Resume Writing and Business Etiquette Workshop for Women

Tiffany Stewart
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Center for Women and Work
The Leadership Scholars Certificate Program is a two-year selective, interdisciplinary certificate program that prepares Rutgers undergraduate women to be informed, innovative, and socially responsible leaders.

Leadership Scholars design and implement social action projects to expand their understanding of issues and problems and to develop leadership skills.

This project gives Scholars the opportunity to apply the theoretical knowledge they have gained about leadership, advocacy, and social change with the practical and experiential knowledge they have developed about a particular policy issue or problem through the field site placement. It also further develops leadership skills by giving undergraduates the opportunity to practice leadership through action.

To find out more please visit the Institute for Women’s Leadership’s website at http://iwl.rutgers.edu.
Proposals and Research
So, before I actually conducted my social action project, there was tons of research to be done! I wasn’t sure what I wanted to do but I knew I wanted my project to correlate with my policy area of interest (Work, Labor, Economics etc.)

The following slides contain facts and information regarding today’s economy that have been abstracted from articles in my annotated bibliography.
Released November 6, 2009 by the Bureau of Labor Statistics, the unemployment rate in October 2009 has risen from 9.8 percent to 10.2 percent, reaching double digits.

Highest the unemployment rate has been since the Great Depression of 1929.

Recession began December 2007, number of unemployed person risen by 8.2million, unemployment rate grown by 5.3 percentage points.
## Demographics of Unemployment

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult men</td>
<td>10.7%</td>
</tr>
<tr>
<td>Adult women</td>
<td>8.1%</td>
</tr>
<tr>
<td>Teenagers</td>
<td>27.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whites</td>
<td>9.5%</td>
</tr>
<tr>
<td>Blacks</td>
<td>15.7%</td>
</tr>
<tr>
<td>Hispanics</td>
<td>13.1%</td>
</tr>
<tr>
<td>Asians</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

*Hardest hit by recession are teenagers & minorities.*

(unemployment rates for white men actually rose in October 2009)
Why do men have more job losses than women?

“Men have held just over 7 out of 10 (71.9 percent) of the jobs lost since the recession began (through September 2009, the latest data available). Higher job losses for men are due to the fact that half of the jobs lost have been in manufacturing and construction, which disproportionately employ men” (The Recession Bring Higher Unemployment to Unmarried Women, Center for American Progress)
Nonetheless, women are struggling in the job market. Unmarried women have higher unemployment rate than married women. 10.3 percent of unmarried women over age 20 are unemployed compared to 5.7 percent married women unemployed.

“Although unmarried women represent less than half (46.5 percent) of all women workers, they account for 6 in 10 (60.8 percent) of women workers who are unemployed.”

Situation is much worse for single mothers who have an unemployment rate of 12.6 percent, 2.4 percentage points above national average.
Unemployment rate of women age 20 and over, by marital status and race, October 2008 and October 2009

Differences in employment between married and unmarried women may reflect the impact of other demographics such as...

- Unmarried women (and men) tend to be younger
- Have less education
- More racially and ethnically diverse than married women
- Overall, these groups tend to face higher than average unemployment
Inferences/conclusions

- Unemployment is 10.2 percent. This is a significant amount of unemployed persons in the economy. Unemployment rate should be below 5 percent.
- Minorities are having the most difficulty getting employed in today’s economy; or they are more susceptible to getting laid-off than other races.
- Unmarried women are struggling with employment in the job market.
- These people need help!
September 10, 2009 the Census Bureau released that the US poverty rate has soared from 12.5 percent in 2004 to 13.2 percent in 2009.

Highest poverty rate since 1997

Over 39.8 million lived below in the poverty line in 2008, an almost 2.6 million increase since 2007.

The population of people who had the largest poverty jump rates are Hispanics, foreign born, and Asians.
Let’s talk about the working poor in today’s economy

“The number of working poor in the United States increased slightly between 2006 and 2007” (Oregon Employment Department)
Who are the working poor?

“Given by the United States Department of Labor, the working poor are individuals in the labor force who have spent an estimate of six months working or searching for work and have managed to have their incomes recede below the poverty level line.” (US Department of Labor, 2002)
“According to the United States Department of Labor, in 2002...In regard to gender overall women have a higher likelihood of being among the working poor than do men (6 percent for women versus 4.7 percent for men)” (Gatta)

“The rising prevalence of women as the sole providers for their families contributes to women’s increased representation among the working poor... families maintained by women with children under eighteen years old have the highest probability of living in poverty—a rate at 21.9 percent”. (Gatta)
Who are the Working Poor?

Nationally, more women were considered working poor than men in 2007, at 3.9 million and 3.6 million respectively.

In addition, women who head families were more than twice as likely to be among the working poor as men who head families. *(Oregon Employment Department 2009)*
More conclusions from my research...

- Research shows that women make up the highest percentage of the working poor.
- Women will most likely be one of the groups most affected by lay-offs during the remainder of the recession.
“Something must be done to help the working poor women improve their marketability in the workforce so they can get jobs!!!”
My proposal of a Resume Writing and Business Etiquette Workshop for women of low income and who receive government assistance!
Informing women who receive low-income or government benefits would...

- Help them increase their marketability in today's distressing economy.
- Reinforce the importance of a good, organized resume to increase their chances of getting a job.
- Inform them of ways they can capitalize on certain work experiences (whether they are seemingly insignificant or not) and also on how to incorporate them into a resume.
- Inform them of particular qualities every employer looks for in a potential employee.
- Help them understand how they could improve their interviewing skills and clarify the do’s and don’ts of interviewing.
- Support them in their job search.
Informing women who receive low-income or government benefits would...

- Be feasible for a student such as myself.
- Be manageable.
- Coincide with my internship and policy area of interest.
- Would be something I’d be interested in doing.
- Would allow me to feel satisfied and fulfilled after completing this project.
Why hold the Resume Writing/Business Etiquette Workshop in Paterson, NJ?

- Paterson is the 3rd largest city in New Jersey.
- Population is made of up mainly of working poor citizens looking for jobs and opportunities.
- Over 24 percent of Paterson’s population is living below the Federal income poverty level of $9310 for a single adult.
Before the Event Outlooks

I’d imagine this project would work if I...

PROMOTE!  
PROMOTE!  
PROMOTE!!

I needed to get as many women as possible to attend the workshop in order for my project to be successful and to have an impact.
Before the Event Outlooks

- I needed to get two very good speakers to talk about resume writing and business etiquette that weren’t going to charge me too many bucks.
- I needed to have an incentive for women to come to the event such as free gifts and free food.
- I needed to have some type of child care service, especially since the population I was targeting was low-income women.
Before the Event Outlooks

As I progressed with this project I found various ways of making things work despite a few letdowns I may have had.

Let downs

• Not having many women confirm attendance at the start of promotion of the event.
• Not having confirmed speakers until last minute.
• Having to push back my project date.
• Getting the run-around when trying to get information about people who could help me.
Nonetheless, all of my disappointments and let downs helped my project to become even BETTER, with great speakers, a good attendance number, great food, and a good date and timing!
I can organize a public event for the greater good on my own.

But community support and inner-circle support is the motivating factor when times get rough.

People will listen to you if you’re confident.

Perseverance leads to success.

There various ways to get to your desired end.

Planning only goes so far.

Network!
Sources

Nelson, Jessica “Who Are The Working Poor”, Oregon Employment Department; 2009
http://www.qualityinfo.org/olmisj/ArticleReader?itemid=0006785

Weiss, Boushey “The Recession Bring Higher Unemployment to Unmarried Women”, Center for American Progress; 2008-09


