



FSS Newsletter

Stay strong, because
things will get
better. It might be
stormy now, but it
can't rain forever.

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When the Going Gets Tough...

We all face puddles to jump over in life. Unfortunately, most of us abandon our goals when life pours down on us. Here are some tips that may help get you back on track:

Anticipate, anticipate: Think ahead. What obstacles do you see on the horizon? What puddles have you had to jump over in the past? When you see something coming up on the horizon that might get in your way, plan for it. Make it part of your plan and remember, your FSS Coordinator is here for you when inevitable storm clouds pop up.

Find the path: When you see an obstacle, are you just going to give up? The path to every goal is littered with obstacles. An obstacle is just something we have to get around or over. Ask yourself, "How do I get around this obstacle?" There's usually a solution, and often it requires creativity. There are many great resources and services available to assist in removing barriers to get you back on track—call your FSS Coordinator for helpful links.

Two steps forward, one step back: You will face some setbacks every now and then. Instead of seeing the setback as something discouraging, just accept it as part of your journey. With even one step forward, it's important to tell yourself that you are still moving forward.

If you fall, get up and learn from it: No one is successful all the time. But instead of letting failure stop us completely, you just need to get up and dust yourself off. Ask yourself "Why did I fall?" and then plan for next time—your FSS Coordinator can assist in revising your plan.

Find new motivation: Often setbacks will leave us unmotivated. To find motivation to start again, ask yourself "What made me want to start in the first place?" Find support and encouragement in others and your FSS Coordinator!

Go with the flow: Change is good. Accept the change and learn how to flow with it. Be willing to be flexible and make the change part of your plan.

Call your FSS Coordinator: She is just a call, text or email away to assist you in offering support, encouragement, resources and changes/updates to your FSS Service Plan, especially when those storm clouds appear.

Reminder

MCHA Office Hours:

Monday—Thursday
8 am—4:30 pm

Friday 8 am—Noon

MCHA is closed :

Friday, April 19th
for Spring Break

FSS Coordinator

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Great Tools are More Reliable than Luck - Explore Your Skills



Start exploring your skills and interests while also discovering new career paths with the skills and interest surveys on Illinois workNet! Provided by the Illinois Career Information System (CIS) (brought to you by Illinois Department of Employment Security) these surveys are free to use at any time!

What are they?

The skill and interest surveys are short questionnaires that give you an opportunity to explore what makes you, you.

- Interest Profiler (10-20 minutes) - The Interest Profiler can help you identify your interests and match them with a wide variety of careers. Results are displayed as a score between 0 and 30.
- SKILLS Profiler (10-20 minutes) - The SKILLS Profiler helps you identify occupations that use the skills you like. It also helps you recognize skills that transfer between occupations.

- Work Importance Locator (5-15 minutes) - The Work Importance Locator can help you learn more about your work values and help you decide what kinds of jobs and careers you might want to explore.

Career Cluster Inventory (5-25 minutes) - This inventory will identify which career cluster(s) may be a good fit for you.

How can I get started? It's super easy, just follow the steps below!

1. Log in or sign up for an Illinois workNet account using the links at the top of the site.
2. Once logged in, go to the My Dashboard bar and click the "Skills and Interests" button.
3. You now have the option to take any (and all) of the four surveys. When finished, click the Assessments tab, then select "Sorts and Assessment Results" to view and save (look for the star to save). You can come back at any time to review or retake a survey.

Visit the website at: www.illinoisworknet.com

Tips on Cover Letters

from: www.illinoisworknet.com

Send a cover letter with your resume when you apply for a job. Your cover letter is your chance to make a good impression. A good cover letter is one page long, and includes three paragraphs.

Paragraph 1: Why you are applying for the job. Includes:

- The title of the job that you are applying for
- How you found out about the job (online, newspaper, etc.)
- Why you want to work for the company

Paragraph 2: How your skills match what is needed to do the job. Includes:

- Two or three of your skills that are important to doing the job that you are applying for
- A description of how your skills and experience match what the company listed in the job posting
- A description of how the company will benefit from employing you

Paragraph 3: Next Steps. Includes:

- One sentence telling them that you look forward to speaking with them about the job opening
- How they can contact you to schedule an interview
- How you plan to follow up with them about the job opening if you don't hear from them

Some additional tips:

- Be brief; don't ramble on about your life and career
- Address your cover letter to a specific person at the company
- Use the word "I" sparingly
- Show that you know a little bit about the company (go online and research)
- Read your cover letter before sending it and check your spelling



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Your Provider of Affordable Housing Services!

Our mission is to promote and provide quality housing while encouraging upward mobility and a better quality of life.

Our vision is creating housing that families and communities can be proud of.

Save for a Rainy Day



A rainy-day fund is “for unexpected and unanticipated” expenses. Here are some tips on how to save for a rainy day:

- You know that spare change that gathers in your wallet or purse? Empty it out and save it, it adds up!
- Another way to amp it up: Gather up every \$1 or every \$5 bill (pick 1) that you have left at the end of the week. That goes into your rainy-day fund. After a year, or even 6 months, it can be a nice chunk of money.
- Whether you’re a smoker, drinker or overeater, these habits are costing you more than just your good health. They’re also costing you money.
- Chances are you have a few things around your house that you wish you hadn’t bought or that you never use – resell them online or have a garage sale.