

Welcome to FPCJOBS and FPC Job Services Inc our 501C3 non profit.

We are glad you are here and hope that you will find the information and services available to you through our networking group FPCJOBS and our non profit FPC job Services Inc. useful and helpful in your search for employment.

We have certain expectations of you during your job search and as a member they are:

- DO get involved. You will get in direct proportion to what you give.
- DO volunteer in the group and in the community.
- DO be positive.
- DO attend meetings when possible. We keep attendance records for a reason.
- DO join other networking groups.
- DO expect the group support you and your efforts to find if we know what
- DO provide us with the necessary information to be posted on our web site [www.fpcjobs.info](http://www.fpcjobs.info) .
- DO sign up with our partnering temporary employment agencies.
- DO have Jeff Claypool review your resume before you submit to us for placement on our web site. [jclaypool@triad.rr.com](mailto:jclaypool@triad.rr.com)
- DON'T expect us to get you a job. We, you, and us, will find opportunities but you win the job.

See the attached for instructions on what you need to provide, in what format it needs to be supplied, and to whom.

### IMPORTANT!

The attached is a new process and new contact information for being put on the web site.

Question / Comments to Bill Linton [wtlecl@aol.com](mailto:wtlecl@aol.com) 288-2467 or cell 202-2467

We like for you to have name tags so that we can identify you and you can identify people in the group with a similar background.

#### **RED**

Sales (14) – Marketing (11)

#### **BLUE**

Management (10)

#### **GREEN**

Engineering (4) - IT (9) - Finance (5) – Construction (2)

#### **ORANGE**

Professional (13) - Non Profit (12) - HR (8)- Education (3)

Administrative ( 1) – Healthcare (7)

## **YELLOW**

Undefined

We allow you to have your resume and contact information listed under up to three functional areas from the 14 listed below.

Priority

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

1. Administrative
2. Construction
3. Education
4. Engineering
5. Financial
6. General Labor
7. Healthcare
8. Human Resources
9. IT
10. Management
11. Marketing
12. Non Profit
13. Professional
14. Sales

Attached is an excel spread sheet for bullet points for each of the up to 3 areas you wish to have your resume placed on the web site. It is important to keep within the designated letter spaces allocated to each bullet point.