



Coatesville

Medical Center

Work Restoration

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Men succeed when they realize that their failures are the preparation for their victories.

~ Ralph Waldo Emerson

Focus on Your Strengths

by Carole Martin

What do you have to offer an employer? Why should that employer choose you over someone else? What will make interviewers remember you after they're done with their first round of meeting potential candidates?

It's about matching their problems and needs with your qualifications, skills and traits. Your mission is to convince interviewers that you are the solution they've been seeking.

Make Your Case

Concentrating on your five best strengths will help you focus during the interview and will make it easier for them to remember you. You can begin before the interview by identifying your five key strengths and matching them up with the job requirements. Once you've done that, determine ways to bring up these matches during the interview.

Susan Croce Kelly of Kirkpatrick International Inc. in Houston is a communication specialist who writes speeches for executives. She advises telling your audience what you are going to say early in your presentation and then repeating your points throughout. "It is not unusual for people to say 'What a wonderful speech,' and then five minutes later can't remember what it was about," says Kelly. "If they remember two ideas from a speech, that is scoring high. Repetition is really important, because they might miss it the first time. Keep going back to the main point."

You can actually use the speech model to prepare your presentation. Think of ways to present your key qualities throughout the interview. For example, let's say you're interviewing for a position that requires strong organizational skills.

The interview begins: "Tell me about yourself," says the interviewer. Part of your answer should include a statement about your organizational skills. "One of my key strengths is being organized. If you were to ask my coworkers, they would tell you I am the ultimate planner."

Later in the interview, you could repeat your strength in a story format: "One project I worked on was very complex and detailed. It required a lot of forethought and planning on my part. I was able to do this using Microsoft Project software for tracking and scheduling."

Local Public Transportation



Bus Service: KRAPF'S TRANSIT (610-431-6015 or

WWW.Krapfbus.com)

The "Coatesville Link" provides transportation to and from Coatesville between 6:47 am to 6:47 pm. A bus stop shelter for the Link is provided in front of bldg #2.

The "A Route" provides transportation along business route 30 from Coatesville to Exton and then continues south along 100 to West Chester between the hours of 5:26 am to 10:00 pm for most destinations.

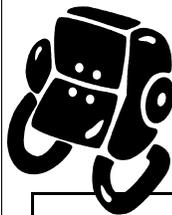
Taxi Service

Downingtown Cab provides taxi service to the general Coatesville area from 6:00 am to 4:30 pm. (Information, 610-384-2900)

Rainbow Cab provides taxi service in the general West Chester area. (Information, 610-696-6060)

For assistance in utilizing public transportation for employment related activities contact:

Dave Berk 610-384-7711 ext. 5669
Bill Luff 610-384-7711 ext. 5670



Telephone Numbers

Kathy Renfroe	5287
Dave Berk	5669
Neil Cholminsky	5284
Joe DiFalco	5292
Jeff Drexel	4311
Greenhouse	5292
Charity Illes	5274
Bill Luff	5670
Al Morton	4859
Sandy Nielsen	5292
Leslie Nissley	2251
Bob Seiberling	5288
Bev Smith	5289
Marsha Watson	2254

June 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Calendar Legend:



Veteran Industries Pay Days
Pick up from the Agent Cashier
Thursday 8:15 am to 3:00 pm
Friday 8:15 am to noon

The interviewer asks, "Why should we hire you?" Your answer should repeat information about being organized. "From what I have heard throughout the interview, it sounds like you're looking for someone to come in and bring order to projects here. Since I am known for my organizational skills, I know I would be a real asset."

By the time you leave the interview, the interviewer should have a strong sense that you're a very organized person. Since this is important for the job, you will probably receive serious consideration as the solution to the company's problem.

What Are Your Strong Points?

Identifying your five strengths and matching them to the job is an important step in preparing for your interview. Read through the description and identify the key factors needed to do the job. Be sure to read between the lines. For example:

Will interact with accounting, engineering and manufacturing departments.

What will it take to perform this task? What kind of person is this company looking for?

It will require good communication and interpersonal skills, and the ability to interface with a diverse group of people and levels. If these are your areas of strength, focus on letting the interviewer know that you have the ability and experience to interface well with many different groups.

Like the speechwriter, you want your audience to remember the important points you have made. By concentrating on a handful of strengths, you will find that you are more focused and succinct about telling what you have to offer. More importantly, the folks you meet are more likely to remember you for your strengths

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Health and Safety Reminders

1. Make sure you discuss with your work site supervisor proper fire and severe weather evacuation procedures.
2. Discuss with worksite supervisor protective clothing and wear as recommended.
3. Report any unsafe work conditions or potentially unsafe conditions.
4. Report any injuries to your worksite supervisor immediately and to a member of the Work Restoration staff.

A ship in harbor is safe, but that is not what ships are built for.

William Shedd