



From the Desk of  
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## Be Prepared For New Job Opportunities!

As new job openings become available, **it is very important for all individuals to be prepared while seeking employment opportunities.** If you or someone you know is seeking a job in the new world of technology, having your resume ready on paper as well as in electronic format is very important. **Ask yourself, if a job opening was available TODAY, are you ready to go on the interview?**

To make sure you're always prepared for job opportunities that match your skills, I'm suggesting that you do the following:

1. **Have a one page updated resume available at all times. A printed copy and an electronic version are necessary.**
2. **Your resume should outline your most recent employment history as well as your past experience. A one page outline of your experience is what prospective employers want to receive. Employers need to know what you have to offer if they hired you today. On your resume be sure to indicate your willingness to undergo training for your personal growth and for the success of the company.**
3. **Be realistic. Look at your own resume and consider how employable you are for the jobs presently available.**

These few suggestions will help you be prepared if you're contacted for an interview at a moment's notice. Kindly spread the word to others and thanks for supporting the **Buy American Made Campaign.**

This is Michael Blichasz. Every Wednesday from 11 A.M. to 12 noon, tune in to **American Workers Radio on 860 AM serving Philadelphia and the Tri-State area.** You can also listen live or to rebroadcasts from anywhere in the world from the easy access links located on the front page of: [AmericanWorkersRadio.com](http://AmericanWorkersRadio.com).