



## News & Updates



# HAPPY ST. PATRICK'S DAY

### March Calendar:

Our network meets on Mondays from 9:30 a.m. to 11:00 a.m. in Peregrine I at St. Thomas More Catholic Church. [Get Directions](#)

**Remember if St. Thomas More Church and School are closed due to poor weather, then so are we.**



March 5th - **Communication Templates** with *Krista Redlinger*

March 12th - **Identify Skills that Energize and Motivate You** with *Hal Patterson*

March 19th - **Tasks and Transferable Skills** with *Krista Redlinger*

March 26th - **Nonverbal Communication** with *Krista Redlinger*

[Our Website Calendar with March Events](#)



### Fraud Warning

For years we have encouraged job seekers to always directly apply on the employers' websites for a variety of reasons. Please be sure to also check the website URL for an exact match, because scammers are using more sophisticated approaches to steal your identity and money.

[Read Article](#)

**Raising the Bar for Professional and Executive Job Seekers**  
by Jean Spahr and Krista Redlinger

## The Standard Approach:

- Research each employer
- Know yourself and the benefits you bring to the job
- Send a targeted resume and cover letter showing specifically how your skills and experience match the job requirements and benefit the employer
- Spend at least 15 minutes each week fine tuning your LinkedIn profile adding key words and skills
- Maintain a professional image on other social media accounts.



## Caution:

- If you are employed, be discreet.
- Follow up with employers, referrals and anyone who assists you in your career search during each step in the process. If you don't, you can appear unprofessional and limit the help you receive.

## Raise the bar for Professionals:

- Research the financial health and recent press of prospective employers.
- Make a list of 10 target employers. Start identifying and adding those connections to your network.
- Be easy to contact. Open a gmail account for all your professional email. Create a google alert for each of your targeted employers. Add your phone number and branding statements to your email signature.
- Provide proof of your accomplishments such as - a portfolio, publications, presentations, testimonials/references, metrics, awards.

## Raise the bar for Executives:

- The more you advance in a company, the more you become the face of it. What is your brand? Does it match the company/organization?
- Personal branding and social skills are important. Be prepared for the dining interview. Demonstrate leadership. Join personal and professional organizations that enhance your brand.
- Do you know what your colleagues, direct reports and others are saying about you? Did your previous employer experience negative press? If anything is less than positive, consider pursuing reputation repair.

### Featured Job

**Immediate Need for a Front Office Manager - Advanced Audiology**

[Read Job Description](#)





## Featured Job Fair

Join South Suburban Parks and Recreation for our 2018 Career Fair on March 15 from 2 - 7 pm at the Inn at Hudson Gardens. Opportunities abound for seasonal and year-round careers in aquatics, recreation, golf, hospitality and parks. Just bring your resume and get interviewed on the spot. You may even get an immediate job

offer.

[Additional Information](#)

**BE INSPIRED, LEARN MORE, STAY CONNECTED:**



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