

GET THE

JOB

APRIL 2021



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INSIDE • Get the Job

Searching for a job when you're busy

PAGE 2

How to make the jump to manager

PAGE 3

Find an unannounced job

PAGE 4

Identify your transferable skills

PAGE 8

How to write the perfect cover letter

PAGE 9

Consider more than salary

PAGE 10

Tips for interview confidence

PAGE 11

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Searching for a job when you're busy

One of the major stumbling blocks for professionals looking for new jobs is time — the lack thereof, that is. When you're busy with your work or family, it can be difficult to put the right focus on improving your personal career growth.

Daily work meetings and project deadlines obviously hinder your ability to search and apply for new roles during your regular office hours. That leaves early mornings, evenings and weekends. And for working professionals with family members at home, finding uninterrupted time for an effective job search can seem next to impossible.

Fortunately, there are many ways you can improve your job search while still holding down a full-time job. Depending on your family's financial situation, it may even be possible to leave a job in which you're unhappy to search for a role that would enhance your career happiness.

Read on for some key things to consider when trying to maximize your time for a job search.

Should You Quit?

We can all agree that having more time for a job search would likely produce better results. But should you quit your current role to work on finding a new one?

Many Americans are saying, "Yes."

According to the 2018 Job Openings and Labor Turnover Survey (JOLTS) from the Bureau of Labor Statistics (BLS), American workers are quitting at the highest rate since 2001. It's a trend that can be seen across all age, location, industry and wage brackets, including those who earn six figures.

When you feel it's time for a new career path or position, it can be tempting to quit your current role and job hunt full time. Unfortunately, without a substantial savings account, your finances may not survive an extended search.



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Take a deep dive into your current salary, bills and savings before making an emotional decision to leave your job.

Take a deep dive into your current salary, bills and savings before making an emotional decision to leave your job — especially if you have no prospects for new work.

How to Search While Employed

Searching for a new role while you are employed can be tricky, but it can be done. Most recruiters and hiring managers will understand if you need to coordinate an interview during your lunch hour or after hours.

If you're asked to meet with a human resources representative to interview as a potential job candidate, it's imperative to be open about your current work schedule. You should also always be honest with your current employer about any interview opportunities that may occur during your day.

If you are unable to arrange an

interview around your regular work hours, consider using a vacation or a personal day for the meeting.

Technology has made the interview process easier than ever. Depending on the platform used by your prospective company, you may even be able to take a video interview from your smart phone. Make sure to set up in a quiet, professional setting to give a great first impression.

No matter how you decide to go about your new job search, it's important to remember to give yourself ample time to prepare for interviews, and to also give yourself enough of a timeline flexibility to not expect a new job immediately.

A patient, consistent approach will often lead to success in landing new interview opportunities. Just remember to work with integrity at your current role, even if you're unhappy and looking for outside opportunities.

No matter how you decide to go about your new job search, it's important to remember to give yourself ample time to prepare for interviews, and to also give yourself enough of a timeline flexibility to not expect a new job immediately.

How-to: Make the jump to manager

If your career ambitions include making a jump to a management position, there are specific goals you should be trying to hit along your journey.

Some of them are tangible, while others are more focused on relationships. Read on for a few ways to make sure your leadership objectives come to fruition.

Be a Consummate Professional

Take professionalism seriously if you're looking to make the leap into management. Commit to wearing proper attire and using appropriate language in the workplace.

It can be easy to slip into gossip situations with co-workers, especially as you build close, strong relationships. But it is important to remember that word travels fast, so making sure you stay above these situations is paramount to your growth within the company.

You should also be aware of your company's human resources policies and guidelines. Always follow these guidelines and expect the same out of your leadership team.



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Be a Problem-Solver

Executive leadership takes notice when you bring solutions to an issue versus all of the related challenges. The people with the power to promote you are looking for creative problem-solvers to help move the company forward.

Businesses that run effectively are able to overcome problems, such as competition, product quality issues and communications gaps with customers. The speed at which they overcome these problems can make the difference between success and failure.

You can differentiate yourself by identifying issues, coming up with an

effective solution and then pitching it to your leaders.

Make Your Goals Known

Management teams at good companies are constantly looking for the next wave of leadership to help advance business goals. Don't make them guess if you are interested in being part of that wave.

Communicate openly and honestly with your leadership team about your aspirations. Use your performance review sessions to share any career path goals you have. They may be able to put you on a specific plan to help you reach these objectives.

Being forthright about your goals will earn the respect of your managers. Leadership is hard, and anyone who is willingly making it a priority to lead will gain the respect of hiring authorities.

Build Strong Relationships

Any great leader will tell you that a successful career is all about relationships. You've heard the old adage,

"It's not what you know, it's who you know." Who you surround yourself with and the relationships you build in the workplace will serve as springboards into your next opportunities — whether it's within your current company or not.

Be a good listener and confidant when people need to get things off their chest. Give solid advice to peers looking for someone to listen. Go the extra mile to help people out on projects, even if it's not particularly in your wheelhouse.

Your efforts in building positive, sustainable relationships will go a long way toward building your personal brand as a collaborative, trusted professional.

Next Steps

Are you looking to be promoted within the next few weeks? The next year? Putting your specific goals on paper will help you build out a career growth plan.

If your employer isn't willing to help with this process, then there may be a company out there that is a better fit for what you're trying to achieve as a professional.



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Find an **unannounced** job

Research shows that 70% of all jobs are not published publicly on jobs sites and as much as 80% of jobs are filled through personal and professional connections, according to a recent report by Deloitte's Future of Work practice.

Many roles are filled before they open by internal promotions or through employee referrals.

Breaking through this wall can greatly increase your chances of landing one of these elusive jobs. The good news? It all starts with networking. And all of us are equipped with the skills to effectively network with people, no matter what industry they are in.

According to experts at Deloitte's practice, job seekers will increasingly need to "find others who can help them get better faster — small workgroups, organizations and broader and more diverse social networks."

Unfortunately, a global pandemic isn't really ideal for in-person networking. So how can you build your network in a way that these under-the-radar jobs are more readily available for you to pursue?

Here are eight tips from a recent Inc.com article:

- Start online.
- Leverage your network's network.
- Identify your passions.
- Help your connections out first.
- Add value and clarity.
- Create an online presence.
- Attend networking events.

■ Authentically follow up with people you meet. Let's dive a little deeper into a few of these to help enhance your networking skills.

Start Online

LinkedIn and other professional networking sites make it easier than ever before to find valuable connections across your industry. Don't be shy about reaching out to those ahead of you in their careers.

Set up a virtual coffee meeting or just pick their brain with some simple job networking questions.

If this level of proactivity isn't quite your style, research their online profiles to see how they are positioning themselves. What language are they using to describe their skills? How are they selling their talents within their industries?

You can learn a lot about how these professionals are getting ahead, and then follow their strategy to find your own success.

You may also find that these types of professionals are willing to share job announcements before they go out to the masses? Especially at smaller companies, these types of grassroots recruitment efforts are more widely used, giving candidates like you a chance to find these types of positions.



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LinkedIn and other professional networking sites make it easier than ever before to find valuable connections across your industry.

Help Your Connections Out First

Never underestimate the power of giving back before you even receive. In the job market, this can pay major dividends when it comes time for someone to give you a strong referral or relationship.

Giving someone a job tip or a mentoring session without expecting anything in return is a great way to build credibility with people. It shows others that you are invested in their career growth, which helps position you as a trusted expert and coach.

And with this type of reputation on the job market and network willing to help you along the way, you will be more apt to learn more about job openings at companies before they are announced.

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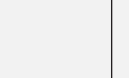







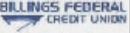

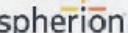











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Jobs Jamboree

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MOBILE VETERAN BUS

 11	 10 14	 9	 8	 7	 6	5	 4 20	 21	22	 3 24	 2 25	 1 	
13	 15	16	17	18	19	 31	 30	 29	23	 27	 26		
38	37	36	35	34	33	35	31	30	29	28	27	26	
40	41	42	43	44	45	46	47	48	49	50	51	52	
65	64	63	62	61	60	59	58	57	56	55	54		53 
66	67	68	69	70	71	72	73	74	75	76	77	78	
91	90	89	88	87	86	85	84	83	82	81	80	79	
92	93	94	95	96	97	98	99	 100	101	102	103		

Jobs Jamboree

VENDOR & BOOTH NUMBER

0	Vet Bus	33	Adult Resource Alliance	71	Bella Terra Bilings
0	Billings Gazette	34	Residential Support Services	72	Veterans Upward Bound
0	Stockman Bank	35	Servpro	73	Veterans Inc.
0	Billings Works	36	TownPump	74	MetraRV
1	River Ridge Landsape	37	360 Office Solutions	75	Rimrock
2	MT Air National Guard	38	JKL Associates	76	YWCA
3	Townsquare Media	40	Employment Source	77	Transportation Security Administration
4	Yellowstone Boys and Girls Ranch	41	People Ready	78	US Navy
5	Western Security Bank	42	First Student	79	Tractor & Equipment Co.
6	US Foods	43	Rocky Mountain Contractors	80	Target
7	Matheson Flight Extenders	44	AWARE	81	CityService Valcon
8	Sysco	45	Billings Adult & Community Ed	82	King's Ace Hardware
9	Charter College	46	Rocky Mountain Compost	83	Western Municipal Construction Inc.
10	Farstad Oil Inc	47	Synergy Home Care Services	84	Park City School District 5
11	Franz Bakery	48	City of Billings HR	85	Fox Lumber
13	Gwenlin Property Solutions	49	City of Billings Solid Waste	86	COR Enterprises
14	NAPA Auto Parts	50	Empress Healthcare	87	DoubleTree Inn by Hilton
15	S Bar S	51	FedEx Ground	88	Circle of Life Home Care
16	Diversified Transfer & Storage	52	Billings Clinic	89	TrueNorth Steel
17	Desert Mountain Broadcasting	53	Komatsu	90	RDH on Demand
18	Desert Mountain Broadcasting	54	Bass Pro / Cabela's	91	Coach USA Powder River Transportation Services Inc
18	C&B Operations	55	Mac LTT	92	Singh Contracting Inc.
19	Town & Country Foods	56	Cellular Plus-Verizon	93	Wells Fargo
20	Alternatives, Inc.	57	ROI Solutions	94	Sheet Metal Workers
21	Westmoreland Mining	58	Fisher Sand and Gravel	95	Think Environmental
22	Billings Federal Credit Union	59	Hilton Garden Inn	96	Real LLC
23	Yellowstone County Sherrifs Dept.	60	Hardrives Construction	97	Laborers Local 1686
24	Spectrum	61	Pizza Hut	98	Colonial Life
25	Spherion	62	Continental Services	99	Lowe's
26	Montana Department of Transportation	63	Forefront Healthcare	100	KGHL
27	Wendys	64	St. John's United	101	Starbucks Coffe Co.
28	Laurel Public School	65	Altana Federal Credit Union	102	Express Employment Professionals
29	Lithia Motors Inc.	66	The Home Depot	103	KSVI/KHMT
30	Montana Department of Corrections	67	Northern Hotel	104	Montana Highway Patrol
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32	Harbor Freight	69	Well Pared		
		70	Aflac		

Identify your transferable skills



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Before sending your resume, identify the transferable skills that make you stand out.

In addition to education requirements and professional experience, hiring managers look for candidates with transferable skills.

These skills reflect the knowledge you have picked up throughout your career journey and during your daily life. Some may be directly related to the position you are applying for, while others, like communication and network-building, can be mastered through personal relationships.

Before sending your resume, identify the transferable skills that make you an effective partner. Here are a few of the most in-demand abilities employers are searching for in their new employees.

Problem-Solving

Expert problem-solvers are efficient at discovering an issue, realizing the

cause, and implementing a strategy to find a solution. Think back to previous positions where you initiated techniques that resolved a problem in an area where your company found itself struggling.

This includes building team morale, overcoming growth deficits or innovating an effective marketing campaign. While there may not be a place to disclose your efforts on an application, you can explain this transferable skill during an interview.

Leadership

Hiring managers look for employees who can work without excessive supervision and who take the lead on managing their team. Those who express strong leadership skills are

often resourceful in aspects like communications, relationship-building and trust.

Even if you don't have experience in a managerial role, reflect on situations where you took control of a company problem and offered support for a team seeking a resolution.

Listening

Another skill that you can showcase in an interview is being an active listener. During your conversation, show confidence by sitting straight, maintaining eye contact and being prepared to answer questions without hesitation.

Someone with good listening skills should also be prepared for constructive criticism during their career. It's essential to show that you can listen to superiors' advice and adapt it into your strategy.

Computer Skills

As technology advances in nearly every industry, most occupations will require at least some level of computer knowledge. Whether you have advanced coding or website building skills, or more intermediate abilities like initiating email campaigns, it's worth discussing it with hiring managers.

The odds are that many positions you fill as you advance in a career will require

spreadsheet or document drafting experience, so don't forget to highlight that in job applications and your resume.

Project Management

While you may not have been in charge of a team of your peers, overseeing an important project is a good transferable skill. The role shows you are responsible for timelines, visualizing the initial plan, ensuring its outcome, and adjusting to changes that arise throughout the project. Try to get referrals from previous employers that highlight your role in innovative management techniques.

Creativity

You can also impress a hiring manager by expressing your creativity and explaining how it impacted previous positions. Those who can effectively think outside the box provide a fresh outlook on approaching tasks and problem-solving.

Creative employees are also good at discussing ideas with an easy-to-understand voice, rather than using industry language others might have trouble comprehending. Showcase your skill to a potential employer during the interview by researching business problems and drafting a novel solution.



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How-to: Write the perfect cover letter

Talk with career services experts, and you'll hear different takes on the state of the cover letter in 2020. Some may tell you they are a thing of the past due to the onset of digital job boards and applicant tracking systems used by companies to screen incoming documents.

Others will tell you the exact opposite: that cover letters are more vital than ever to a successful job search.

The truth? Probably somewhere in the middle.

No matter how important you feel the cover letter is, the fact remains that it should always be customized to match the job announcement you are targeting. Nothing will get you in the "rejected" pile quicker than a cookie-cutter cover letter



Use bullet points to highlight skills in your cover letter.

that you share blindly with dozens of other companies.

Hiring managers today are looking for custom, targeted messaging that speaks directly to how you will help the company grow and how you fit their culture.

But how do you find out what their growth goals are and how their culture is structured? Simple — research.

Do Your Homework

Before you apply for any position, you should be checking out their online presence. This means visiting their website and surfing through their social media feeds. These are gold mines for employee reviews that can give you insights into how the company runs.

Are their people happy? Do they offer opportunities for advancement? You'll

likely be able to find it with a bit of online research.

Once you understand what a company stands for, how it treats its employees and what type of community or professional engagements they are currently involved in, you can start to structure a tailored cover letter to catch their attention.

Keep It Short

A cover letter is not a novel. Experts suggest keeping it to three or four paragraphs. Also consider breaking down some of the information into bullets to keep the cover letter from becoming too dense.

Information you can break into bullets includes:

- Companies you've been with.
- A few key projects you've executed.
- Some of the quantifiable wins you've achieved.
- A short list of your specialties.

Doing so keeps your cover letter broken into digestible pieces that a hiring manager or recruiter can get through in less than 30 seconds.

Get Specific

It's great to say you are a transformational leader with a history of generating bottom-line results. But what

are the actual results? Can you give your reader specific numbers?

A more powerful example of a similar sentence would be: "Demonstrated success driving up to \$5 million in bottom-line growth via process improvements and change management."

Give your reviewers actual numbers they can sink their teeth into. This will not only impress them, but will also differentiate your document from the others in their review pile.

Get Started

Remember that the main purpose of a cover letter is to serve as an introductory document and add a little color to your resume. The cover letter is meant to be a supplemental material instead of a standalone one.

But don't drown yourself in the details or you'll never get started. Think about the few main few points you'd like to share with your next prospective employer. What are your key strengths? How are you different than your competition? What soft skills do you have to share, such as communications, relationship building and collaboration.

Put all of this information into a polished format and don't forget to check for spelling or grammatical errors before sending it into the marketplace.



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Consider more than salary



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If finding a higher salary is your driving force when searching for a new position, you may be limiting your opportunities.

While a livable wage is certainly a consideration, it's also wise to ensure the work offers growth, benefits and a long-term outlook to remain relevant. Here are some other factors to seek when making a career change or entering the workforce.

Health Insurance

According to the Society for Human Resource Management, the annual premiums for employer-sponsored family health coverage reached \$21,342 in 2020. Workers were responsible for paying about \$5,588 of the cost out of pocket. Finding an employer who covers most

of the premium can result in significant savings while protecting you and your family's health.

However, suppose you will be switching health care providers by accepting a new position. In that case, you should ensure it's comparable with your current coverage.

Some plans only allow a specific network of doctors and facilities to oversee your medical needs. Another factor is that if you have chronic health conditions and only have access to a high-deductible plan, the costs could be considerable.

Advancement Opportunities

During an interview, you should be clear about your expectations regarding advancing within the company and asking if there are potential opportunities. Find out if the operation mostly fills empty job openings from within by promoting current employees.

If so, it can bolster your motivation to excel in a position and move up the ladder. Even if the entry-level position isn't ideal, the potential to further your role into more engaging jobs may lead to higher salaries and significant perks.

Asking about advancement opportunities is also an efficient strategy to show your hiring manager that you are committed to exceeding expectations. Your dedication to excelling may be the determining factor toward getting the offer.

Work-Life Balance

Even if you are passionate about your career, it's easy to become exhausted after burning through overtime, working holidays and missing family functions.

Find a position that provides you with enough time to work on personal relationships and health while achieving a work-life balance. The free time you spend on your personal life can re-energize your workplace performance.

Company Culture

When you're scheduling interviews for a potential career change, research the company to ensure your mindsets are similar. You can easily find extensive knowledge about the businesses' culture by reviewing their website. Find out if they are passionate about donating to charities that you support or if they are proactive when providing for their community and team members.

Check out the social media pages of company leaders to discover CEOs and managerial groups' public personas. Find that your views aren't compatible? You should consider if the advantages of the jobs outweigh the negative aspects.

Colleagues

Since you will spend a significant amount of time in your work environment, it's essential to mesh with your coworkers. Ask about the atmosphere regarding colleagues. Will you mostly be working together and be given a chance to create a professional relationship? Or does the occupation require a level of competition, where getting along may be troublesome?



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Tips for interview confidence



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Just a little preparation time can go a long way when it comes to the interview process.

Even if you've been on numerous job interviews, the experience never seems to get any easier. The prospect of putting ourselves out there to be judged by others is not a comfortable one — especially with a new position, salary and benefits on the line.

But let's look at the positives these experiences can bring. With each job interview, you are meeting new people, learning more about yourself and earning more confidence in your presentation skills.

While every interview may not necessarily lead to you landing the job, you should have the goal of feeling better about how to sell yourself in a professional, polished way.

Just a little preparation time can go a long way when it comes to the interview

process. The more time you spend getting ready, the more comfortable you'll feel during the actual experience.

Don't stress yourself out when it comes to preparing. Simply research the company, understand the role for which they are hiring and practice discussing your relevant experience, projects and achievements.

Read on for more tips that will help you knock your next interview — in-person or virtual — out of the park.

Study Your Resume and LinkedIn

So often, we slap a resume or LinkedIn profile together and then never refer back

to it. This is a big mistake. You should know your resume like the back of your hand. Read over your resume a handful of times before each interview and look for ways to tie your experience to the job announcement.

If your prospective company is looking for specific project experience, be ready to drill down on relatable details in your marketing materials. For example, if interviewing for a management position, it's important to share how you have in the past either saved or made money for your company.

Come to the interview prepared to share two or three concrete examples with real financial figures and clear stories about how you made it happen. Leave the generalities for the resume. The interview is all about specifics and facts.

Think Offense, Not Defense

When interviewing for a job, it's OK to guide parts of the conversation. Think of how politicians debate. Do they actually ever answer a question head-on? Most great debaters and interviewers look for windows to steer conversations back to a few key points they are hoping to communicate.

Strike a good balance of answering and asking questions. Your goal should be to facilitate a two-way conversation with

your interviewer through engagement and collaboration.

Learn as much as you can about your interviewer, including their name, title and background. (Hint: You can likely learn about their experience by finding them on LinkedIn.) This will help break down the walls of awkwardness heading into your interview.

Prepare in Advance

Don't wait until the last minute to pick out an interview outfit and print extra copies of your resume. This should all be done well in advance to lessen your stress on interview day.

In fact, have one good interview outfit ready even before you have interviews lined up so you can take a meeting on short notice without stressing out about what to wear.

Know what shoes you'll wear and how much time you'll need to leave yourself if driving to an in-person interview. Bring an organized portfolio with extra copies of your resume to give to your interviewer. Bring a pen and paper for note-taking.

If you're interviewing virtually, have all your meeting technology set and ready in advance. Do a trial run to be sure everything is working properly and make sure you have a neat, organized background for your meeting.

First Student

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