

***Career Transition Workshops at Bertucci's in Melville on
Thursday, March 5th, 2009 at 6:00 p.m.
Registration starts at 5:30 p.m.***

Too many of us are affected by the current disappointing economy. Too many of us are getting more and more uneasy about our job situations. What can we do? How can we prepare? The ASQ LI meeting topics at Bertucci's on Thursday, March 5th will give all attendees practical career transition tips that anyone can benefit from either now or at any time in the future.

Getting ready includes reviewing personal and professional goals, knowledge, skills, abilities, and strength before preparing a resume. What is the purpose of a resume? It is a marketing tool; your "commercial" that "sells" you. You need to know the generally accepted guidelines, components, do's and don'ts for submitting your winning resume. Then, you have to sell yourself in person, on the phone, and usually in both ways.

In order to do just that, you must know the types of interviews with headhunters, agencies, job shops; with HR; with hiring managers and professionals, or with anyone (i.e. networking interview). You must know what to do before, during, at the end, and after the interview. You have to be prepared with answers to the frequently asked questions. You have to prepare questions that you should ask.

It is very valuable to know what networking, job hunting, and job search mean, and how to use the web and numerous other resources.

We have scheduled a speaker who has extensive knowledge to share:

- **Peter Cooke**, Sr. Account Executive, Lab Support

Registration and networking start at 5:30 p.m. To mitigate the cost for dinner, there will be a \$20.00 charge to cover the costs of salad, Bertucci's famous pizzas and soft drinks. You can register online at <http://www.asqlongisland.org/> to reserve your seat or and pay by credit card or opt to pay at the door. If you need help making reservation please e-mail Andrea.Isear@harrykrantz.com or 516-471-1508; or contact mary-winch@hotmail.com or 631-758-8460. Attendance is limited to 50.

Hope to see you at Bertucci's in Melville on March 5th at 6:00 pm.