



CAPITAL AREA
STAFFING SOLUTIONS



BANGOR AREA
STAFFING SOLUTIONS

APRIL 2017

Permanent Hires



CONGRATULATIONS

to the following Field
Employees who have been
hired permanently at our
Client Companies!

Kennedy Day

Mark Brochu

Thank you for
representing us so
well!

IMPORTANT NOTICES!!!

Please remember to submit your time card to us no later than Friday afternoon, unless you are working a weekend shift. In that case, please fax / E-mail no later than 8am Monday morning.

Don't forget to file your taxes by April 18th!



"In this world, nothing can be said to be certain except death and taxes."

- Benjamin Franklin

Hot Jobs!!!

Ask us about the following jobs
we have available!!!

Augusta Area:

Janitorial/Cleaner

Bookkeeping/Office Asst.

Admin - Real Estate Office

Controller

Patient Accounts Coordinator
Cashier
Administrative Assistant –
Finance
Staff Accountant
Head Teller
PARALEGAL – Rockport
Drafter

Bangor Area:

Auto Shop/Tire Technician
Front Desk Administrative
Assistant
Dental Assistant – 4 Day Work
Week!!!
Project Cleaner
Front Desk Medical Receptionist
Web Designer/Developer
Landscape/Carpenter's Helper
Area Management Position
Excellent Full-Time Opportunity –
Administrative Assistant

Please remember to visit
CapitalAreaStaffing.com or
BangorAreaStaffing.com each
week for all of our
HOT JOBS.



Welcome
April

FUN FACTS FOR APRIL

**EVERYONE KEEPS SAYING
SPRING IS COMING SOON**



Spring Pet Safety



ALLERGIES

Seasonal plants can cause allergies
Talk to your vet if you notice irritation.



PLANTS

Lilies and other seasonal plants can be toxic.



SPRING CLEANING

Household cleaning products are a poison threat.



PREVENTATIVES

Talk to your vet about parasite prevention.



MICROCHIP

More outdoor time equals greater risk of a lost pet. Be safe, microchip 'em.



PESTICIDES

Lawn care and gardening products can be hazardous.



APRIL IS:

National Poetry Month
Jazz Appreciation Month
Alcohol Awareness Month

April 16 - Easter Sunday
April 22 - Earth Day
April 26 - Administrative Professionals Day

Birth Flower - Daisy & Sweet Pea
Birthstone - Diamond



Carrot Cupcakes



INGREDIENTS

- 4 large eggs
- 2 cups sugar
- 1 cup canola oil
- 2 cups all-purpose flour
- 2 teaspoons ground cinnamon
- 1 teaspoon baking soda
- 1 teaspoon baking powder
- 1 teaspoon ground allspice
- 1/2 teaspoon salt
- 3 cups grated carrots



4 Tips to Spring Clean Your Job Search

1. Dust off your resume.

One of the major obstacles to avoid in a job search is sending a one-size-fits-all resume every time you apply for a position. Know this: employers often interpret uninspired, cookie-cutter resumes as a sign of laziness—a warning shot that you're not really fired up to get the particular job they're offering. You can counter this problem by having several resume versions on hand that you can work with and customize for each job application.

Spring Cleaning Tip: Now's a good time to consider going over your resume, updating skills and accomplishments and establishing baseline resume templates that you can tailor individually every time you apply for a position. Remove older or outdated information, and commit to a resume update that showcases new skills and accomplishments.

2. Polish your cover letters.

In the interest of time and effort, you may be tempted to do a copy-and-paste job on your cover letters just to get them out the door. Resist the temptation! The more you can customize your cover letters as well, the more you might increase your chances for positive responses from potential employers.

Spring Cleaning Tip: In the spirit of spring renewal, take on a few skills and drills for your cover letter that can help you stand out from the job applicant crowd. Understanding how to use keywords is a good exercise that can really spring clean your search for flexible work.

3. Spruce up your interview strategies.

Whether your job interview is conducted online or in person, you want to put your best face forward. If you've made it to the interview stage of the job application process, how you present yourself can be a make-or-break moment. This can be especially true if you've worked from home for a while and have fallen into the habit of dressing, well, just for yourself.

Spring Cleaning Tip: If a potential employer requests an online job interview, be prepared and make sure you're dressed appropriately, that your background environment looks

CHUNKY FROSTING:

1 package (8 ounces) cream cheese, softened

1/4 cup butter, softened

2 cups confectioners' sugar

1/2 cup flaked coconut

1/2 cup chopped pecans

1/2 cup chopped raisins

DIRECTIONS

In a large bowl, beat the eggs, sugar and oil. Combine the flour, cinnamon, baking soda, baking powder, allspice and salt; gradually add to egg mixture. Stir in carrots.

Fill greased or paper-lined muffin cups two-thirds full. Bake at 325° for 20–25 minutes or until a toothpick inserted near the center comes out clean. Cool for 5 minutes before removing from pans to wire racks.

For frosting, in a large bowl, beat cream cheese and butter until fluffy. Gradually beat in confectioners' sugar until smooth. Stir in the coconut, pecans and raisins. Frost cupcakes. Store in the refrigerator. Yield: 2 dozen.

professional and clutter-free, and that, as much as possible, you've eliminated potential distractions from family members, pets-whatever! Do a practice session if you can, and check to make sure your technology is working properly.

4. Air out your network connections.

You know the drill: when things sit around for a while, they can get stale. That's true for your professional network: if you haven't nurtured it consistently, it may need some pruning to make room for new growth. Bring some daylight to your network by finding ways to maintain meaningful connections, and grooming new contacts too.

Spring Cleaning Tip: Make an effort to grow a network that can actually work for you and help you meet your career goals. Draw up a networking checklist as a way to establish guideposts and invest in long-term career goals that can really energize your job hunt, no matter the season.

Source: <https://www.flexjobs.com/blog/post/4-tips-to-spring-clean-your-job-search/>



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CASS

 Like us on Facebook

BASS

 Like us on Facebook