

November 2007



1705 E Main St, Farmville, VA 23901
Phone: 434-392-8871

JOB SEEKER NEWSLETTER

- Serving the counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward

*The office will be closed Monday November 12th
in observation of Veteran's Day*



Date	Event	Time
By telephone Or Appointment	Southside Virginia Community College <i>WIA Older Youth, ages 18-21</i>	9:00am-3:00pm
Tuesday	South Central Senior Employment Program Title V <i>Serving adult workers over 55</i>	1:30pm-4:00pm
3rd Thursday	Department of Rehabilitative Services	1:00pm-4:00pm
By Appointment	Job Corps <i>Providing education & employment services to youth, ages 16-24</i>	9:30am-1:00pm
1 st Friday	State Veteran's Affairs Representative	9:00am-1:00pm
By telephone Or Appointment	Department of Social Services Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, Prince Edward <i>Providing Medicaid, General Relief, Food Stamps, etc.</i>	8:30am - 4:30pm
Monday - Friday	Title 1, Workforce Investment Act Adult and Dislocated workers services	8:30am - 4:30pm
Monday - Friday	Virginia Employment Commission (VEC) <i>Providing assistance with Unemployment Insurance, Job Service, Trade Act, Labor Market Information & Workforce Investment Act Services</i>	8:30am - 4:30pm
2 nd & 4 th Tuesday	VEC Veterans' Representative <i>Providing specialized employment & transition services to veterans</i>	9:00 am - 4:00 pm

Military Resume Tips

Assume the Hiring Manager Knows Nothing about the Military

Demilitarize your job titles, duties, accomplishments, training and awards to appeal to civilian hiring managers. Employers with no exposure to the military don't understand military terminology and acronyms, so translate these into "civilianese." Show your resume to several non-military friends and ask them to point out terms they don't understand. Use job postings as a tool to substitute civilian keywords for military terms.

Define Your Civilian Job Objective

You can't effectively market yourself for a civilian job if you don't have a clearly defined goal. Because so many service people have diverse backgrounds, they often make the mistake of creating resumes that are too general to be effective. Before writing your resume, do some soul-searching, research occupations and pinpoint a specific career path. If you are having trouble with this step, tap into your local transition office or solicit the help of a career coach. If you find that you are torn between two or more potential goals, set up different resumes

Create a Resume that Speaks to Employers' Needs

Now that your objective is defined, you are ready to create a winning resume. Consider a resume's purpose: To answer the employer's question, "What can this person do for me?"

A great way to start thinking about employers' needs is to research your target job. What types of skills and experiences are employers seeking? What aspects of your background are most relevant?

Any information that does not relate to your goal should be eliminated or de-emphasized, and this includes any unrelated military awards, training and distinctions. For example, that medal you won for rifle marksmanship doesn't belong on a civilian resume. This is often the hardest step for ex-military personnel, which is why it's so common to see military resumes span five pages or longer. As you make the decision about which information to include, ask yourself, "Will a potential employer care about this experience?" Only include information that will help you land an interview.

Showcase Your Track Record of Accomplishments

Your military career has offered you excellent opportunities for training, practical experience and advancement. Tout your accomplishments so the average civilian understands the importance of your achievements and the measurable outcomes. Here's an example of a demilitarized accomplishment statement: Increased employee retention rate by 16 percent by focusing on training, team building and recognition programs. Earned reputation as one of the most progressive and innovative IT organizations in the Army's communications and IT community. Here's an example of incorporating a military award so

Show off Your Military Background

You might have heard you need to develop a functional resume format to mask or downplay your military experience, but the opposite is true. Your military experience is an asset and should be marketed as such. Many employers realize the value of bringing veterans on board. Attributes honed in the military include dedication, leadership, teamwork, positive work ethic and cross-functional skills. If you fear a potential employer won't realize the significance of your military experience, make sure your resume clearly communicates the value that you bring to the table.

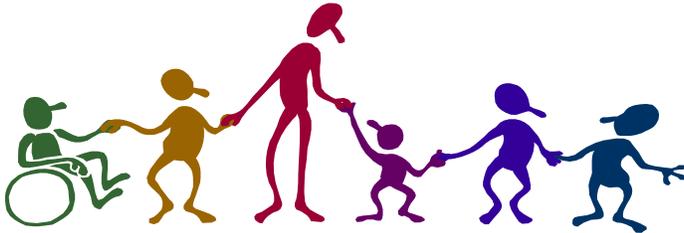
If You Were in Active Combat, Leave out the Details

Defending your country and its interests is among the most admirable pursuits, but the sad truth is actual references to the horrors of combat leave many employers squeamish. Tone down or remove references to the battlefield.

Test Drive Your Resume

For some veterans, developing a resume that works in the civilian world is an ongoing process. After you have polished your resume, start your distribution and keep track of your resume's response rate. Solicit feedback and listen carefully to suggestions for improving your resume, and continue modifying the document until it successfully generates job interviews.

Job Seeker SSA Resources



This information is to help you determine if returning to work is right for you and some of the options that may be available to you. It is not intended to serve as the authority on the Social Security Administration's policies or programs.

How to go to work, while receiving a Social Security Disability Check

What is a Work Incentive?

Special rules **make it possible for people with disabilities receiving Social Security Disability Income (SSDI) and/or Supplemental Security Income (SSI)** to work and still receive monthly payments & Medicare or Medicaid.

These rules are called: "**work incentives**".

Your Workforce Center Can Help You!

Job seekers (**anyone** who is work age 16+) can access or be referred to a broad range of employment related and training services

Note: Some services have eligibility requirements and some services are contingent upon available funding.

- ✓ Job search assistance with internet access and local area job openings
- ✓ Referrals for Rehabilitation and training services for people with disabilities
- ✓ Job preparation training; On-the-job training
- ✓ Unemployment insurance
- ✓ Reading, literacy and GED programs
- ✓ Veteran's assistance
- ✓ Assistance with summer jobs and work experience for youth and young adults

Did you know...

that the Social Security Administration has programs set up so you can supplement your disability income with work income? Depending on the type of disability payment you are receiving, you may receive all or part of your check. SSI recipients can even keep their Medicaid Insurance!

Examples of Social Security Work Incentives Are...

Impairment Related Work Expenses: deducts the cost of certain impairment-related expenses that you need in order to work from your earnings.

Student Earned Income Exclusion: under age 22 and regularly attending school, some of your earned income might not count.

SSI Earned Income Exclusion: most of your earned income does not count when your SSI payment amount is figured.

SSDI Trial Work Period:

a 9 month period where you can "test" your ability to work without a limit to your earnings- and still keep your full monthly check

Plan to Achieve Self Support (PASS):

Allows you to set aside income and/or resources for a specified time to go toward a work goal without affecting your benefits.

To find out what could happen to your benefits **BEFORE it happens**, contact your local CWIC for **FREE** services.

Endeppendence Center, Inc.:

Frances Durham

Email: F.Durham@endeppendence.org

Local: 757-461-8007

Toll Free: 1-866-323-1088

- **Counties** - Accomack, Amelia, Appomattox, Brunswick, Campbell, Caroline, Charles City County, Charlotte, Cumberland, Dinwiddie, Essex, Gloucester, Greensville, Halifax, Isle of Wight, James City, King and Queen, King George, King William, Lancaster, Lunenburg, Matthews, Mecklenburg, Middlesex, New Kent, Northampton, Northumberland, Nottoway, Pittsylvania, Prince Edward, Richmond, Southampton, Surry, Sussex, Westmoreland, and York. (and the District of Columbia)

STOP PRESS!



Improving Home Improvement™

The new Lowe's Store located on Highway 15 Farmville is now inviting employment applications for a variety of positions.

To apply log on to
www.lowes.com
and complete an
application.

For a full listing of open
positions please visit the
Automated Labor Exchange
(ALEX) at
www.vaemploy.com
In Prince Edward County

GED CLASSES



**THIS COULD BE
YOU!**

\$ CLASSES ARE FREE \$

FOR INFORMATION, CONTACT:

LOIS GRILES
(434) 736-2048
(800) 711-6121

COUNTIES OF:

Charlotte, Buckingham, Lunenburg and
Nottoway County



SOUTHSIDE ADULT EDUCATION

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