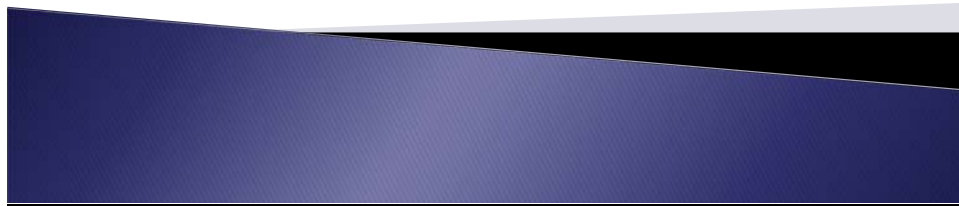




# Organizing Your Job Search



## ***Organizing Your Job Search Virtual Training - Nationwide July 27, 2010***

### **Overview**

This month MSCCN held a virtual training session titled Organizing Your Job Search. We had three participants from around the country and the session lasted for two hours. We were joined by Patty Piazza, the Military Family Employment Advocate, from Worksource. We focused on helping our applicants set goals, create a plan, make a schedule, and get organized.

### **Highlights**

We started out by having the participants introduce themselves and ask their top job search questions. We then discussed the importance of having clear goals when beginning your job search. Many applicants simply want to find a job instead of defining and working toward a particular career goal. Next we helped our applicants develop a plan by breaking their job search into key activities with a focus on networking. We followed this with the importance of keeping a written schedule of tasks and activities and updating it regularly. We then brainstormed to come up with relevant activities for each of our applicants to add to their schedules. We also discussed the importance of organization. We presented the format for a job search binder that applicants can use to organize their contacts, handouts, resumes, and job applications. Patty Piazza also answered our job seeker's questions and shared some of her favorite resources and websites. Finally our applicants had some resume questions so we did a brief resume summary and review.

## **Conclusion**

This virtual training was very effective. Two of our applicants were from areas with very few job seeker resources so they were pleased to be able to get some individual help and advice. This was the first training where we brought in one of our partner organizations and the format was very effective. We were able to share more resources with our applicants and our virtual platform can give our partners a new way to promote their services.

Grant: North Florida BrAlve Grant

MSCCN Attendees: Lisa Blevins, Stacy Bayton, La'Toya Hagins

Guest: Patty Piazza form Worksource