

Look Inside for...

- Employment Outlook
- Resumes
- Cover Letters
- Interview
- and more

JOB OPPORTUNITIES

Physicians
Physician's Assistant
Skilled Nurses
Physical Therapists
Occupational Therapists
Speech Therapists
Laboratory Professionals
Imaging Professionals
Respiratory Professionals
Dental Specialists
Radiology Technologists
Pharmacists
And *more.....*

Don't Miss
Contacting the Employers
Inside. They are looking
for **YOU!**

Clinical Pathology Laboratories

We have it down to a science



Clinical Pathology Laboratories, a full service independent reference laboratory, serves all segments of the medical and laboratory testing community.

While celebrating over 70 years of continuous laboratory services, CPL is experiencing incredible growth and we are seeking individuals who want to be part of a successful reference laboratory team.

For More Information

Visit our Website
and
Apply Today

www.cpllabs.com

FINDING THE JOB

You know the jobs are out there-now how do you find the **one** you want? This section contains tips, hints and advice for getting you on the road to a productive job search.

It is imperative to be professional in your written and verbal communications, in your appearance and in any negotiating situation. Read on for valuable information about...

- ◆ Researching companies
- ◆ Resumes
- ◆ Cover Letters
- ◆ Interviewing
- ◆ Grooming
- ◆ Portfolios, Business Cards

A listing of professional organizations that can provide you with valuable tools and networking opportunities for furthering your job search activities.

PLUS...

Resources for Relocation Assistance and learning about your new city.

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QR code

Arkansas DHS Jobs

ARDHSJobs

Looking to your Future....

Congratulations!!!

As a professional in the healthcare and health services arena, you have chosen the fastest growing industry in the U.S. of this decade for your career.

Employment Outlook

One doesn't have to look far to see that the healthcare industry is experiencing a shortfall of qualified staff to provide adequate services to the public—a shortfall that appears to be increasing. For you as a job seeker in the health care industry, this means an increase in the number of jobs coming available.

Healthcare will generate new wage and salary jobs, more than any other industry, largely in response to rapid growth in the elderly population. Ten of the twenty fastest growing occupations are related to healthcare. Many job openings should arise in all healthcare employment settings as a result of employment growth and the need to replace workers who retire or leave their jobs for other reasons.

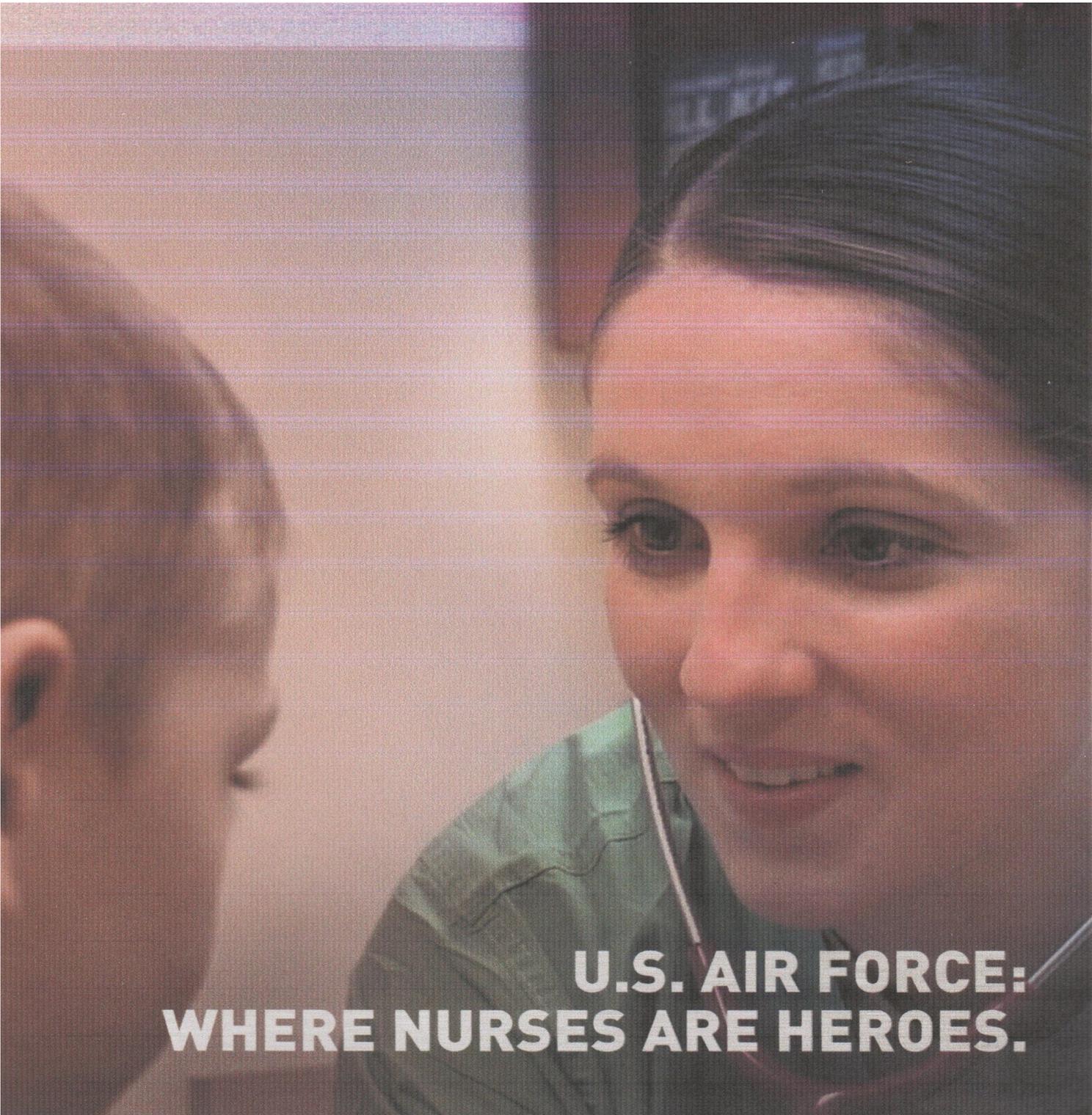
Wage and salary employment in the healthcare industry is projected to increase 22 percent. Employment growth is expected to account for about 22 percent of all wage and salary jobs added to the economy. Projected rates of employment growth for the various segments of the industry range from 10 percent in hospitals, the largest and slowest growing industry segment, to 46 percent in the much smaller home healthcare services.

Job Security

Reasons for growth of jobs in the health care industry:

- ◆ Increase older population-greater need for home health and residential care.
- ◆ Advanced medical technology - improved survival rate of severely ill or injured patients needing long-term therapy and care.
- ◆ New technologies for treating previously untreatable conditions.
- ◆ Shift to more outpatient care and treatment, creating diverse job opportunities.





U.S. AIR FORCE: WHERE NURSES ARE HEROES.

What are the benefits of being a Nurse in the U.S. Air Force? For starters, there's the respect of your peers, an officer's rank and the chance to further your training in ways you've never imagined. Other benefits include housing allowances, healthcare, vacation with pay and more. Find out how the Air Force can make your career in nursing even more rewarding.



U.S. AIR FORCE

Contact Today for more information:

MSgt Lindsay Branson

lindsay.branson@us.af.mil

Cell: 618-314-4467

Air Force Health Profession's Nurse Recruiter



YOUR RESUME

RE'-SU-ME', n. summary, as of work experience

In the job search, your resume is also a summary of who you are, what you have done and what skills you possess-but it is not your life story. Your resume is your personal marketing brochure to entice an employer to interview you. To increase your odds of getting the interview, use these tips and suggestions for creating a more effective and powerful resume.

- Typographical or other errors are NOT acceptable. (Errors in a resume or cover letter are a **RED FLAG** that if you are careless in your job search you will be careless in the workplace.)
- Place your contact information clearly at the top with your name large and/or bolder than the address.
- Summarize your experience, education/training, and personal strengths using key words in a short paragraph directly under your contact information.
- Select four or five general headings for your information sections: Example: Education, Experience, Skills, Volunteer Experience, Honors.
- **Feature your accomplishments** – not job tasks or descriptions – and quantify them when possible.

Example: "I had a 75% success rate of patients returning to normal activities after 6 weeks of physical therapy during my internship," is more effective than " Many of my patients were able to return to normal activities after going through my physical therapy program."

- List prior experience in reverse chronological order- Include name of employer, start and end dates, your job title and job responsibilities and accomplishments, volunteer work and service student organizations.
- Use action verbs to describe your duties and accomplishments.
- Use bullet points with short phrases and sentences. Identify and highlight key qualifications and skills relevant to the job you are applying for.
- Be concise and specific about what you bring to the job. Avoid disorganized long and wordy sentences and irrelevant information.
- List specialized skills and related training, as in computer skills, counseling, etc. in Skills section.
- List Professional Certifications and Training.
- List Professional Organizations you are a member of.
- List all education above high school and degree(s) earned.
- Make your document visually appealing. Leave some white space for readability. Print out your document and see what it looks like to you- is it a document you would want to read? Never hesitate to let someone else review it and make suggestions for improvement

- Use a conservative font - Arial or Times New Roman work well. 11 pt. is a good size for the bulk of your text- do not use smaller than 10 pt. Avoid using too many different font sizes or styles throughout the document that will make it look busy.
- Use high quality paper in conservative colors, e.g. white, ivory or gray.

AND above all else...

- Write honestly. Present a truthful estimation of your skills. Never exaggerate or misrepresent your experience, abilities or credentials.

YOUR COVER LETTER

Recruiters will tell you – cover letters are **NOT OPTIONAL**. Compose and send a cover letter with **EVERY** resume and/or application you submit. The role of the cover letter is to motivate the reader to actually read your resume and invite you for an interview. Here are guidelines for composing a cover letter that will get you results!

- Write to a specific person when possible. You can call the company and ask for their mailing address then ask for the name of the person you are looking for(ex: Director of Nursing).
- Research the company so you can show that you have made the effort to learn about them. Check websites, annual reports, trade magazines and newspapers for pertinent information.
- Tell your reader what you can do for the company. Write in terms of action. Avoid explaining what you want from a job and focus on what you have to offer the employer.
- State three to five accomplishments. Quantify results when possible. Only mention accomplishments that are directly related to the job you are applying for. Developing computer game is not relevant when applying as a dental assistant. Such items can be listed under "Other Experience" or "Notes of Interest" at the end of your resume.
- Be brief. A short and concise letter that grabs your reader's interest and increases the desire to know more about you is the goal. Don't write so much that you lose them before they finish.
- Visual appeal. Does it look like a letter you want to read? Print it out-is there enough white space? Are there run-on sentences and paragraphs too long to read? If so, continue working on it and get someone else to read it and make suggestions for improvement.
- The closing. The purpose is to be invited for an interview, so ask for it. Indicate that you would like the opportunity to talk in person and discuss your qualifications for the position.
- Don't be afraid to follow up. Don't be a pest, but it is acceptable to call and ask if your resume and letter have been received. This creates an opportunity to restate your interest in the company and the position.



YOUR HANDS WILL HEAL
YOUR SPIRIT WILL SOAR

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- Medical Imaging



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Generous paid time off
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or (337) 491-7574**

Visit us at
www.stpatrickhospital.org
where you can apply directly on line.
EOE

GROOMING - Dressing for Success

"You never get a second chance to make a first impression. "

This is definitely true when interviewing. The key is to be neat, clean and professional in appearance. You want the interviewer to remember you for what you can bring to the job, not for what you were wearing or for lack of adequate hygiene!

Follow these guidelines for the basics in dress and hygiene:

- Clean and neatly pressed clothes that are absent of tears, stains, wrinkles or missing buttons and with no words or logos. Clothes should fit comfortably, not too tight or too loose. If you are not sure of what is appropriate attire for the job or the company you are interviewing with, try calling their human resources department (but not the hiring manager) for guidance.
- Clean, trimmed and neatly simply styled hair.
- Clean, trimmed fingernails (no chipped nails, bright polish or extra long nails)
- Conservative, simple jewelry (if any.)
- Clean, polished shoes
- NO perfume or cologne (your interviewer could be allergic.)
- NO visible tattoos or body piercing.
- No hats.



Clinical Pathology Laboratories, a member of the Sonic Healthcare USA family, is one of the largest medical reference laboratory systems in the nation. CPL is a full service medical laboratory that has served physicians and patients for over 70 years. CPL offers clinical and anatomic laboratory testing services to medical practices and facilities throughout the Southwest.

CPL employs more than 2500 technologists, technicians, patient service personnel, couriers, computer personnel, marketing and sales staff, laboratory and administrative assistants as well as other support staff. CPL is affiliated with many pathology groups throughout the service area.

Our guiding principles are Quality, Customer Service, Teamwork, and Integrity. Clinical Pathology laboratories is a rapidly expanding laboratory system with numerous locations in Texas, Oklahoma, Louisiana, New Mexico, Georgia, Florida, South Carolina and Nevada. CPL is dedicated to providing excellence in laboratory services and is in search of individuals seeking opportunities for growth within a quality oriented medical environment.



CLINICAL PATHOLOGY
LABORATORIES

For more information
visit our website at www.cpllabs.com

INTERVIEWING

Everything in your job search leads up to the interview. This is the most crucial step in the process-prepare for it as you would prepare for an exam. Thorough preparation will help you to be comfortable during the interview and demonstrate your interest to the employer.

PRIOR TO THE INTERVIEW

- ◆ **Do your research.** Demonstrate to the interviewer that you have done your homework by asking thoughtful and relevant questions that reflect your insight in to the job and the company.

This preparation will be **the key to attaining your goal** in the interview of answering these questions:

Is this the job I want?

Are my skills and personality a good fit for this work environment?

Can I demonstrate that I am the right person for the job?

- ◆ Know that the employer has goals too. As you do your research and prepare your responses for the interview, be mindful that these are the questions the employer is really looking to answer about you:

Are you competent? *Do you have the skills, knowledge and abilities to do the job?*

Are you trustworthy? *Will you be honest, reliable and dependable?*

Do you really want this job? *Do you have initiative, a positive attitude and work ethic?*

Are you a good fit? *Will your personality and style mesh with the company and staff?*

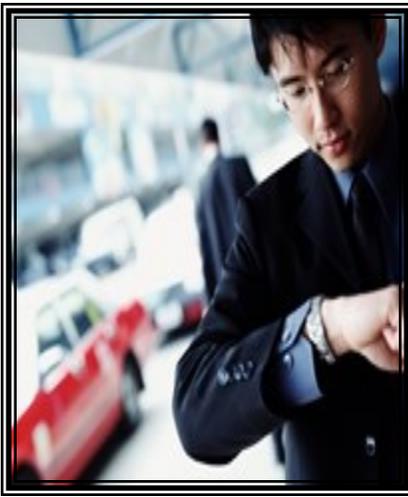
Are you committed? *Will you stay, or leave us with an opening again?*

Are you level headed? *Do you manage your temper and behavior appropriately?*

Are you affordable? *Is the compensation package in a range you are willing to accept?*

- ◆ Review your experience and identify stories from your past performance that demonstrate how you will be effective in this job. Keep the stories short, positive and job related.
- ◆ Insure you know the exact location and time of the interview, where you can park, and the name of the interviewer (s).
- ◆ Have a reference sheet prepared with professional, academic and personal contacts. Ask for permission to list them as references and let them know when an employer might be calling.
- ◆ Gather any materials you plan to take to the interview, e.g. Notepad and pen., extra copies of your resume and references, portfolio, list of questions for the interviewer, notes about your skills.
- ◆ Choose what you will wear (see “Grooming on page 12) and have it clean and pressed.
- ◆ Get a good nights sleep and eat something before you go.





ARRIVING FOR THE INTERVIEW

KEYWORDS for the interview behavior:

**Eager, Positive, Energetic, Calm, Cool-headed,
Serious, Genuine, Professional
Serious, Genuine, Professional**

Arrive at least ten minutes early.

- ◆ You may be asked to fill out an application or other paperwork prior to the interview. **Be Early.**
- ◆ Arrive alone. If someone must ride with you for any reason have them wait in the car.
- ◆ **TURN OFF** your cell phone or leave it in your car.
- ◆ Be courteous to everyone, beginning in the parking lot. The person who beat you to that parking space could be the interviewer or someone else who works at that company.
- ◆ Smile, use good posture, make eye contact and display a positive and friendly attitude to everyone you encounter.
- ◆ Be conscious of body language. Sit up straight-avoid slouching. Breathe slowly and deeply to help you become relaxed and comfortable.
- ◆ Avoid nervous habits that will annoy and distract the interview: wringing your hands, twisting your hair, biting your lip, tapping a pen, swinging your leg, etc.
- ◆ Use a firm handshake, but wait for the other person to extend their hand first.
- ◆ Maintain eye contact and listen when the interviewer is talking.

FACE TO FACE

This is your time to shine. You will be asked open-ended questions designed to reveal who you are, how capable you are for the job, how you have performed in the past and how much you want the job. Here is where your preparation really kicks in and helps you demonstrate that you are the just the person the employer is looking for.

Now is your opportunity to explain why you are the best person for the job – NEVER assume the resume has done that for you.

- ◆ Emphasize what you can do for the company and this interviewer.
- ◆ Address how your unique combination of skills and experience will help you to do this job well.
- ◆ Share challenges you've had, the action you took and the(positive) results you achieved.
- ◆ Share items from your portfolio if appropriate.
- ◆ Demonstrate an interest in the organization and not just in the job you are interviewing for.
- ◆ Be conversational in your response- make it comfortable for the interviewer.

You will have the opportunity to ask questions of the interviewer. Consider this not an option but a MUST! This is your avenue for gaining the information you need to determine if this is a job you want and a place where you want to work.

ASK this type of question in an interview:

- What are the necessary qualities for a person to be successful in this job/company?
- What are your goals for the department during the next year?
- What are your two or three top priorities for the person in this job?
- Please describe a typical day or week for the person in this job.
- How many employees in the department/company?
- Please describe the culture of the organization.
- What industry concerns is the organization currently faced with?
- How is performance evaluated?
- How long have you been with this organization?
- What concerns do you have about my qualifications?
- What do you think I will bring to this position?
- What will the next step after this meeting? (IF this has not already been addressed.)
- What is your time frame for making a decision?
- Ask for the interviewer's business card. (see 'AFTER THE INTERVIEW ' below)

NEVER ASK during an initial interview about:

- Compensation (salary bonuses, etc.)
- Benefits (insurance, vacation, retirement, etc.)
- Anything you should know from basic research
- NEVER ask about or discuss anyone's personal life

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*Dentists**
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Nurses

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ng.tx.txarng.mbx.rr-amedd@mail.mil



HELPFUL TOOLS

BUSINESS CARDS

Want people to let you know when they have a job lead or contact name for you?

It helps to have business cards with your phone number and e-mail address to give to everyone you talk to about your job search.

Ask people to contact you when they come across a job lead or contact person that could help you.

AND **business cards** can be obtained quite **inexpensively**. Here are some options:

- ◆ Create your own with Microsoft Publisher
- ◆ Create your own with Microsoft Word (go to "tools," then "envelopes and labels," then "labels," then "options," choose the appropriate Avery label number from the business card stock packaging, click on 'new document,' then create your card)
- ◆ Go to www.vistaprint.com for FREE business cards. Pay only for shipping and handling of 250 cards. Vistaprint gives you a variety of graphic design options for a professional looking card.

PORTFOLIOS

A portfolio is a great tool to have with you in the interview.

It is a visual aid to help tell your story to the interviewer with documentation of your credentials and achievements.

If you choose to create one, you will need a clean binder, sheet protectors and index tabs. Make extra copies of each piece in case the interviewer would like a copy to keep. What to put in it? Here are some suggestions:

- ◆ Resume
- ◆ Transcript
- ◆ Diploma (s)
- ◆ Training Certificates
- ◆ Letters of recommendation
- ◆ Performance appraisal excerpts
- ◆ Commendations from school work
- ◆ Examples of your best work performed
- ◆ Any significant papers written by you in your area of specialty
- ◆ Summary of your unique combination of skills- include examples

Benefits of Using a Portfolio

- ◆ Employers will be impressed that you prepared for the interview.
- ◆ Employers will see that you really want the job.
- ◆ Employers will see evidence you can do the job.
- ◆ Employers will remember you.

REMEMBER
FIRST IMPRESSIONS
ARE IMPORTANT....

—
THE INFORMATION IN
JOBMED™ WILL HELP YOU
MAKE THE BEST
IMPRESSION....



RELOCATION

You've landed the job and it is in a different city-now you have more than a new job to prepare for. Create a checklist of considerations when relocating to a new place. Here are a list of a few considerations:

- Housing — rent or buy
- What part of town—near work or school
- Price range—affordability
- Culture—social, intellectual, artistic traits
- Healthcare-hospitals and treatment centers near
- Entertainment—sports, arts, festivals, theater
- Volunteering-where can I serve and meet friends
- Schools—favorable schools for children
- Packing and moving—will it all fit, cost

RESOURCES

- Chamber of Commerce
- Convention and Visitors Bureau
- Local newspapers
- Internet

Professional Associations

American Dental Assistants Association
www.dentalassistant.org

American Occupational Therapy Association
www.aota.org

American Association of Pharmacy Technicians
www.pharmacytechnician.com

American Physical Therapy Association
www.apta.org

American Speech-Language-Hearing Association
www.asha.org

MOVING ASSISTANCE

www.homefair.com - whether moving across town or across the country – on this web site you will find information on packing to move, hiring movers, moving yourself, schools, salaries, cost of living, home buying, renting and more

www.monstermoving.monster.com - find nfo on moving (get free quotes), storage, real estate, mortgage, insurance, utilities – and find links for childcare, financial advisors, plumbers, contractors & more

www.relocationcentral.com - assistance with moving, apartment hunting, furniture, utilities

www.rent.com - set up your personal Preference profile and receive e-mail about apartments that fit what you are looking for

www.insiders.com/relocation/ - pre-move organization, domestic relocation, international relocation

www.uhaul.com - for the self-mover

www.vanlines.com - provides you with services and resources for local and interstate movers; tips on how to select a mover, how to pack; get multiple quotes from licensed and insured moving companies in your area

American Association for Respiratory Care
www.aarc.org

National Surgical Assistant Association
www.nsaa.net

American Nurses Association
www.nursingworld.org

National Nursing Organization
www.nurse.org

American Dental Hygienists Association
www.adha.org

FOR MORE ASSOCIATION WEB SITES go to : www.ama-assn.org



ENDING THE INTERVIEW

- ◆ The **interviewer** will bring the meeting to a close after she/he has asked all they want and you have no more questions. At this point, you can ask a last minute question if it is relevant, but be brief.
- ◆ On the interviewer's cue, **say thank-you** for the opportunity to interview, **restate your interest** in the job and quietly leave. Smile and thank the receptionist or anyone else who directed you into the interview.
- ◆ **Be sure** you gather any material items you brought along. Avoid the embarrassment and inconvenience of having to go back later to retrieve something you left.

AFTER THE INTERVIEW

- ◆ Make notes of people's names and other information you have learned during the interview so you don't forget. These details maybe helpful if you have subsequent conversations.
- ◆ Send a hand-written thank-you note to the interviewer immediately. You already have their name, title and address on the business card you asked for upon leaving. Try to mail the thank-you card the day you interview so it is received the following day. This is one more opportunity to restate your qualifications and your interest in the job and it demonstrates courtesy and respect.
- ◆ Review the interview and evaluate your performance to identify strengths and area to improve upon for the interview process.

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the time to learn ...
the room to grow.



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