

**Searching for a Job
In
West Michigan**

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Searching for Jobs

Before searching for a job, be sure you have written your resume and also have an idea of what type of position you would like.

What does it take?

Finding a position to fit your skills and desires, may take some time, but it's worth the wait to find the right position. There are times when money is tight and anything looks good, but keep in mind, its important finding a position where you will enjoy your work. It's good for the employer and employee.

There are many ways to find jobs!

Networking

Networking in professional, social and other settings is a vital part of your job search. Network everyday and everywhere, there are always networking opportunities. Talk to as many people as you can. People you meet at the gym, library, birthday parties or any other event.

Be careful to keep relationships with past employers; don't burn any bridges when leaving a job.

NOTE: All the following information was taken from the resumagic.com web site.

Some statistics on how people find work:

- 35% -- Found job through a friend, relative or other associate
- 30% -- Contacted an employer directly, without answering a classified ad
- 14% -- Answered a job classified advertisement
- 8% -- Found job through on-campus recruitment or job placement office
- 6% -- Employment agency or search firm
- 5% -- State-run unemployment office
- 2% -- Other

So, it is clear, finding a job will happen most frequently through networking.

Develop a networking plan. Here is a sample plan:

1. Search for advertised job openings in newspapers and on the Internet
2. Register with your local state employment office
3. Register with several private employment agencies and recruiting firms
4. Attend all career fairs in your area
5. Search for jobs at area college career centers
6. Contact trade associations and the area chamber of commerce
7. Contact companies for where you'd like to work after locating them through company and industry research

Develop a good networking list of contacts. Here are some ideas:

1. Your family members and relatives who are employed
2. Your friends, your friends' parents, your parents' friends, neighbors, and casual acquaintances
3. People with whom you have business relationships (insurance agent, banker, etc.)
4. People you know through your place of worship
5. People in professional associations, alumni associations, and clubs
6. Present and past co-workers, and former bosses
7. If a student or recent graduate -- your teachers, professors and instructors

On-Line Resources

There are many resources on-line to help you find jobs. Some are better than others. If you are focused on finding work in Michigan, there are two great resources, mlive and Michigan Talent Bank.

These are just a few resources that will be looked at today. There are many other resources and a few a listed at the end of the document.

Michigan Talent Bank – <http://www.michworks.org/>

A great place to search for work in Michigan is the Michigan Talent Bank, MTB. This is a project in collaboration with Michigan Works & Michigan Department of Labor and Economic Growth (DLEG).



From the Job Seeker menu you can:

- Sign up and create a resume
- Login to update, view and manage your resume
- Search for jobs
- Update your job order cart
- Find job fairs

Creating an Account

It is possible to search for a job without creating an account, but it make sense to use the entire system to its full potential, and it is vital to create an account.

Click on the Sign Up link from the Job Seeker menu to create an account.

First name • Sally

Last name • Smith

Middle initial

Address

Additional address

City

State

Zip -

Primary phone

Alternate phone

Email

Did you or your spouse serve in the U.S. military?

I did not serve

I did serve

I am the spouse of a veteran with a 100% service-connected disability, a POW or an MIA.

NEXT ►

The following fields are required:

- First Name
- Last Name
- Contact Information (email, phone number or address)

Sign up...

Enter a User ID you will remember. Your User ID can be four to eight letters or a combination of letters and number
For additional security, you will need to create a Personal Identification Number (PIN) that you will provide in addition to your User ID each time you access MTB. Your PIN must be four numbers.

User ID

PIN

Confirm PIN

After clicking the NEXT button, you will create your User ID and PIN. The User ID can be a combination of letters and numbers and must be 4-8 characters long. The PIN must be all numbers and 4 characters long.

Click the Submit button to save your User ID and PIN. The privacy and terms of use statement are displayed. Click the Agree button if you agree with the text. Once the account is created, it will automatically begin to enter a resume.

Creating a Resume

There are two types of resumes available for creation, Functional and Chronological. The previous Resumes & Cover Letters course covered these two types, but here is a quick overview:

Functional

Summarizes professional “functions” or experience and avoids minimizing employment history because it focuses on what you have done rather than when and where. Reasons to use this format:

- Older worker – minimizes dates
- Career changer – minimizes number of jobs
- Recent graduate – minimizes lack of experience
- Returning employee – minimizes absence from workforce

Chronological

Traditional style resume lists professional experience chronologically, starting with the most recent and working backwards. Reasons to use this format:

- Professional experience in field of interest
- Recent college graduate
- Demonstrates measurable results
- Held impressive job titles
- Worked for big name employers

The next few sections explain how to enter a resume into the MTB system. There are very few differences between the Chronological and Functional resume types. Differences are noted clearly.

NOTE: Once you select your resume type, it cannot be changed, so selected carefully.

<p>Personal Information</p> <p>Job Objective</p> <p>Employment History</p> <p>Education</p> <p>Skills and Abilities</p>	<p>Honors and Activities</p> <p>Salary</p> <p>Location</p> <p>Job Titles</p> <p>Notes/Other Information</p>	<p>Personal Information</p> <p>Job Objective</p> <p>Qualifications</p> <p>Skills/Accomplishments</p> <p>Employment History</p>	<p>Education</p> <p>Salary</p> <p>Location</p> <p>Job Titles</p> <p>Notes/Other Information</p>
Chronological Sections		Functional Sections	

The Chronological resume contains Honors and Activities and Skills and Abilities. The Functional resume contains Qualifications and Skills/Accomplishments. There is also some order change between the Chronological and Functional resumes. Other than those differences, the resume information is exactly the same.

Personal Information is self explanatory, but the other sections are explained in detail in the following sections.

Job Objective

This is the most important and critical piece of our resume because it is the first thing an employer sees when they view the search results using MTB. Remember, you are competing with other people to capture the eyes of an employer, make the text memorable.

.....

Job Objective

! Your job objective is one of the most critical pieces of your on-line resume. It is the first thing from the resume an employer sees when he/she does a search and gets a list of matching resumes. You should include skill words wherever possible (i.e. management, programming), and not vague terms such as "I want to grow, gain knowledge, etc."

Describe your desired position.
(only 750 characters will display)

Machinist with over ten years of operation and supervisory experience looking for a full-time position as a senior machine operator.

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Employment History

In the *functional resume*, the *job duties are not listed*, only the company name, city, state, job title and dates employed. For the *chronological resume*, the *job duties are listed*.

If you don't wish to put the dates employed, just put the number of years worked in the **From** field, this is particularly handy if work has been sporadic.

Employment History

Job #1
Employer: JLG Industries
City: Chambersburg
State: PA
Job title: Lead Machinist
Dates employed: From (mm/yyyy): 01/1998
To (mm/yyyy): Present

Enter job duties, responsibilities, and accomplishments.
(only 1200 characters will display)

Supervising a team of twelve machinists in installation, demolition, and restructuring of building materials for mobile home manufacturer.

Job #2
Employer: Helman Contractors
City: Baltimore
State: MD
Job title: General Contractor

Education, Licenses and Certificates

The only required field is the highest level of education. Enter any additional schooling or training received.

Education, Licenses, and Certificates

Highest level of education: High School Diploma

School #1
Diploma/degree: High School Diploma
Course of study/major:
School name: Chambersburg High School
State: PA

School #2
Diploma/degree: Certificate of Completion
Course of study/major: Welding Curriculum
School name: Cumberland Valley Technology Center
State: MD

Enter any pertinent certificates or licenses received, particularly if licensure is important to the position.

Certificates and Licenses

	Certificate/License	Issuing Organization	State
1			
2			
3			
4			

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Skills and Ability AND Honors and Activities (Chronological Only)

The Skills and Ability section give an opportunity to write up any additional training or skills not already mentioned elsewhere.

Be sure to outline any honors, commendations, clubs or community work in the Honor and Activities section.

.....

Skills and Abilities

! The more descriptive your skills and abilities, the better the chances an employer can find you.

Enter additional training or skills.
(only 750 characters will display)

Fully conversant with Quality Control procedures working in both the private, public and local government sectors

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.....

Honors and Activities

Enter any honors or activities such as civic awards, commendations, clubs, organizations, or volunteer work.
(only 750 characters will display)

▲ BACK TO TOP

Salary, Desired Location and Job Titles

It is fine to leave the salary information blank, and it is recommended.

The location section is by city OR zip code (not both). If you are willing to travel, increase the mile section to match what you are willing to do to travel to the job.

The job titles section is another critical piece, because employer can search by job title. These are free form text, meaning it will depend on what the employer types into the search. In this example, an employer will find this person **IF** they type in Machine Operator or Operator or Machinist.... Get the picture?

It's sometimes good to do a search for jobs first before typing in your job titles.

Salary

Desired pay \$ per

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.....

Desired Job Location

I am available to work within miles of (City) OR (Zip Code)

Acme

Ada

Addison (Lenawee)

Addison Township (Oakland)

Adrian

▲ BACK TO TOP

.....

Desired Job Titles

Important
You must provide at least one job title.

Provide up to three job titles to add to your resume. These job titles will help employers search for your resume based on your career interests.

Job title 1 •

Job title 2

Job title 3

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Notes/Other Information

This section may contain other information for the employer. Do not list affiliations with churches, number of children/grandchildren or other personal information. It is not relevant.

Notes/Other Information

Enter any other information you may want a prospective employer to know about you.
(only 750 characters will display)

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Highlights of Qualifications (Functional Only)

This section is only for the Functional resumes. Here you can list up to 6 different qualifications that would be important to an employer. Remember, show the employer what skills you bring to the table, how you can save them money, etc.

Highlights of Qualifications

You may enter up to six different descriptions of your qualifications. Each will appear as a separate bulleted item under the Highlights of Qualifications section of your resume.

Qualification description 1

Qualification description 2

Qualification description 3

Qualification description 4

Qualification description 5

Qualification description 6

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Relevant Skills and Accomplishments (Functional Only)

Another section only found in the Functional resume. Here enter up to 5 skill categories and then up to 6 short skill descriptions for each category. Each skill description will be displayed as a bulleted term under the category. Remember, only list things you've done in the past and wish to do again. For example, in a retail setting, customer service may be a category and the skills would be: Skill Description 1: Maintained card index file of all customers and their transactions for follow up at a later date; Skill Description 2: Sent handwritten thank you card for each purchase over \$100 to customers; Skill Description 3: Very enthusiastic and knowledgeable about many products in retail setting helping customer to find just the right product.

Relevant Skills and Accomplishments.

This section allows you to enter up to five skill categories. After filling in a skill category you may provide up to six short skill descriptions (150 char). Each individual skill description will be displayed as a bulleted item under that category on your resume.

Category 1

[Add A Category](#)

Skill Description 1

Skill Description 2

Skill Description 3

Skill Description 4

Skill Description 5

Skill Description 6

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Searching for a Job

To begin the search, from the Job Seeker menu, click on the Search for Job link. From here you can enter keywords and other criteria to begin the search.

The screenshot shows the ForJobs search interface with several callout boxes providing instructions:

- Enter as many keywords as necessary. Not all words will match in the job posting.** (Points to the 'Match text with any of these key words' field)
- Enter as many keywords as necessary. These words MUST be found in the job posting.** (Points to the 'Match text with all of these key words' field)
- Enter the minimum pay by year or hour, for the position. Remember, the more you narrow the search, the fewer jobs you will retrieve.** (Points to the 'Minimum pay' field)
- Enter the company name to narrow your search further by a specific company. Be careful when using this option that the company name is spelled correctly.** (Points to the 'Employer Name' field)
- Select the city or zip code for the criteria. You may also wish to have the search look in a radius, if you have the ability to drive.** (Points to the 'Job Location' dropdown menu)
- Select dates or leave as default. Sometimes it's nice to remember when you looked last to see what new positions have been posted since last time you looked.** (Points to the 'Jobs Posted/Updated' date range selector)

The results will be displayed based on your initial criteria. Notice in this search there are two pages of positions to look over. Notice that the miles from Grand Rapids shows here as well. This can be changed at this time as well, change 25 -> 75 and click the Search button to search again.

The screenshot shows the search results page with a callout box highlighting the '25 miles from Grand Rapids' filter. Below the filter is a table of job listings:

Job Title	Location	Salary	Last Update Date
<input type="checkbox"/> Paper Product Machine Operator Trainee	Ada	-	07/22/2004
As instructed by a Machine Operator , set up and monitors the operation of Paper Product Finishing Department equipment such as multiple pocket Stitches, stackers, tabbers, strappers, tapers, shrink tunnels, conveyors, etc. Able to troubleshoot and maintain specific Stitches production lines and auxiliary equipment. Assists other Operators to maximize machine efficiencies. Performs and records qua...			
<input type="checkbox"/> Programmer/ Lead Operator	Kentwood	\$15.00/hr	08/02/2004
A programmer/lead operator is wanted at a engineered products company that manufactures running boards, plastic components and door panels. Duties included operating thermwoods, band saws and hand tools, trimming plastic and creating features in the plastic, programming CNC machines , rework parts, train machine operators in running the equipment, recording time, count and pack products, etc. A h...			
<input type="checkbox"/> Machine Operator	Hudsonville	\$10.00/hr to \$12.00/hr	08/11/2004
Are you looking for a challenging position and rewarding career in a professional work environment? Topcraft Metal Products, a manufacturer of precision- machined products, serving a diverse customer base including automotive and office furniture production has an entry level position available: Machine Operator : Mechanical Aptitude Process Oriented Methodical Detail Sensitive We offer a comprehensive benefits package...			
<input type="checkbox"/> Assemblers, Machine Operators, Machine Asst	Holland	-	08/10/2004
LOOKING FOR A STABLE ENVIRONMENT WITH GREAT OPPORTUNITIES????? Look no further, locally owned Shoreline Container has IMMEDIATE openings for ASSEMBLERS, MACHINE OPERATORS & MACHINE ASSISTANT positions.			
<input type="checkbox"/> Machine Operator	Zeeland	-	08/10/2004
GKN Sinter Metals Zeeland MI GKN Sinter Metals, the world leader in Powder Metallurgy, has an opening in the following discipline: Machine Operator This full time position is responsible for making quality product, on time, at required production			

Now there are three pages of jobs to look over which are in a 75 mile radius of Grand Rapids. It is possible to get back to the original 25 miles and search again!

75 miles from Grand Rapids
 Pages 1 2 3 NEXT ▶

Click checkboxes to select job orders to be added to your Job Cart.
 Note: The system will not add a job order to your cart if it is already in your cart.
 Once you have logged in, items in your cart are no longer selectable from the search results list.

Job Title	Location	Salary	Last Update Date
<input type="checkbox"/> Screw Machine Operator	Olivet	\$15.00/hr to \$15.00/hr	07/30/2004
An Olivet area company is looking to fill a Screw Machine Operator position. This person MUST have experience as a screw machine operator . Prefers to have someone with experience with Ackmay Gridley machines - this is a specific type of screw machine . People who have worked at Holt Products or Parker Hannafin would have this experience. For imm...			
<input type="checkbox"/> Paper Product Machine Operator Trainee	Ada	-	07/22/2004
As instructed by a Machine Operator , set up and monitors the operation of Paper Product Finishing Department equipment such as multiple pocket Stitches, stackers, tabbers, strappers, tapers, shrink tunnels, conveyors, etc. Able to troubleshoot and maintain specific Stitche production lines and auxiliary equipment. Assists other Operators to maximize machine efficiencies. Performs and records qua...			
<input type="checkbox"/> Programmer/lead Operator	Kentwood	\$15.00/hr	08/02/2004
A programmer/lead operator is wanted at a engineered products company that manufactures running boards, plastic components and door panels. Duties included operating thermwoods, band saws and hand tools, trimming plastic and creating features in the plastic, programming CNC machines , rework parts, train machine operators in running the equipment, recording time, count and pack products, etc. A h...			
<input type="checkbox"/> Assemblers, Machine Operators, Machine Asst	Holland	-	08/10/2004
LOOKING FOR A STABLE ENVIRONMENT WITH GREAT OPPORTUNITIES????? Look no further, locally owned Shoreline Container has IMMEDIATE openings for ASSEMBLERS, MACHINE OPERATORS & MACHINE ASSISTANT positions.			
<input type="checkbox"/> Machine Operator	Hudsonville	\$10.00/hr to \$12.00/hr	08/11/2004
Are you looking for a challenging position and rewarding career in a professional work environment? Topcraft Metal Products, a manufacturer of precision- machined products, serving a diverse customer base including automotive and office furniture production has an immediate position available: Machine Operator . Mechanical Skills: Design, Oriented, Methodical, Detail...			

It is also possible to sort the data (descending or ascending) by:

Salary – can show the highest paid jobs first (descending)

Job Title – can put the job titles in alphabetical order (ascending)

Last Update – can show the jobs most recently placed on-line (descending)

Location – can put the locations in alphabetical order (ascending)

You are viewing records 1 through 20 of 25

Sort by: Sort order:

Read through all the job postings until one catches your eye. Click on the Job Title, it is a link to more information.

Click on the link to get more details.

Job Title	Location	Salary	Last Update Date
<input type="checkbox"/> CNC Programmer	Grand Rapids	\$19.00/hr to \$21.00/hr	07/22/2004
Three to six month contract position for an experienced CNC Programmer in the Grand Rapids area. Responsibilities: Upon determination and selection of the correct processing method for fabricated parts, will write the N/C piece part programs in the native language for the CNC machine tool thus capitalizing on the profitability of the machines . Will diagnose problems relating to N/C machining with the assistance of the Mf...			

JOB DETAIL

Job Order Number: 2254554 **Job last updated:** July 22, 2004
Job posted on: July 22, 2004

Company name: Rcm Technologies Inc.
Product line/service: Placement Agency

Job title: Cnc Programmer
Job type: Contract
Hours per week: 40
Position(s) available: 1

Job location: Grand Rapids
Salary: From \$ 19.00 To \$ 21.00 per hour.

Job description: Three to six month contract position for an experienced CNC Programmer in the Grand Rapids area. Responsibilities: Upon determination and selection of the correct processing method for fabricated parts, will write the N/C piece part programs in the native language for the CNC machine tool thus capitalizing on the profitability of the machines. Will diagnose problems relating to N/C machining with the assistance of the Mfg. Engineer, will assist operators in problem solving of CNC machine tools as they relate to the N/C programs, will recommend changes to equipment and processes for continuous improvement. MUST HAVE experience in Wood-Wop programming, Ni-Cam programming, Pro-E programming with a wood CNC background. MUST HAVE mechanical and analytical skills along with basic math proficiency including knowledge of geometry and trigonometry and have the ability to learn technical information, concepts and blueprint reading quickly. Must be familiar with machining, the cutting process, tooling capabilities, machine capabilities and material capabilities (includes robots, lasers and

Job requirement and contact information can be found at the bottom of the page. Make sure to read through the Job description to learn more about the position.

There are three buttons at the bottom to take action!

Job requirements: This job requires an associates degree and 3 years of experience.

Please apply by Phone, by Fax or by Email .

Contact: Arlene Palmer	Business name: Rcm Technologies Inc.
Phone: (616)842-4710	Address: 921 S. Beechtree St.
Fax: (616)842-9054	Grand Haven, MI 49417
Email: ARLENE.PALMER@RCMT.COM	

*If you would like to go back to your job order search result, click **Back to Search Result**.*

Add this job posting to your shopping cart!

Email your resume to the contact for this posting. This option is only available if they accept email resumes.

Viewing the Job Cart

MTB allows you to organize and manage the jobs which you have applied for with the Shopping Cart.

Jobs are not kept indefinitely in the shopping cart. The rules are:

- Once you apply for a job, the position will be saved in the cart for 60 days.
- If you have not applied for the job, the position will be saved for 14 days.

You can view the cart from the Job Seekers menu by clicking on the Job Order Cart link. From here, you will see all the jobs which have been placed in the cart.

MTB

View Job Order(s) Cart

To view the full details of a job order in the cart, click on the Job Order Number. To keep track of the positions you have applied for, be sure to enter the **Applied Date** and **Method of Application** for each job order. Those orders with an **Applied Date** will remain in your cart for 60 days from the day they were added to the cart. Job Orders with no **Applied Date** will be deleted 14 days after they were added to the cart.

Sort by: Sort order:

Job Order	Employer	Job Title	Applied Date	Method of Application
<input type="checkbox"/> 1, 2254554	RCM TECHNOLOGIES INC.	CNC Programmer	<input type="text"/>	<input type="text"/>

Added To Cart On: 08/13/2004

Delete Orders Update Job Order Cart

.....

[Employer](#) [Job Seeker](#) [Web Resources](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

Employer ●
Job Seeker ●
Web Resources ●
Service Locator ●
About Us ●
Privacy Statement ●
Career Portal ●
Return/Job Order ●
Quit ☒

You may wish to keep track of the dates you applied for a position and the manner in which you applied. Again, these jobs will be kept for 60 days.

MTB

View Job Order(s) Cart

To view the full details of a job order in the cart, click on the Job Order Number. To keep track of the positions you have applied for, be sure to enter the **Applied Date** and **Method of Application** for each job order. Those orders with an **Applied Date** will remain in your cart for 60 days from the day they were added to the cart. Job Orders with no **Applied Date** will be deleted 14 days after they were added to the cart.

Sort by: Sort order:

Job Order	Employer	Job Title	Applied Date	Method of Application
<input checked="" type="checkbox"/> 1, 2254554	RCM TECHNOLOGIES INC.	CNC Programmer	07/01/2004	In Person

Added To Cart On: 08/13/2004

Delete Orders Update Job Order Cart

.....

[Employer](#) [Job Seeker](#) [Web Resources](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

Employer ●
Job Seeker ●
Web Resources ●
Service Locator ●
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Career Portal ●
Return/Job Order ●
Quit ☒

mlive – <http://www.mlive.com/jobs>

mlive is the on-line division of Advance Publications, owner of 22 newspapers, including various local newspapers such as the Grand Rapids Press, Muskegon Chronicle and Advance Newspapers.

The site also offers the ability to search for jobs online. These jobs may have been posted directly on-line or in a newspaper. Searching for jobs is easy using mlive.

STEP #2
Select Job Category(ies) and Job Location(s) to narrow the criteria. It is possible to select multiple locations and categories by using the CTRL key and clicking on each item to select.

STEP #1
Click on the Jobs link

STEP #3
Select Job Title(s). It is possible to select multiple job titles by using the CTRL key and clicking on each item to select.

STEP #4 (optional)

- Select the listing to view (only today or all listing)
- Select the number of listing to show per page (remember, if you pick 100 it can take some time for the page to come up)
- Enter a keyword or phrase (this will limit your search)

BEGIN THE SEARCH!

Notice, the search will display the job it has found based on the criteria selected. The criteria are shown at the top along with the number of items returned, in this case 55 positions to wade through.

FIND LOCAL JOBS

Go to My List About My List

Your Search Results

Your search for Caregiver, Counselor, Dietitian ... produced the following listings:

Your request returned 55 items. This page has items 1-25

mive.com



Registered Dietitian
 Located in Grand Rapids
 Registered Dietitian
 Schedule: Variable days Monday - Friday 16 hours per 2 week pay period. Unique requirements: Resource. 1 year minimum maternal/child experience. Job Summary: The Registered Dietitian coordinates the nutritional care of patients through nutritional assessment/monitoring, care plan development, and on going nutritional education. Job Requirements: Registered as a Dietitian by the American Dietetic Association. Bachelor of Science degree in Nutrition or Dietetics or equivalent level of education and experience. Two years previous clinical experience. Other: Time management and organizational skills. Effective written and verbal communication skills. Working knowledge of computers and their application preferred. Ability to make quality, independent decisions. Ability to instruct and direct the work of others. Independently mobile. Able to work effectively under tight deadlines, high volumes and multiple interruptions. Masters degree in Clinical Nutrition preferred. Job Details: Shift Length: 8 hours Area of Study: Dietetics Job Category: Professional/Technical Certification: ADA Certified Dietitian Education: College Course Work Hours Per Week: 8 Salary Grade: 15 - \$18.95 - \$25.55 Employment Status: Part-Time Days Available: Variable days Site: Other Shift: Undetermined To Apply Online - Click Here - [Click here](#) for more information and to apply online
 Published on 09/13


INFO FOR EMPLOYERS

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LOCAL EMPLOYERS

▶ **Featured Employers**





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 ▶ [Ober Memorial Health Services](#)
 ▶ [Borgess Health Alliance](#)
 ▶ [Health Partners](#)
 ▶ [Borgess Nurse Recruiting](#)
 ▶ [Spartan Stores Inc.](#)
 ▶ [War Memorial Hospital](#)
 ▶ [Bronson Methodist Hospital](#)
 ▶ [Spectrum Health](#)
 ▶ [Ameriquest Mortgage Company](#)
 ▶ [Complete Employers Directory](#)

All the details of the job will be listed. Each employer will have different ways to submit resumes.

YOUR Employment Personal List Contains 4 ads.

mive.com

Help Wanted

HEAD START COORDINATOR Grant/Newaygo Area: Immediate opening for career oriented individual to assist Center Director with center operations and the coordination and implementation of HEAD START Objectives to: Assure continuity of service is maintained for children with either a suspected or documented disability; nutrition and health care needs are efficiently operated; monitor safety and sanitation practices, including transportation, literacy program coordination; parent involvement and volunteer program efforts; and recruitment.

SKILLS REQUIRED: Understanding of Early Childhood Development, excellent verbal/written communication and interpersonal skills, organization and problem solving. **QUALIFICATIONS:** BA in Early Elem. or Early Childhood. No citations for child abuse or neglect. Must be willing to relocate if not already living within a 30 mile radius. Excellent salary with good benefit package. Send resume to FiveCAP, Inc., P.O. Box 37, Scottville, MI 49454 or Fax (231) 757-6669, email fivecap@fivecap.org EOE

- [Click here](#) to email your resume NOW!
- [Click here](#) to apply online!

Published in The Muskegon Chronicle 09/09/2004

Add To My List

mive.com

General Help


SOCIAL WORK to recruit diverse families for foster care and adoptive homes. Part-time in a supportive, non-profit, child welfare agency. For details and application requirements visit our website at: www.dabloggett.org EOE.

Published in the Grand Rapids Press on 09/08

Add To My List

1000S OF HOMES FOR SALE.

FIND THEM HERE.





THE BEST LOCAL REAL ESTATE

mive.com Everything Michigan

LOCAL EMPLOYERS

▶ **Featured Employers**





▶ [Saint Mary's Merow Medical Center](#)

Submit on-line or via email

Visit their web site for more details on applying

Other Resources

Web Site Address	Description
http://www.mel.org	Michigan eLibrary offering a variety of on-line resources as well as magazines, newspapers and more for Michigan residents for FREE .
http://www.jobsearch.org	America's Job Bank is one of the best searching tools for jobs around the United States. Post your resume and search for jobs for free .
http://www.net-temp.com	Find temporary or part-time work using net-temp. Can search by State and industry.
http://www.careerbuilder.com	Career Builder is an excellent searching tool which combines the Internet and newspaper advertising, similar to Mlive. They also offer a resume builder where you can have up to 5 different resumes, a career builder to help with job search and job alerts and advice and resources for your career. All this FREE . There are some fee services available as well.
http://www.monster.com	One of the largest resume banks and job searching opportunities. This is another excellent place to create a resume. There is also a resume builder and tons of resources available for FREE .
http://online.onetcenter.org	Developed for the US Department of Labor as a comprehensive database of workers attributes and job characteristics. This web site can be used to aid you in writing up past job descriptions and even your job objectives.
http://www.resumagic.com/networking.html	Great resource for networking and tips on how to approach people when looking for a job.