

# Winds of Change – Job Search Workshop, 2014

Choctaw Nation Career Development: [www.choctawcareers.com](http://www.choctawcareers.com) | 866.933.2260

**ACTIVE Job Searching** – Planning, organizing, researching, and courageously engaging in job search activities such as networking and the employment application process, while demonstrating your skills which will solve a problem or meet a need for a potential employer.



## My Network

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- Networking is \_\_\_\_\_ asking someone for a job!
- Networking is saying “I’m exploring a career in \_\_\_\_\_, what recommendations would you give me?”

## Elevator Speech/Pitch

I am \_\_\_\_\_ I want to \_\_\_\_\_

I can \_\_\_\_\_

(IDEA – you may print this info on your networking/business card)

## Employers in my field want:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Sample Elevator Speech/Pitch:

Hello, my name is Andrew Parker. My work experience is in the food service industry where I learned the importance of high-quality customer service. I will soon graduate from Kiamichi Technology Center's Automotive Service Technology program. I am eager to begin a career where I can use my analytical skills, my passion for cars, and my automotive training to keep my customers' cars running at optimal performance levels. I have a positive attitude and strive to do my best every day. Do I sound like someone you would want on your team?

## Present Yourself

As a professional in my field, I will remember that:

C\_\_\_\_, N\_\_\_\_, C\_\_\_\_\_, and W\_\_\_\_-\_\_\_\_\_ clothing will make a good impression on an employer!

My professional dress for the Career Expo will include:

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## Effective Employment Applications

An employer can learn many things about me from the way I complete employment applications, including: N\_\_\_\_ work habits and A\_\_\_\_\_ to Detail.

Items to take with me when completing Employment applications:

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## Workshop Resources

- Professional Dress: <http://jobsearch.about.com/od/interviewattire/a/interviewdress.htm>  
<http://www.career.vt.edu/interviewing/interviewappearance.html>  
[http://www.dressforsuccess.org/careers\\_careertips.aspx](http://www.dressforsuccess.org/careers_careertips.aspx)
- Networking: [http://www.careerkey.org/asp/career\\_development/networking.html](http://www.careerkey.org/asp/career_development/networking.html)  
<http://www.job-hunt.org/job-search-networking/effective-networking.shtml>  
<http://www.quintcareers.com/networking.html>
- Elevator Speech: <http://www.forbes.com/sites/nextavenue/2013/02/04/the-perfect-elevator-pitch-to-land-a-job/>  
<http://careerservices.wvu.edu/students/build-it/interviewing/developing-your-elevator-speech>  
<http://www.wellesley.edu/sites/default/files/assets/departments/cws/files/elevatorspeech.pdf>  
<http://www.salisbury.edu/careerservices/students/Interviews/60secondElevator.html>
- Employment App: <http://money.usnews.com/money/blogs/outside-voices-careers/2013/04/25/how-to-complete-a-killer-job-application>  
[http://www.worksmart.ca.gov/tips\\_application.html](http://www.worksmart.ca.gov/tips_application.html)  
<http://www.gcflernfree.org/jobapplications/3>  
<http://jobsearch.about.com/od/jobapplications/qt/jobapplicationtips.htm>

## Job Search Resources

- Choctaw Career Development: <http://choctawcareers.com/jobs/>  
Job-Hunt.org: <http://www.job-hunt.org/>  
Job Choices Magazine: <http://www.nxtbook.com/nxtbooks/nace/JobChoices2012DiversitySpecial/index.php#/2>  
Work Coach Café: <http://www.workcoachcafe.com/>  
Quint Careers: [www.quintcareers.com](http://www.quintcareers.com)  
Resumes: [www.okjobmatch.com](http://www.okjobmatch.com) or [www.okcis.intocareers.org](http://www.okcis.intocareers.org)  
Interviews: <http://www.job-hunt.org/search.html?q=Interview%20skills> or  
<http://www.okcareertech.org/students/career-resources/job-seeking-resources/interviewing-skills-videos-on-youtube>

Choctaw Career Expo: Winds of Change

Feb. 26, 2014, McAlester Expo Center -- Everyone is welcome!