

The Connection

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Define Your Job Skills

Many people have a hard time identifying their skills. You may have skills from jobs, volunteer work, hobbies, recreation, or daily life. The average person has between 500 and 800 skills. There are many ways to identify what your skills are. Don't limit yourself to only a few skills. List as many as you can, the more the better. Also, include skills that you may be learning.

There are three main types of skills:

1. Job skills are those specific to a job or occupation. For example, a salesperson's skills would include customer service, record keeping, order processing, inventory management, billing, and product displays. Job skills are the specific skills employers look for in a candidate. However, these skills do not always

have to come from employment. Common activities like shopping, managing finances, balancing a bank account and raising a child all contain potential job skills.

2. Self-Management skills are the skills that you use every day to get along with others. They are the skills that make all of us unique and different from one another. Sincerity, reliability, tactfulness, patience, flexibility, timeliness, and tolerance are all examples of self-management skills. Your everyday attitude like persistence, drive, and cooperation are also some examples of self-management skills. Employers look for these skills to determine how a candidate will fit into the organization, which is an important consideration for all employees.



3. Transferable skills are skills that apply to many different situations. However, a number of job-specific skills are also transferable. If you can operate a drill press, you have the skills to operate other types of machinery. If you coordinate events, lead meetings, participate on teams for community activities or personal interests, you have skills that transfer to employment. It is critical for you to evaluate how your skills transfer into other opportunities because the likelihood you will find another position identical to your last one is slim. If you decide to pursue these opportunities, your next challenge is to find effective ways to present these skills to a potential employer.

www.jobtrainingmn.org

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Graduates!

What are your plans after high school?



- Go to college
- Attend technical school
- Enter military
- Get a job
- Unsure

Check with the NE MN Office of Job Training near you and see how we can help you decide!

Why Use the Internet for Job Search?

The internet should be a part of your job search for a few reasons:

- 1) The information you can get on a particular field or company can be useful for impressing an employer.
- 2) It provides access to tools you would otherwise not use (directories, job

boards, automation that notifies you when a job matches your interests).

- 3) It proves to an employer that you are keeping up with the latest technology, illustrating that you are interested in learning new things. Researching prospective employers, wage trends, geographic information, reviewing job

postings, and monitoring employment trends are just a few of the options available.

- 4) Sample resumes and cover letters can be found online.

C H E C K O U T :
mnworkforcecenter.org,
minnesotaworks.net, AND
onetcenter.org

Success usually comes to those who are too busy to be looking for it.

-Henry David Thoreau

Generating Jobs through Temporary Agencies

A temporary agency provides workers for businesses that have short-term requirements. They began as secretarial services, but today, many temporary agencies place computer, light industrial and technical people, as well as, clerical workers. This represents a special opportunity for you.

Working for a temporary agency has some advantages for someone who is conducting a job search. First, temporary work helps you sharpen your skills. Second, it puts you in touch with people who may hire you at a later date. Third, the people for whom you provide tem-

porary services may have contacts in other companies whom they are willing to share. And for those who want only part-time work, the temporary agency is ideal because it provides part-time employment in a variety of positions.

The temporary agency is a special kind of organization. It can be beneficial for you if you understand what the agency is trying to accomplish and if you view it as one more investment of your effort toward connecting with the people who have the ideal job for you.

Don't wait until everything is just right. It will never be perfect. There will always be challenges, obstacles, and less than perfect conditions. So what. Get started now.

With each step you take, you will grow stronger and stronger, more and more skilled, more and more self-confident, and more and more successful.

~Mark Victor Hansen

GO TO: www.iseek.org

ISEEK is a trusted resource for up-to-date career, education, and job information. You can also watch videos, test your knowledge with quizzes, share contact with friends and family, voice your opinion on polls and blogs, and much more!

Explore Careers

[Assess yourself](#), [set goals](#) and explore [500+ careers](#).

How much money will you need to make? [Get a Reality Check](#)

Search for ...

- [Industries](#); [Military Careers](#)
- [Licensed Careers](#); [Certifications](#)

Plan your Education

[Prepare](#), [pay](#) and [apply](#) for [250+ Minnesota schools](#).

Need money for school? [Financial Aid 101](#)

Search for ...

- [Fields of Study \(majors\)](#)
- [Programs \(online & in-class\)](#)
- [Courses \(online & in-class\)](#)
- [K-12 Online Courses](#)

Find a Job

[Explore the job market](#) and [apply](#) for jobs.

Recently laid off? [Rebound from Job Loss](#)

Search for ...

- [Businesses](#)
- [Salaries](#)

Check with your local WorkForce Center to see what FREE Workshops are offered in your area! Here is a sample:

- Transition / Job Search Preparation / Skills Identification
- Beginning Computer Skills (lab)
- Internet Job Search Techniques
- Networking & Hidden Job Market
- Beginning Resume & Interview Workshop
- Resume Writing
- Resume Critique / Mock Interviews
- Budgeting
- UI Orientation
- Job Club

Aitkin: 218.927.5623 Cloquet: 218.878.4414 Duluth: 218.723.4730 Grand Rapids: 218.327.4480
Hibbing: 218.262.6777 Intl. Falls: 218.283.9427 Virginia: 218.748.2200