

Lucent Career Center

Landmark Building
80 Merrimack St.
Haverhill, MA
01830

CENTER HOURS

Monday - Friday:
8:00 AM - 4:30 PM
Saturday:
8:30 AM - 12:30 PM

March 2004 Lucent Workshop Calendar

You must have a **Lucent** membership (no cost) and register to access workshops. Please visit the **Lucent Career Center** to do this.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	2. Winning the Interview Game*** 10:00am – 12:00noon	3. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	4. Individual Resume Critique* 9:00 am – 11:30 am	5. Lucent Career Center ORIENTATION 10:00 am – 11:30 am
8. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	9. Lucent Career Center JOB FAIR 9:30 am – 12:30 noon (Location TBD)	10. Cover Letters Workshop 1:00 pm – 3:00 pm	11. Interviewing Techniques Workshop 9:30 am – 12:00 pm Individual Resume Critique* 1:30 pm – 3:30 pm	12. Why, What and How of Networking 9:30 am – 11:30 am
15. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	16. Salary Negotiation Workshop 9:30 am – 11:30 am	17. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	18. Experienced Workers: Advantages And Opportunities 9:30 am – 11:30 am	19. Resume Writing Workshop 9:30 am – 12:00 pm
22. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 – 3:00 pm	23. "Resumes That Win Interviews" Workshop 9:30 am – 11:30 am	24. Individual Resume Critique* 1:00 pm – 3:30 pm	25. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	26. Cover Letters Workshop 9:30 pm – 11:30 am
29. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	30. Individual Resume Critique* 9:00 am – 11:30 am	31. Individual Resume Critique* 9:00 am – 11:00 am Resume Writing Workshop 1:00 pm – 3:30 pm	***ANNOUNCEMENT*** * By appointment only * At VWCC-Lawrence (Directions available upon request) *** Maximum attendance is 6 There will be a <u>Resume Writing Workshop</u> on Saturday, March 13, 2004, from 9:30 am – 12:00 noon. Please call us at (978) 722-7000 (Option #2) for details!	

Lucent Career Center

JOB FAIR A SMASHING SUC-

Over 500 job seekers attended the Job Fair on January 27, 2004, hosted by the Lucent Career Center in conjunction with ValleyWorks Career Center and Pentucket Bank. The sixteen participating companies included two prominent defense contractors (Raytheon and Textron), two medical companies (Zoll and Symmetry Medical/PolyVac), as well as Hewlett Packard and several local agencies (a full list of employers can be found on our



Web site). All employers attending were impressed by the professionalism and skill level demonstrated by the job seekers. Most importantly, several employers stated that they plan to schedule interviews with many of the candidates in the near future.



Job seekers were not only pleased with the number of companies participating in the Job Fair, but most left with optimism in the prospect of landing interviews that could lead to employment. Career Center employees and participating job seekers agree that this Job Fair, along with a recent flurry of hiring among local employers, is a definite sign that the economy is rebounding and the future looks brighter.



The staff at the Lucent Career Center, A-Plus and ValleyWorks worked diligently to make this event a success and will continue to connect with local businesses for upcoming recruitment events. **Another Job Fair is being planned for March 9, 2004. Please visit**



our website at

NETWORKING CLUB UPDATE

The Lucent Career Center Networking Club met on January 21. Facilitator Sandy Greenbaum reported that more than 400 Lucent Career Center clients were working and three clients started new jobs that week. Three attendees also had interviews pending that week.

The guest speaker was Allison Kimble, a Human Resources representative from MITRE Corp., who offered tips and suggestions on what HR reps look for when screening resumes. She emphasized that most HR representatives are screening hundreds, even thousands of resumes. Anything a candidate can do to make it easier for the HR person to quickly read the resume helps to keep it visible and get it routed to the appropriate manager. She stressed the importance of clearly communicating the type of work you want, and keeping a resume to 1-2 pages. Allison also recommended sending resumes in various formats, following up on resumes and preparing answers ahead of time for potential interview questions. Allison also took resumes from clients interested in working for MITRE Corp.

The next meeting of the Networking Club will be on **Feb. 4, 1:00 pm - 3:30 pm**. Please call to register: 978-469-7802, and check the Web site www.ValleyWorks.cc/lucent for upcoming

The Lucent Career Center is a workforce development project of the ValleyWorks Career Center (VWCC). Funded by a Department of Labor National Emergency Grant and obtained through a partnership with the Merrimack Valley Workforce Investment Board (MVWIB), the Commonwealth Corporation and the Department of Training and Development, the Lucent Career Center is equipped and operated to provide comprehensive services specifically for displaced employees of Lucent Technologies, Inc.

WORKSHOP DESCRIPTIONS

NOTE: All Lucent workshops are free.

Resume Writing

Write a resume that stands out from the crowd. Whether you have a resume or have never written one before, you'll learn how to create a resume that makes you the candidate employers want to interview. Learn tips and techniques to writing a resume that passes the "10 to 30 second" screening.

Cover Letters

Yes, you do need one. Learn what employers will be looking for in a cover letter to make them want to read your resume. Create a great cover letter so your resume gets read.

Interviewing Techniques

Learn how to prepare for an interview to build your confidence and success. Includes self assessment tools to identify your strongest skills and qualities. Prepare to communicate these in an interview. You'll be able to answer the 10 trickiest interview questions and sell yourself as the candidate the employer wants to hire.

Winning the Interview Game

Enjoy practicing your interviewing skills by participating in the Interview Game. Build confidence as you play and prepare yourself to answer some of the most common interview questions. **Limit 6 players.**

Prerequisite: *Interviewing Techniques Workshop*

Salary Negotiations

Don't sell yourself short. Negotiate with confidence by learning how to prepare for negotiations and knowing the steps that can lead to your successful negotiation

The Why, What and How of Networking

Learn the fundamentals of the #1 method of finding job leads, networking. Find out what networking is, discover who is in your network and start preparing the 3 essential tools for networking. This workshop will get you started in using networking to find jobs before they are advertised.

Experienced Workers: Advantages and Opportunities

Unlock advantages and opportunities. Find out about the many proven advantages of mature workers and how age can benefit you in your job hunt. Learn how to dispel common myths about older workers and boost your self-confidence.

Resumes that Win Interviews

If you have been sending out resumes and not getting responses, this is the workshop for you. Transform a good resume from one that informs to a great resume that sells you to a potential employer. The workshop will emphasize customizing a resume for each job, how to identify and include transferable skills and how to highlight recent training for career changers. **Prerequisite:** *Bring a completed resume to workshop.*

ALL NEW! Networking Club

If you don't know about the power of networking, you'll miss out on the vast majority of job leads. The Wall Street Journal reported that 94% of successful job seekers claimed that networking had made all the difference for them. At the Networking Club you'll learn and apply tips for networking while getting and giving support of other job seekers. The weekly networking club will help you stay focused, positive and motivated.

Self Directed Job Search

A self administered, self scored & self interpreted assessment tool used in career exploration. This workshop is for customers who are interested in confirming their career direction. You will be given a list of occupations that reflect your career interests and abilities.

February 2004 Lucent Workshop Calendar

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9. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	10. Resume Writing Workshop 9:30 am – 12:00 noon Lucent Career Center ORIENTATION 1:00 pm – 2:30 pm	11. Individual Resume Critique* 9:00 am – 11:30 am Experienced Workers: Advantages And Opportunities 1:30 pm – 3:30 pm	12. Why, What and How of Networking 9:30 am – 11:30 am	13. Self-Directed Job Search 9:30 am – 11:30 am
16. George Washington's Birthday CENTER CLOSED	17. Cover Letters Workshop 9:30 am – 11:30 am	18. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	19. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	20. Individual Resume Critique* 9:00 am – 11:30 am Salary Negotiations Workshop 1:30 pm – 3:30 pm
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* By appointment only
 ** At VWCC-Lawrence only (Directions available upon request)
 *** Maximum attendance is 6

STAFF CHANGES

Congratulations to Marie Pierce on her new career opportunity. Marie has moved on to another position, and she will be missed by the staff and her customers for her humor, empathy, and dedication to the Lucent Project. We are in the process of hiring a replacement for Marie, but for customers needing immediate assistance, please call Deb Wilson-Woodard at (978) 469-7803.

