

Medical Match

Direct Hire and Contract Staffing

May 2010 Staffing Colorado medical services in Denver and along the Front Range 303-980-1000

E-Verify

Just an alert to more paperwork which will be coming to **all** Colorado employers eventually. **E-Verify is an additional filing of employee verification forms.** Three states now require all companies to complete this *new* federal I-9 to confirm an employee's identity and USA work eligibility. Nine states, including Colorado, require E-Verify for state contractors and public employers. Registration is through USCIS.gov. It's a little confusing. Eric Ledbetter, April 2010 Workforce Management says:

1.FILE , if the company or sub-contractor has a federal contract with a federal acquisition rule (FAR) E-Verify rule in the contract. **The company must register and use E-Verify within 30 days for new hires** and for employees working directly on the federal contract.

2. DO NOT HAVE TO FILE, if a federal contractor or sub-contractor does not have the FAR E-Verify clause. **They do not have to enroll and use E-Verify**, but may chose immediately to do so for new hires. This may apply to contracts awarded before Sept. 8, 2009, contracts for less that 120 days and less value than \$100,000 work performance outside the USA or for commercially available off-the-shelf items.

3.NOT FILE, if not a federal contractor, but while competing for a contract, or not expecting to be a federal contractor, they do not have to enroll or use E-Verify. They *may* enroll and use E-Verify for new hires only.

Your Cover Letter and Resume Can Work For You

High unemployment generates many resumes. Since job prescreeners have limited time, each application receives less than a 30 second glance. If you are a legitimate job seeker, **how can your cover letter and resume stand out enough to be considered for an interview?**

COVER LETTER. To attract interest, some career counselors advise to use a newspaper-like headline, featuring a strong work-related accomplishment, like "Data Entry Clerk Tests at 16,630kph. Very focused, it gets attention.

Another says that a cover letter is a *marketing piece* to be followed by supporting facts in the resume. To not sound like bragging, use short **third party testimonials**: that is, quote from your references and job evaluations. "He dropped our receivables collection time from 67 to 41 days." "She is definitely rehirable."

RESUME. Robin Ryan is the author of four bestselling human resource books including "60 Seconds and You're Hired" and has appeared on over 1000 television and radio shows. She notes that employers will ignore resumes with multiple pages, print too small and in unclear fonts, too gabby, with misspellings, and without cover letters. Try the following guidelines in the January Crossroads Newsletter.

- *Have a clearly written cover letter, specifically designed for the advertised job
- *Keep the resume one page with size 12 font and a sensible layout
- *Feature skills you demonstrated and specific accomplishments, *relevant to the job you are seeking.*
- *Proofread for spelling and accuracy

In addition, correctly date your education and job history and never, never lie. She says your efforts should send the message, "I'm a pro in everything I do and someone you definitely want on your team."