

2010 Career Conference – Schedule of Events

“Is Your Career Headed in the Right Direction?”

8:30 a.m. – 9:00 a.m.

Registration

9:00 a.m. – 10:00 a.m.

Legal Staffing Keynote and Job Roundtable Panel Discussion

10:00 a.m. – 11:00 a.m.

Resume Writing Workshop

11:00 a.m. – 12:00 a.m.

Lunch Break

12:00 p.m. – 1:00 p.m.

Hot Areas of Law for 2010

1:00 p.m. – 1:10 p.m.

Break

1:10 p.m. – 2:00 p.m.

Technology Software



Job Seeker Toolkit

Job Search Strategies (Attachments Job Hunt and Job Bank)

- [Job Search Methods for Professionals](#)
- [Job Banks, Associations, Recruiting & Staffing](#)

Networking to Your Next Job

- [Networking Introductory E-Mail](#)
- [Targeted Introductory E-Mail](#)
- [Introductory E-Mail to Professional](#)
- [Informational Interviewing](#)

Targeting Companies

- [Online Business Databases](#)
- [Area Chambers of Commerce](#)

Resumes and More

- [Resume Advice Web Sites](#)

Job Search Correspondence

- [Cover and Thank You Letters Web Sites](#)

Interviewing

Local Career Resources

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How to prepare your toolkit

No one wants a doctor to perform surgery without the proper tools. Even though job searching is a far cry from brain surgery, you still need the appropriate tools to do it right. Put together a job search toolkit, and make strides toward finding a job.

Instructions

Things You'll Need:

- Generic application
- Cover letter
- Resume
- Phone script
- Portfolio
- Briefcase

1. Step 1

Complete a generic job application. Take it with you when you are filling out applications at different companies and copy the information from your generic application to the specific company's application. This technique increases your accuracy and speeds the process.

2. Step 2

Write a basic cover letter. Tailor the information in your letter for each job you are seeking, but have a basic cover letter ready to hand to someone on a moment's notice.

3. Step 3

Create a basic resume and revise it for each job you are targeting. Keep multiple copies on hand at all times while you are job hunting. You never know when you might run into someone at the grocery store who can get your resume into a hiring manager's hands.



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4. Step 4

Develop a phone script about your qualifications. Contacting employers over the phone is one way to secure interviews. Translate it into a 30- second speech in case you bump into someone who works for a company that is hiring. Give your friends and family this quick speech so that they know about your qualifications for further networking.

5. Step 5

Put together a portfolio for your toolkit. Include certificates, awards, letters of recommendation, references and any other documents that support your job qualifications.

6. Step 6

Put all your job search toolkit items in a professional-looking briefcase. Include a pen, notepad and calendar. Keep your briefcase close by during your job search and take it with you to interviews.

How to Search for a Job in The Recession



Searching for a job is a daunting task. Even more so during the recession.

However, there are things you can do to make your search more successful.

Difficulty: Easy

Instructions

1. Step 1

Look beyond your industry or field. Think about another job or career that you would like to have, and expand your horizons. Maybe your current career has been extremely affected in the downturn, but other fields have not. Surely, you can transfer some of your skills to another career.

2. Step 2

Stay open to all possibilities. Don't discard a position even if the job title, salary, or benefits may not be exactly what you previously had or wanted.

3. Step 3

Don't be afraid to phone companies and ask if they are hiring. This may give you a chance to find a job even before it is advertised, so you are a step ahead of other jobseekers.



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4. Step 4

Keep your skill set current by not having any gaps on your resume. While you are looking for a job (which is a full-time job in itself), try and keep your skills current or acquire a skill. Get involved in trade groups, or start research, an initiative or even a blog about your subject of expertise. Alternatively, attend a language course (many are offered cheap or for free in local highschools in the evenings). All of these will show your future employer that you did all you could to improve yourself, despite the circumstances.

5. Step 5

Network. Use websites like LinkedIn, Facebook and Twitter® to let you peers know that you are looking for a job. Make worthwhile contributions to the websites, which show you know what you are talking about.

6. Step 6

Tailor® your cover letter and resume for each job. This way, you can demonstrate how your expertise applies to each individual situation, and increases the chance of your resume standing out to a hiring manager.