

## CUB CAREER CORNER

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## NETWORKING: WHAT IT IS AND HOW TO MAKE IT WORK FOR YOU

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Networking, as defined by dictionary.com is "a supportive system of sharing information and services

among individuals and groups having a common interest." Simply put, it is people helping people. This makes it a priceless tool when searching for a new job. For the most part, networking occurs naturally with people that you are familiar and comfortable with, such as your friends and family. They can give you information of positions that are available or they may be able to refer you to someone who is able to assist you.

According to About.com's Alison Doyle, about 60% of jobs are found by networking. To optimize the benefits of networking, you should consider expanding your network by establishing new contacts. Establishing new contacts is perhaps one of the most challenging aspects of networking for some individuals. You can begin with former co-workers, bosses and teachers. You should also make

use of your school's alumni network. Within the alumni network you may find someone related to your field that will assist and mentor you. You can also find mentors within the organizations related to the career or field that interest you. For example, the American Nurses Association or, the American Society of Radiologic Technologists. When making new contacts for your **network don't just focus** on your need of a new job, remember to cultivate the business relationship also. One way to meet new people and network is to volunteer or join an organization associated with your career. You never know when you might make a contact that is mutually beneficial. You should also keep business cards, network cards, and resumes accessible in case you meet someone that can pass

your information along to someone else. Always make sure to keep your contact list organized. It is also important to keep in contact with your network, if you have information that might be beneficial to them, pass it along. Even if you have a job now, continue to keep in contact with your network so that you may be able to call upon their help again or be able to repay them with your assistance. Always remember to thank them for any assistance that they gave you in your job search. Additional information on networking methods can be found in: *How to Win Friends and Influence People* by Dave Carnegie, [www.quintcareers.com](http://www.quintcareers.com), and the articles at [hotjobs.yahoo.com](http://hotjobs.yahoo.com). For more information on networking, please visit LACC's Career Center.

Having a solid and effective resume can greatly improve your chances of landing that dream job. Remember that you are trying to sell yourself. Your resume writing should be succinct, clear and easy to read. Your resume writing should include lots of organization-bullets, lists and italics that make important points stand out, and plenty of white space. Make sure that when you are writing a resume you catch all the grammatical, punctuation and typographical errors. There is nothing that will get your resume thrown on the junk pile faster than a grammar mistake or a misspelled word. No matter what experience you list or what qualifications you **clarify you probably won't get the interview if your resume writing indicates you are sloppy or a poor communicator.**

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a

**chronological**— organized by job titles with the most recent position listed first, a **functional**—focuses on your skills versus your work

experience. For this, you would list a pertinent skill for the job to which you're applying, followed by a list of accomplishments that demonstrate that skill, **combination**— lists your skills and experience first. Your employment history is listed next or a **targeted resume**— is customized so that it specifically highlights the experience you have that is relevant to the job you are applying for. The easiest way to target your resume is to include a Resume Summary of Qualifications or Career Highlights section at the top of your resume. **Electronic resume** (chronological or functional) is formatted to read well when submitted as a data file or scanned and searched by optical scanning systems. **Curriculum vitae ("C.V.")**—detailed, lengthy and structured listing of education, publications, projects, awards and work history. Curriculum vitae for a mid-career candidate may be as long as twenty pages. Tak-

ing the time to target your resume is well worth the effort.

Here are some tips to keep in mind when creating a resume:

**Use powerful verbs, don't forget the basics, be positive, remove your older work experiences that are beyond 10 years, be genuine, proofread your resume and always make sure that you eliminate all grammatical and spelling errors, always be truthful—there are employers that go above and beyond to make sure that what you have disclosed in a resume is truthful, align your resume with the job to which you are applying. Always include key words that are used in the job description on your resume. Make both your cover letter and resume neat and without errors. Good luck.**

**"A dream is just a dream. A goal is a dream with a plan and a deadline." - Harvey Mackay**

## EMPLOYMENT DEVELOPMENT DEPARTMENT

### HOW TO FILE.....

If you have currently been laid off and find yourself out of a job, it might be a good idea for you to file for unemployment insurance. The fastest way to open your claim is online at [www.edd.ca.gov](http://www.edd.ca.gov). You can also do this over the phone (please go to their website for phone number listing). EDD is there to assist anyone who qualifies. They will provide unemployment insurance checks and will also assist you with your job search. CalJOBS, for example, gives you immediate access to thousands of job listings around the clock. Post your

resume online and this program will give current companies access to your resume so that they can call you to schedule interviews. It is very easy, just log on to [www.Caljobs.ca.gov](http://www.Caljobs.ca.gov) to start the process. Additionally, you can visit [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov) in order to obtain updated information that applies to your job skills and the new economy. Find out about career trends and demands and learn more about which careers are listed as possibly having a



chance of extinction within the next few years. So, if you are among the many people who need this type of assistance right now, put this newsletter down and get to a computer. Type up the websites provided herein and begin to change the course of your life. As many people say, things are meant to be...and if you are in this situation and happened to be reading **this...it was meant to be....**

## CAREERS IN THE FIELD OF HUMAN SERVICES

If you want to help others, you may be interested in a job in social services. What kind of people do you like to help? You might help adults who are homeless, troubled, or unemployed, or children who are unwanted or abused. What kind of help would you like to provide? You could teach new skills, care for personal needs, or advise people trying to cope with difficult problems.

The front line of social services is manned by Social Workers, who help people facing difficult problems to cope. Related occupations include Human Services Workers, Welfare Eligibility Workers, Counselors, and Home Health Aides. This industry also includes many people who work in educational fields. Teachers of all kinds help others to learn new skills and reach their goals. Other occupations in educational fields include Counselors, Recreational Leaders, Athletic Coaches, and Educational Administrators.

National, state, and local governments are the largest employers in social services, but many non-profit agencies also provide valuable social

services.

A common setting is religious organizations. Religious leaders, such as ministers, priests, rabbis, and others, help people cope with everyday problems as well as major life events. Lay leaders in these organizations also provide a variety of services, such as teaching and administering programs. Residential care, such as rehabilitation centers, group homes, and halfway houses, accounts for another large group of jobs. People who work in these facilities may care for the elderly, those with serious illnesses, or people with severe disabilities. Jobs may focus on providing care, or on providing rehabilitation intended to teach people how to care for themselves.

Other agencies provide job-training services. They may work with unemployed people or people with disabilities. Trainers teach skills that can be used in the workplace. Counselors and job coaches help people look for and find jobs.

Another area of social service focuses on children. In these jobs workers may ensure that abused or unwanted children are safe and placed in good

homes. They may help working mothers find quality day care for their children. They also educate the community about the importance of early childhood education and good nutrition. Childcare services help fund many programs for children and their parents.

Training for social services jobs ranges from on-the-job training to a graduate degree.

Most social services workers are specialized and have taken courses pertaining to their area of interest. They must be able to keep good records, be patient, and have a deep concern for people and their problems. They should be well organized, reliable, and able to inspire confidence in those whom they are helping. Another way of working in social services is to enter a job that is found in all industries. For example, secretaries, janitors, and computer specialists are needed in this industry. Working in social services adds an extra dimension to these occupations because you know you are helping others.

People in social services enjoy making a difference in the lives of those around them. They gain personal satisfaction from the work they do, and feel they are making lives better. While the salaries may not be as high as in some fields, they know they are making a difference in the world.

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## USING THE INTERNET TO PERFORM A JOB SEARCH

The Internet provides instant access to information, so it is a logical place to find job openings. Websites that list job openings are called "job banks." Most job banks charge the employer to list an opening and provide the list free to job seekers, but some ask you to pay a fee to use their listings. For a list of reputable job banks, click on the "Job Search" tab in DISCOVER, then on "Find a Job," and look for "Links to find jobs on the Internet." Some job banks list openings that employers provide directly to them. For example, [Career Builder](#) works with newspapers throughout the US, so "Help Wanted" ads that employers place in newspapers are also listed on that website. It is easy to respond to the same announcement more than once because each opening is listed on multiple websites. The most valuable job announcements are those that are new. Jobs in announcements that are more than a couple of days old may already be filled. Information tends to stay on the Internet long after it is obsolete. If you keep careful records of the openings you have already seen and the openings to which you have responded, you will be able to recognize the new openings and respond quickly when they appear. The best way to decide if a job bank website will be useful to you is to search for jobs that interest you. If you find some in your community, see if you can save your search criteria. This is called a "search agent," and it allows you to quickly find new openings when you visit that website. Some job banks will also forward new job announcements that your search identifies to your email address. This way, you will see job openings that match your specific search criteria—without even having to visit the site! [Monster](#) and [Career Builder](#) are two sites that offer this type of search agent. Some employers prefer to list their openings on specialty websites. For instance, [DICE](#) is just for computer professionals, and [nursingjobs.com](#) is for the nursing profession. These sites tend to offer more specific and advanced job information that is tailored to your field. If you are looking for a specific occupation, begin with DISCOVER's occupational description and the "More Information" page. Associations listed there may have their own list of openings for jobs that are specific to your field. If you don't find job listings for your profession there, use an Internet search engine like Google or Yahoo to find job banks that relate specifically to your field. Some job banks cater to a specific type of job-seeker. For example, [MonsterTRAK](#) is a subscription based service for students and recent graduates, while [Senior Job Bank](#) is designed to connect senior citizens with employers who value their skills. Other job banks are provided by specific types of employers such as [USA Jobs](#) which lists openings in the Federal Government. [Career One Stop](#) is sponsored by the US Department of Labor as a public service and works closely with the state agencies that provide job placement assistance to the public.

Thanks to the Internet, there have never been so many ways to find a job.

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Most people have very limited knowledge as to the various career options that exist. So it is not until they investigate the world of work, that they will begin to obtain a clearer understanding of 1) the choices they have and 2) the various ways in which they can explore their options. The following are ideas that may help an individual in exploring their possibilities.

- Visit your career center
- Network with professionals already working in the field of your interest
- Discuss your questions with faculty and academic counselors
- Attend Career Fairs. This will provide you an idea of what professionals in certain fields are facing.

Browse web resources such as: [www.wetfeet.com](http://www.wetfeet.com), [www.vault.com](http://www.vault.com);

[www.online.onetcenter.org](http://www.online.onetcenter.org). For more websites, please contact the Career Center's website at [www.lacitycollege.edu/services/career](http://www.lacitycollege.edu/services/career) and look under *Career Counseling Process*. This will enable you to view other websites that will allow you to not only take Career assessments but also explore the demand, pay scales, and work responsibilities of various careers. For more information, please visit LACC's Career Center.

## PHARMACY TECHNOLOGY: WHAT IS A PHARMACY TECHNICIAN?

A Pharmacy Technician is responsible for handling pharmacy-related functions under the direct supervision of a licensed pharmacist. Pharmacy Technicians assist in preparation of patients medications such as typing labels, compounding, translating prescriptions and taking care of clerical work such as billing of the medication to proper insurance. In order to become a Pharmacy Technician you have to complete pharmacy technician training which consists of medical and pharmaceutical terminology, pharmacy law, pharmaceutical calculations, and pharmacy record keeping. Also, successfully completion of an externship which consists of 240 hours in any approved pharmacy. This will grant you a pharmacy technician license which allows you to work in any pharmacy whether its outpatient, inpatient or wholesale pharmacy distributors. As a technician the hours you work will depend entirely upon where your work. For instance, in hospitals or 24 hours pharmacies

you may be required to work some nights, or variable shifts even holidays. In addition, as a Pharmacy Technician **it's very important to be** a good communicator and to be able to help people understand the instructions with regard to the dosage of their medication. As a technician you have to be very patient since you must prepared to spend time with the patient and explain the necessity for the regimen and how and when to take their medication. **It's also a part of your job to be aware of the adverse effects medications can sometimes have upon a patient and to ensure they don't have problems which** may cause them to experience these effects. As a Pharmacy Technician, the sum of knowledge will increase on a daily basis, because of this it is very important to do your best to keep up with all the new medications which come onto the market. It may seem overwhelming for some people but this career is very rewarding. Every day you go

home with a big smile on your face knowing that you helped a person and contributed in making a difference in **a person's health. In addition,** the pay is very decent. The average pay is \$3,066. The pay varies depending on level of experience of each individual. Also, if you become certified by the PTCB (Pharmacy Technician Certification Board) you get paid. To be Eligible to take the PTCE (Pharmacy Technician Certification Exam) the candidate must have a High school diploma or equivalent, Pharmacy Technician license, no felony conviction, no drug or pharmacy related convictions, including misdemeanors, no suspension, revocation of pharmacy technician license. According to Eureka, a computerized career software program, Pharmacy Technology jobs are one of the fastest growing occupations. It is increasing faster than the average career and as many as 31,700 jobs are predicted to be available by the year 2016.