University of Tennessee, Knoxville
Trace: Tennessee Research and Creative Exchange

Financial Management | UT Extension Publications

6-1995

SP461B Finding Work - Career Change - Build a Future on Your Past

The University of Tennessee Agricultural Extension Service

Follow this and additional works at: http://trace.tennessee.edu/utk_agexfinman

Recommended Citation
"SP461B Finding Work - Career Change - Build a Future on Your Past," The University of Tennessee Agricultural Extension Service, SP461B-10M-6/95 E12-2015-00-300-95, http://trace.tennessee.edu/utk_agexfinman/7

The publications in this collection represent the historical publishing record of the UT Agricultural Experiment Station and do not necessarily reflect current scientific knowledge or recommendations. Current information about UT Ag Research can be found at the UT Ag Research website.
This Finding Employment is brought to you for free and open access by the UT Extension Publications at Trace: Tennessee Research and Creative Exchange. It has been accepted for inclusion in Financial Management by an authorized administrator of Trace: Tennessee Research and Creative Exchange. For more information, please contact trace@utk.edu.

THE UNIVERSITY OF TENNESSEE
AGRICULTURAL EXTENSION SERVICE

SP 461-B

Finding Work

Career Change: Build A Future On Your Past

Homemakers, older workers, farmers and self-employed individuals entering or re-entering the job market today have the opportunity to engage in a productive, rewarding job search. Success in re-entering the job market or changing jobs comes down to two things: (1) developing the right attitudes about your abilities, and (2) organizing an effective job search. The key to success is preparation. Preparation means more than writing down your name, address and education. Preparation means learning to recognize past experiences, talents, skills, abilities and volunteer work that can help "sell" you in today's labor market. Life experiences will be your most valuable resource to turn into tangible assets. It means translating "life skills," then becoming a confident, potential employee. Maturity and life experiences are pluses many employers are looking for.

Write a Brief Autobiography

- List all the places you have been and things you have done.
- Recall how you have used your spare time. Note which activities, as well as past jobs, you enjoyed and which ones you disliked.
- Record important experiences in school, at home, in prior jobs and as a volunteer within the community.
- Include valuable experiences from your youth and adult life.

Now you are more aware of your talents, skills, likes and dislikes. This information will be useful as you determine the type of work you would enjoy most.

Matching Experiences to Jobs

Whether you are a homemaker, farmer or self-employed in some other occupation, you have performed a number of jobs that are typically related to specific careers. Record these activities and match your experiences with those skills needed in various careers.

Experiences	Paid Work
1. Paying bills	1. Bookkeeper or accounting clerk
2. Fixing broken equipment maintenance engineer	2. Mechanic, small engine repair,
3. Answering the phone	3. Receptionist
4. Planning and managing a budget	4. Budget analyst or financial supervisor
5. Overseeing farm laborers	5. Supervisor of workers or human resource manager
6. Redecorated three rooms	6. Furniture salesperson, painter or wallpaper hanger
7. Cleaning the house	7. Housekeeping technician
8. Community theater ticket sales	8. Retail salesperson or sales manager
9. Built a cattle barn	9. Construction workeror carpenter
10. Park beautification committee chairperson	10. Public relations, landscaper, or greenhouse worker

Skills	Work-Related Ability	Marketable Terminology
1. Record farm income and expenses	Knowledge of accounting basics; math knowledge	Maintained financial records for farm business; budgeted farm business funds.
2. See that farm work is done by children and farm hands	Provide directions and guidance	Coordinated scheduling of farm workers OR supervised farm workers.
3. Redecorated three multi-stage rooms in the house	Creative, action-oriented, artistic, industrious home decorating	Developed a plan by: (1) analyzing the physical elements in the rooms; (2) considering the life styles of family members; (3) evaluating how resources currently available can best be utilized; and (4) determining decorating costs within a pre-determined budget.
4. Planned, prepared and served meals for large groups	Adapting recipes; food preparation skills	Supervised staff, coordinated activities of 20 church volunteers in preparation of and serving banquet meals for large groups. Efforts resulted in gross income of $18,000.
5. Teenage youth leader in church	Planning and teaching; providing leadership	Planned and presented educational materials to a teenage youth group for three consecutive years. Provided leadership to 15 teenagers for a community project assisting homebound elderly citizens.

- Divide a sheet of paper in half. On the left side, list everything you do during the week. Include all tasks, responsibilities, hobbies or volunteer community work you assume. Label this list "Experiences."

- Then on the right half of the paper, list what these activities would be called if you had to hire someone to do the task. Label this list "Paid Work." These examples will give you a start in identifying potential careers.

- By recording your "jobs" in this manner, you can get a fairly good picture of the types of jobs you might find as potential paid employment. Be sure to include every activity you can think of that you do.

- Once your list is complete, review it carefully and determine which jobs you do the best and like the most. These are the jobs to highlight when you begin your job search. Thinking through your valuable work skills can help you begin a job search with confidence.

Marketing Your Experiences

Through the years, you have developed a variety of skills which could pay great dividends in today's job market. Your challenge is to identify these skills and relate them to job skills employers are looking for. To identify your skills and to place them in marketable employment terminology, follow these three basic steps:

- Develop a list of your skills. Begin by dividing a sheet of paper in thirds. Label the left third of the paper "Skills." List all activities you have done or are currently doing. Include work

done as a farmer, homemaker, in self-employment or as a volunteer in the community.

- On the middle third of paper, label this list "Work-Related Ability." List all the skills needed to accomplish each activity that you listed on the left.
- On the right third of the paper, label this list "Marketable Terminology." Use words from Figure 1 below that imply the development of useful skills that describe activities performed in particular jobs.

As you identify your skills, you

Figure 1 contains a list of descriptive words. Select key words and phrases appropriate to the career field at which you are aiming.

Job Skills List

Certain words can be used to describe activities performed in particular jobs. These verbs imply the development of useful skills that can be transferred to other jobs. It is a good idea to use verbs like these in the correct tense and in descriptive phrases when filling out employment applications, writing your resume or during the interview. These verbs describe your qualifications to employers in job description terminology relevant for the job you are seeking. Check all the skills in this list that are related to your past work experiences and use them whenever appropriate. You may wish to expand the list as you think of other skills.

Communication Skills
Create
Develop
Direct
Edit
Enlist
Influence
Interpret
Lead
Manipulate
Merge
Motivate
Negotiate
Obtain
Read
Reason
Recruit
Sell
Speak
Write

Management Skills
Administer
Analyze
Assign
Coordinate
Delegate
Determine
Develop
Evaluate
Execute
Facilitate
Integrate
Maintain
Organize
Plan
Prioritize
Recommend
Review
Schedule
Supervise

Financial Skills
Account
Administer
Allocate
Analyze
Audit
Budget
Calculate
Compile
Develop
Keep Books
Manage
Plan
Prepare
Record
Research
Solve

Research Skills
Analyze
Clarify
Collect
Critique
Define
Diagnose
Evaluate
Examine
Extrapolate
Inspect
Integrate
Interpret
Interview
Investigate
Organize
Recognize Problems
Review
Survey
Synthesize

Detail Skills
Arrange
Classify
Collect
Compare
Compile
Compute
Dispatch
Execute
File
Inspect
Memorize
Organize
Process
Reconcile
Respond
Retrieve
Schedule
Systematize
Tabulate

Teaching Skills
Adapt
Advise
Clarify
Coach
Communicate
Coordinate
Develop
Encourage
Explain
Facilitate
Guide
Influence
Inform
Initiate
Instruct
Organize
Persuade
Plan
Stimulate

Creative Skills
Create
Design
Develop
Direct
Discriminate
Generate
Innovate
Integrate
Imagine
Paint
Perceive
Perform
Plan
Shape
Synthesize
Visualize
Write

Manual Skills
Assemble
Bind
Control
Cut
Drill
Drive
Feed
Grind
Handle
Lift
Manipulate
Move
Operate
Set-Up
Tend

Helping People Skills
Adjust
Advise
Attend
Care
Cooperate
Empathize
Guide
Lead
Listen
Perceive
Refer
Relate
Render
Supervise
Understand

will see how you can use your past experiences when you write your resume and during an interview. Your summary of relevant self-employment experiences, marketable skills, education and volunteer service should be written in terms of the prospective employer's needs. The resume should relate your skills and accomplishments to the requirements of the job offered by the employer. Employers may not respond favorably if you state that you have been a homemaker or farmer for 15 years. Instead, say "As a self-employed worker for the past 15 years, I had a variety of jobs, worked under pressure and made many important decisions; now I am ready to start a new career in the paid labor force." Such a positive response exhibits self confidence, a characteristic which most employers desire in employees.

Be creative as you initially enter, re-enter the job market or change careers. Plan your strategy using all the skills and abilities you have developed through the years as an unpaid or self-employed individual and/or community volunteer.

Plan Your Moves Carefully

You may be able to increase job possibilities if you receive training in a specific field. It may be that you can update or acquire new skills by taking some short courses at an area technical college or adult night classes.

Financial assistance is available for dislocated farmers, women who wish to return to school and people affected by manufacturing and business closings. Telephone or stop in the financial aid office or the career planning center at the college nearest you. They can tell you what funds you are eligible for, as well as what courses and training are available. Advisers can help you decide what training best suits your needs. There is a good chance that you can get financial help for retraining.

As you move ahead in your search for a job, it is important to put your best foot forward when you begin the interviewing process. To insure success in your job search, follow the steps listed below:

✔ Complete a personal inventory of your experiences, abilities, skills, strengths, education and previous jobs held.

✔ Explore types of jobs available in your area and match your skills to those of greatest interest to you.

✔ Develop a resume or personal data sheet. Refer to **SP 461-C, Preparing a Resume** for resume writing guidelines. Be explicit, accurate and complete. Have all necessary information readily available to tell your story.

✔ Gain skills in completing an application form and preparing letters of application.

✔ Develop skills on how to interview for a job. See **SP 461-F, The Job Interview** for job interviewing techniques.

✔ Learn how to follow up a job interview.

✔ Gain skills in how to be a successful employee from **SP 461-H, Surviving A New Job**. Be alert to ways you can cultivate your abilities and skills to blend in with employee/employer relationships.

✔ Contact your local Extension office for materials to aid you in developing skills to complete the seven steps listed above. Your local library, as well as the local Job Service office of the Tennessee Department of Employment Security, has materials and information to assist you in your job search.

References:

Army Community Service Division, U.S. Army Community and Family Support Center. **Merchandising Your Volunteer Service For Job Credit**, 1986.

Ekstrom, Ruth B. **Project HAVE Skills Women's Workbook**, Princeton, New Jersey: Educational Testing Service, 1981.

Molgaard, Virginia. **Landing a Job: Strategies for Farm Wives**. Iowa Cooperative Extension Service, Iowa State University, December 1985.

South Carolina Employment Security Commission, Labor Market Information. **South Carolina Job Search Assistance Guide**, Columbia, South Carolina, 1986.

Martin, Gail M. "From Homemaking to Moneymaking." Reprint from **Occupational Outlook Quarterly**, United States Department of Labor, 1978.

Prepared by Glennis M. Couchman and Joyce H. Christenbury, Extension Family Resource Management Specialists. Clemson University Cooperative Extension Service.

Adapted for use in Tennessee by: Etta Mae Westbrook, Professor and Leader, Family Economics; Martha Keel, Associate Professor and Leader, Housing and Design; Bridgett Smith, Associate Professor, Clothing; Celvia Dixon, Associate Professor, Family Economics; and Alan Barefield, Assistant Professor, Agricultural Economics and Resource Development.

SP461B-10M-6/95 E12-2015-00-300-95
A State Partner in the Cooperative Extension System

The Agricultural Extension Service offers its programs to all eligible persons regardless of race, color, national origin, sex or disability and is an Equal Opportunity Employer.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
The University of Tennessee Institute of Agriculture, U.S. Department of Agriculture,
and county governments cooperating in furtherance of Acts of May 8 and June 30, 1914.
Agricultural Extension Service
Billy G. Hicks, Dean