

September '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

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4 Things You Didn't Know You Could Put on Your Resume

From an article by Ashley Faus for The Muse

1. Volunteer Work

Examples: Giving time to a local non-profit you're passionate about, or helping out at your church.

What it shows: Leadership, project management

2. Professionally Relevant Hobbies

Examples: Writing, photography, or computer programming.

What it shows: Your accomplishments, creativity, and portfolio - plus the initiative you've taken in creating them.

3. Non-Professional Experiences

Examples: Study abroad, side jobs, running a blog

What it shows: Initiative, good use of your time off (especially if you have a gap in employment), plus any language skills or technical skills you acquired in the process.

4. Interests

Examples: A non-profit cause, athletic activities, club memberships

What it shows: Culture fit, personality

The WorkPlace summer office hours are Monday - Friday, 8:30 am - 4:30 pm. **Please note that we will be closed September 5th for the holiday.** We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.

Starting or Growing a Veteran-Owned Business

Are you starting or Growing a Veteran-Owned Business?
Wondering what it takes and how you can prepare?
Enroll in Boots to Business Reboot.

Boots to Business Reboot is a free training program that provides participants an overview of business ownership as a career vocation, an outline and knowledge on the components of a business plan, a practical exercise in opportunity recognition, and an introduction to available public and private resources. The course is free to veterans of all eras, service members (including members of the National Guard and Army Reserves) and their spouses.

Register online at:
<http://boots2business.org/rebootapply/>

When: Tuesday and Wednesday, October 11th and 12th, 2016 from 8:30 a.m. to 3:30 p.m.
Where: Jefferson Community College Extended Learning Center, Room E-129, 1220 Coffeen Street, Watertown, NY 13601

For more information and registration:
Call: (315) 471-9393 Ext. 226
E-mail: Michael.stout@sba.gov

Zoom over to



The WorkPlace!

September's Quote:

"If you don't want to work you have to work to earn enough money so that you won't have to work."

-Ogden Nash

Northern New York Fact

From jeffco.wikispaces.com

The Thousand Islands Bridge was constructed in 1937, connecting the U.S. to Canada. It was formally dedicated by President Franklin D. Roosevelt and Canada's Prime Minister W.L.M. King on August 18, 1938.

Job Fair!

The WorkPlace & Hilton Garden Inn are sponsoring the



5th Annual



Jefferson-Lewis Job Fair



Tuesday, September 13th

12:00-3:00 & 4:30-7:00

at the Hilton Garden Inn, 1290 Arsenal Street, Watertown

For more information contact one of our offices below

Jefferson County

theworkplace@co.jefferson.ny.us

315-782-9252

In Lewis County

LewisOneStop@dfa.state.ny.us

315-376-5800

Have a safe and happy



Labor Day!

Financial Coaching for Veterans Workshop

Subject: **Managing Cash Flow**

Date: September 1, 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 September 19th from 1:00 p.m. to 3:00 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 September 16th 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 September 26th 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.

A job fair can be a great way to speak with potential employers, however, it is much more than a chance meeting with hiring manager. Learn about what to expect at a job fair and how to prepare yourself to make the best possible impression with the employers. The **Job Fair Preparation** workshop will be held September 8th and 12th from 1:00 p.m. to 3:00 p.m. To reserve a seat, call 782-9252.

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 September 1st from 1:30 p.m. to 3:30 p.m.

Interviewing Skills is scheduled for September 15th from 1:30 p.m. to 3:30 p.m.