

# First Impressions

The first impression that you give to an employer is the most important one. Inappropriate email addresses, voicemail recordings, ring back songs and other forms of electronic communication can affect your chances of getting an interview. An informal voicemail recording could cause a potential employer not to leave you a message. An unprofessional email address could cause your resume to not be read.

When starting your job search begin by creating an email address that is appropriate for business use. There are several web-based email accounts that can be opened free of charge. This email account could be used specifically for job searching. When emailing

with a potential employer do not use acronyms such as TTYL or LOL. Emails should be professional and proofread before sending.

Voicemail messages should be professional, businesslike, and clearly understood. Any inappropriate ring back music that may be heard by a potential employer should be changed or removed. Return any messages left in a timely manner. Not returning phone calls promptly or at all shows a lack of motivation and responsibility.

Lastly, keep track of where you have filed resumes and keep copies of the cover letters that you have sent. This will help to prevent applying for the same

position more than once and you will be prepared when you do receive an interview. When making follow up telephone calls keep a record of who you spoke with and what their position is with the company. This information could be useful for future reference.

Put your best foot forward and start your job search!



***"The big secret of life is that there is no big secret. Whatever your goal, you can get there if you are willing to work."***  
**– Oprah Winfrey**

## AREA CAREER FAIRS

### Virginia Employment Commission

#### Career Fair

**When:** Wednesday 11/10/10  
**Time:** 10:00 a.m. to 3:00 p.m.  
**Where:** 600 East Laburnum Avenue Henrico Hall at the Richmond Raceway Complex

**Information:** 7th Annual Veterans Day Career Fair 2010. This career fair is open to military veterans as well as the general public. Bring your resume and dress for success! Proudly sponsored by the Virginia Employment Commission Veterans' Staff.

**Email:** Robert.Fitzgerald@vec.virginia.gov  
**Call:** (804) 559-1788

### Averett University Career Fair

**When:** Tuesday 11/16/10  
**Time:** 10:00 a.m. to 2:00 p.m.  
**Where:** 4880 Cox Road Glen Allen, VA

**Information:** Richmond Job Fair located in the Innsbrook Business Park at the Central Virginia Campus of Averett University. There will be a variety of workshops and job seeker activities for all to attend. For more information or to register in advance contact Courtney Etheridge.

**Email:** Courtney.Etheridge@averett.edu  
**Call:** (804) 212-5355

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**RESOURCES**  
Bureau of Labor Statistics  
<http://www.bls.gov/oco/oco20045.htm>  
Virginia Employment Commission  
[www.vaemploy.com](http://www.vaemploy.com)  
2-1-1 Virginia  
[www.211virginia.org](http://www.211virginia.org)  
Virginia Workforce Center  
[www.vawc.virginia.gov](http://www.vawc.virginia.gov)

# DRESS FOR SUCCESS



Above is an example of an appropriate interview outfit

Your conduct, skills, and ability to answer interview questions well are the most important aspects of an interview. Your attire, however, does play a supporting role in your interview. Your clothing should be clean, well fitting, professional, and wrinkle free. If an interviewer remembers you because of your outfit, it is likely you made an error in judgment regarding what to wear!

Even if the company's dress code is casual or the position you are applying for will require casual dress; you should still dress up for the interview unless the employer tells you otherwise. Appropriate interview attire not only shows that you take the interview seriously, but it is also respectful to your interviewer.



Above is an example of an inappropriate interview outfit

**SET THE TABLE FOR THE ENTIRE FAMILY. SET ROOTS FOR A LIFETIME.**

## Turkey Stroganoff Recipe

### Ingredients:

8 ounces egg noodles, uncooked  
2 cups cooked turkey, chopped  
1 medium onion, sliced  
½ teaspoon garlic powder  
½ teaspoon black pepper  
½ teaspoon beef bouillon granules  
8 ounces light sour cream

### Directions:

Fill a large saucepan  $\frac{3}{4}$  full of water and bring to a boil. Cook noodles according to package directions. Use a colander to drain water when they are done. While the noodles cook, cut onion in half and remove brown peel. Cook onions in a nonstick skillet until they are soft. Add cooked turkey, mushroom pieces, garlic powder, pepper, beef bouillon granules. Cover skillet with lid and let simmer for 15 minutes. Add sour cream during the last five minutes of cooking time.

To serve: place one cup of egg noodles on a plate and top with ½ cup of turkey mixture. Makes 6 servings.

## Now You Have the Job!

You were successful in securing employment! It may not be the perfect job that you were looking for, but now you have an opportunity to develop the skills and experience that will help you to move closer to your goals. Keeping your job is going to take just as much effort as getting one. Following are some hints to help you hold onto your job:

- Do Good Work-Learn your job and do it well every day. Make yourself invaluable and learn a new skill that few people in your workplace know.
- Be Dependable-Be on time. If you have to take a day off, arrange it ahead of time if possible. If you are unable to make it to work, notify your boss as soon as you know.
- Keep a Good Attitude-Do not wait to be told what to do; see what needs to be done and do it. Be polite to your supervisor, co-workers and customer.
- Be Helpful-Never hesitate to help a co-worker. You will learn new things and be even more invaluable.
- Be a Team Player-Support your co-workers and encourage others in your workplace to do well.
- Dress for Success-Pay attention to how you look. Keep your hair and appearance neat and well groomed.
- Keep Your Emotions Under Control-Out of control anger and over-the-top dramatics are not professional and could cost you your job.
- Treat Everyone With Respect-Be honest. Stay positive. Mutual respect is the key to a healthy working environment.