



Employment & Training  
680 Main Street, 2nd Floor  
Dubuque IA 52001

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## ***Information on Free Workshops Inside!***

### ***Cover Letters Still Play Valuable Role in Hiring Decisions***

As the job application process increasingly moves online, some job seekers might be tempted to think a formal cover letter is no longer necessary – not so, a new survey shows. Eighty-six percent of executives polled said cover letters are valuable when evaluating job candidates. Moreover, eight out of 10 managers said it is common to receive electronic resumes accompanied by cover letters.

The study was conducted by an independent research firm and developed by OfficeTeam, a leading staffing service specializing in the placement of highly skilled administrative professionals. The survey is based on telephone interviews with 150 senior executives from the largest companies in the United States.

“Submitting a resume without a cover letter is like not shaking hands when meeting someone for the first time,” Said Dave Willmer, executive director of OfficeTeam. “Those who aren’t including cover letters with their resume are missing an opportunity to make a good first impression and set themselves apart from other job applicants.” Willmer added, “A cover letter should demonstrate the applicant’s knowledge of the company, highlight applicable skills and work experience, and explain any resume anomalies, such as extended employment gaps.”

Region 1  
Employment & Training

680 Main Street, Dubuque IA 52001  
563-556-5800  
1-866-227-9874

132 West Greene Street, Postville IA 52162  
563-864-7554  
1-877-219-5058

**Log on to these helpful websites at your local Workforce Center or any personal computer...**

[www.iowaworkforce.org/region1](http://www.iowaworkforce.org/region1)

Local Workforce Development information for these northeast Iowa counties: Allamakee, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Howard, and Winneshiek

[www.iowajobs.org](http://www.iowajobs.org)

Iowa full-time and part-time job listings

[www.ajb.org](http://www.ajb.org)

America’s Job Bank - a nationwide database of job listings

[www.acinet.org](http://www.acinet.org)

Career InfoNet - career exploration with specific information on the knowledge, skills, and abilities necessary for occupations

# Career Insights

Spring 2009

The following workshops are free. Seating is limited, so pre-registration at least four days prior to the workshop. For Dubuque workshops call (563) 556-5800 for West Union workshops call (641) 394-4732 ext. 105.

**Job Club** Are you looking for work? Topics include information on career exploration, resume preparation, interviewing techniques, and job search strategies.

**Dubuque** April 6-10, May 4-8, June 1-5  
**West Union** May 11-15

9:00 am-3:00 pm  
9:00 am-3:00 pm

**Workplace Essentials** Covers topics such as goal setting, learning/thinking styles, becoming a critical thinker, problem solving, time management, balancing work and family, plus other skills that are important for job retention.

**Dubuque** April 20-24, May 18-22, June 15-19  
**West Union** April 20-24

9:00 am-3:00 pm  
9:00 am-3:00 pm

## YOUR SUCCESSFUL JOB SEARCH—A look at job-seeking tools:

- Marketing yourself—from your voicemail to your handshake
- Completing job applications—including electronic ones
- Resume development—getting started and selling yourself
- Interview preparation—effective answers to tough questions
- Success at your new job—how to achieve this

**Location:** Iowa Workforce Development  
NICC Town Clock Center for Professional Development  
680 Main Street, 2nd Floor  
Dubuque, IA

**Time:** 9:00 AM – 12:00 PM

**2009 Dates:** February 3                      March 3                      April 7  
                    May 12                      June 2                      July 7  
                    August 4                      September 1                      October 6  
                    November 10                      December 1

Pre-registration is required. Please notify staff to register or call 563-556-5800, extension 119. For deaf/hard of hearing use Iowa Relay 711.

Auxiliary aids and services are available for individuals with disabilities. If an accommodation is needed, please inform us when you register prior to the workshop date.

## Workforce Partners Helping Iowa Work

680 Main Street, 2nd Floor, Dubuque, 563-556-5800, 866-227-9874  
951 Linn, New Hampton, 641-394-4732  
223 West Main, Manchester, 563-927-4447  
429 High Street, Elkader, 563-245-2407  
205 East Second Street, Cresco, 563-547-2198

1111 Paine Street, Suite G, Decorah, 563-382-0457  
400 S. Frederick, Oelwein, 319-283-2751  
132 West Greene Street, Postville, 563-864-7554, 877-219-5058  
110 Allamakee Street (Courthouse basement), Waukon, 563-568-3048

Region 1 Employment & Training is an equal opportunity employer/program.  
Auxiliary aids or services are available upon request to individuals with disabilities.