



AddME Talent Pool

**Are you ready for
your next career?**



Want to join the AddME Talent Pool?
Speak with any staff member,
email us at talentpool@jeffco.us
or call **303.271.4380**.

Are you ready, willing and able to find employment? The American Job Center (AJC) can enhance your visibility to employers and exposure to job opportunities by becoming a member of the AddME Talent Pool. As a member, you will be first in line for referrals to businesses with job openings that match your unique skills and experience. Other benefits include: invitations to industry-specific hiring events, networking opportunities, access to customized training, participation in roundtables, and enrollment in Optimal Resume. On the reverse of this flyer is the Talent Pool membership criteria.

★ **Join the AddME Talent Pool and get noticed!** ★

americanjobcenter
SERVING JEFFERSON, CLEAR CREEK AND GILPIN COUNTIES

Membership Criteria

Targeted Occupation

You need to have clear career focus.

Targeted Resume

Your resume needs to be appropriate for the position.

- We recommend that your **home address** not be included. It could be used to screen you out if you are perceived to live too far from the job location.
- Do **not** use “**I**” or “**me**” in your resume.
- You should use a **professional email** address.
- Near the top of your resume, there should be a section which contains a clear **summary of qualifications** including key words for your targeted occupation. This section should be customized for each specific position.
- Work history must include **measurable accomplishments** and dates of employment.
- Limit your resume to **one or two pages** and include no more than 10-15 years of job history with the possible exception for upper level management and certain IT positions.
- If you have a **LinkedIn profile**, ensure it is complete. Your resume should include a hyperlink to your LinkedIn profile. (The use of LinkedIn is not necessary for all occupations.)
- There should be **no spelling, factual or grammatical errors**.
- Be prepared to upload your resume into **Optimal Resume** and **Connecting Colorado** (we will show you how).

Interviewing Skills

You should have well thought out and practiced responses to potential interview questions. We recommend that you participate in at least one interviewing workshop.

Availability

You should be accessible by telephone and email for job leads and commit to respond in one business day. Be ready for immediate employment. If offered a position, you should be available to start within two weeks. If you are currently in school, you need to be within 30 days of completion.

CONTACT US

For questions about the AddME Talent Pool, please call: **303.271.4380** or 800.659.3656 TTY/TDD or email: **talentpool@jeffco.us**.

