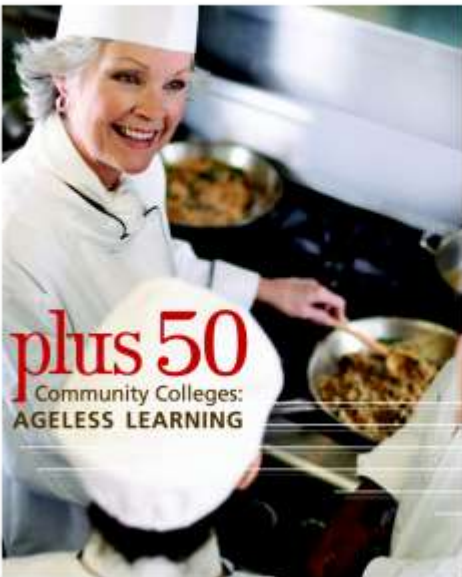


JOLIET
Junior College

March 2009



hired
retired

INSIDE MARCH ISSUE

- What is JJC doing to attract boomers?
- Resume Tips and Advice
- Awards and Scholarships
- March Seminar Calendar

Plus 50 Workforce Center
214 N. Ottawa St.
Joliet, IL 60432
(815) 280-1500
www.jjc.edu/info/wd

"What Are You Doing to Attract Baby Boomers to Your Campus?" was the focus of a January 2009 panel discussion at AACC's Workforce Development Institute in Newport Beach, California. Staff from two Plus 50 Initiative grantee colleges, Joliet Junior College and St. Louis Community College, presented information about their work with plus-50 students and encouraged attendees to support this growing student population.

Pictured from left to right: Kelly Lapetino, Joliet Junior College; Sandra Mol, Joliet Junior College; Heather Ellison, St. Louis Community College; Mary Sue Vickers, Director of the Plus 50 Initiative at AACC.



According to JJC's Office of Institutional Research and Effectiveness, for fiscal year 2008, there were 1,561 credit students 50 or older at JJC, representing around 6.1 percent of the annual credit student population. Through the Plus 50 Initiative JJC is looking to increase the 50+ student population.

Resume Advice:

Give your resume the “so what” test –

Career coach Elaine Varelas thinks that every line of a resume should pass this test. If you say “I managed six people”, ask yourself “so what?” But saying “I managed six people with no turnover” answers the questions. Resumes are about results.

Strong Specific Action Verbs:

To emphasize your results use strong, specific action verbs. The word “worked” is weak and overused, try collaborated or led. Some actions words may include:

- | | | |
|----------------|---------------|---------------|
| ➤ Accelerated | ➤ Established | ➤ Negotiated |
| ➤ Accomplished | ➤ Expanded | ➤ Operated |
| ➤ Collaborated | ➤ Formulated | ➤ Presented |
| ➤ Constructed | ➤ Generated | ➤ Produced |
| ➤ Created | ➤ Implemented | ➤ Streamlines |
| ➤ Designed | ➤ Improved | ➤ Supervised |
| ➤ Developed | ➤ Initiated | ➤ Tracked |
| ➤ Devised | ➤ Launched | ➤ Wrote |
| ➤ Drafted | ➤ Managed | |

E-Portfolio, Digital or Personal Website?

Sometimes a paper resume is so yesterday. Websites such as visualcv.com, coroflot.com and carbonmade.com are sites to create a digital resume or e-portfolio and you don’t have to be tech-savy. Also, you can control access on these sites. Post your resume, then add supporting information such as examples of your work, sales charts, published articles, letters of recommendation, images, or videos.

From Readers Digest

Tips:

- The rule of thumb for older workers is to list about 15 years worth of jobs on a resume. Simple omit your older jobs from your resume unless you feel you have a compelling reason to leave them on.
- De-emphasize dates. Certainly don’t list your birth date. Omit college graduation dates that are more than 10-15 years old.
- Some experts suggest softening the job title you list so you won’t seem overqualified. For example, “senior manager” instead of vice president”.
- List computer and technological skills relevant to job you are applying

www.quintcareers.com

A recent “Reader’s Digest”

Article states:

”A job posting is all about tomorrow, and a resume is all about yesterday. Make your resume future-focused. Ask how you can honestly, ethically, and professionally marry yourself up with what the employer is looking for.”

Paul Matthews, Hire

Aspirations, a career coaching



Changing Face of Retirement

- **Nearly 70 %** of pre-retirees plan to work at least part-time in their retirement years, or never retire.
- **Almost half** of workers ages 45-70 see working into their 70s and beyond.
- **Needing money** – top reason
- **More than 2/3** – want to work to stay active, be useful and have fun.
- **Workers 55-64** –the most of any labor force group in US over next 20 years.

Plus 50 Workforce Center Mission Statement:

To promote the continued vitality of the mature workforce through delivery of a comprehensive system of quality employment, education, and training services that support local and regional economic development initiatives.

Award and Scholarship News

WANTED: Plus 60 Adults Pursuing Their Passion: Encourage Them to Apply for the Purpose Prize

The Purpose Prize is accepting nominations through March 5, 2009, and is seeking nominees who are age 60 and up and passionate about solving some of our most pressing social issues. Winners are leading a national movement of people in encore careers utilizing their skills and experience for the greater good. Previous winners include Michele McRae, a former teacher, who is engaging hundreds of older adults in the plains of North Dakota and Minnesota to serve as mentors for resettled refugees trying to assimilate. Get more information and nominate someone.

AARP Women’s Foundation Offers Scholarship for Women Age 40+, Apply by March 31

Women age 40 and up with demonstrated financial need who are seeking new job skills, training, and educational opportunities to support themselves and their families, are eligible for the AARP Foundation Women’s Scholarship. Priority is given to women who are returning to the workforce after an extended absence, are underemployed, or raising another family member’s child/children. Awards range from \$500 to \$5,000. Scholarships may be used by full or part-time students, and can be used at community colleges, as well as other institutions. Applications are due by March 31st

March Plus 50 Workforce Seminar Dates:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Career Assessment 1:30 p.m.	4	5 Resume Workshop 9:00 a.m.	6	7
8	9	10 Career Assessment 1:30 p.m.	11	12 Interviewing Workshop 9:00 a.m.	13	14
15	16	17 Career Assessment 1:30 p.m.	18	19 Job Search Workshop 9:00 a.m.	20	21
22	23	24 Career Assessment 1:30 p.m.	25	26 Networking Workshop 9:00 a.m.	27	28

Career Assessment,

Every Tuesday 1:30 p.m.
Determine which careers would best suit your needs based upon a career assessment

Interviewing

Learn view so you will be confident and ready to make an impression.

Resume Development

Thursday, 2/5- 9 a.m.-11 a.m.
Learn what employers are looking for when they screen resumes

Internet Job Search

Thursday, 2/19- 9 a.m.-11 a.m.
Learn how various electronic job search sites can help or hurt your job search efforts

Networking Workshop

Thursday, 2/26- 9 a.m. – 11 a.m.
Learn how to utilize networking in your quest for employment

