

# Network To Work - Meeting Agenda

Participant Guide – July 2017

## Agenda Topics

### 1. Materials

- ▶ Please be sure to turn in your Job Search Activity Log.
- ▶ Your **Case Management Participant Assistant** has your meeting agenda and various program materials available for you.

### 2. Welcome, Introductions and Follow Up

- ▶ **Introduce yourself:** Name, host agency, and job goal.
- ▶ **Report on your action item from last month's meeting:**  
We discussed "*Professional references*". *How did you follow up?*

• \_\_\_\_\_

### 3. A Bit about SCSEP - Answer the following questions.

1. What does "SCSEP" stand for?
  - Some Companies Seek Enterprising People?
  - Social Commitment Serves Everyone Perfectly?
  - Senior Community Service Employment Program?
2. What's the objective of the SCSEP program?
  - \_\_\_\_\_
3. Besides the community service aspect of your training, how else can you help others who need SCSEP training?
  - \_\_\_\_\_

### 4. We Celebrate You! Participant Success and Sharing

Certificates are handed out

- ▶ **Share:**
  - **Something I learned** at my Host Agency or at an off-site training workshop/class;
  - **Any experience** I had in being contacted or interviewed by an employer.

### 5. Job Readiness - Topic Introduction

- ▶ Think about these questions and jot down a few thoughts:

*“What is the main purpose of the cover letter?”*



*“What should you be trying to communicate in your cover letter?”*



### 6. Employer Guest Speaker

- **Job Search Skill Topic:** “Cover Letters”
- Guest Speaker: \_\_\_\_\_

#### Notes:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 7. Cover Letters: Five Easy Steps to Improve Your Cover Letter & Get Yourself Noticed (Source: <https://www.thebalance.com/improve-cover-letter-1986444>)

#### The Focus of a Well-Written Cover Letter:

A well-written cover letter is one that is written with the employer in mind. So many of the cover letters that employers receive are filled with information from applicants on what a particular position can do for them. For example, “I think this position will be the perfect opportunity learn more about the financial aspects of this industry.” The reality is that employers do not care what the position is going to do for you, but what they do want to know is what you are bringing to the table and what you have to offer them.

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### **Address your cover letter to the right person.**

Finding the name of the right person to address your cover letter will definitely make it stand out. If the name is not apparent in the job listing, try calling the company to see if you can get the name of the hiring manager or supervisor of the department. Get yourself noticed by not using the ineffective, over-used “To Whom it May Concern”.

### **Capture the reader’s attention.**

Many cover letters and resumes get thrown in the trash instantly because of a weak cover letter. The place to begin writing a strong cover letter is at the very beginning. It’s extremely important to include something in that first paragraph to capture the reader’s attention. By using some of the key terms that are included in the job description, you will get the reader to take notice and make them want to read more. Make sure you target each cover letter and avoid the temptation of sending the same letter (or very similar) for each position that you apply to.

### **Make your cover letter stand out.**

Be sure to include something in your cover letter to make it stand out. It may be an academic experience or job that will make the employer take notice. It could also be a specific accomplishment or perhaps an honor or award that will get the reader’s attention and land you in the “yes” pile of the current group applicants. If you have earned a certificate or credential, this could be a great way to show your qualifications and illustrate your commitment to learning.

### **Make sure your cover letter is error free.**

Spelling and/or grammatical errors in a cover letter or resume are not acceptable. No matter how qualified you might be for the job, the likelihood of getting called in for an interview will be very slim if an employer feels that the position is not important enough to you if you send in a document that is not error-free.

### **Ask for an interview.**

So you’ve followed the top 4 tips and The Top 5 Easy Steps for Improving Your Resume, it’s time to ask for an interview. Since the overall purpose of writing a great resume and cover letter is to get an interview, why not include your specific request right in the body of your cover letter. An example of this might be, *“I would appreciate the opportunity to meet in person to discuss how I can make a positive impact as assistant manager. Please call me at 555.555.5555 or e-mail me at jsmithers@zmail.com”*.

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Don't leave your cover letter to chance; take the time it takes to write an effective letter to increase your chances of being contacted by the employer for an interview.



**GO TO the Resource Document** for more on preparing for a job interview.

### 8. Your Employment Portfolio: What's in your portfolio?

Check off the items you have in your portfolio already. See you CMPA make a plan to complete the missing items:

- Your resume & cover letter (different versions)*
- Your references*
- Certificates you have earned*
- Lists of your community service and volunteer activities"*

### 9. Jobs in the Area / Peer to Peer Support

- **Staff will share job contacts** / potential opportunities that I should apply for when the opportunity matches my job goal.
- **Participants will:**
  - Share job contacts opportunities that I am aware of.
  - Also, share any wisdom or insight I have gained from my own job search.

### 10. Workplace Safety Video: Fall Prevention

What effect does carrying things have with regard to falling?

- \_\_\_\_\_

List some of the commons hazards that can cause a fall.

- \_\_\_\_\_

How high does an obstruction have to be to be a trip hazard?

- \_\_\_\_\_

### 11. Parting Notes

1. If you are sick and unable to report to your training site you must notify \_\_\_\_\_ as soon as possible. If you miss time due to illness or your site closing, you can arrange to make up within \_\_\_\_\_.
2. All participants are covered by Workman's Comp. Insurance. If you are injured or encounter problems at the training site, immediately notify your supervisor and A4TD Training Center Staff.

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3. The July meeting date is \_\_\_\_\_.
  - Discuss ***job search log content if time allows.***
4. Do you have a question or suggestion?
  - Please email us at [suggestions@a4td.org](mailto:suggestions@a4td.org); we value your feedback!
  - ***How can the Associates for Training and Development staff help you?***