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## COMMITTEES

- Administration
- Marketing
- Membership
- Opportunity Center
- Programs & Networking
- Technology
- Training
  - Advanced Resume Review
  - Mock Interviews

## Weekly General Meeting and Location

*Mondays at 10:30 AM  
First United  
Methodist Church  
Basement Meeting Hall  
48 West High Street  
Somerville, NJ*

## Useful Links

- [NJ Department of Labor Job Search Websites](#)
- [Reference USA](#)

## STAFF

Managing Editor:  
Eric Kempner  
Layout Editor:

## Welcome Address

By Eric Kempner, Managing Editor

Welcome PSGCNJ members to our "Back To School" online edition of *Transition to Success* newsletter. Unfortunately, summer is winding down and the job market is still unstable. However, in this issue we are excited to report on a member success story and details of other member landings.



Our goal is to provide you with information that will inspire and encourage you to focus on techniques which can be helpful in your job search.

We are a professional service organization and networking is one of the key components we believe will ultimately help you achieve your goal to get hired.

### Featured Stories In This Issue:

- "HIRED LEARNING" – **Seeing The Light** by Randall Andreola
- "SPEAKER'S CORNER" – **Network Easy** by Author Abby Kohut
- "PSGCNJ EVENTS" -- **October 2010 Job Fair Preview** by Brian Parish
- "INTERVIEWING INSIGHTS" – **Dress For Success** by Maureen Koenen
- "BIO'S WANTED" by Maureen Koenen
- "HEALTHY, WEALTHY & WISE COMMENTARY" by Rob Wederich

We welcome all PSGCNJ members to share their comments and suggestions as your feedback and contribution are very important to us. You may contact our editorial staff at: [psgcnjeditor@yahoo.com](mailto:psgcnjeditor@yahoo.com).

Finally, I would like to give special thanks to Charley Nasta for his outstanding work and support as the first and former Layout Editor of *Transition to Success*. Without his efforts and sanity this online newsletter would not have become a reality!

Let's continue to network and assist each other during our transition. Remember, stay positive, exercise daily and enjoy all the opportunities that our **family, friends and pets** have to offer.

Enjoy your newsletter and happy landings to all members!

## Hired Learning

### Seeing the Light

*Marketing transferable skills and networking highlight this revealing Landing Success Story*

By Randall Andreola

"The light bulb went off for me at the [PSG-sponsored] Manville job fair," reflects Eric Lathrop, now with Morgan Stanley. "I think I talked to everybody at every booth. I figured, if the opportunity is there to network face-to-face with so many good, respected, *hiring* companies at a single location in a relatively small amount of time, why not take advantage of it?"

Eric had had a successful career in the telecommunications industry since 1986, working for both large and small companies. "The industry had just gotten too small for me and many thousand others like me," Eric holds, explaining how a decade of fierce price competition, coupled with innovations in technology, made necessary—and increasingly possible—a much smaller work force. Speaking that day with recruiters from several major financial investment firms, "It suddenly occurred to me that there might be an opportunity to leverage my

Luann Ladley

Copy Editor:  
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you – CONTACT US:**

[psgcjeditor@yahoo.com](mailto:psgcjeditor@yahoo.com)

Marketing and Sales skills in a new career direction to do something that has always interested me, Financial Planning," Lathrop says.

First impressions apparently count big: "I showed up at the job fair dressed in a suit just as I would to a scheduled job interview and actually secured two interviews as a direct result of that first meeting," states Eric. "I used those interviews to ask as many questions as possible about how the industry works. By the time I interviewed at Morgan Stanley I was asking really good questions. I eventually viewed the hours of required testing at each company as practice for the testing that ultimately led to the job."

The networking didn't stop once Eric got the interviews. He talked to others who had come from the same background as he did, who could "talk to me in terms I could understand and point me in the right direction," Lathrop states. Taking into consideration the present general hiring climate, Eric knew he had to make assessments and move quickly.

Eric already possessed the foundational skills but had to learn a new product, which could be a daunting endeavor to attempt alone. "The company I finally chose was the one that offered me the best opportunity for *success*. They have a business plan I could work with that includes a comprehensive 'get started' training program, both online and in person, pays for certification, and gives me the chance to build my own business."

Eric credits PSG with providing the job fair exposure, but also praises the organization for the support he received during and following his PSG Training Workshop week. "The training was remarkable," he says. "I am still amazed at the quality of the material and the dedication of the presenters. Though I was given thousands of dollars worth of professional outplacement services upon separation from my last employer, the PSG workshop was much more than a 'refresher.' I took advantage of the resume reviews and especially the practical role-playing interviews." Readers also considering a career change may be interested to note that Eric chose to utilize a composite resume leading with a Functional introduction highlighting his career, followed by a Chronological work history. Eric concludes, "The resume didn't get me the job or even the interviews; but it was the qualifier. You never know where things will lead. You prepare for one opportunity and that opportunity prepares you for the next." With his eyes open to new possibilities, Eric saw the light and was able to end his transitional period in less than six months.

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## Recent Landings

Our congratulations to these PSG members who have moved on. This is only a partial list, and includes their company names and titles where known:

**Aki Abe**, Kyocera Mita, Manager Business & Strategic Planning

**John Bukovecky**, RP Brennan-General Contracting, Senior Estimator

**Gary Frasco**, Spirent, PCB Designer

**Carlton Gibson**, Starpoint Solutions/UBS, Mainframe & Cobol, AFP Position

**Jim Lawenda**, The Ad Council, Senior VP Media Planning and Strategy

**Debbie Mennito**, Bank of America

**Frank Runiak**, Town of Clark, NJ, Landscape Foreman

These members also landed recently, but no additional information is currently available:

**John Galella, Chakra Golla, Charles Liscari, Congdon Wright**

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## Speakers Corner

### Network Easy

By Abby Kohut



On a recent Career Wake Up Call (<http://www.CareerWakeUpCalls.com>), a job seeker asked, "How can I network at in-transition groups if networking does not come naturally for me?"

Networking is about meeting new people, sharing what's on your mind and then figuring out how you can help them with whatever they are working on at the time. Some people enjoy networking and are at ease when making new connections. For others, it takes work to summon up the

courage to attend an event when you don't expect to know anyone else. Here are some outside the box thoughts on ways to make networking seem easier for you.

Anytime you are having a conversation, you are networking. Talking to your friends, talking to your family and talking to the person next to you on the plane, is networking. You are simply getting to know people better than you knew them before and trying to help them achieve their goals, no matter how small.

Getting involved in social activities is another form of networking. Meetup.com is a free site that lists over 2000 social networking events nationwide on all kinds of topics. If you are a trekkie, a baseball fan, a movie buff, a real estate mogul, or a scuba diver, you can attend a local event with other like-minded people. You may not talk about your job search during the first conversation like you do at a career related event, but trust me, the topic will eventually come up as you get to know your backgammon partner, your scrabble buddy or your fellow astrology reader. Volunteering is a form of networking also. As you are building the Habitat for Humanity house, feeding the homeless or helping to design the Halloween haunted house, you will find many ways to get to know the people around you. Take advantage of all these opportunities to make new friends and to be open to new possibilities.

***Absolutely Abby's Advice:***

Networking is the art of building relationships, which is an important skill to master in any job. Networking is not about you asking everyone you know for help. It's about paying it forward and asking how you can help them. Continue to network long after you land. Cultivate your relationships so that they grow into lifelong friendships – that is the true meaning of networking.

*Abby Kohut is an HR professional with 15 years of experience whose goal in 2010 is to help 1,000,000 job seekers get back to work. You can learn more about Abby at <http://www.AbsolutelyAbby.com>*

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## PSGCNJ Events

### **Proactive Professionals Seeking Quality Employers October 2010 Job Fair Preview**

*By Brian Parish*



*January 2010 PSGCNJ Job Fair at Veterans Memorial Hall, Manville, NJ*

Now is the time for you to revise your resume, brush up on your interviewing skills and select your best business wear. On October 6, Professional Service Group of Central New Jersey (PSGCNJ) will host its second Job Fair of the year. It will be held 9am – 3pm in the Grand Conference Center on the Raritan Valley Community College campus ([RVCC](#)) in Branchburg. The Job Fair will be open to all members and alumni of Professional Service Group (PSG) and professional veterans.

A number of companies as well as hundreds of PSG members are expected to attend. However, they may face parking issues. Parking spaces will be limited at RVCC as the Fall 2010 semester will be underway.

The Job Fair committee and RideWise are working to fix the problem by securing bus service and a nearby parking venue. RideWise is the traffic and transportation division of Somerset County Business Partnership.

In January, PSGC NJ held a job fair at the Veterans Memorial Hall in Manville and

it was a huge success mainly because of the teamwork of the Somerville PSG and its sister organizations. More than 300 PSG members attended and connected with about 30 companies for potential jobs.

For updated info on the October Job Fair, transportation services and other related details, visit our website at [psgcnj.org/jobfair](http://psgcnj.org/jobfair).

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## Interviewing Insights

*By Maureen Koenen, Co-Chair, Marketing Committee*

**Dress for Success.** One thing that we as applicants can actually control during the interviewing process is our appearance. Dress for Success is a cliché yet it is very important to show your future employer you take every detail of your wardrobe very seriously.

Here are some tips to keep you stylish:

1. **Outfit.** Like your resume, your wardrobe should be in style, so, drop items over 15 years old, at least for your interview. Everyone would probably agree it's wonderful you can still fit into your leisure suit but if the first impression you give the hiring manager is you haven't purchased any clothing since President Jimmy Carter was in office, securing a new position might be an uphill climb as you could be perceived as out of touch.
2. **Hair Color.** If you've decided it's time to color your hair then have someone you trust and who's taller than you make sure the line of demarcation isn't visible especially where your hair is parted.
3. **Jewelry.** Keep jewelry to a minimum. Here are two rules to guide you. If the interviewer can hear you coming or the hiring manager asks how many earrings, bracelets or rings do you have in your ears or on your fingers and toes, you can safely assume you have worn too much jewelry.

Don't let a fashion faux pas be the reason you miss an opportunity to impress the hiring manager during your interview because s/he is more focused on your style of dress.

Follow the checklist below and your skills and core competencies are what will really get noticed.

- Polish shoes
- Brush teeth
- Clean and cut nails short
- Wash and style hair
- Iron shirt and crease pants
- Don't wear anything too tight or loose
- Minimize jewelry
- Wear minimal perfume
- No eating gum or candy and drinking coffee

And as your Aunt Sadie used to say, "*Always wear a SMILE.*" It NEVER goes out of style!!

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## Bios

### **Bios Wanted!**

*By Maureen Koenen, Co-Chair, Marketing Committee*

When an employer taps into the PSG Bio Database for potential applicants, they view professional biographies of active members who have submitted a profile. Writing a profile for the bio database may be an invaluable tool in your job search, so please take a few moments to write your bio then submit it to the PSG Bio committee.

*Here are the four simple guidelines:*

1. Your bio should be 5-7 sentences
2. Write your professional summary in the 3rd person (Do not use the word "I").
3. Place the last 6 digits of your PSG ID at the beginning of your bio followed by your desired job title. You can find the last 6 digits of your ID on the white plastic card you received from the One Stop Career Center when you first signed up.
4. Email your bio either to [janicehonymar922@gmail.com](mailto:janicehonymar922@gmail.com) or

[pvrodney@gmail.com](mailto:pvrodney@gmail.com).

Following these four easy steps will ensure your bio being posted to the PSG Bio Database.

**Here's a bio example:** 846700 Operations Manager: Operation Manager with proven expertise in daily workflow, scheduling, training, and staff development. Team-builder, who has reduced turnover rate over 40%, saving considerable overtime expenditures and hiring costs. Creator and organizer of training programs that have resulted in increased productivity and positive recruitment results. Provider of quality customer service and satisfaction that utilizes review of staff, a judicious use of humor and a genuine concern for both client and employees to increase motivation and achieve positive results.

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## Healthy, Wealthy & Wise

By Rob Wederich

### Monthly Proverb

My eldest daughter used to be quite the pessimist. I think she actually preferred this state of mind, i.e., one of those "pessimistic and proud of it" people. Everything was doom and gloom, she would almost never smile, and black was her favorite color. One day I found a proverb inside a beverage bottle cap and shared it with her. She smiled! Almost immediately her outlook on life became more light-hearted and optimistic, as did her wardrobe. The proverb inside the bottle cap simply read:

*"No use being pessimistic... It wouldn't work anyway."*

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### On A Lighter Note

Q: What has four legs and one arm?

A: A Rottweiler

Heard a good joke lately? Please submit to: [psgcnjeditor@yahoo.com](mailto:psgcnjeditor@yahoo.com) for consideration.

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### Money Matters

*Money-saving tips to help make ends meet.*

*Disclaimer:* We are NOT financial or legal experts. We are merely sharing ideas for you to consider. Furthermore, not every tip may be applicable or useful to every individual. Please keep in mind that while the internet can be a great place to do business and find bargains, always remain alert of scams and disreputable people who pose a threat.

- *Contact your car insurance company.* Tell them you now commute zero miles. Some companies issue a surcharge for lengthy commutes. A review of your auto insurance policy may yield additional savings; e.g., if you have an older car of little value, consider eliminating or reducing collision coverage, etc.
- *Obtain Free Gym Membership.* Keeping fit and healthy can help eliminate stress and visits to the doctor's office, so, think about joining a gym. Some YMCA's and YWCA's offer free memberships to the unemployed. Some even extend the free membership to families. Check with your local Y.
- *Enjoy Free Entertainment.* After a long hard day of marketing yourself and searching for work, consider visiting your local library for entertainment. Some libraries lend DVD's and CD's at little or no charge to you.
- *Call Long-Distance for Free.* Do you know you can make long distance calls for free on your PC using SKYPE! You can even make free tele-video calls if you have a webcam on your PC or MAC. Visit [www.skype.com](http://www.skype.com) for more info.
- *Shop for Less. Web-shopping.* Many items and services can be purchased from online sites (e.g., Amazon.com) for a fraction of what you'd pay in a store. **CAUTION:** Some internet sites are rip-offs, so, before making an online purchase, be sure to check with friends, family, and consumer protection sources as to which sites are trustworthy. Before making any purchase, be sure to investigate the return policy of a web-site in case you are unhappy with the merchandise.

- *Get Free Stuff.* Websites such as [craigslist.org](http://craigslist.org) and [freecycle.org](http://freecycle.org) list items that other individuals want to unload or donate. You just have to arrange to pick them up.
- *Make A Sale.* Got extra stuff you want to turn into money? Consider selling your goods online via websites such as e-Bay.
- *Eat Healthier for Less. Eat-in.* Home-cooked meals, especially prepared from scratch, are typically healthier and less costly than eating out. Don't like to cook too often? Try preparing a large meal and freezing or canning the leftovers. One large meal will net you several days of healthy home-cooked meals which only need to be reheated or micro-waved.

Have a good money-saving tip? Please submit to: [psgcnjeditor@yahoo.com](mailto:psgcnjeditor@yahoo.com) for consideration.

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#### **Health Note**

*Thirst Quencher.* Stay healthy during your job transition. If you like soda but not the sugar, calories and caffeine that come with it try switching to seltzer water with a squeeze of lemon or lime. It's much healthier than soda, but still has that exciting fizz. If you can do without the fizz, plain water with lemon or lime is even better.