

We can WORK it out! - Handout

(scriptures to work at)

A. Can't just mooch off of others and borrow all the time, you must work (if you are physically able).

a) 2 Th 3:10-15

- i) 10For even when we were with you, we gave you this rule: "If a man will not work, he shall not eat." 11We hear that some among you are idle. They are not busy; they are busybodies. 12Such people we command and urge in the Lord Jesus Christ to settle down and earn the bread they eat. 13And as for you, brothers, never tire of doing what is right. 14If anyone does not obey our instruction in this letter, take special note of him. Do not associate with him, in order that he may feel ashamed. 15Yet do not regard him as an enemy, but warn him as a brother.
- ii) You need a job. Any job. This is how you earn your keep according to the Lord.

B. Working sets an example

a) Acts 20:33-35

- i) 33I have not coveted anyone's silver or gold or clothing. 34You yourselves know that these hands of mine have supplied my own needs and the needs of my companions. 35In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: 'It is more blessed to give than to receive.'

b) Mt 5:14-16 Light of World

- i) 14"You are the light of the world. A city on a hill cannot be hidden. 15Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. 16In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.

c) 1 Tim 4:12

- i) 12Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

C. When we work, we also need to set an example with our attitude!!!

a) Col 3:23-24

- i) 23Whatever you do, work at it with all your heart, as working for the Lord, not for men, 24since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.

b) Php 2:14-16a

- i) 14Do everything without complaining or arguing, 15so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe 16as you hold out the word of life

c) Php 4:8-9

- i) 8Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. 9Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you.

D. So, how do you get a job? Be different from the other applicants.

a) Offer to work for free for a little bit to show them what you can do.

- i) Nobody does this, so you won't have competition

b) Work harder than everybody else

- i) Nobody does this, so you won't have competition

c) Volunteer for Non-Profits

- i) Gets you out there, gives you skills and training

Job Seeking Tips Handout

A. How to find jobs

1. Ads, Internet, & Job Fairs represent only 15% of available jobs. DO NOT spend most of your time looking at these places (spend only 15% of your time doing this).
2. 85% of jobs are obtained by personal recommendations, from walk-ins, and from networking
 - a. If you own a small business, you will ask people you respect if they know anyone that you can hire
3. Target companies that you would like to work for, then be prepared to contact them 3 or 4 times
 - a. Introduction Letter that lets them know that you are marketing yourself and that you will be contacting them and sending them a cover letter & resume
 - b. Tell them in the Cover Letter that you will be calling them
 - c. Customize each Resume to each company.
 - i. Do NOT just mass mail
 - d. Hand out a Thank You card when you leave or send a Thank You letter promptly!!
4. Mirror the job requirement in how you seek the job

B. Small Businesses (fewer than 100 employees)

1. 98% of businesses are small businesses
2. Most people in America work for a small business
3. Most small businesses are between 1 and 4 people in size
 - a. The next most popular size of small business is 5 to 10 people in size.

C. Job Turnover

1. Most people average 16 to 18 jobs in their life
2. The concept of working at one Large Firm your entire working life no longer exists.
3. Many people are afraid to leave a job because they don't know what is out there or if the next job will be better.
 - a. Getting a better job can be wise if your ship is sinking.
 - b. Sometimes you need to let a ship sink, or let God decide. Our tendency is to want to pump out the water and try to save the ship as it's going down.

D. 85% of the technology and services we are using will be obsolete in 5 years

1. Adapt or sink, change happens
2. Can't learn everything you need in school
3. Rate of change happens real fast & brings stress

E. \$ can't be your motivation

1. People need a sense of Mission, Accomplishment, Meaning, Purpose.
 - a. If the job has no meaning, than you will be unmotivated
 - b. Ability is NOT the issue, the Purpose is the issue
 - i. Just because you can do a job doesn't mean you should
 - ii. If you hate the job, it will NOT work for you in the long run
 - c. Find a job that blends your skills, abilities, passions, personality, values, dreams
2. You may take a pay cut to do what you love, but you stand a better chance of being the best within that niche because you are doing what you love

F. We take too much identity from our Jobs

1. It is just 1 tool in a successful life
2. Your vocation should be a purpose, a calling, but not your identity
3. Most people work at a job where they are NEVER appreciated. If your identity come from praise, you will be disappointed.
4. Self esteem cannot come from your job, it must come from who you are (eg, father, follower of JC, etc)

G. Harvard Study shows:

1. 85% of success derives from Personal Skills (e.g., Enthusiasm, Self Discipline, Ambition, Personality)
2. 15% comes from Technical Skill and Knowledge

- H. May need a temporary job to
 - 1. Meet bills
 - 2. Payoff debt
 - 3. Build up savings
 - 4. Save for your kid to go to school
 - 5. Swallow your pride and take the temp job if you need it, or you may sink

- I. Home Based businesses can generate additional income
 - 1. Just 1 great idea can make a bundle
 - 2. Many ideas don't get off the ground because people lack passion, drive & the marketing savvy to make it happen

- J. **Hiring Process**
 - 1. **Resume.** Resumes do NOT get jobs, they get interviews.
 - a. Do NOT add SSN, DL, Race, DOB, Picture
 - b. Don't use "dealt with" use "assisted with"
 - c. Do NOT list references, state "References available upon request"
 - d. Do use nice paper & envelopes, it shows you took the time to care
 - e. Resume decisions are based on some of the following factors (if you don't follow these, people will often NOT spend the time required to "figure out" your resume):
 - i. Look & feel of resume
 - ii. Easy on the eyes (if they have been looking at them all day)
 - iii. Structured and easy to read (a jumble of info or out of date order doesn't cut it)
 - iv. Whether it reflects the job (specifically tailored to this job)
 - f. Make a different resume targeted to each company you want to work for

 - 2. **Interview.** The interview is where you sell your product (you) and get a job, or not.
 - a. Show up EARLY.
 - b. Don't rely on your resume, be prepared to answer questions whether they are based on the resume or not
 - i. Never refer someone to the resume when they ask you a question
 - c. Explain how your experience fits the job requirements
 - d. Be yourself, within the rules of the game
 - e. Have questions (put them on the defensive)
 - f. Don't be afraid to ask about money
 - g. If you don't know the answer, do NOT bluff, say "I'll get back to you" and then do so.
 - h. If they ask you about your weaknesses, you can say:
 - i. I have a hard time recognizing my weaknesses, but I am very responsive and willing to change them when they are pointed out to me.
 - ii. Impatience is a good one
 - iii. Overconfidence is a good one

 - 3. **NOTE:** Most hiring decisions are made in the first 3 to 5 minutes of the interview
 - a. In high volume situations, decisions can be made in the first 10 to 15 secs

 - 4. Learn how to shake a hand properly