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Tuesday, October 25, 2022 Volume 16 • Issue 43 | 801 Riverside Dr., Charles City, IA 50616

Sweets by Keke
Hometown Baked Goods

Now Taking Orders for Thanksgiving & Christmas!



Holidays are fast approaching & orders fill quickly!
Mon-Thurs 8-5, Fri 8-4:30, Sat 8-11
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KNIGHTS CONSTRUCTION CO. Incorporated, fully insured, general contractor for remodels, new construction and additions. Also do decks, windows, siding and roofing. Call David Hoehne 641-220-4083.

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36th ANNUAL NORTHEAST IOWA'S LARGEST
Holiday Craft & Bake Sale

Saturday, October 29 • 9 am - 4 pm
Sunday, October 30 • 10 am - 3 pm
Decorah High School • 100 Claiborne Dr., Decorah, IA

FREE ADMISSION - REGISTER TO WIN A TV!!
Sponsored by the Decorah Music Boosters

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WAUCOMA HISTORICAL SOCIETY HUNTER'S DINNER
Dine In or Carry-Out
SATURDAY, OCTOBER 29TH • 11AM - 1PM
Waucoma Event Center

MENU	TICKETS
Turkey & Dressing	Door\$15.00
Mashed Potatoes	Ages 5-10\$7.00
Vegetable/ Cranberry Salad	4 & Under.....FREE
Homemade Pie/Dessert	

Tickets Available in Waucoma at Bank Iowa, M&M Convenience Store or call 563-776-6041

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Joe Maloy, 216 E. Main Street, New Hampton 641-394-2515, Charles City 641-228-5115, Decorah 563-382-8006.

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We need YOUR help to continue to provide VITA services in Chickasaw County!

Earn It! Keep It! Grow It!
Volunteer Income Tax Assistance Program

The **Volunteer Income Tax (VITA) Program** trains volunteers to provide free tax preparation to low- and moderate income families.

Volunteer are Needed to Prepare Basic Tax Returns!
Training will be provided

If you have a passion for helping others and like working with numbers and computers...contact the **Chickasaw County Extension 641-394-2174**
506 West Milwaukee Street, New Hampton

IOWA STATE UNIVERSITY
Extension and Outreach

FREE AUTO INSURANCE QUOTES for uninsured and insured drivers. Let us show you how much you can save! Call 855-995-2382 (mcn)

CASH FOR CARS! We buy all cars! Junk, high-end, totaled - it doesn't matter! Get free towing and same day cash! NEWER MODELS too! Call 1-877-978-2510. (mcn)

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ATTENTION VIAGRA users: Generic 100 mg blue pills or generic 20 mg yellow pills. Get 45 plus 5 free \$99 + S/H. Call Today 1-877-707-5659. (mcn)

HAUNTED HOUSE

TATTOO SALON
By Abbott Artistry

25 East Main Street • New Hampton, IA

Join us for our first annual haunted house walk-through **October 31st, 5:30-7:30pm!**
The first 25 trick-or-treaters will receive a free Pumpkin Bucket full of treats and prizes! Recommended for kids 5+

LONG DISTANCE MOVING: Call today for a FREE QUOTE from America's Most Trusted Interstate Movers. Let us take the stress out of moving! Speak to a Relocation Specialist, call 877-327-0795. (mcn)

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Join us in serving our community with honor

JOIN OUR LEGION
NEW HAMPTON AMERICAN LEGION FAE STINE POST 38

MEMBERSHIP DRIVE SOUP SUPPER
THURSDAY, NOVEMBER 3
AT 6:00PM
104 E. MAIN • NEW HAMPTON, IA

DIRECTV STREAM - Carries the Most Local MLB Games! CHOICE Package, \$89.99/mo for 12 months. Stream on 20 devices in your home at once. HBO Max included for 3 mos (w/CHOICE Package or higher.) No annual contract, no hidden fees! Some restrictions apply. Call IVS 1-866-387-0621. (mcn)

THE GENERAC PWRcell, a solar plus battery storage system. SAVE money, reduce your reliance on the grid, prepare for power outages and power your home. Full installation services available. \$0 Down Financing Option. Request a FREE, no obligation, quote today. Call 1-877-381-3059. (mcn)

GENERAC Standby Generators provide backup power during utility power outages, so your home and family stay safe and comfortable. Prepare now. Free 7-year extended warranty (\$695 value!). Request a free quote today! Call for additional terms and conditions. 1-855-954-5087

THE COVID crisis has cost us all something. Many have lost jobs and financial security. Have \$10K In Debt? Credit Cards. Medical Bills. Car Loans. Call **NATIONAL DEBT RELIEF!** We can help! Get a FREE debt relief quote: Call 1-866-552-0649.(mcn)

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Monday - Saturday 8 am-8 pm
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Closing for the Season on Tuesday Nov. 1st.
Thank you for your business. See you in the Spring!

Cabbage Potatoes Tomatoes Squash Honey Jams & Jelly Pumpkins & Much More!

DIRECTV FOR \$79.99/mo for 12 months with CHOICE Package. Watch your favorite live sports, news & entertainment anywhere. First 3 months of HBO Max, Cinemax, Showtime, Starz and Epix included! Directv is #1 in Customer Satisfaction (JD Power & Assoc.) Some restrictions apply. Call 1-866-296-1409. (mcn)

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The Protivin Fire Department
Invites you to attend their
11th Annual Soup Supper

Saturday, November 5th
at the Protivin fire station
4:30pm - until gone

Serving Turtle Stew, Chili & Chicken Noodle Soup
Turtle: \$12, Chili or Chicken: \$8

Dine In or Carry Out
Funds will be used to help cover the costs of our new fire station.

GUN SHOW: November 4-6 2022, Horizon Events Center Clive • Calling all gun collectors, the Marv Kraus Gun Collection will be on full display at this show! Museum quality guns! 2100 NW 100th, Clive, Ia Fri 4-9pm, Sat. 9am-5pm, Sun. 9am-3pm. \$10 (under 14 FREE), FREE PARKING. info: 563-608-4401 www.marvkraus-promotions.net

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Nashua-Plainfield Lions Club

Fish Fry

Drive Thru & Dine-In
Friday, October 28th • 5-7:30pm
Nashua Town & Country Club
2898 Asherton Ave • Nashua, IA

Tickets \$15 each (At the Door)



Now Hiring

- **Full Time Universal Workers**
Must be 18 Years or older & will provide/pay for med-aide training/certification
- **FT/PT Housekeeper/Laundry Aide**
- **AM & PM Dietary Aide**
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Contact Lori To Apply 641-394-4153

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A VOICE FOR RURAL IOWA

- Former educator and advocate for public education.
- Will work to provide quality care for Iowa families.
- Understands the positive impact of local businesses on communities.
- Advocate for rural Iowa who supports responsible land stewardship.



VOTE ON NOVEMBER 8TH

www.lundbergforiowa.com Paid for by Dené Lundberg for Iowa House

WRIGHTZ AUCTION CO. "Your Locally Owned, Full Service Auction Company" MACHINERY CONSignment SALE, MONDAY, DECEMBER 5, 2022 9 AM. CALL TO CON-SIGN TODAY! 641-398-2218, Hwy 218, Floyd, IA. www.wrightzauction-co.com. (mcn)

SAFE STEP. North Americas #1 Walk-In Tub. Comprehensive lifetime warranty. Top-of-the-line installation and service. Now featuring our FREE shower package and \$1600 Off for a limited time! Call today! Financing available. Call Safe Step 1-844-290-5083. (mcn)

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TriMark®

An Employee-Owned Corporation • New Hampton, Iowa

TriMark Corporation, a leading designer and manufacturer of enclosure hardware, is currently accepting applications for the following **FULL-TIME** positions.

\$1,500.00 signing bonus after 30 days of employment
\$1,500.00 stay bonus after 1 year of employment
\$2.00 per hour Shift Premium for 2nd & 3rd Shift positions

TOOL & DIE MACHINIST (1st, 2nd & 3rd Shift)

MACHINING A OPERATOR - LATHE (2nd & 3rd Shift)

ASSEMBLER (1st, 2nd & 3rd Shift / Monday-Thursday / 10-hour days)

ASSEMBLER (Weekend Shift / Friday-Sunday / 12-hour days)

UTILITY A (3rd Shift)
UTILITY B (3rd Shift)
DIE CAST A OPERATOR (3rd Shift)
DIE CAST B OPERATOR (3rd Shift)
MACHINING B OPERATOR (1st Shift)

TriMark Corporation offers competitive wages and an outstanding benefits package including medical, dental, vision, life, flexible spending accounts, short term disability, long term disability, Employee Stock Ownership Plan, 401(k), paid time off (vacation, holiday), tuition reimbursement, employee assistance program.

An application must be completed separately for each position you are interested in. For consideration, ensure that your application is completed in its entirety and includes full work history. Please refer to our website, www.trimarkcorp.com to submit applications electronically.

Applicants for employment will be required to undergo a physical examination and/or drug screen test as a condition of employment. Equal Opportunity Employer

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ELIMINATE GUTTER cleaning forever! LeafFilter, the most advanced debris-blocking gutter protection. Schedule a FREE LeafFilter estimate today. 20% off Entire Purchase. Plus 10% Senior & Military Discounts. Call 1-855-913-1560

SANDY SALMON
IOWA SENATE DISTRICT #29
Wife and Mother, Marine Veteran, Family Farm Owner, Home Educator, Former 4-H Leader



ISSUES:

- Balanced Budget
- Tax Cuts & Reform
- Parental Control in Education
- Private Property Rights - Against Use of Eminent Domain
- Strong Law Enforcement
- Pro-Life & Pro-Family
- Voter ID
- Pro-2nd Amendment
- Religious Liberty
- "No Sanctuary City" Policy
- Water Quality & Soil Conservation

ENDORSEMENTS:

- Farm Bureau - Friend of Agriculture
- National Rifle Association
- Iowa Association of Business and Industry

Vote Sandy Salmon on Tuesday, November 8th

PAID FOR BY FRIENDS OF SANDY SALMON

www.sandysalmon.org

DAKOTALAND TRANSPORTATION Inc. is in search of cabinet haulers that are willing to travel the great USA and be home weekly. - Must have a Class A CDL. We have great benefits: health, dental, vision, life, supplementary, simple iras. Come join this great big happy family. dit@dtisf.com. www.dakotalandtransportation.com. Call 800-822-2703 (mcn)

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TriMark®

An Employee-Owned Corporation • New Hampton, Iowa

TriMark Corporation, a leading designer and manufacturer of enclosure hardware, is currently seeking:

SR. DESIGN ENGINEER

- A self-motivated and mechanically minded engineer who possesses a creative and innovative mindset
- Experience with CREO design software, CREO mechanism and PTC Windchill is a plus
- Advanced Product Quality Planning (APQP) and tools for Design for Six Sigma knowledge is preferred
- Proficiency in Microsoft Office programs, as well as strong communication skills also preferred

BENEFITS ADMINISTRATOR

- 3-5 years of experience working directly with employee group benefits administration, STD, LTD and FMLA
- Experience with administering Workers Compensation, maintaining OSHA logs and reporting
- Must possess strong ethics with proven ability to exercise strict discretion regularly
- High degree of accuracy and attention to detail
- Must possess exceptional interpersonal skills to interact with employees at all levels
- Strong computer skills with extensive experience with Microsoft Word, Excel and PowerPoint
- Excellent communication skills, both verbal and written
- HRIS experience/knowledge preferred

BUYER

- Purchasing and Supply Chain experience required
- Experience with JD Edwards software strongly preferred
- APICS or equivalent certification preferred
- Proficiency in Microsoft Word, Excel, Outlook
- Excellent communication skills, both oral and written
- Strong analytical & math skills
- Negotiating experience strongly preferred
- Detail-oriented and able to multi-task in a fast-paced environment

TOOL & DIE MAKER (1st, 2nd and 3rd Shifts)
\$2.00 per hour Shift Premium for 2nd & 3rd Shift positions

- Experience as a Machinist with an emphasis on injection mold and stamping operations
- Troubleshooting, repairing & rebuilding production molds and dies
- Set up and operation of mills, lathes, surface grinders, hand tools, precision measuring tools and basic CAD/CAM.
- Tool & Die Technology, A.A.S. preferred, or equivalent work experience

\$1,500.00 signing bonus after 30 days of employment
\$1,500.00 stay bonus after 1 year of employment

TriMark Corporation offers competitive wages and an outstanding benefits package including medical, dental, vision, life, flexible spending accounts, short term disability, long term disability, Employee Stock Ownership Plan, 401(k), paid time off (vacation, holiday), tuition reimbursement, employee assistance program.

An application must be completed separately for each position you are interested in. For consideration, ensure that your application is completed in its entirety and includes full work history. Please refer to our website, www.trimarkcorp.com to submit applications electronically.

Applicants for employment will be required to undergo a physical examination and/or drug screen test as a condition of employment. Equal Opportunity Employer

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DISH TV \$64.99 For 190 Channels + \$14.95 High Speed Internet. Free Installation, Smart HD DVR Included, Free Voice Remote. Some restrictions apply. Promo Expires 1/21/23. 1-866-590-6451. (mcn)

POLICE OFFICER: Indianola Police Department is taking applications for the positions of Police Officer. Obtain applications by visiting <https://indianolaiowa.applicantpro.com/jobs>, choose Police Officer. Deadline Nov. 10th, 2022 EOE

DON'T LET the stairs limit your mobility! Discover the ideal solution for anyone who struggles on the stairs, is concerned about a fall or wants to regain access to their entire home. Call AmeriGlide today! 1-877-916-2093. (mcn)

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FOR SALE Husgvarna ST724 Snow Blower, like new \$450.00. 2-22S 6515 Tires 5000 miles, \$50 fir the pair. Call 641-229-1637

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FINNEGAN CONSTRUCTION COMPANY Ionia, 641-394-4807, GPS control field drainage, mapping, water ways, excavating, septic systems.

NEW HAMPTON ELECTRIC for all your Residential, Commercial, Industrial & Agricultural Electrical Needs! Call 641-394-2187, www.newhamptonelectric.com. 207 E. Main, New Hampton.

HELP WANTED

Citizens Savings Bank, a locally owned Community Bank seeks a qualified individual for a Loan Administrative Assistant Position.

Loan Administrative Assistant

Ideal candidate will be responsible for assisting with the administration and processing of consumer and commercial loans. Responsibilities will include ensuring the completeness, accuracy and compliance of loan files, and will assist in preparing loan documents. Candidate should be comfortable using a variety of different computer programs, relate well to others, and be willing to work in a team atmosphere. Banking experience is preferred, but not required if candidate has equivalent work or educational background.

Salary commensurate with experience and a competitive benefit package is available.

To apply, please send letter of introduction & resume to:



Citizen's Savings Bank
101 Church Street, P.O. Box 7, Spillville, IA 52168.

FULL-TIME CUSTODIAN

Chickasaw County is accepting applications for a Full-Time Custodian position.

Minimum Requirement/Skills required but are not limited to:

- Maintains all the County owned buildings.
- Grounds keeping and building premises upkeep according to desired standards regarding general appearance, cleanliness and Operational efficiency.
- Perform basic trades work.

Complete job description and applications are available at the Auditor's Office, 8 East Prospect Street, New Hampton, IA 50659 or at Chickasaw County Website: www.chickasawcounty.iowa.gov

Submit complete application to Chickasaw County Auditor
8 East Prospect, P.O. Box 311, New Hampton, IA 50659
Closing Date: Open Until Filled.

Persons needing assistance with the application process should contact the Chickasaw County Auditor at the above address or call (641) 394-2100

Chickasaw County is an equal opportunity employer, committed to equity and diversity in its employment practices. The County does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information or marital status in its employment practices. Veteran status is also included to the extent covered by law. Reasonable accommodations will be made for applicants in accordance with the Americans with Disabilities Act.

GET THE JOB

Are you Job Hunting?

Find more job offerings in our special section insert inside this week's Advertiser!

All Positions Available



Subway in New Hampton is seeking outgoing, high-energy, and multi-tasking individuals to become part of our team.

We are currently looking for full-time and part-time shifts for days, nights & weekends.

For an application, stop in at 611 W. Milwaukee St. or apply online at: www.mysubwaycareer.com

EOE



Full-Time Career Opportunities!

Transportation Driver—Elma, IA

LP/Refined Fuel Delivery Driver—Elma, IA

Additional Benefits:

- Stable, Team-Oriented Work Environment
- On the Job Training!
- Pays for Certification!
- Competitive Base Pay!
- Excellent benefits package including PTO, Health, Dental, Vision, 401K, Pension & more!

APPLY at www.innovativeag.com/careers

Questions? Call 319-465-2022 ext. 1063

IAS is an Equal Opportunity Employer

NOW HIRING CNAs All Shifts

at 9th Street and 11th Street Locations



APPLY IN PERSON AT:
302 9th Street, Charles City
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We're Now Hiring for:

• Charge Nurse Positions

• 9th St. Chautauqua:
Full-Time/Part-Time
1st Shift RN/LPN

• 11th St. Chautauqua:
Part-Time
3rd Shift RN/LPN

APPLY IN PERSON AT:
302 9th Street, Charles City
641-228-5351

602 11th Street, Charles City
641-228-2353

APPLY ONLINE AT:
ChautauquaGuestHomes.com

— IMMEDIATE OPENINGS —

Farmers Win Coop is currently seeking applicants for these positions:

Bulk Feed Truck Driver Cresco West location

The truck driver will deliver and pick up product from specified locations. Must be able to obtain Class B CDL License.

Tender Truck Driver Cresco East location

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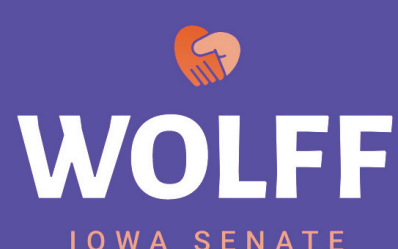
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The Right Way to Follow Up After a Job Interview

Here is the right way to reach out for an update without being a pest

By Benny Spiewak
ZipRecruiter.com

So you’ve completed another milestone of your job search: going through a full day of interviews for your dream job (or, at least a stepping stone to your dream job). As far as you’re concerned, you nailed it! (If you need some tips on how to prepare for an interview, have a look here.) You’re positive you’re a good fit and that it’s only a matter of time before they call you with an offer. But after two weeks of refreshing your email and checking your phone every few minutes, you start to get that sinking feeling... perhaps the job interview wasn’t the slam-dunk you had assumed. At this point, you Before you put that job interview in the rear-view mirror, follow up with the employer. Of course, keep looking for jobs until you’ve received—and accepted—an offer, but there are many different reasons that you may not have heard back from the hiring manager.

Chances are there are a number of other candidates and it could take some time for the process to be completed. There are countless other reasons a response could be delayed. Maybe the person who needs to approve your offer letter has been dealing with a family emergency. Maybe the entire company needed to jump on an urgent project. Maybe the head of the department you applied for suddenly quit and the company needs to replace them first.

No matter the reason, you have no idea what is happening on the other side. Worrying about it will not help anything, but checking in with your contact might. While you certainly don’t want to come off as annoying, you should do what you can to stay on the employer’s radar. Below are three ways to do that without being a pest.

1. Write a Thank You Note

You still have one more chance to stand out and leave a good impression.

The first follow-up email after an interview should be a thank-you note sent no more than 24 hours after you meet. Some say that mailing a hand-written letter will make you stand out, but it is completely acceptable to send a thank-you email. You should always send a note to each person you interviewed with, including the recruiter. Here are some tips for writing a thank-you note:

Be brief, friendly, and conversational. You’ve already had the job interview, so let your gratitude and personality show a little bit. Restate your interest in the job and any relevant details on why you’re qualified. Include one of the three tactics in this post to stand out from the crowd. Thank them for their time as job interviews can require employers to set aside a lot of time, often forcing them to push off work.

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Tips to master a video job interview

Metro Editorial Library

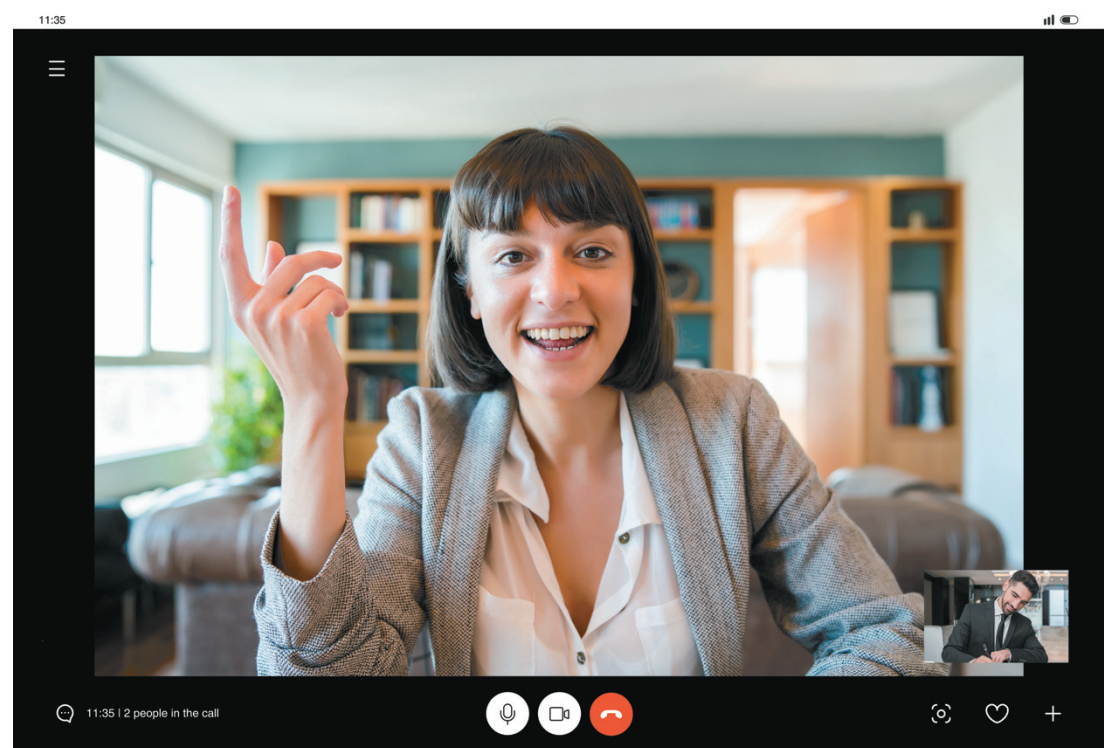
The adage “there’s a first time for everything” has certainly rang true throughout the COVID-19 pandemic. Life as the world knew it changed during the pandemic, and as a result many people found themselves in unfamiliar positions and settings. One unfamiliar position that job seekers had to grow accustomed to during the pandemic was interviewing via video conferencing apps like Zoom. Interviewing for a new job has long been considered a nerve-wracking experience, even for seasoned professionals. That anxiety did not necessarily disappear during the pandemic, but it may have taken on a new form as applicants were forced to present the best, albeit virtual, version of themselves when interviewing. Video interviews may become integral parts of the

interviewing process in the future, as companies recognize how efficient video interviews can be. As a result, it can benefit professionals to polish up on their video interviewing skills.

- **Dress the part.** Dressing for success still matters. Though in person interviews may not be in job seekers’ immediate futures, appropriate attire still sends the right message. Dress the part from head to toe, even if you expect to only be seen from the waist up. This saves you the embarrassment of being seen in sweat pants or other inappropriate attire should you unexpectedly need to stand up during the interview.
- **Beware of the background.** Make sure the background behind you during the interview is clean and appropriate. Zoom offers a curated list of virtual backgrounds that can help job seekers make a strong first impression. If an existing space

is fine serving as a background, clean the area prior to the interview. This creates the impression that you are organized and attentive to detail.

- **Use a laptop or computer.** Smartphones have video conferencing capabilities, but it’s best to use a laptop or desktop computer when interviewing via video. Laptops and desktops are heavier and less likely to move during the interview and their screens are larger, giving job seekers a better view of the person they’re speaking with. If you must use a smartphone, keep the phone still throughout the interview.
- **Sit in a brightly lit, quiet room.** A dark room may make it hard for interviewers to see applicants, and that can create a bad first impression. Find a well-lit, quiet room, ideally one that is away from the hustle and bustle of the household.
- **Use the mute button.** One



of the more common issues to arise from the Zoom boom has been some users’ failure to realize their microphones are not muted. When interviewing for a job via video, remember to mute your microphone when

you are not speaking. This ensures that no ambient noise from your home will affect the interview. Such noise could adversely affect an interviewer’s opinion of you. Interviewing via video

conferencing apps is uncharted territory for many professionals. But a few tricks of the trade can help job seekers create strong first impressions.

Secrets for a Great Letter of Recommendation

By Benny Spiewak
ZipRecruiter.com

Towards the end of an interview process, potential employers may want to learn about you from someone other than yourself. This is typically when hiring managers ask for a reference they can reach out to directly. If you’re looking for tips on how to ask a previous boss, colleague, or mentor to be a reference, start here. But on occasion, you may need to provide a written letter of recommendation. If you are in that position, follow these steps:

1. Offer to Draft Your Own Recommendation Letter

Reach out to your references asking whether they can provide one and—here’s the crucial part—offer to draft it for them. People are busy, especially past supervisors, professors, or teachers. They don’t have time to look through their calendars to figure out how long they’ve known you and may not remember which projects you worked on with

them, which classes you took, and how you performed. Supply all the relevant information you’d want an employer to see. Also, if there are any recommendation letter submission instructions, make sure they are pasted below every email you send so that your reference doesn’t have to hunt for them. They’ll be grateful.

2. Follow This Format

As you craft the letter you will send to your reference for review, include these essential pieces:

Clear Opening Statement
Establish who is writing the letter and provide a strong endorsement that uses a descriptive adjective.

“My name is John Doe, English professor at University College, and I am writing to offer my highest recommendation for Jane Smith.”

Description of Your Relationship

Provide a quick overview of how, and for how long, the referrer has known you.

“I have known Jane for three

years. She was my student, Teaching Assistant, and I advised Jane on her senior honors thesis.”

Concrete Examples

The main section of the letter should call out your specific skills and accomplishments, including at least one story.

“Jane was always an exceptional student, but it was her willingness to help her classmates that led me to hire her as my Teaching Assistant. As my TA, she prepared lesson plans and taught breakout sessions. There was one student who was failing the class and did not seem interested in improving his grades. Jane befriended him, met him for coffee each week after class, and discussed the curriculum in a way that was relevant to him. His grades improved by over 50% and Jane won the English Department’s top Teaching Assistant award.”

Endorsement of Your Future Potential

End strong with a big compliment at the end. If you are drafting letters from



multiple people, remember to change this language in each one.

“I have no doubt that Jane will succeed in any role, inspiring others with her empathetic leadership. Based on her 3 years of hard work in and out of my classroom, I know she will be an asset to any future employer.”

3. Send Frequent Reminders if There Are Deadlines

If the employer needs to receive a recommendation letter by a certain date, don’t be shy about sending your

reference polite reminders. They may have a million things on their plate and writing your recommendation letter is probably right at the bottom of the pile. They may forget, even if they really like you and want to help. They’ll probably feel terrible if they miss the deadline accidentally and mess up an opportunity for you. So they’ll likely appreciate a polite reminder email that might say something like this:

“Thank you so much for agreeing to serve as a reference and write a recommendation letter for me. Recommendation

letters are due to [Employer Name] at [Employer Contact Information] in seven days. Please let me know if there is any further information you need. If you anticipate being too busy to meet that deadline, kindly let me know as soon as possible so that I can ask another potential reference.”

When it comes to letters of recommendation, be proactive. The referee has already expressed interest in helping you, so help him or her back by making the process as easy as possible.

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How to modernize your résumé

Metro Editorial Library

Since the onset of the COVID-19 pandemic more than two years ago, businesses, especially small firms, have struggled to find employees to fill vacancies within their companies. A survey from CNBC/Survey Monkey released in May 2022 indicated that 52 percent of small business owners reported it had grown more difficult to find qualified people over the previous 12 months.

The difficulty many businesses are having in regard finding qualified applicants can be seen as a great opportunity by skilled professionals looking for a new job. Qualified job seekers can take advantage of the lack of competition to land their dream jobs. Prior to beginning a new job search, seasoned professionals might want to consider some strategies to modernize their résumés and improve their chances of finding a dream job.

• **Reconsider your résumé template.** If it's been awhile since you looked for a new job, chances are strong the design of your résumé could be viewed as outdated. Fairly or unfairly, an old template could give prospective employers the impression that your skills are as outdated as your résumé. Jobscan.co/resume-templates offers a host of Microsoft Word-compatible free résumé templates. These templates are categorized, with some specifically for senior- and executive-level positions and

others based on how job seekers want to list their skills and experience (i.e., chronological, hybrid, etc.).

• **Prominently display your abilities.** The job-seeking experts at Jobs can indicate that the average recruiter spends around six to seven seconds glancing at a typical résumé before deciding if an applicant could be a good fit. With such little time to make a strong first impression, applicants will want to emphasize their skills at the top of their résumés. Recruiters and human resources professionals who see an attractive skillset might then be compelled to explore the document further to determine how those skills were acquired.

• **Avoid information overload.** If HR professionals and recruiters are only spending a few seconds scanning each résumé, applicants will want to keep job descriptions short and sweet. Condense responsibilities into bullet points, ideally using just a single line for each point. Avoid listing too many bullet points for each job, as that could affect the likelihood that the résumé will get more than a passing glance.



• **Remove outdated information.** The online jobs resource Indeed notes that seasoned professionals who have been with their current employers for more than five years can remove certain sections on a résumé. Sections like internships, awards received early in a career, volunteer gigs from years ago, and pre-college educational background do not need to be listed on experienced professionals' résumés.

Now could be a good time for experienced professionals to look for a new job. The first step in a successful job search could be modernizing a résumé to more closely reflect where candidates are in their careers.

> Follow, from page B1

Add any significant information you may have forgotten to say in the interview. Here is an example thank you note:

Hi [Interviewer Name],
Thank you so much for meeting with me today. After learning more about the position, I'm very excited for the opportunity to join your team and help [create world-class marketing campaigns, inspire prospective clients, increase revenue, etc.] for [company name].
I really enjoyed hearing your perspective on [industry trend, company structure, why your company stands out, etc.].
I know my years of experience of working on [web development, copywriting, sales, etc.] would greatly benefit

[company name].
Please keep me posted on the status of the hiring process. I look forward to speaking with you soon.
Warm regards,
[Your Name]

If you're really ambitious and are feeling good about the job interview, you might even try to include an idea based on something they shared during your meeting.
For example, you could add a suggestion that looks like this:

"Our discussion about [A, B, and C] gave me an idea. Has your team considered trying [X, Y, and Z]? I found it to be an effective process in my last job."
Make it easy for them to see why you're the perfect fit.

2. Check-In

A quick note after some time has passed is acceptable and reiterates your interest.
Sending a thank-you note after an interview is the easy part of following up, but figuring out how to follow up after a few weeks of silence can feel more difficult. You might worry that checking in will make you seem annoying, or worse, desperate. But don't! Following up is a normal and expected part of the process. If you approach your follow-up carefully, you can come off as diligent, interested, and you can continue to build your relationship with the team who may eventually offer you the position.
Here are some tips to keep in mind when you follow up:
Don't jump to the conclusion that you didn't get the job. Sometimes the hiring process can take a while, especially if the decision-makers have a lot on their plates.
Wait for the established timeframe and deadlines to pass. If you ended your job interview by asking about next steps and when you could expect to hear back, stick to that timeline. Once that date has passed, feel free to email a follow-up note. Here is some sample language you can use:
"Hi Jane,
I hope all's well!
When we last spoke, you mentioned that you expected to finalize your decision for the [insert the role] position by [date]. I'm very excited about the prospect of joining the team and am eager to hear when you expect to have an update.
Please let me know if there's

anything I can provide to assist you in your decision-making process."

3. Stay in Touch

No matter the outcome, this is an opportunity to expand your network.
Sometimes the hiring manager responds with bad news. Even if you don't get the job, it might be useful to have them as a contact in your network. It is possible that they could reach out about another role at a future date or that you could build a mutually beneficial relationship.
Rather than seeing your relationship with the employer as a failed job interview and lost opportunity, treat them as a valuable new industry colleague and contact. Be cognizant of whether you're being helpful or a nuisance and always be genuine. Remain professional, proactive, and useful, not pushy or over-eager. You can read this blog post for details on how to network on social media. Here are some quick suggestions:
Build relationships on social media. This means keeping the conversation going by periodically sending articles or information that might be relevant to them, congratulating them on recent accomplishments, and engaging with their posts.
Update your own social media. In addition to connecting on LinkedIn and wherever else is appropriate, update your own profiles to reflect your current role, skills, and certifications. Post updates to increase the likelihood you will be in their newsfeeds. Follow the company to stay on top of their latest news and any new job openings.



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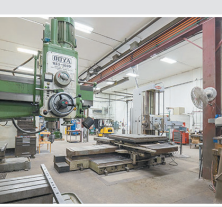
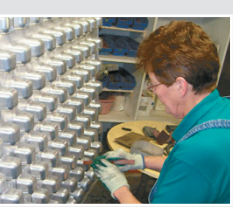
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How to Refer a Friend for a Job

By Benny Spiewak
ZipRecruiter.com

So you've heard of an awesome gig at your company that's not right for you, but would be perfect for your friend. Not only does she have the right skills, but she also has the type of personality that would thrive in the position.

You're excited to tell your friend about this killer job and refer a qualified candidate to your employers. For the most part, it's a win-win situation. You feel good about helping your friend and your company; they feel good about you. And what goes around comes around eventually.

But before you rush into anything, you should consider the ramifications of referring a friend to your employers, both in terms of your friendship and your professional reputation. Here are some tips on how to best proceed.

Make a List of Your Friend's Attributes

Before you do anything, think about why your friend would be great for the job. List the qualities that make her an ideal candidate. That way you'll be able to articulate your reasons for referring her while defending against anyone inclined to regard your referral as biased. Plus, it will give you a chance to decide if your recommendation is truly based on your qualifications rather than just on your affection. Although numerous social skills can translate well



to a job, knowing a friend socially is not the same as knowing them professionally. Referring an unqualified candidate can reflect poorly on your judgment.

Be a Second Set of Eyes

It's in your best interest to help your friend make a great impression. So offer to review her professional documents, including resumes, cover letters and/or portfolios. Your insight can help her highlight the skills and qualifications best suited to the job.

Also pay particular attention to any typos, grammatical errors or awkward sentence constructions. It doesn't matter how ingenious your friend is, if she submits a resume with errors, she's going to come across as sloppy and incompetent.

Remain Professional

Setting a professional tone

early on establishes some boundaries and helps inoculate both your friendship and your professional reputation against hard feelings. First make it clear to your friend that although you'll do everything you can to help, that alone won't guarantee her the job. There are so many variables that are out of your control including chemistry, competition and how your friend performs in an interview. As long as she understands that, she'll be more appreciative of your effort and less likely to blame you if she doesn't get the job.

Also, make sure to recommend your friend using the proper channels. Unless you have a casual, friendly relationship with your boss and/or senior management, don't simply bust into their office unannounced. Instead send an email enthusiastically

FRIENDS, turn to B6

3 Job Search Tips for Graduating College Seniors

By Benny Spiewak
ZipRecruiter.com

If you're a student who is about to graduate from college, you're probably thinking about joining 'the real world' and getting your first full-time job. We've previously covered how you should be writing your resume, but there's more to finding a job than that sheet of paper.

While searching for your first job can be daunting, the good news is that in your last weeks as a student, you actually have a leg up on many other job seekers. Here's why:

1. Alumni Want to Help

Anyone who's ever graduated from college knows what it's like to be in your position. In fact, no one knows it better than the people who graduated from your school before you. And now, many of them run or work at successful businesses. Alumni are generally open to speaking with students, sharing their wisdom, and helping where they can.

Research past graduates who are at companies you're

interested in or perform the type of work you're looking to pursue. Then reach out and request a 15-minute informational interview call to ask some questions and get to know them.

2. Use Your School's Career Resources

Most schools have career centers that help connect students to job fairs, networking events, mock interviews, resume-writing workshops, and more. While the offerings may vary, these offices are direct lines to career resources and opportunities like alumni events, networking groups, and other ways to stay in touch with other alumni.

Sign up for their email lists, follow them on social media, and offer to volunteer with them. Doing so will connect you with other engaged alumni and help you network with them organically.

3. You Don't Have Experience. And No One Expects You To!

Many college graduates are rightfully concerned that they are headed into a job

market without much real-world work experience. This is one of the few situations in life where this isn't only acceptable, it's expected.

Just because you are inexperienced in the job market doesn't mean you don't have anything to offer. Whether you're sharing your resume with someone or creating a profile on your school's alumni website, include any experience you think could be applicable to the type of work you're looking to do—academic, extracurricular, internships, or on-campus work-study programs. Include anything that illustrates your leadership, teamwork, organizational abilities, and other 'soft skills' that will help you stand out in the job market.

Congratulations on hitting this major milestone in life! It can be frightening to start something new, but there are many resources—and people!—that can help you get to where you want to be. Make sure you're doing everything you can to take advantage of them.



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Change jobs without burning bridges

Metro Editorial Library

Many people list advancing their careers among their goals at any given time. For some, that might require getting a new job.

People look for new jobs for a variety of different reasons. One of the primary motivators to look for a new job is to earn more money. Others are interested in trying a new field.

The employment recruiting and networking resource The Balance: Careers indicates that the average person now changes jobs 10 to 15 times in their professional lives. The Bureau of Labor Statistics says that most people now spend 4.2 years in a current job, which is down from 4.6 years in 2014.

Although some people may be tempted to leave a job with a bang, they should exit with class and professionalism. No one knows what the future brings, and it's best to leave a job on solid terms. With this in mind, here's how a person can change jobs successfully.

- **Draft a letter of resignation.** Clearly communicate your decision to leave the organization. Follow the proper chain of command and show respect by addressing the person to whom you directly report. Clearly communicate your intent and future plans, highlighting when changes are expected to take place.

- **Choose the right time.** Timing is everything, and some times are better for leaving a job than others. Project Management, a consultant group, says to wait until important projects are finished, rather than bailing out in the middle of crucial work.

- **Keep an open mind.** Some employers may be blindsided by an employee's desire to



leave, particularly in cases when said employee never communicated with a supervisor about the desire for more responsibility or to discuss something that may not be working. A boss who respects your work and values you as an asset may make a counter-offer. Hear him or her out and weigh your options.

- **Give plenty of notice.** While two weeks' notice is the norm, leaving more time for an employer to find your replacement, and helping to train this individual, is a sure sign of respect for your current employer.

Changing jobs can be stressful and awkward, but it can be done in a way to ensure good relations with an existing employer for years to come and small.

Boost your chances of getting a new job

Metro Editorial Library

The recruiting strategist ERE Recruiting Intelligence estimates that 250

résumés are submitted for each corporate job opening, and the first submission occurs within 200 seconds after a position is posted. In such an environment, procrastination can be costly.

There also is stiff competition for those who think they'll simply keep a résumé posted online and wait for the jobs to roll in. BeHiring says the popular job-hunting site Monster.com receives 427,000 résumé postings each and every week. Getting a better idea of how the hiring process works today can improve professionals' chances of getting a new job or even switching careers.

Understand there is a "hiring funnel"

Recruiters use a specific model for every job posting. Informally dubbed the "hiring funnel," this is a reference to the number of total applications they need to generate in order to get a single hire. On average of the 1,000 who see an online job posting, 200 will begin the application process, 100 will actually follow through and

only 25 résumés will be screened out, according to Talent Function Group, LLC. Among that final 25, between four and six will ultimately be invited for an interview.

Be creative with a résumé

Hundreds of people are vying for the same job, and human resources personnel who review applicants may spend 10 seconds reading over each résumé. As a result, it is essential to make a résumé stand out. Areas most perused on a résumé include job titles, companies worked for, start/end dates, and education. Make sure these key areas are visible and impressive.

Also, many résumés are scanned electronically, meaning if you do not format a résumé the correct way or use the applicable software mentioned (often PDF formatting is rejected), the résumé may never get flagged and seen.

Network responsibly

Always connect with people you think can bring career benefits in some way rather than blindly networking. Keep your social media image professional as well, as you never know where a good lead or networking opportunity may come from.

Dress the part

If you're one of the lucky ones who earns an interview, keep the good momentum going by dressing in a manner that is appropriate for the role in which you are interviewing. Tidy hair, clean fingernails, minimal jewelry, classic attire, and a pleasant attitude can make a difference.

Do your research

Always conduct background research on the company you're interviewing with and the industry it's a part of. This way you'll be better apt to answer any questions that come your way. Don't be afraid to also prepare questions that you can ask the interviewer to show your interest.

Consider temp jobs

Rejections will certainly happen as you go along, but do not sit idly licking your wounds. A temporary position is better than being unemployed and can get your foot in the door. Work with a recruiter who may be able to place you in temp jobs, especially positions with an employer you have your eye on.

These tips and more can improve applicants' chances of getting a job.

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We are seeking experienced HVAC Professionals to join our team of experts! This is a great opportunity to work for one of the area's largest HVAC service and repair companies. Prefer candidates to have at least 10+ years of experience in installation and maintenance in a commercial/residential setting however will train right applicant. We offer great benefits, a friendly working environment and professional growth prospects!

JOB RESPONSIBILITIES: In this role you will be responsible for performing installation, repair and maintenance on a variety of equipment including refrigeration, air conditioning, electric motors, heating units, heat pumps and compressors.

Please apply in person or send resume to:
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