

## What are the benefits of joining? #

1. You get 2,300+ new friends with whom to exchange information and ask for help.
2. You are entitled to all materials, including 45 articles at the CVJS web site.
3. You will be able to send an email to all members of the CVJS group by using a single email address to ask for contacts and help.
4. You can access the “CVJS Yahoo Group” web site ([groups.yahoo.com/group/CVJS](http://groups.yahoo.com/group/CVJS)) to download files, see prior messages, and view event lists.
5. You will get job opportunity emails.
6. You can participate in the CVJS Bio Program. (See below.)
7. You can get a copy of the Working People List which includes over 3,300 people.
8. You can get 1-on-1 coaching help.

## What is the CVJS Bio Program? #

Participants write a 75-100 word “bio” on themselves that is added to a list that is sent each month to 150-200 employers and recruiters.

## Meetings are at the

Pioneer Memorial Presbyterian Church  
35100 Solon Road  
Solon, Ohio

Less than 1 mile east of  
SOM Center Road (Route 91)



## For more information, contact

Jim Grant	Greg Reynolds
440-248-6042	440-248-2181
<a href="mailto:jwgrant@AOL.com">jwgrant@AOL.com</a>	<a href="mailto:gmreyno@AOL.com">gmreyno@AOL.com</a>

Spread the word to those you know  
in career transition. (41)

## Chagrin Valley Job Seekers

([groups.yahoo.com/group/CVJS](http://groups.yahoo.com/group/CVJS)) #

*Not all who wander are lost.*

- Are you looking for a job?
- Do you know how to not answer ‘the’ salary question?
- Are you using the document that is more important than a resume?
- Do you need help with the job hunting process?
- Are you having trouble finding job openings?
- Do you know how to network?
- Do you know how to ace the interview?
- Do you know how to negotiate compensation?
- Do they never call you back?
- Could you use a free job search support group for professionals?

# To get access to the web site and all other materials and services, you need to be a member.  
To become a member, you need to be a job seeker and come to our meetings.

CVJS  
Winter 2009

## What is the CVJS?

The purpose of the group is to provide professionals in career transition, with free networking contacts, job leads, resources, and knowledge to enhance their job searches.

The group was started in April 2002 by the current two leaders. Since the group's inception, over 2,300 job seekers have benefited from CVJS membership. There are 80-110 people at each meeting.

## Who can join?

Any job seeker in northeast Ohio is welcome to join. In order to join, all you need to do is attend our meetings and register.

## Is there any charge?

There is no charge for these services. Occasionally, we pass the hat to help defray minor expenses, such as copying. This is an entirely volunteer organization.

## When does the CVJS meet?

On the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month (unless it is a national holiday or the 4<sup>th</sup> Monday in December) at 7:30 PM. Meetings generally adjourn at 9 PM. Dress is business casual. In the heat of the summer, shorts are OK.

## What is available at the CVJS web site? #

All of the materials + over 5,000 messages between members, many are job leads. (groups.yahoo.com/group/CVJS)

## What goes on at a meeting?

Here is an example of a typical agenda:

1. Administrative Matters
2. Success Stories
3. Impending Challenges/Issues
4. Job Leads
5. Testimonials for People
6. Power Networking or Keynote Speaker
7. Networking in small groups

About every other meeting is a “special” topic meeting. Here are examples of prior ones:

- Presenting Yourself, Dana Kachurchak, Presentation Dynamics
- Negotiating Compensation, Jim Grant
- Hunting in Pairs, Tim Slager
- Health Care, Bill Robertson, The Hylant Group
- Linked-In, Dave Hunt
- Employment Connection, Bonnie Dick
- How to Use the Job Boards, Peter Tuttle
- Panel of H.R. Representatives
- Panel of Recruiters & Contract firms
- Resume Guidelines, Greg Reynolds
- Financial Tips for Job Seekers, The Livingston Group
- Tips for Senior Job Seekers, Rachel Stehle, Senior Employment Center
- Job Termination and the Employment Law, Sergio Carano
- Networking 101, Mark Gonska
- Best Practices in the Job Search, Jim Folger
- Follow Up, a Great Marketing Tool, Wendy Schwarz
- Interviewing for Success, Kathleen Griffin & Greg Reynolds
- Selecting & Working With Recruiters, Greg Reynolds

## Materials Available #

1. CVJS Roster
2. Salary - How to Not Answer Salary Question
3. Salary - Negotiating Compensation
4. T Letter
5. How to Find Job Openings
6. How to Ace the Interview
7. Job Search - Process
8. Networking - How to
9. Resume Template (with instructions and tips)
10. Interviewing - Questions (and Answers)
11. CVJS Job Seeker Database (MS Access)
12. CVJS Working People List (WPL) 3,100 people
13. Recruiters - How to Work with Them
14. Advantages of Older Workers
15. Associations (to join)
16. Career Portfolio
17. Community Service Agencies
18. CVJS Bios List
19. Email Address Syntax for Companies in NEO
20. Email Tips & Etiquette
21. Employers Who Offer Benefits to Part-Timers
22. Finding People on the Internet
23. Go Around the HR Department
24. Guerilla Marketing
25. Health Insurance FAQs
26. How to Sell Yourself
27. Internet Job Boards - Tips for Using the
28. Interviewing - Brainteaser Questions
29. Job Req / Your Qualification Letter
30. Job Search - Book List
31. Job Search - Book Outline: “Don’t Send a Resume”
32. Job Search - Groups in NEO
33. Job Search - Hunting in Pairs
34. Job Search - Objective & Parameters
35. Job Search - Tips
36. Job Search - Web Sites
37. Manpower Employment Outlook
38. Marketing Plan for Your Job Search
39. Networking - Who to Network With
40. Non-Disclosure Agreement
41. Recruiters – List of
42. References: How to Use Them Proactively
43. Resume Analyzer
44. Resume Billboard Style
45. Resume (Chronological) Template
46. Resume Guidelines
47. Resume (Functional) Template
48. Tax Tips for Job Seekers
49. Thank You for Not Hiring Me Letter
50. What to do When the Hiring Manager Won’t Call You