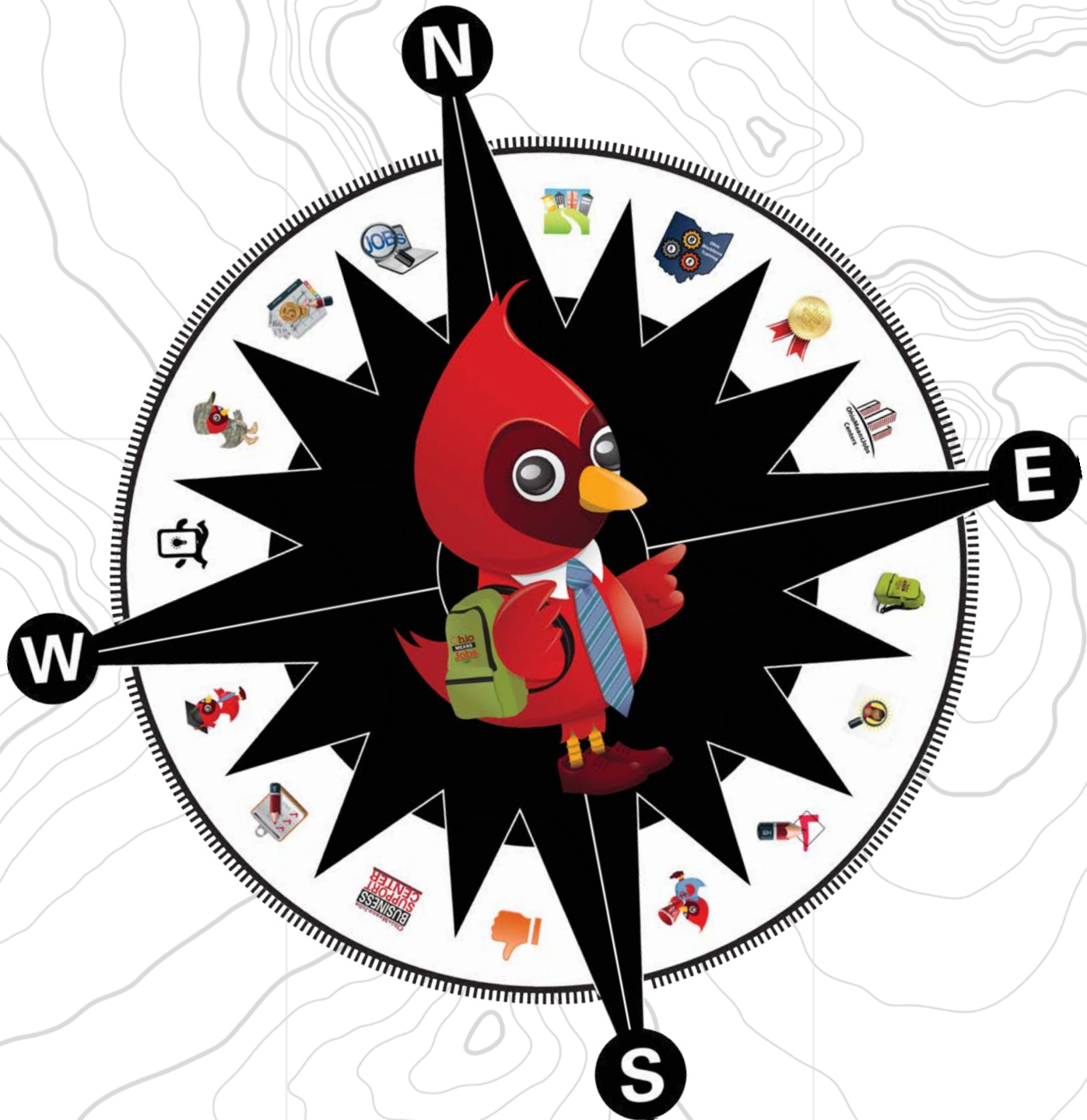


FIND YOUR NEXT, BETTER JOB!

A JOB SEARCH WORKBOOK



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The Ohio Department of Job and Family Services (ODJFS) is committed to helping you find your next, better job. This guide will help you be more successful in your job search. It will help you learn how to think outside the box, make a good first impression, find jobs that might not be advertised online, write a resume, fill out a job application and put your best foot forward during an interview.

You also will learn how to use **OhioMeansJobs.com**, Ohio's online career and employment center. **OhioMeansJobs.com** lists more than 100,000 job openings and has many other resources that can help you. You can use it to explore careers, write a resume, take online tutorials, practice interviewing and learn about apprenticeship opportunities. You also can learn about in-demand jobs in your area and find out about local training programs where you can get the skills you'll need to pursue those jobs.

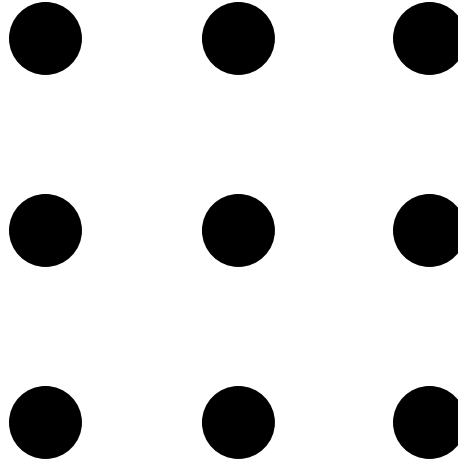
Of course, if you need face-to-face help, you can get it at your local OhioMeansJobs Center.

Ohio
MEANS
Jobs[®]
.com



A NEW WAY OF THINKING

Often, people use the same job-search strategies over and over again, regardless of the results. If your job search strategy hasn't been successful, maybe it's time to approach it in a new way. The exercise on the right is an example of a seemingly simple problem that requires a new way of thinking. As you can see, nine dots are arranged in a square. Can you draw four straight lines through all nine dots without lifting your pencil from the paper?



FIRST IMPRESSIONS

The puzzle shows that the answer to a problem may not always be straightforward. As with the puzzle, your job search may require you to think outside the box. Searching for a job is a job in itself, and expanding your job search will greatly increase your chances of finding work.

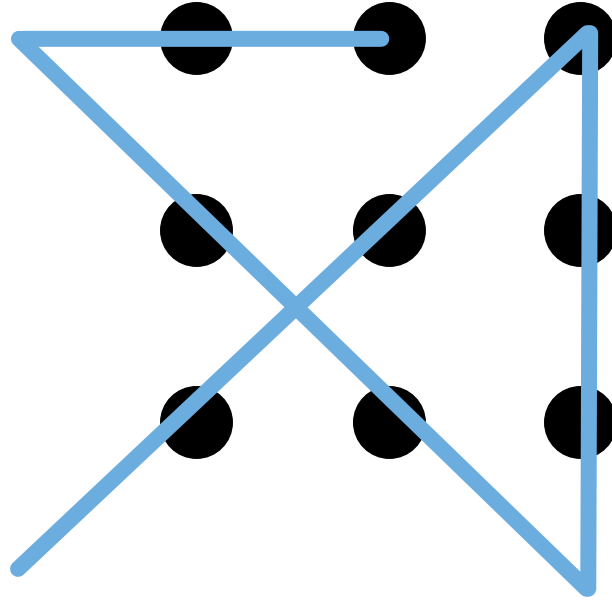


IMAGE MATTERS

You never get a second chance to make a first impression, so make it count.

Let's test your first impression skills.

What occupation do you think this man has?



What about this one?

What influenced your answer?

When you're looking for a job, you never know who you might run into who could hold the key to your next position. Dress appropriately for events with family or friends, when you're meeting new people or even when you're just running errands. Make sure you're neat, clean and that you project a positive attitude.



New Message _ ↗ ✕

Recipients

Subject

EMAIL ADDRESS

Keep your email simple and professional. An easy way to remember your email address is to use your name. This also will help employers find your resume, cover letter and any material you have sent to them.

For example:

Janet R. Williams – **janetrwilliams@email.com**
 Jeannie Mays – **Jeannie.Mays@email.com**
 John P. Smith – **johnpsmith@email.com**

Avoid email addresses that may give a negative first impression. The email addresses below may be fine for family and friends who know you, but they could hurt your chances of being called for an interview.

For example:

Old_man_05@email.com
Sugarplum.granny@email.com
redhot.mama@email.com
fathertoftimkatetomandbilly@email.com

Also avoid letters and symbols that are hard to distinguish because they could make it difficult for an employer to contact you.

For example, the lowercase L, capital I, lowercase and capital O, and the numbers 1 and 0 can sometimes be confusing, as in “**Lilly10GO@email.com.**”

Underscores are not visible if the text is underlined. For example, **John_Smith@email.com** will display as **John_Smith@email.com**.

Do not use your birth year or high school or college graduation year in your email address.

Sans Serif | T | B | I | U | A | [List Icons] | [Quote Icon] | [Link Icon]

Send | [Link Icon] | [Attachment Icon] | [Image Icon] | [Link Icon] | [Smiley Icon] | Saved [Trash Icon] | [Dropdown Arrow]

SOCIAL MEDIA

Social media can be a great tool to market your skills and network for potential job opportunities. Let your friends and family know that you are searching for work by announcing it on social media.

LinkedIn



LinkedIn is the world's largest professional network. It gives you access to people, jobs, news, updates and insights to help you be great at what you do.

Facebook



Facebook is a personal network that allows you to connect with friends, family and other people you know.

Twitter



Twitter is a social network that allows you to post short messages called "tweets."

General Social Media Tips

- Your profile photo is the first thing an employer will see so select an appropriate picture (see below).
- Use the same profile photo for all of your social media accounts so employers can recognize you.
- Make sure your online presence is both professional and presentable.
- Be aware of privacy settings and make sure you always display a positive image on social media.
- Delete any unprofessional pictures, posts or tweets.
- Ask friends and family not to "tag" you in photos without your permission, or change your privacy settings so that you can approve or reject all "tags" before they become public.

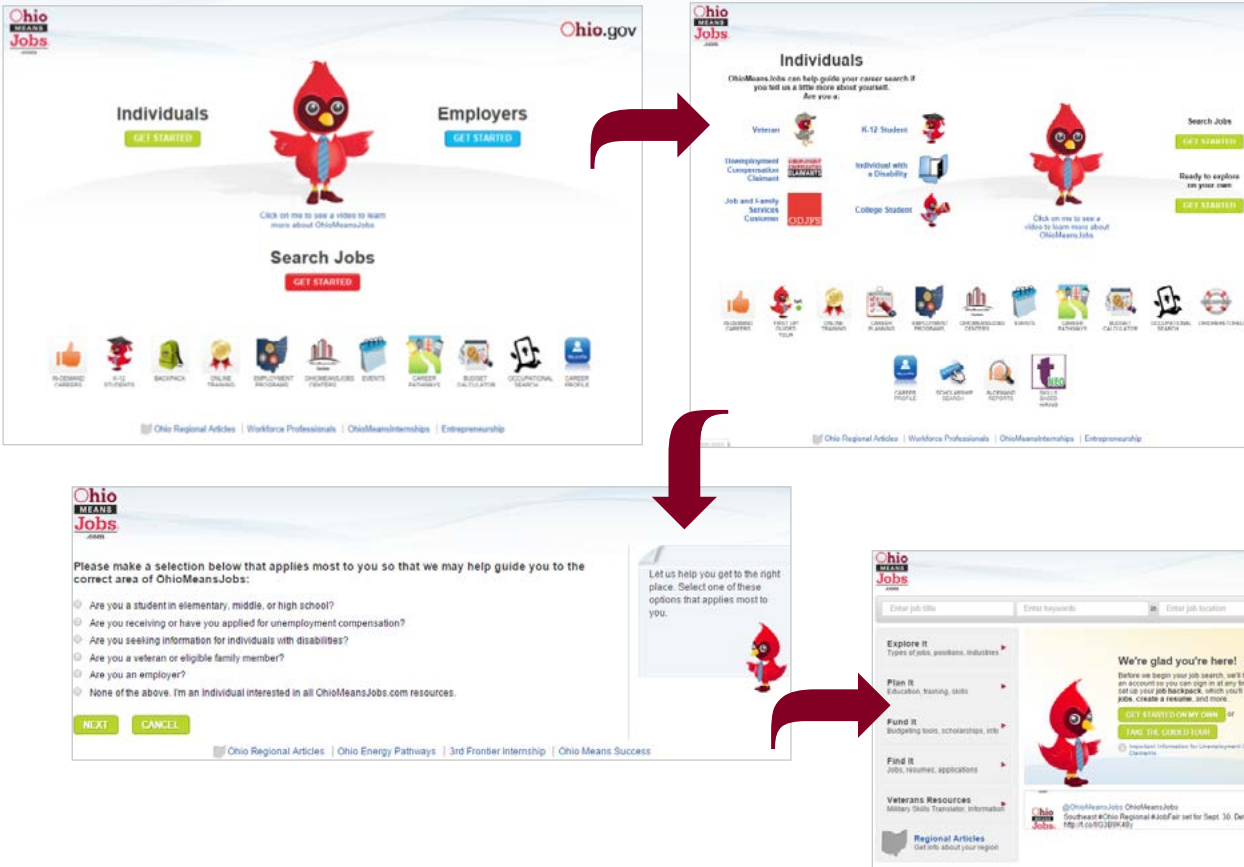


TIP: Visit omj.ohio.gov/collegiate for more social media advice.

37 percent of employers surveyed said they used social media to screen job candidates.

34 percent of hiring managers surveyed said information on a candidate's social profile made them decide not to hire that person.

Source:
affordablecollegesonline.org



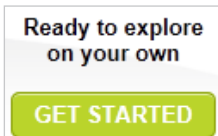
GETTING STARTED

Go to **OhioMeansJobs.com**. Select the green "Get Started" box to access resources for job seekers.



The "Individuals" page has links to services and resources for job seekers.

Select the green "Get Started" box under "Ready to explore on your own."



Answer the questions so you can be directed to the parts of the website that will be most helpful to you.

Select the green "Get Started On My Own" box to continue registering for an account.



OR

Select the green "Take the Guided Tour" box if you are unsure where to start and want to make the most of what **OhioMeansJobs.com** has to offer.



TIP: The information you provide during your registration may help you get your next job. Criteria used in employer resume searches will be pulled from your registration and can set you apart from other candidates.

TIP: The OhioMeansJobs.com icon will take you to the home page from any screen on the site.



The dashboard shows a navigation bar with 'EXPLORE IT', 'PLAN IT', 'FUND IT', 'FIND IT', and 'VETERANS RESOURCES'. Below the navigation is a search bar with fields for 'Enter job title', 'Enter keywords', and 'Enter job location'. A green backpack icon labeled 'BACKPACK' is in the top right. The main content area is titled 'Welcome, Ernie Example' and includes a 'TAKE THE GUIDED TOUR' button. There are four main sections: 'Career Plans' (0 of 5 career plans), 'Assessments and Training' (a table of completed assessments), 'Resumes' (active resume views), and 'For your Job Search' (saved searches).

COMPLETED ASSESSMENTS	SCORE	COMPLETION DATE
WorkKeys® Applied Mathematics Practice Test 1	--	Not Completed
WorkKeys® Locating Information Practice Test 1	--	Not Completed
WorkKeys® Reading for Information Practice Test 1	--	Not Completed
Computer Basics 2: Personal Computer Fundamentals	--	Not Completed

This screenshot shows the 'Create a Career Plan' process. It starts with a search bar and a 'SEARCH JOBS' button. Below is a 'Choose Occupation' section with 'Select Activities' and 'Set Deadlines' options. The 'Select an Occupation' section has two search methods: 'Industry Search' (with a dropdown menu) and 'Keyword Search' (with a text input). A 'CREATE PLAN' button is at the bottom. A sidebar on the right contains a tip: 'Goals and activities keep your plan on track. Use the list of goals below as a guide to create a to do list of tasks to accomplish on your career path.'

BACKPACK

After you create an account, everything that you do on **OhioMeansJobs.com** can be saved, printed and emailed from your virtual Backpack.



RESUMES

You can upload or create up to five resumes, but you can post only one “active” resume for employers to see.

The 'Resumes' section shows 'ACTIVE RESUME' and 'RATING'. It indicates '0 in the last 30 days'. There are buttons for 'MANAGE RESUMES' and 'AVOID SCAMS'.

Employers will be able to see the title of your “active” resume, so keep it professional and to the point. Be sure your resume’s title also is professional and to the point. This will give the employer an idea of what type of work you are searching for.

CAREER PLANS



If you are interested in pursuing a new career, you can create a Career Plan. You can save up to five career plans. With each, you can select activities that will help you pursue that career. You can schedule due dates for your activities, add notes to them and save them to your calendar. After an activity is complete, you can change its status to complete.

TIP: Remember to log in to your account to save activities and resources to your Backpack. If you are not logged in, nothing you complete will be saved.

Name	Status	Score	Action
WorkKeys® Applied Mathematics Practice Test 1	Completed 12/29/2015	19/33	RETAKE
WorkKeys® Locating Information Practice Test 1	Not Completed	--	LAUNCH
WorkKeys® Reading for Information Practice Test 1	Not Completed	--	LAUNCH
Computer Basics 2: Personal Computer Fundamentals	Not Completed	--	LAUNCH

ASSESSMENTS AND TRAINING



OhioMeansJobs.com is committed to helping job seekers find new careers, jobs or training.

The Assessments and Training section has practice tests, tutorials and tips to help you achieve your goals.

You can take practice tests and “core assessments” to measure real-world skills such as math, reading and locating information. OhioMeansJobs.com uses the certified WorkKeys® practice tests for these assessments. Some companies search for candidates who are WorkKeys® certified when they hire for open positions.

Afterward, you will receive a score and recommendations based on how you did. You may be given links to tutorials and tips to improve your score.

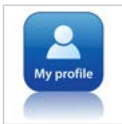
The “Improve Your Computer Skills” section has tips for using Microsoft Word, Excel, PowerPoint, Outlook and more. You can take basic, intermediate or advanced courses.

You can use your WorkKeys® assessment scores to search for jobs that match your abilities. This can give you an idea of what careers might suit you.



Interest Category	Score
Realistic	28
Investigative	15
Enterprising	12
Conventional	12
Artistic	10
Social	10

CAREER PROFILE



The Career Profile can help you find the types of jobs that would best suit your interests.

This is especially helpful if you are unsure what you would like to do for your next job. The 60-question survey will assess your likes and dislikes and recommend occupations that match your interests.

After you have completed the assessment, you'll be taken to a page that shows the types of jobs that would suit you best, with your highest matches listed first. Click on "View Occupations" to find occupations in your high-scoring categories. In-demand careers are listed at the top and have a thumbs-up icon next to them to show they are in a growing field.

For more information about an occupation highlighted in your Career Profile, click on the job title to bring up a description, related job titles, industry details, common work activities and skill requirements. From there, you can search for jobs, create a career plan, and search for education and training opportunities.

TIP: You can save the results of your occupation search to your Backpack and review them later.

Ohio MEANS Jobs .com

EXPLORE IT PLAN IT FUND IT FIND IT VETERANS RESOURCES

Enter job title Enter keywords Enter job location OH SEARCH JOBS

Occupation Search

Choose one of the search options below that best applies to your inquiry:

Industry Search
Select an industry from the drop down menu below and click "GO".

Education Search
Select an Education level from the drop down menu below and click "GO".

Keyword Search
Type in a keyword such as "doctor" or an occupation description such as "build houses" below and click "GO".

Salary Range Search
Select a Salary Range from the drop down menu below and click "GO".

Career Profile
Just answer a few questions about yourself and Career Profile will suggest career options that match your interests.

Health Care & Counseling
Human Services; Human Services

Related Industries:

Definition:

The Health Care & Counseling sector comprises establishments providing health care and social assistance for individuals. Industries in this sector are arranged on a continuum starting with those establishments providing medical care exclusively, continuing with those providing health care and social assistance and finishing with those providing only social assistance.

Partners/Sponsors

Ohio Fun Facts

Contributed \$46.8 billion to Ohio Gross Domestic Product, 8.64 percent of total.

Cleveland Clinic System of Hospitals and Clinics across Northeast Ohio is Ohio largest health system employing over 40,000 people.

Catholic Healthcare Partners in Cincinnati employs over 28,000 people. University Hospitals in Cleveland employs 24,000 people, while OhioHealth in Columbus employs over 19,200 people.

Medical Assistants

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Related: Occupational Therapy Assistants Personal Care Aides Physical Therapist Assistants Psychiatric Technicians Surgical Technologists
Industries: Health & Counseling

Work Activities

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Show patients to examination rooms and prepare them for the physician.
- Prepare and administer medications as directed by a physician.
- Authorize drug refills and provide prescription information to pharmacies.
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Perform routine laboratory tests and sample analyses.
- Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
- Greet and log in patients arriving at office or clinic.
- Schedule appointments for patients.
- Help physicians examine and treat patients, handling their instruments or materials or performing such tasks as giving injections or removing sutures.
- Contact medical facilities or departments to schedule patients for tests or admission.
- Inventory and order medical, lab, or office supplies or equipment.
- Operate x-ray, electrocardiogram (EKG), or other equipment to administer routine diagnostic tests.
- Set up medical laboratory equipment.
- Change dressings on wounds.

Health Care & Counseling
Human Services; Human Services

Related Industries:

Definition:

The Health Care & Counseling sector comprises establishments providing health care and social assistance for individuals. Industries in this sector are arranged on a continuum starting with those establishments providing medical care exclusively, continuing with those providing health care and social assistance and finishing with those providing only social assistance.

Partners/Sponsors

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Catholic Healthcare Partners in Cincinnati employs over 28,000 people. University Hospitals in Cleveland employs 24,000 people, while OhioHealth in Columbus employs over 19,200 people.

Ohio MEANS Jobs .com

EXPLORE IT PLAN IT FUND IT FIND IT COLLEGE STUDENTS VETERANS

Enter job title Enter keywords Enter job location OH SEARCH JOBS SEARCH WORKKEYS

Occupation Search - Matched Occupations

These 166 careers might be a good Industry match for:

Health Care & Counseling

COMPARE select 2 **Sort By** In Demand First **UPDATE**

Occupation	Ohio Average Yearly Pay (*US average)
Medical & Health Services Managers	\$70,510 - \$108,120
Preventive Medicine Physicians	\$59,470 - \$187,200
Surgical Assistants	\$32,460 - \$49,770
Office Clerks, General	\$21,440 - \$35,840
Occupational Therapy Assistants	\$48,860 - \$66,330

Thumbs up! In Demand occupations with a thumbs up icon are hot in Ohio.

Career Profile
Just answer a few questions about yourself and Career Profile will suggest career options that match your interests.

OCCUPATION SEARCH



Through the OhioMeansJobs.com "Occupation Search" page, you can find information about Ohio industries and occupations and search for occupations based on keyword, what they pay or the level of education they require.

To learn more about an industry, just select it from the drop-down menu. You'll find a definition of the industry and "fun facts" about it.

TIP: After you select an occupation, remember to save it to your Backpack!

If you click on the blue "here" link in the "Labor Market Information" section, you'll be taken to a page showing a variety of information about that industry, including recent employment trends, average annual pay, how much education is required and other data.

If you click on the blue "here" link in the "Snapshot Reports" section, you'll be taken to a page showing the number of job openings posted online for that industry in a given month. The top employers for that industry will be listed, as well as the top occupations and other information.

If you click on the blue "here" link in the "Industry Careers" section, you'll be taken to a list of occupations in that industry, with the most in-demand occupations listed first. Ohio identifies in-demand occupations based on wages and the projected number of openings. Occupations with a "thumbs up" icon next to them are in demand.

If you select an occupation from the list, you'll see a description of work activities for that occupation, skills and education required, average salary, and even personality types best suited to that occupation, along with a great deal of other useful information. If you click on the "Education and Training Opportunities" button at the bottom, you can learn about nearby training opportunities for that occupation.

Budget Calculator



How much do you need to earn?

Answer a few questions about your interests and lifestyle to figure out your target salary. Use this target salary to help choose the right occupation for you. The questions should take around 20 minutes to complete.

[GET STARTED](#)

Welcome Expenses Summary Results PRINT

Your Monthly Expenses

Enter the amount you spend on each of the following expenses. If you don't know the exact amount, enter your best guess. You will be able to edit your amounts at the end. Note: If you don't spend any money on a particular expense, enter \$0 so your total will add up correctly.

Housing
How much do you spend every month on your rent or mortgage payment?

Utilities
How much do you spend every month on your household utilities? Enter the amount of each monthly utility bill and we'll add up the total. If you don't use a utility below, enter \$0. To add a new utility not listed, click Add Utility and enter the amount.

Electricity	<input type="text" value="\$0"/>
Heating fuel	<input type="text" value="\$0"/>
Phone	<input type="text" value="\$0"/>
Cable	<input type="text" value="\$0"/>
Internet	<input type="text" value="\$0"/>
Cell phone	<input type="text" value="\$0"/>

[Add Utility](#)

If you don't know the exact amount, enter your best guess. You will be able to edit your amounts at the end.

Typical Ohio Costs*
Below is what the average Ohio household spends on monthly expenses. Use it as a guide, but adjust as necessary to fit your specific lifestyle (e.g., if you are a student, if you live alone, etc.)

Housing	Lookup
Utilities	\$311
Food	\$538

Welcome Expenses Summary Results PRINT

Your Target Salary:

\$36,032 **\$31,332** **\$17**
Gross Annual Target Salary Net Annual Target Salary Target Hourly Rate

This is the annual salary you need to earn to maintain your current or expected lifestyle. Click Go to Backpack to return to your Backpack and complete your Individual Employment Plan. Not what you expected? Edit your monthly expenses

[GO TO BACKPACK](#)

Choose an industry or type in a keyword below and click View Occupations to search for potential careers.

Industry Search
- Select Industry - [Click View Jobs to search potential Jobs within your Gross Annual Target Salary.](#)

[VIEW INDUSTRY](#) [VIEW JOBS](#)

Keyword Search
(e.g. doctor, build houses)

[VIEW OCCUPATIONS](#)

BUDGET CALCULATOR



Whether you are changing careers or finding your next, better job, the Budget Calculator can help in just a few quick steps.

First, the calculator will ask you questions about your monthly expenses, including housing, utilities, transportation, personal care, loans and savings. If you aren't sure, it can show the typical costs in Ohio for many of these things. You also can add expenses that aren't already listed.

Next, the Budget Calculator will estimate the target annual or hourly wage you'll need to cover your expenses and maintain your lifestyle. If the number isn't what you were expecting, you can go back and adjust your expenses as needed.


Once you have your target wage information, you can use it to search for in-demand occupations and job openings that meet your income needs. You can search by industry, keyword or just view all openings that pay the salary you want. This is especially helpful if you are just starting your career or if you're considering a career change.

With the Budget Calculator, you can:

- Estimate housing costs in various areas of Ohio.
- Trim your expenses in some categories to allow more flexibility in others.
- Plan for your future lifestyle.

TIP: Save your budget to your Backpack for future reference and job searches.

Ohio State Apprenticeship Council (OSAC)



Registered Apprenticeship programs teach high-level skills for today's workplace. Ohio has more than 1,100 registered apprenticeship programs in fields as diverse as aerospace, construction, energy, health care, manufacturing, and utilities. Each program includes, at minimum, 2,000 hours of structured on-the-job training and 144 hours per year of related technical instruction.

Both businesses and job seekers benefit from apprenticeship opportunities. Businesses gain access to a pool of workers who have been trained to industry specifications at a reasonable cost. Apprentices are able to earn a living as they train for high-quality, reliable employment and a rewarding career.

Future Apprentices Future Sponsors

Apprenticeship Occupations

Registered Apprenticeship programs teach high-level skills for today's workplace. Ohio has more than 1,100 registered apprenticeship programs in fields as diverse as construction, energy, health care, manufacturing, and utilities. Each program includes, at a minimum, 2,000 hours of structured on-the-job training and 144 hours per year of related technical instruction.

Businesses gain access to a pool of workers who have been trained at a reasonable cost to industry specifications. Apprentices are able to earn a living as they train for high-quality, reliable employment and a rewarding career.


Please select an occupational title below for further information on the programs available. These titles are taken from the [OSAC Code Connector](#).

A-Z Occupations Index A B C D E F G H I J K L M N O P Q R S I U V W X Y Z

- A -

[Administrative Services Managers](#)
[Agricultural Equipment Operators](#)
[Animal Trainers](#)
[Architectural Drafters](#)
[Automotive Body and Related Repairers](#)
[Automotive Master Mechanics](#)

[Return To Top](#)



Education and Training Provider Name: Midwest Abstract
Academic Program Name: Registered Apprenticeship
Occupational Sector: management
Occupation(s): office manager/admin services (11-3011.00)
Address/Location: 8801 Main St, Dayton, OH 45415
Length of Program / Duration: 4000
Type of Attainment: Ohio State Apprenticeship Council Certificate of Completion of Apprenticeship
Program Entry/Start: The schedule for taking applications varies. Please contact the sponsor for this information.
Program Description/Synopsis: Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.
Program Pre-Requisites:
 > Age: 18 (16 if in school to apprenticeship)
 > Existing employment with sponsor: Not Required
 > High school / GED: Required
 > Driving license: Not Required
 > Clean criminal record: Not Required
 > Previous experience: (Not specified.)
 > Miscellaneous: Aptitude test
Program Accreditation: Registered Apprenticeship program approved by the Ohio State Apprenticeship Council
Program Training Capacity: Varies based on industry demand, and is determined by the training provider
Tuition/Cost: Varies based on industry demand, and is determined by the training provider
Registration Fee: (Not applicable.)
Completions to Date: 0
Current Enrollment: 0
Completion Rate: (Not applicable. No enrollment to date.)
Job Placement: Registered apprentices are full-time employees.
Non Credit Certificate Program: Yes
Program Phone Number: 937-228-2292

Last modified August 7,

APPRENTICESHIPS

Registered Apprenticeship programs allow you to earn money while you learn the skills you need to build a rewarding career in almost any industry.

Ohio has more than 1,100 Registered Apprenticeship programs in fields as diverse as aerospace, construction, energy, health care, manufacturing and utilities. Each program includes at least 2,000 hours of full-time, structured on-the-job training and 144 annual hours of classroom instruction.

Every apprenticeship program is sponsored by an employer, an employer association or a labor-management committee. To learn more about a specific program, you must contact the sponsor directly. For a list of occupations that offer Registered Apprenticeship programs in Ohio, visit omj.ohio.gov/program.

Apprentices must be at least 18 (16 for some industries) and fit to work in the occupation. Most programs require a high school or vocational school diploma or GED, and most conduct skill testing for applicants.

Every program provides a wage increase at the end of each training segment. In addition, if you complete a Registered Apprenticeship program, you will receive a credential that is recognized nationally and even internationally.

The screenshot displays the OhioMeansJobs.com search interface. At the top, there are navigation links: EXPLORE IT, PLAN IT, FUND IT, FIND IT, COLLEGE STUDENTS, and VETERANS. A 'SIGN IN' button and an 'EMPLOYERS' button are also present. The main search area includes fields for Job Title, Keywords, Location (City/Town or Zip), State (OH), and Radius (20 miles). There are buttons for 'SEARCH', 'AVOID SCAMS', and 'SAVE SEARCH & EMAIL ME JOBS'. A 'Salary Calculator' section is also visible. On the right, there are 'Current filters' and 'Refine' options. A red arrow points from the 'Refine' section to the 'Current filters' section.

JOB SEARCH



This page allows you to search for job openings by job title, keyword, location or radius. If you click on “Display Advanced Search,” you also can search for jobs by company name, education level and occupation.

If you click on “Display WorkKeys® Search,” you can search for jobs based on your WorkKeys® scores.

OhioMeansJobs.com has core assessments that use WorkKeys® tests to measure real-world skills that relate to your abilities. Each job is auto-scored to give you an idea of the skills needed for each position.

If you click on “Display Internship Search,” you can search for internships in your area that can help you gain real-world experience in the field you are interested in.

If you click on “Display Advanced Search,” you can filter your job search by company, required education level and occupation. The right side of the page displays the filters you chose. If you would like to narrow your search further, you can add more filters here.

If you click on “Salary Calculator,” you can see what you could earn in the occupations you are researching.

The “Save Search & Email Me Jobs” button lets you save a set of search criteria to your Backpack. You can save up to 10 searches and receive daily, weekly, biweekly or monthly email updates with new postings.

You can use your search results to enhance your job search. If you click on “View company profile,” you’ll be taken to a page where you can access the company’s website or view all the jobs that company has posted. If you click on “See who you know on LinkedIn,” you can see if you know any employees at that company.


TIP: Watch out for scams. Learn how by clicking the “Avoid Scams” button, next to the “Search” button.

Results 197562 jobs as of 9/6/2015 [SAVE SEARCH & EMAIL ME JOBS](#)

Sort by Relevance | Date Jobs 1 To 25 of 199977 Page 1 of 8000 Page [1] 2 3 4 5 6-10 Next ▶

Job Summary	Date	Company	Location
LSW/Licensed Social Worker LSW/Licensed Social Worker As one of the largest and most recognized providers of healthcare professionals, Medical Staffing Network has the flexible Social Worker opportunities you want and the pay and benefits you deserve. MSN matches Social... Add to Your Backpack See all jobs from this company See who you know on LinkedIn From Medical Staffing Network Healthcare, LLC Report this job	2015-09-08	Medical Staffing Network Healthcare, LLC View company profile	Dayton, OH View Map
Data Entry Clerk Data Entry Clerk As one of the largest and most recognized providers of healthcare professionals, Medical Staffing Network has the flexible Data Entry Clerk opportunities you want and the pay and benefits you deserve. MSN matches Data Entry Clerks... Add to Your Backpack See all jobs from this company See who you know on LinkedIn From Medical Staffing Network Healthcare, LLC Report this job	2015-09-08	Medical Staffing Network Healthcare, LLC View company profile	Columbus, OH View Map

Ohio MEANS Jobs.com

EXPLORE IT PLAN IT FUND IT FIND IT VETERANS RESOURCES Ernie Example  **BACKPACK**

Enter job title Enter keywords in Enter job location OH [SEARCH JOBS](#)

Backpack • Your Jobs [Add a Job From Another Source](#)

Jobs I've Saved

You have saved 0 of a possible 50 Saved Jobs

Job Title	Note	Status	Edit	Delete
You currently do not have any Saved Jobs. Learn how				

Jobs I've Applied To

You have applied to 0 jobs in the last

Job Title	Note	Status	Edit	Delete
You haven't applied to any jobs yet. Search jobs				

JOBS I'VE SAVED AND JOBS I'VE APPLIED TO

If you are interested in a job but don't have time to apply for it or if you need to do more research before you apply, you can save the job to your Backpack using the "Add to Your Backpack" option. You then can update the job's status to "saved," "applied," "interviewed," "hired" or "not hired" and include any notes about the job.

After you change a job's status to "applied," the job posting will be saved under the "Jobs I've Applied To" section of your Backpack. This will help you keep track of your job search and maintain good records.

ONLINE SECURITY

OhioMeansJobs.com makes every effort to protect users from misinformation and fraud by removing inappropriate job postings. However, users should be cautious and use their best judgment. Be sure to conduct additional research to learn more about an employer before applying for a job.

Be wary of online business opportunities, work-at-home promises, and sites or postings that request personal information such as your Social Security number. Most employers will conduct a personal, face-to-face interview before offering you a job.

Identity theft is a significant and potentially costly problem, and you should never provide your Social Security number, birth date, credit card or checking account information, or other private information when responding to job opportunities online. If you see a job post and are concerned that it is not valid, click on the "Report this job" link in red at the bottom of the posting description.

TIP: You can manage your progress by saving your job searches and jobs you're interested in to your Backpack.



Customer Service Representative


2015-06-17

Tailored
Management
[View company
profile](#)


Reynoldsburg,
OH
[View Map](#)

Company Description: Welcome to Tailored Management, your workforce partner. Here at Tailored Management we have established a track record of building lasting relationships with clients and candidates which has resulted in unparalleled success. We...

[Add to Your Backpack](#) | [See all jobs from this company](#)

See who you know on  LinkedIn

From ZipRecruiter

[Report this job](#) 

THE HIDDEN JOB MARKET

It's always best to try a variety of approaches when looking for work. You never know where you'll find a job.

Here are some common methods:

- Networking
- Cold calls
- Mail
- OhioMeansJobs Centers
- Career fairs
- Newspaper classified ads
- Libraries

The "hidden job market" is a term used to describe jobs that are not posted online or advertised. Networking is one way to discover open positions in the hidden job market.

Anyone can be a network contact, including neighbors, friends, people you know who are working in the field you're targeting and your social media connections.

In partnership with LinkedIn, **OhioMeansJobs.com** has taken steps to help you build a network of contacts. Just log on to LinkedIn while performing a job search and click on "See who you know on LinkedIn" to see if you know any employees at that company.

Another way to search the hidden job market is to find employers that you would want to work for and send them a resume and cover letter.

To find employers, go to the "Quick Links" section at the bottom of most **OhioMeansJobs.com** pages and click on "More..." Click the "Labor Market Information" link, then click the "Employer Locator" link under "Additional Resources." You will be able to search for employers by business name, industry or occupation and location. When you find the employer you're looking for, click its name to view contact information.

Your resume is another important part of your job search. Often, it's the first impression an employer has of you, so make it a good one. Your resume is a personal advertisement to highlight your knowledge, skills and abilities. The most common types of resumes are chronological resumes and functional resumes. We'll describe each so you can decide which fits your skills and experience best. You can find more tips on how to create a resume at OhioMeansJobs.com.



PARTS OF ALL RESUMES

- Contact Information
 - Name
 - Mailing address
 - Phone number
 - Email address

- Skills and Qualifications
 - Specific skills related to the job

- Work Experience
 - Companies you worked for and the dates you were employed
 - The types of duties you performed at each job

- Accomplishments (optional)
 - Anything measurable that you achieved in previous jobs, such as improved sales, volume of work produced, money savings, completing work before deadlines, etc.
 - Promotions, awards or commendations you have received
 - Professional organizations you belong to or committees you have served on

- Military (optional)
 - Any military experience you have had, including dates, positions and accomplishments

- Education
 - Formal education (without dates)
 - In-house training

CHRONOLOGICAL RESUME

- The most popular format.
- Lists employment history over the last 10 years in reverse chronological order.

John Smith

Anytown, OH

555-555-5555

johnsmith@email.com

Skills and Qualifications

- Microsoft Word
- Microsoft Excel
- Forklift Operator
- Overhead Crane Operator
- Shipping/Receiving

Work Experience

- 2009-2015 *Forklift Operator* Manufacturing, LLC Anytown, OH
- Moved levers and controls to lift beams with swivel hooks and hoists
 - Elevated platforms to load, unload, transport and stack material
 - Loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices and other transport vehicles
 - Positioned lifting devices under, over and around loaded pallets, skids and boxes to secure material for transport to designated areas
- 2007-2009 *Shipping and Receiving* ABC Company Anyville, OH
- Examined shipment contents and compared with records such as manifests, invoices and orders to verify accuracy
 - Recorded shipment data – such as weight, charges, space availability, damages and discrepancies – in Microsoft Excel for reporting purposes
 - Prepared documents – such as work orders, bills of lading and shipping orders – in Microsoft Word to route materials
 - Sorted cargo before loading and unloading
 - Read work orders to determine work assignments and material or equipment needs
 - Stacked cargo using pallets
- 2005-2007 *Warehouse Laborer* Shipping Company Anytown, OH
- Sorted cargo before loading and unloading
 - Attached identifying tags to containers or marked them with identifying information
 - Read work orders to determine material or equipment needed

Accomplishments

- Received the 2014 Employee of the Year award at Manufacturing, LLC

Education

Internal Training	ABC Company	Anyville, OH
College Degree	Northwest College	Northwest, OH
High School Diploma	West High School	West, OH

FUNCTIONAL RESUME

- Categorizes work experience by skill.
- Can include skill experience gained through employment, volunteering and/or hobbies.
- Highlights your transferrable skills.

John Smith

Anytown, OH
555-555-5555
johnsmith@email.com

Skills and Qualifications

- Microsoft Word
- Microsoft Excel
- Forklift Operator
- Overhead Crane Operator
- Shipping/Receiving

Work Experience

Forklift Operator

- Moved levers and controls to lift beams with swivel hooks and hoists
- Elevated platforms to load, unload, transport and stack material
- Loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices and other transport vehicles
- Positioned lifting devices under, over and around loaded pallets, skids and boxes to secure material for transport to designated areas

Shipping and Receiving

- Examined shipment contents and compared with records such as manifests, invoices and orders to verify accuracy
- Recorded shipment data – such as weight, charges, space availability, damages and discrepancies – in Microsoft Excel for reporting purposes
- Prepared documents – such as work orders, bills of lading and shipping orders – in Microsoft Word to route materials
- Sorted cargo before loading and unloading
- Read work orders to determine work assignments and material and equipment needs
- Stacked cargo using pallets

Work History

2009-2015	<i>Forklift Operator</i>	Manufacturing, LLC	Anytown, OH
2007-2009	<i>Shipping/Receiving</i>	ABC Company	Anyville, OH
2005-2007	<i>Warehouse Laborer</i>	Shipping Company	Anytown, OH

Accomplishments

- Received the 2014 Employee of the Year award at Manufacturing, LLC

Education

Internal Training	ABC Company	Anyville, OH
College Degree	Northwest College	Northwest, OH
High School Diploma	West High School	West, OH

CHRONOLOGICAL RESUME (MILITARY)

A military resume is similar to a civilian resume, with the addition of a "Military Experience" section. When making your resume, try to match your military skills to those found in civilian occupations.

John Smith

Anytown, OH

555-555-5555

johnsmith@email.com

Skills and Qualifications

- Microsoft Word
- Microsoft Excel
- Forklift Operator
- Overhead Crane Operator
- Shipping/Receiving
- Advanced First Aid Training
- Hand and Power Tools

Work Experience

2009-2015 *Forklift Operator* Manufacturing, LLC Anytown, OH

- Moved levers and controls to lift beams with swivel hooks and hoists
- Elevated platforms to load, unload, transport and stack material
- Loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices and other vehicles
- Positioned lifting devices under, over and around loaded pallets, skids and boxes to secure material for transport to designated areas

2007-2009 *Shipping and Receiving* ABC company Anyville, OH

- Examined shipment contents and compared with records such as manifests, invoices and orders to verify accuracy
- Recorded shipment data – such as weight, charges, space availability, damages and discrepancies – in Microsoft Excel for reporting purposes
- Prepared documents – such as work orders, bills of lading and shipping orders – in Microsoft Word to route materials
- Sorted cargo before loading and unloading
- Read work orders to determine work assignments and material or equipment needs
- Stacked cargo using pallets

2005-2007 *Warehouse Laborer* Shipping Company Anytown, OH

- Sorted cargo before loading and unloading
- Attached identifying tags to containers or marked them with identifying information
- Read work orders to determine material or equipment needed

Accomplishments

- Received the 2014 Employee of the Year award at Manufacturing, LLC

Military Experience

2001-2005 *0311 Rifleman* United States Marine Corps

- Trained in advanced first aid, risk management, and safety and occupational health programs
- Worked with hand and power tools
- Performed security duties for U.S. ambassadors in foreign countries

Education

Internal Training	ABC Company	Anyville, OH
College Degree	Northwest College	Northwest, OH
High School Diploma	West High School	West, OH

FUNCTIONAL RESUME (MILITARY)

• Use the Military Skills Translator, available at **OhioMeansJobs.com**, to match your military skills to civilian work activities. To find it, click on the “Veterans” icon at the bottom of the home page.

• Include any accomplishments you achieved during your military experience.

John Smith

Anytown, OH

555-555-5555

johnsmith@email.com

Skills and Qualifications

- Microsoft Word
- Microsoft Excel
- Forklift Operator
- Risk Management
- Overhead Crane Operator
- Shipping/Receiving
- Advanced First Aid Training
- Hand and Power Tools

Work Experience

Forklift Operator

- Moved levers and controls to lift beams with swivel hooks and hoists
- Elevated platforms to load, unload, transport and stack material
- Loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices and other transport vehicles
- Position lifting devices under, over and around loaded pallets, skids and boxes to secure material for transport to designated areas

Shipping and Receiving

- Examined shipment contents and compared with records such as manifests, invoices and orders to verify accuracy
- Record shipment data – such as weight, charges, space availability, damages and discrepancies – in Microsoft Excel for reporting purposes
- Prepare documents – such as work orders, bills of lading or shipping orders – in Microsoft Word to route materials
- Sort cargo before loading and unloading
- Read work orders to determine work assignments and material or equipment needs
- Stack cargo using pallets

Work History

2009- 2015	<i>Forklift Operator</i>	Manufacturing, LLC	Anytown, OH
2007-2009	<i>Shipping/Receiving</i>	ABC Company	Anyville, OH
2005-2007	<i>Warehouse Laborer</i>	Shipping Company	Anytown, OH

Accomplishments

- Received the 2014 Employee of the Year award at Manufacturing, LLC

Military Experience

2001-2005	<i>0311 Rifleman</i>	United States Marine Corps
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Education

Internal Training	ABC Company	Anyville, OH
College Degree	Northwest College	Northwest, OH
High School Diploma	West High School	West, OH

COVER LETTERS

A cover letter shows your interest in a position, highlights how your skills and qualifications will add value to the company, and gives the employer a better idea of who you are as a person. You should write a unique cover letter for each position you apply to.

Try to find a person's name to address the letter to. If no name is available, address it to "Hiring Manager."

John Smith

Anytown, OH
555-555-5555
email@email.com

ABC Company
1234 Main St.
Columbus, OH

Re: Shipping/Receiving Supervisor Position

Hiring Manager:

I am eager to join the ABC Company as the Shipping/Receiving Supervisor because I realize that your commitment to performing quality manufacturing creates a challenging yet rewarding work environment. In my current position as a forklift operator for Manufacturing, LLC, I seek out opportunities to improve quality of production while delivering the best of my expertise in this profession.

Through professional experiences, I have acquired skills and expertise highly relevant to the Shipping/Receiving Supervisor position for ABC Company. I have:

- Ensured safety and sanitation regulations.
- Recorded shipment data in Microsoft Excel.
- Read and interpreted orders for work assignments.
- Inspected materials, products and equipment to detect defects or malfunctions.

My resume is enclosed for your further consideration. I would like to meet with you soon to discuss employment possibilities with ABC Company. I can be reached at 555-555-5555.

Thank you for your time and consideration.

Sincerely,

John Smith

Enclosure

TIPS FOR RESUME WRITING

- Use keywords that are common in the occupation.
- Research the company you are sending your resume and cover letter to so you can tailor them to the company's needs.
- Focus on your skills, experience, achievements and education.
- **Never** include confidential personal information such as your Social Security number, birth date, driver's license number or financial information.
- Save your resume in a common format such as Microsoft Word or PDF.
- Use bullets instead of paragraphs.
- To find occupation keywords and other resume tips, go to the Quick Links at the bottom of **OhioMeansJobs.com** and click on "Resume & Cover Letters."

TIP: You can rate your resume on OhioMeansJobs.com to see if it needs improvements.

TIPS FOR COVER LETTER WRITING

- Keep it short. Two or three paragraphs should be enough to introduce yourself and explain why you would be an asset to the company.
- Mention a few key skills that make you a great candidate for the job. You'll send your resume with your cover letter, so avoid repeating too many details from your resume.
- Close the letter by stating that you would like to meet with the reader soon, and provide your phone number. Then thank the reader for his or her time and consideration.
- Use keywords from the job post to demonstrate that you meet the job's specific qualifications.

OhioMeansJobs.com can help you manage your cover letters. You can save cover letters to your Backpack to help you write future versions. For cover letter writing tips, go to the Quick Links at the bottom of **OhioMeansJobs.com** and click on "Resume & Cover Letters."



TIP: Go to the "Quick Links" section at the bottom of most OhioMeansJobs.com pages and click on the "Resume & Cover Letters" link.

New Message

Recipients

Subject

EMAILING YOUR RESUME AND COVER LETTER

When emailing your resume and cover letter, be sure to list the job you are applying for in the subject line of the message. Your attachments should be in a common format, such as Microsoft Word or PDF, and the resume and cover letter should be separate files. In the body of the email, reference your attached resume and cover letter and include your contact information.

For example:

Dear Hiring Manager,

I am applying for the position of general manager at Employment Industries, which I saw posted on **OhioMeansJobs.com**. I am excited for this opportunity and believe my qualifications meet your needs. My cover letter and resume are attached. Thank you for your consideration.

Sincerely,
 John Smith
 John.Smith@email.com
 614-444-4444

Sans Serif | T | B | I | U | A | | | | | | | | Ix

Send | A | | | | | | | | | Saved

HOW TO ATTACH FILES TO AN EMAIL:

- 1) Click the "Attach File" button on your email browser window.
- 2) Click "Browse" and navigate to where your file is saved on your computer.
- 3) Locate your file and click on it.
- 4) Click "Attach."

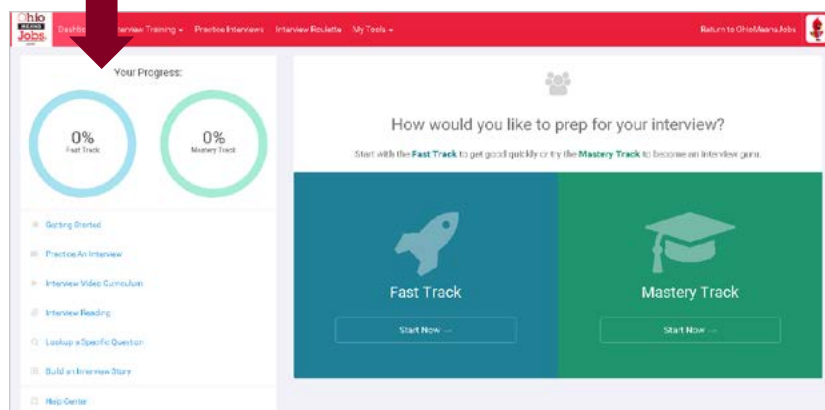
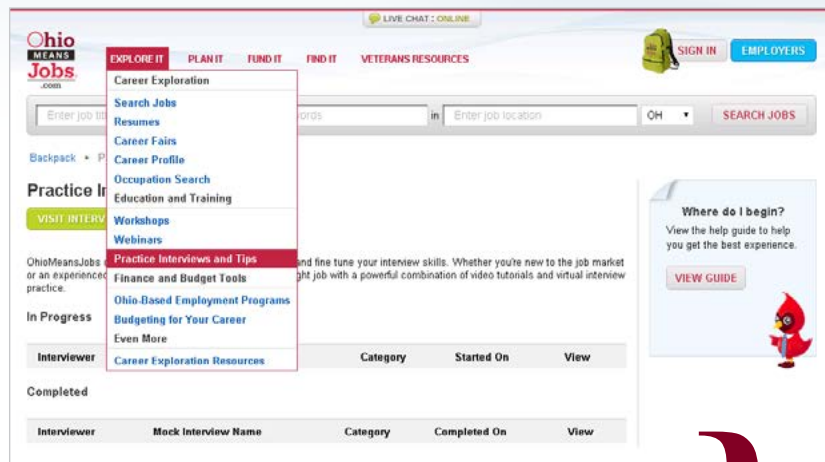
Many employers use job applications to more easily compare your skills and qualifications to those of other applicants. Create a good impression by fully answering all of the questions on the application, even if the information is contained in your resume. Do not write “please see resume” on any job application. When filling out an online or electronic application, you can copy and paste work descriptions from your resume.

If you pick up a paper application in person, it’s best to dress nicely and fill out the application on the spot to show that you’re prepared. Remember to be courteous to staff. Your actions could make or break your chance for an interview.

TIPS FOR JOB APPLICATIONS

- Read the instructions carefully before getting started and follow the instructions fully.
- If you are filling out a paper application, use a blue or black ink pen.
- Store important information, such as past employment dates and reference names and numbers, in a notebook that you can take with you when filling out applications. This will show the company that you are prepared and ready to work.
- Fill out the application neatly and accurately.
- Be clear and specific. Describe how your skills match the skills listed in the job posting. Don’t make the employer try to figure it out.
- If the application asks what job you’re applying for, write a specific position, not “anything” or “open.”
- If the question does not apply to you, write “Does not apply” or “N/A.”
- Read and check the application for completeness before turning it in to the employer.
- Remember to sign and date the application.





An interview is not only for the employer to get to know you; it also is your chance to learn about the company and the open position. To make the interview a success, do your research and prepare for potential questions. Many resources are available to help you with this.

INTERVIEWING TOOL

OhioMeansJobs.com offers an interviewing tool with tutorials to help you practice interview questions. You can become comfortable with common interview questions by recording, reviewing and sharing your answers.

To access the tool, go to OhioMeansJobs.com and click on "Practice Interviews and Tips" under either the "Explore It" or "Plan It" tabs.

If you have an interview coming up in the next few days, click "Fast Track." If you have time for a more comprehensive tutorial, click "Mastery Track."

In the Fast Track section, you can practice answering the most common interview questions, such as "tell me about yourself," "why do you want to work here," and "describe your strengths and weaknesses." Each question has a video to help you better understand what the employer is looking for. Even though it looks like a lot of questions and information, each video is no longer than seven minutes.

To help you prepare for the question, it might help to write down your answer. When you're ready, you can record your answer and review it to give yourself an idea of what the interviewer will see and hear. Then you can rerecord your answer until you're satisfied.

RESEARCH

Look at the company's website. You can learn facts about the company that aren't included in the job post. The website also can help you think of questions to ask the employer, which will show that you are interested in the company.

You also should research salary information for the position, in case the interviewer asks you what your desired pay is. Never mention wages unless the interviewer brings it up first, or you could appear to be more interested in the paycheck than the position. To find the average wage for the position you are applying for, go to the Occupation Search tool in OhioMeansJobs.com (under the "Explore It" tab). Enter the occupation into the "Keyword Search" field and click "Go."

ASSESSMENTS

Some employers will ask you to take an assessment to demonstrate your skills before an interview. Take the full amount of time they give you and answer the questions to the best of your ability. Write or speak clearly and concisely.

PRACTICE, PRACTICE, PRACTICE

The key to a successful interview is practice. Be sure to prepare for all of the following types of interviews:

- **Phone**

To narrow the number of applicants, some employers begin with a telephone interview. Practice common interview questions that focus on your experience and how it relates to the position you are applying for.

- **One-on-one**

This is usually an in-depth, in-person interview to evaluate your qualifications for the position and your ability to fit in. Remember to establish a connection with everyone you meet. You never know who might have the ability to influence the decision to hire you.

- **Panel**

A group of people (usually three or more) will ask about your qualifications and skills. As in the one-on-one interview, establish a connection with each person on the panel to demonstrate your interest in and enthusiasm for the position.

- **Behavioral**

In a behavioral interview, the interviewer typically describes a work-related situation and asks how you would handle it based on your past work experience. This gives the employer more information about your behavior, personality and character. If you mention a specific event from your past, make sure it had a positive result.

THE STAR METHOD

When answering behavioral questions in interviews, use the "STAR Method." Here's how it works:

Situation — Start by describing something that happened in a previous job that was similar to the situation the interviewer described.

Task — State the goal you were working toward to resolve the problem.

Action — Describe the actions you took to resolve the problem.

Result — Finally, describe the positive results of your actions.






MILITARY EXPERIENCE

Define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator), then select your subspecialties, collateral duties, specialized training, and schools.

Powered by **MONSTER** | Military.com

Search Military Job Title by Service

[Browse by Military Service](#)

Select Your Service:

Select Your Pay Grade:

Enter Military Job Title:

CIVILIAN SKILLS

OHIO MEANS JOBS.COM FOR VETERANS

If you are a veteran or know a veteran who is transitioning to civilian life, **OhioMeansJobs.com** has many tools that can help.

Just click on the “Veterans” icon at the bottom of the home page.

Veterans can get help translating their military job experience into civilian experience, post their resumes, and learn about possible additional federal and state benefits.

The Veterans page has a list of military-friendly employers who are committed to hiring veterans in Ohio.



In-Demand Careers

Look for the “thumbs up” when researching careers to find the occupations that are growing and offer good pay.



Events

Interested in attending a workshop or job fair? Click the Events icon to register and attend an event in your area.



Career Profile

Want to know which jobs best match your interests? Use this tool to find out.



Employment Programs

Find employment programs to help you get the training, experience and connections you need to be successful in your career.



Budget Calculator

This tool can help you budget and find a career that will cover your expenses.



Backpack

Store all your career-related activities and documents in one place and access it from anywhere.



Veterans

Ohio offers many resources and benefits designed to help veterans and their families transition to civilian life.



Occupational Search

Use this tool to find work activities, wages, skills and videos about specific occupations.



OhioMeansJobs Centers

OhioMeansJobs Centers offer free services to help you with your job search, including resume assistance, fax and copy machines, computers, workshops, and job leads.



Unemployment Insurance

Claimants can click this icon to learn more about and complete required activities.



Online Training

Check out this tool to take practice licensing, GED and college readiness tests or tutorials on Microsoft Office software.



Practice Interviews

Use this tool to prepare for your next interview by learning about what employers expect and how to develop your answers.



1st Up! Guided Tour

This online tour will help you make the most of what OhioMeansJobs.com has to offer by walking you through key activities.



Career Planning

Once you have found an occupation you are interested in, this tool can help you plan how to achieve your goal.

Ohio
MEANS
Jobs.[®]

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John R. Kasich, Governor
State of Ohio

Cynthia C. Dungey, Director
Ohio Department of Job and Family Services

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