



EXECUTIVE CONSULTANTS
OF NEW YORK, CORP.

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Pandemic Emergency Unemployment is Ending: A Workshop Series on What to do Next

Monday, August 2 at 6:00 PM - 9:00 PM
Week 1:

Emergency Resources, Labor Law, Finance & Mental Health: A Panel Presentation
Housing, utilities, food stability, social services, healthcare, financial counseling, credit repair, mortgage and rent furloughs, eviction, labor law, employment, unemployment, insurance, and mental health resources.

Monday, August 9 at 7:00 PM - 9:00 PM
Week 2:

Prepare for Your Job Search
Updating your resume, letters of recommendation/ testimonials, and creating a list of companies where you would like to work.

Monday August 16 at 7:00 PM - 9:00 PM
Week 3:

Leveraging Your Network & LinkedIn for Your Job Search
Who Do You Know? Does your LinkedIn Profile represent you well? Reaching out to your network and beyond.

Monday August 23 at 7:00 PM - 9:00 PM
Week 4:

Get Your Side Hustle On
'A to B' jobs to keep you going, Task Rabbit, Uber, consulting based on skill sets, how to make money on eBay.

Monday, August 30 at 7:00 PM - 9:00 PM
Week 5:

Who's Hiring Event
Lots of companies are hiring! Find out who they are and the best way to apply.

Join the Zoom Meeting:
Meeting ID: 891 8015 1676
Passcode: 368744
Dial by your location
+1 646 558 8656 US (New York)

This workshop series is hosted by ECNY Corp., and ECNY Foundation.
Made possible by the Port Washington Library Career & Personal Finance Center.

STRATEGY, DEVELOPMENT, NETWORKING



Connecting

Connect With Colleagues,
Business Professionals
and Potential Clients.



Participating

Participate With Industry
Leaders and Stay Ahead of
the Curve.



Building

Craft Your Profile to Attract
the Clients and
Opportunities You Want.

Get in touch:

info@ecnycorp.com

www.ecnycorp.com

+1.212.500.0585

PREPARING FOR YOUR JOB SEARCH II

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ECNY
Foundation, Inc.
Helping Communities Thrive



Updating Your Resume – Do's & Don'ts

- Fonts – Times New Roman and Arial (tried and true and work with older proprietary portal systems)
- No graphics, shading, text boxes, minimal lines
- No pictures or watermarks
- Only send/submit your resume in PDF format



- YES, your resume can be more than ONE page
- YES, you can have a bullet table

Resume Sections

- **Name, Contact Information, LinkedIn URL**
- **Opening Summary**
- **Core Competencies**
- **Employment History**
- **Additional Information – Older Job History**
- **Education**
- **Certificates, Certifications, Courses**
- **Languages**
- **Technical Skills**
- **Volunteer Work**



TEMPLATE

template@gmail.com

1.212.456.7890

www.linkedin.com/in/template/

Summary of Qualifications

Mission-focused Program and Project Management leader, skilled at...

Streamlined customer-centric-driven Operations Executive, skilled at...

Operations-driven Total Management Professional with extensive diversified experience in...

Growth-focused and enthusiastic Business Operations Professional with extensive diversified experience in...

Proactive and motivated Information Technology Leader, well versed in...

Core Competencies

- Training & Development
- Leadership Skills
- Team Motivation
- Business Continuity Planning
- Conflict Resolution
- Relationship Building
- Negotiation Skills
- Data Science & Analytics
- Project Lifecycle Development
- Agile Projects
- **Scrum/SAFe Project Management**
- Writing User Manuals
- Direct Sourcing
- New Product Introduction
- Communication Skills
- Process Refinement
- Vendor Management
- Program Development
- Interpersonal Skills
- Program Facilitation
- Change Management
- Lean
- New Product Development
- Customer Experience
- Production Management
- Positive Influence
- Project Management
- Strategic Development
- Budget Management
- **Microsoft**
- Entrepreneurship
- **Interpersonal Skills**
- Strategic Marketing
- Word, Excel, etc.
- SCORM
- Six Sigma
- Quality Assurance
- Root Cause Analysis
- Microsoft Suite

Professional Experience

ABC Corporation 2006 - 2018
Manager of Operations, Business Development 2017 - 2018

- Championed implementation of...
- Guided a team of...
- Communicated daily with...
- Spearheaded and improved...
- Managed, trained and developed team of...
- Maintained a strong customer service focus and...
- Supported implementation and consistent use of...
- Streamlined, developed, and monitored...
- Collaborated with Executive Management on initiative to...
- Oversee and developed staff of...

Lead Manager, Project Management Office (PMO), Learning Design and Development 2015 - 2017

- Developed PMO staff, processes and...
- Responsible for 50+ projects annually...

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- Orchestrated the delivery of...
- Supported and led team through...

Additional Experience Includes

ABC Corporation
Production Manager, Production Services

DEF Company
Manager, Creative Services

Education

- Master of Business Administration (MBA), Management
State University of New York Empire State College, Saratoga, NY
- Bachelor of Science (BS), Computer Information Systems
Dewey College, Oakdale, NY

Honors/Awards/Recognition

- 3-time Winner of Corporate MVP Award at the ABCPA 2008, 2011, 2013

Certifications

- Master Certificate in Project Management
State University of New York Empire State College, Saratoga, NY

Advanced/Technical Training/Certifications

- Business Continuity Planning
- Microsoft Suite
- Google Analytics
- ISO 9001
- Project Management Professional Certification
- Six Sigma Green Belt Pursuing Black Belt

Volunteer Activities

- YMCA - Youth Soccer Coach
- Deeds For Success - Volunteer Interview Coach

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YOUR NAME

template@gmail.com

1.123.456.7890

www.linkedin.com/in/template/

Summary of Qualifications

Metrics focused Program and Project Management leader, skilled at ...

Strategy and customer centric driven Operations Executive, skilled at ...

Operations driven Retail Management Professional with extensive diversified experience in ...

Growth-focused and enthusiastic Business Operations Professional with extensive diversified experience in....

Proactive and motivated Information Technology Leader, well versed in...

Core Competencies

● Training & Development	● New Product Introduction	● Project Management
● Leadership Skills	● Communication Skills	● Strategic Development
● Team Motivator	● Process Refinement	● Budget Management
● Business Continuity Planning	● Vendor Management	● Metrics/KPIs
● Conflict Resolution	● Program Development	● Entrepreneurship
● Relationship Building	● Interpersonal Skills	● Interpersonal Skills
● Negotiation Skills	● Program Facilitator	● Strategic Marketing
● Data Science & Analytics	● Change Management	● Word, Excel, etc.
● Project Lifecycle Development	● Lean	● SCRUM
● Agile Projects	● New Product Development	● Six Sigma
● Waterfall Project Management	● Customer Experience	● Quality Assurance
● Writing User Manuals	● Production Management	● Root Cause Analysis
● Direct Sourcing	● Positive Influencer	● Microsoft Suite

Professional Experience

ABC Corporation

2006 - 2018

Manager of Operations, Business Development

2017 - 2018

- Championed implementation of ...
- Guided a team of ...
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- Supported implementation and consistent use of....
- Streamlined, developed, and monitored...
- Collaborated with Executive Management on initiative to ...
- Oversaw and developed staff of...

Lead Manager, Project Management Office (PMO), Learning Design and Development

2015 - 2017

- Developed PMO: staff, processes and...
- Responsible for 50+ projects annually...
- Orchestrated the delivery of...
- Supported and led team through...

Additional Experience Includes

ABC Corporation

Production Manager, Production Services

CDF Company

Manager, Creative Services

Education

- **Master of Business Administration (MBA), Management**
State University of New York Empire State College, Saratoga, NY
- **Bachelor of Science (BS), Computer Information Systems**
Dowling College, Oakdale, NY

Honors/Awards/Recognition

- 3-time Winner of Corporate MVP Award at the AICPA 2009, 2012, 2013

Certifications

- **Master Certificate in Project Management**
State University of New York Empire State College, Saratoga, NY

Advanced/Technical Training Certifications

- Business Continuity Planning
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Volunteer Activities

- YMCA - Youth Soccer Coach
- Dress For Success – Volunteer Interview Coach



LETTERS OF RECOMMENDATION & TESTIMONIALS

What to do:



Make a list of people you want to ask, make sure it's a good mix of supervisors, colleagues etc.



Actually ask for a recommendation, be clear about what you're asking for



Ask in advance – don't wait till the last minute



Know the people you're asking and make sure they know you



Ask in person if possible, or at least have a chat



Give them information that will help them write the recommendation/testimonial



Prepare to return the favor



What to Have Before You Ask:

- An up-to-date resume
- Your current role or what you're doing now
- What the recommendation is for
- Why you're qualified
- Relevant work habits, academic successes or skills
- Requested due date (if needed)
- Examples of recommendation letters (if needed)



Who to ask:

- Direct Supervisors
- Former employers
- Colleagues
- Direct and Indirect reports
- Vendors
- Professors/Continuing Education Educators
- People you have known for 5+ years
(personal references)
- People you volunteer with/for

Letter of recommendation request sample:

Dear [Mr., Ms., Dr., etc.] X,

I hope you are well! I am in the process of submitting an application to [institution or company name]. Part of the application requires a letter of recommendation from someone who can effectively elaborate on my work habits, skills and achievements. Based on our years of experience together, I believe you can help provide an effective, honest, and detailed letter on my behalf.

I would greatly appreciate it if you could write a letter of recommendation for me that can help emphasize the positive work habits I've shown since we've known each other. The deadline for submitting the letter is [date]. If this deadline is too soon and you are unable to provide a letter by that time, please let me know as soon as possible. Additionally, if there is any information I can provide that will help you write the letter in more detail, I would be happy to provide it to you.

Thank you in advance for your time and efforts on my behalf.

Sincerely,

Maria

LIST OF COMPANIES YOU WANT TO WORK FOR



Ranked: The 50 Most Innovative Companies 2020

<https://www.visualcapitalist.com/top-50-most-innovative-companies-2020/>



Did you know...

80 percent of all available jobs are not formally posted.

Landing a position is more easily accomplished through word of mouth!!



This means that...

Everyone applying
online via job sites is
applying to that
20%...that is serious
competition!

YOU ARE BETTER OFF
CREATING A LIST OF
EMPLOYERS YOU ARE
INTERESTED IN AND
MARKETING
YOURSELF TO THEM!



Places to look for employer info:

- Social/Professional Networking Sites
- Niche Specific Professional Groups
- Tradeshows and Industry Events
- Professional Networking Groups
- Networking via Introduction



The Most Popular Business Professional Networking Site:

A professional network that allows you to be introduced and collaborate with other professionals, search profiles and companies.



Other places to find info:

- ✓ Company Websites
- ✓ Fortune – 100 Best Places to Work
- ✓ Google Search
- ✓ GlassDoor.com
- ✓ Industrial Park Directories
- ✓ Trade Publications – Online
- ✓ U.S. Chamber of Commerce
- ✓ VisualCV.com
- ✓ Alumni Offices
- ✓ Hoovers
- ✓ Reference USA

Not “E” Savvy?

- Newspapers - “People on the Move”
- Local Publications
- Channel 12 News
- Local Groups – Town Groups
- Not-For-Profit Boards
- Local Professional Networking Groups
- Trade Shows
- My Favorite – Speaking to Everyone!!



Strategies:

- Try sending a note to a recently promoted or hired executive
- Try asking for a pass to attend a Chamber of Commerce meeting
- Try joining a local business advisory council
- Try reaching out to a local Legislator or Industrial Development Agency representative



The most difficult thing is the decision to act, the rest is merely tenacity.

- Amelia Earhart





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