

Our Own  
Newsletter

No. 2

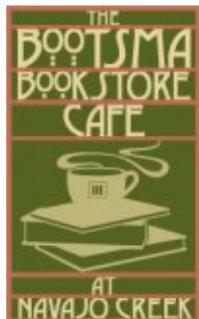
CHICAGO SOUTHLAND  
JOB HUNTERS NETWORK



- **Featured Member**
- **New Beginnings**  
(Recent Jobs Landed)
- **Upcoming Calendar**
- **ViewPoints**
- **Job Club News**

A NEW YEAR: 2010

A NEW PLACE:



A NEW TIME:

9:30AM—11:15AM  
TUESDAYS

JAN 5, FEB 2, MAR 2

Please keep posted to our  
YG Page and  
www.sundancegp.com for  
schedule updates

Please note that *Outside Food or  
Beverages are not permitted at this  
location.*

SAVE THESE  
DATES &  
WATCH FOR  
MORE



**...FEATURING  
Sheryl Lipp of Midlothian**

Since 12/1/08, Sheryl Lipp has been attending our job club meetings. While she has not been able to attend every single session, her interest and pursuit of a new career path remains the same.

Sheryl is degreed in Computer Science and through the years she has expanded her work and educational experiences to Medical Office, Billing and Receptionist. She has utilized those talents while working at two medical offices. She continues to take additional education to keep up to date with office software, managerial and people skills.

Sheryl is looking for a position that will continue to marry both of her passions and keep her mind stimulated until she needs to retire.

Sheryl has attended 11 meetings since first joining us a year ago. She and her husband Helmut have also enjoyed our occasional evening gatherings. We've even had a

chance to meet her daughter Lindsey. It's a real family affair, as her cousin (Carl) has also been an active member of our group, and will be featured next.



**Sincere gratitude and a huge round of applause goes out to Midlothian Public Library, for their gracious hospitality and especially *Georgette Belisle*, and even *Michelle Carnes*, for the graciousness and support extended to us this past year.**



In October, we barely had a dozen participants at our meeting, yet in November there were nearly two dozen, including '9' brand new people. Even since, I've received numerous inquiries about our group which reaffirms an ongoing need for this service.

**"Newest Beginnings"**

**Cindy Pender:** Dec. 1st  
Governors State University

**Candice Kampegna:** Oct. 12th  
American Utility Management

*A few stats for job club participant activity over this past year:* In December of '08, we had 4 meetings with an average attendance of 6.25 people. Since January of '09, we've had 18 meetings with an average attendance of 18 people at each. Our highest attendance was on May 19th, at 23 people.  
**Source:** Sign-in sheets.

*A new road (address) for the job club meetings*

When we last met, there was a mix of preferences on whether we should continue to meet just once monthly, or increase our frequency to twice monthly meetings. I am certainly open to having meetings every 2 to 3 weeks — but of course, only if it will be of value to you. We should be able to determine this soon. With that thought, the consideration would be a second location offering, or simply additional dates at our new meeting place.

**Trinity Christian College** has been very accommodating in allowing our job club to meet there.

Availability of the **BootsmaBookstore Café** is easiest on weekday mornings, due to their student traffic as the day progresses. They will be charging Sundance Group a fee for this particular space, and would do so for any of the meeting rooms they offer. Since Bootsma is a public facility, they hope to increase awareness of their café and that people will take advantage of the great food and beverages they offer — whether during our job club meetings, or at any time. This is a truly serene and comfortable environment and it is with high hopes that all enjoy our new meeting place and its amenities at future meetings.





# ETCETERA...

## Our Social Media Presence



### JOB CLUB NEWS:

In order to continue our job club program with its unique level of support, and in order to fulfill our mission – the structure of the job club will be changing. We are continually seeking ways to improve our service to make your experience even more beneficial.

- Recently, we've introduced our Newsletter.
- Going forward, we'll have a pre-planned agenda so that members will be notified of topics in advance.
- Each meeting, those in attendance will help to choose the topic/focus for the following one.
- The job club will meet at least once monthly.
- Additional locations and time frames may be offered, inc. workshops and social gatherings.
- Advance Registration is encouraged and will be accepted by calling Sundance Group, Inc. at 708/687-4878, or by sending an email to: jobclub@sundancegp.com
- In order to meet our expenses (materials, room rental, etc.), there will be a fee of **\$5.00** per general meeting.
- You may bring a guest to any general meeting with our compliments, in order to introduce them to our group.
- Membership options will also be available to supplement your job search efforts. Details will be provided before the start of the new year.

### Our Mission...

*To provide a discreet environment which fosters open and honest communications, for the purpose of education, motivation, support, collaboration and empowerment.*

*Under the guidance of a human resources professional with expertise in recruiting and employment, will coach and engage serious job seekers with the intent to improve and enhance the full spectrum of their job search skills.*

### Responding to POLLS on Yahoo Groups

Typically, a message is sent to you to let you know a new poll has been created. Most of the ongoing polls are anonymous; those that ask for ages, or other more personal information. Polls that are date sensitive (meetings, events, etc.) may not be as attendance is trying to be gauged. It is greatly appreciated if you can respond to a poll when posted. Your responses can be modified at any time, as long as it is still open. Remember there are cheat sheets available to help you utilize our Yahoo Group to its fullest. If you need one — just ask!

### VIEWPOINTS

#### Spreadsheets, from Mary Frances Consola



We can all agree a sudden job search is a life changing event. If it has been four years, fourteen years, or twenty-four or more years since your last job search, things have changed. But one thing has not changed. You have to be organized. You have to know where you sent your resume, to which position did you apply, to whom you sent your resume, when did you send your resume, and which resume did you send.

A spreadsheet is a good tool for tracking your resume. A side benefit is that you are maintaining your spreadsheet skills while you are job searching. The spreadsheet

COMPANY	POSITION	RESUME Sent	COVER Letter	DATE SENT	Comments
AAA Corp.	Staff Acc. #9876	resAAA	CAAA-915	9/15/09	
Acme Acctng	Accountant #12034	resACME	CACME	9/24/09	Referred by Jim White
CareerBuilder	Job Board	Res-Gen		9/22/09	
Jim White		Res-Gen		9/10/09	Chamber of Commerce Dinner

can be as simple as shown below:

Advantages of the spreadsheet include:

- It can be sorted in any order. The above example is by "Company" order. Other sorting can be by resume, sent, or any other column heading.
- It can be expanded to include a "status" column, which indicates if an interview resulted, if the position has been filled, if the position is closed, etc.
- The risk of applying for the same position more than once is reduced.
- It facilitates refreshing resumes posted on job boards, such as CareerBuilder, Monster, USA Jobs, etc.

Finally, if you have to report your job search activities to the unemployment office, you

Next issue's contributor could be you. Please let Donna know if you would like to share something that you feel will benefit others. Featured job club members — we'd love to have a photo of you. Please send one. You may even be able to upload them into our YG files.

Let us know what you would like to discuss at a meeting, by sending your suggestions to jobclub@sundancegp.com. Enjoy your holidays!