. Don't let this happen to you.

“A marketing professional with a “never settle for the best” attitude”

“Career break in 1999 to renovate my horse”

Hobbies: “enjoy cooking Chinese and Italians”

*“Analytical & Problem Solving skills * As a child, I always enjoyed building jigsaw puzzles and was always determined to find the missing piece”*

“Please note from my CV I have 6 years buying and negotiating and Sock-Control experience”

“Service for old man to check they are still alive or not”

“2001 summer Voluntary work for taking care of the elderly and vegetable people”

“I'm intrested to here more about that. I'm working today in a furniture factory as a drawer”

“I am about to enrol on a Business and Finance Degree with the Open University. I feel that this qualification will prove detrimental to me for future success”



Veteran Tip



Budget for ALL of your expenses, not just your bills. Plan for things such as: car maintenance, home maintenance, gifts, clothing purchases, and travel. Track ALL of your expenses and compare to your budget weekly.

Financial Coaching for Veterans

Subject: **Paying Bills and Other Expenses**

Date: August 4, 2016

Time: 1:00 p.m. - 3:00 p.m.

Location: Vet Center
210 Court Street
Watertown, NY 13601

Presenter:

Steven C. Schanely, ChFC, CLU, ChFEBC, CLTC
CFPB Financial Coach
(315) 786-3669
sschanely@afsc.com

Point of Contact:
Vet Center
(315) 782-5479

Workshops

The WorkPlace is pleased to announce the continuance of a series of workshops and assistance. All are free to the public but space is very limited. **Visit us at 1000 Coffeen Street or call 782-9252 (TTY 782-8093) to enroll.**

Resume Writing will be held August 8th & 22nd from 1:00 p.m. to 3:30 p.m. This workshop will cover the basics of resume writing, different types of resumes, and the elements of an effective resume.

We'll offer the **State and Local Employment** workshop on August 19th from 1:00 p.m. to 2:00 p.m. Learn all about how to locate and apply to civil service and other opportunities with state and local governments.

Interviewing Skills is scheduled for August 15th from 1:00 p.m. to 3:00 p.m. Brush up on your interviewing skills, including behavior, attire, and what questions to expect. Learn about the kinds of interviews employers use, and how to successfully navigate them.

The WorkPlace in Lowville will be offering workshops as well. **To reserve a space for a workshop in the Lowville office, be sure to call (315) 376-5800, or visit the office at 5274 Outer Stowe Street, Lowville.**

Resume Writing will be held August 4th from 1:30 p.m. to 3:30 p.m.

Interviewing Skills is scheduled for August 18th from 1:30 p.m. to 3:30 p.m.