

Network to Work – Participant Guide

August 2024

Cover Letters for 2024's Mature Worker

Welcome! Don't Forget to Sign-In and turn in your JSAL & Resume

Network to Work Lessons & Materials
are on the Participant Portal at:
A4td.org / a4tdtraining

Meeting Ground Rules:

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

Today's Agenda:

1. Introductions:

- Tell us your **name** and **job goal** or **current training**.
- **Icebreaker Question:** What's something you want to get better at?

2. Review Last Month:

- **June – Resumes** (July was our online Prevention of Sexual Harassment training)
- Your homework was to use the resources in your June Participant Packet and go online to <https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx> and build your updated resume! Please turn those in today.

3. This Month:

- **Cover Letters:**
 - We will review the resources at CareerOneStop
- **Your homework** will be to use the cover letter templates to create your personal cover letter template.

4. Celebrations!

- Please share your achievements: Classes taken, Training received, and Jobs!

5. Programmatic Assurances:

You must notify A4TD RC/CMPPA:

- if your personal information changes (address, phone number, email, etc)
- if there are any changes to your family, income, or employment status
- if, during training, you become the relative or domestic partner of another participant or of personnel at your host agency

6. Workplace Safety Video:

- Link: <https://youtu.be/FkkwG4t7gBU?si=OkrCm-sFHRec7Xqc>
- **Safety: A Waste of Time?**

Aren't all these safety meetings a big waste of time? C'mon, really! What are the chances I could get killed at work? In the U.S., for every 100 hundred thousand workers, more than 3 will die this year in a workplace incident. More than 3 of every hundred workers will get seriously injured or ill from a workplace incident.

7. A4TD News:

- **SCSEP Orientations** – Please see flyer on **page 5** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** September 2, 2024 and October 14, 2024

8. Timesheet Reminders:

- Names, Places, Dates, Signatures: All must be filled out!
- Do not forget to total in both the right hand column and at the bottom
- Offsite training must be explained with the hours breakdown and name of the provider (organization, school, or online platform)
- It is your responsibility to save your paystubs.

9. Next Meeting:

- _____ day, September _____, 2024 at _____

Cover Letters using CareerOneStop

A4TD works closely with our local American Job Centers to guide you on your job search journey. During your time in the SCSEP program with A4TD, you are expected to register with the local American Job Center and use their job readiness resources.

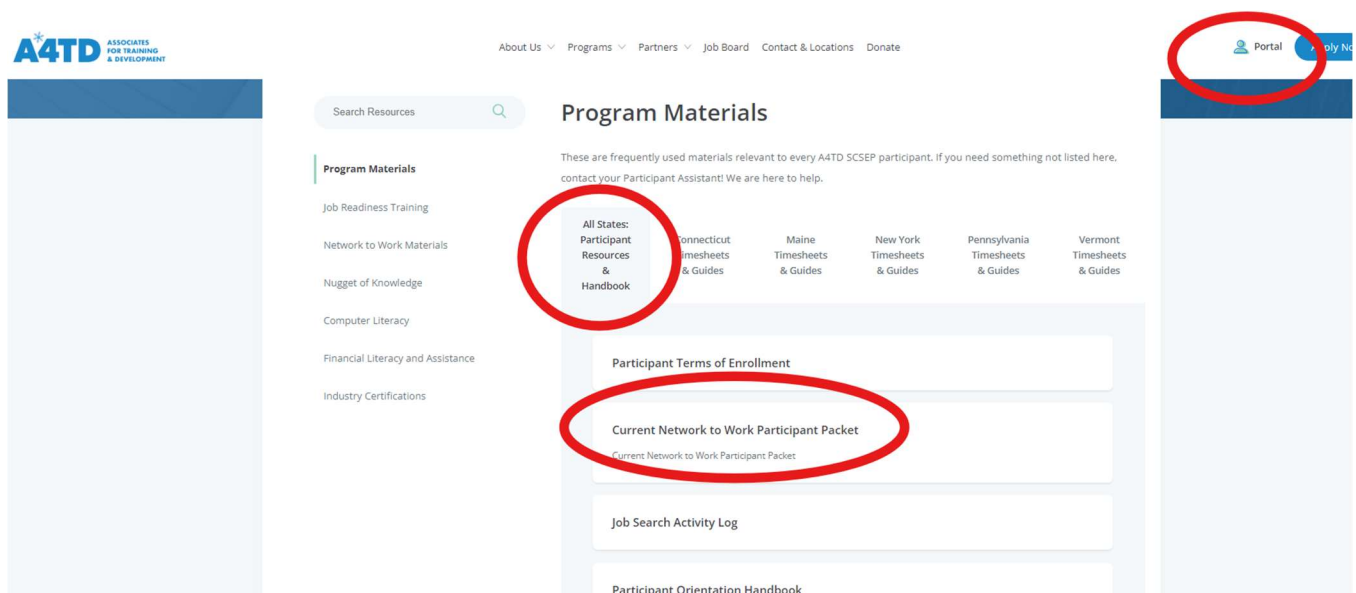
Today we will go over the online resources the American Job Centers provide for Cover Letters online at their CareerOneStop site. We encourage you to meet with the certified resume coaches at the local American Job Center.

Your homework assignment for this Network to Work Meeting is to create a sample cover letter for yourself using the resources and links below and bring it to the September NTW Meeting.

Please access this document, and all the links and editable templates at:

www.A4TD.org

Click on this symbol  Sign in as a4tdtraining (all lowercase, all one word)



The screenshot shows the A4TD website's 'Program Materials' page. The top navigation bar includes links for 'About Us', 'Programs', 'Partners', 'Job Board', 'Contact & Locations', and 'Donate'. A 'Portal' link is circled in red in the top right corner. The main content area is titled 'Program Materials' and includes a search bar. Below the title, there is a list of materials: 'Job Readiness Training', 'Network to Work Materials', 'Nugget of Knowledge', 'Computer Literacy', 'Financial Literacy and Assistance', and 'Industry Certifications'. A red circle highlights the 'All States: Participant Resources & Handbook' link. Another red circle highlights the 'Current Network to Work Participant Packet' link. A third red circle highlights the 'Participant Terms of Enrollment' link. The 'Current Network to Work Participant Packet' link is also circled in red.

Link to today's **Cover Letter Video**:

https://www.youtube.com/watch?v=hrZSfMly_Ck

Link to **CareerOneStop Cover Letter Resource**:

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/MarketYourResume/write-effective-cover-letters.aspx>

Link to **Cover Letter Editable Templates**:

https://www.careeronestop.org/TridionMultimedia/tcm24-41164_SamplecoverletterWorddoc.docx

<https://www.indeed.com/career-advice/resumes-cover-letters/free-cover-letter>

FIND your local American Job Centers & see **which services your location offers** before going in person:

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

Stay Connected:

1. Follow and Like A4TD on Facebook & LinkedIn:



2. Share the SCSEP Program with Friends & Family:

Webinar
**SCSEP ONLINE
ORIENTATION
SESSION**

*Senior Community Service Employment
Program (SCSEP) – A federally funded
jobs training program specifically
designed for older job seekers*

A4TD ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
ASSOCIATES FOR TRAINING & DEVELOPMENT SINCE 1983



 Every last Wednesday of
the month

 9:00am – 10:15am

- ✓ Learn how to earn wages
while developing new job
skills
- ✓ Find out about participant
eligibility requirements
- ✓ Meet some of our
amazing staff

Join us on Zoom
<https://zoom.us/join>
Meeting ID: 895 3712 4962

Questions? Contact us

 www.a4td.org

(800) 439 – 3307 

info@a4td.org 