



TELEPHONE:
(716) 661-9553
(716) 366-9015

Chautauqua Works

americanjobcenter®

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Executive Director's Message



Whether you're a student preparing to return to school, someone between jobs, or just looking for short-term work, the end of summer offers a unique window of opportunity to gain experience, earn income, and build your resume. Several industries experience seasonal shifts that create a demand for short-term labor at the end of summer. Some key drivers include:

- Back-to-school retail rush
Stores need extra staff to handle increased foot traffic as families shop for supplies and clothing.

- Tourism wind-down
Resorts, amusement parks, and vacation destinations often seek help wrapping up the busy season, from final guest services to facility clean-up.
- Agricultural harvests
Late summer and early fall harvests create labor demand on farms and in food processing.
- Event staffing
End-of-summer festivals, outdoor concerts, and local fairs require temporary help for setup, management, and breakdown. College move-in support
Universities hire short-term workers to assist with student move-ins, campus orientation events, and dorm preparations.

Often times, such temporary employment opportunities may lead to a permanent career position. This is a great strategy to "get your foot in the door", show your skills, and highlight

what an asset you are to a business. Some tips for maximizing this opportunity include:

- Be flexible with scheduling:
Employers often value applicants who can work weekends or evenings.
- Apply quickly:
Many of these jobs get filled fast as the season wraps up.
- Highlight soft skills:
Customer service, reliability, and a good attitude go a long way in seasonal roles. Ask about future opportunities: A short-term job could turn into something more long-term if you show strong performance.

The end of summer is more than just a transition into fall—it's a chance to pick up work, gain experience, and maybe even line up your next opportunity. With a bit of hustle and flexibility, you can turn these final sunny weeks into a smart financial and professional move. The staff at Chautauqua Works can assist you in identifying current job openings.

Let Chautauqua Works Help With Your Job Search

Chautauqua Works has a Resource Room that visitors can use to help with their job search.

Each of our locations have computers for visitors to research job openings and apply on line. In addition, our friendly Resource Room Assistants can answer your questions.

All visitors must be registered with Chautauqua Works to use the Resource Room. To register, please ask our Resource Room Assistants for a Registration Form to complete.

Let Chautauqua Works help you find the job you want!

We are open Monday through Friday from 8:30 am to 4:30 pm at these locations:

Jamestown—4 East 3rd Street, Suite 102, 716-661-9553

Dunkirk—407 Central Avenue, 716-366-9015

WE ARE HERE FOR YOU!

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Should You Join a Facebook Group With Your Co-Workers?

The decision to join a Facebook group with coworkers depends on your individual preferences, your relationship with your colleagues, and the specific dynamics of your workplace environment. You should also consider if joining this group is going to affect your Work-Life balance.

Potential benefits

- **Camaraderie and morale:** Joining can foster a sense of community and improve office morale, potentially leading to increased job satisfaction.
- **Networking:** Connecting with colleagues on Facebook can expand your network and potentially lead to new opportunities and collaborations.
- **Support:** In a private or closed group, you might find a safe space for peer-to-peer engagement, support, and knowledge-sharing.

Potential drawbacks

- **Blurred boundaries:** Coworkers might gain access to personal details you'd prefer to keep private, potentially causing awkward conversations or misunderstandings.
- **Privacy concerns:** If privacy settings are not carefully managed, your

posts could be seen by those you'd rather not share them with, including your boss.

- **Professional image:** What you post online can affect how coworkers perceive you, and a lighthearted joke might be taken out of context, potentially impacting your reputation.

Distraction: Social media can be a significant distraction during work hours, potentially affecting productivity.

Recommendations

- **Consider your workplace culture:** In some workplaces, particularly smaller, more relaxed environments, connecting on social media might be more acceptable.
- **Evaluate your relationship with colleagues:** If you have a strong, trusting relationship with a coworker, connecting online might be more appropriate than if you only have a superficial connection.
- **Prioritize professional platforms initially:** If you're unsure, it's safer to connect on LinkedIn, which is designed for professional networking, rather than personal platforms like Facebook or

Instagram.

- **Be mindful of your posts:** Even if your company doesn't have strict rules, err on the side of caution when posting about your job or sharing personal details. Would you be comfortable with your post being discussed in a meeting? If not, it's probably best to skip it.
- **Adjust your privacy settings:** If you do decide to join a Facebook group with coworkers, take advantage of the privacy settings to control what information they can access.
- **Understand your employer's social media policy:** Many companies have guidelines regarding online behavior, and it's essential to be aware of and respect these policies.

In conclusion, there are valid arguments for and against joining a Facebook group with coworkers.

Carefully weigh the potential benefits and drawbacks and make a decision that aligns with your comfort level and professional boundaries.

From Google, "Should You Join a Facebook Group with Your Co-Workers?" Numerous articles

"It is often the small steps, not the giant leaps, that bring about the most lasting change." — Queen Elizabeth II

I Have No Experience" Resume

Highlight your education.

Some items you'll want to consider including in the education section of your resume are:

Relevant coursework: Be sure to list any courses that will emphasize skills that can be helpful for the job. These might include courses that focus on technical skills—like economics, math, or computer science. But don't forget the importance of courses like English or writing that can show your competence in communication or other human skills..

GPA and honors: A strong grade point average (GPA) can indicate a willingness to work hard and an aptitude for your field. Experts recommend listing your GPA if it's at 3.5 or above. If you've received any academic honors, it's a good idea to list them, too.

Relevant projects: If you've completed projects in classes that are particularly relevant to the job you're applying to, list and briefly describe them. If you have more than one, This can be its own section.

Certifications and online courses: If you've completed any coursework outside of school or received a professional credential, list these under the education section as well.

Include relevant experience. A little digging into your life could unearth several experiences that show your professionalism, interests, and character—all things a potential employer can consider important:

Volunteer experience: Volunteering demonstrates your community in-

volvement, ability and willingness to work with others, and your interests. It might even have gained you some hands-on experience in a related field.

Part-time jobs: Maybe you worked part-time while you were in school, tutored or babysat kids, or helped your parents out at their small business. If you're applying for your first full-time job, don't shy away from including these. Part-time jobs can demonstrate your employability and experience with key skills like customer service.

Extracurricular activities: Whether you played sports, were part of a cultural club, or participated in student council, extracurricular activities can help show a willingness to explore your interests, develop new skills, and work on a team. Don't forget to include any leadership positions you might have held.

List your skills. Chances are even if you don't have any formal work experience, you probably have skills that will be useful in the field. Look through several job descriptions of positions you're interested in to see what skills are commonly requested. The skills you'll choose to list will likely depend on the job.

Not sure if you have the necessary skills you need?

Try emphasizing your **transferable skills**, like critical thinking, problem solving, and teamwork. Or try taking some coursework in essential skills in your field. You can also look out for **entry-level jobs**, which typically have fewer skill requirements than

Include a summary.

A **resume summary** is a brief description of your experience and qualifications. Usually one to three sentences long, a summary gives recruiters a way of quickly understanding your background and assets as a worker. Don't forget to emphasize traits and skills that fit the job you're applying to. You can also include a sentence about your **objective**—what type of job you're looking for. Here are two examples:

Recent college graduate with background in computer science and communications. Seeking to leverage strong skills in Python, C++, and public speaking for full-time engineering opportunity.

Curious and hard-working high school honors student with passion for working with children and one year experience baby-sitting.

Use a template.

Eliminate the stress of coming up with your own layout by using one of the many resume templates you can find online. Customize any template you find to fit your needs and tastes. A word processing program like Microsoft Word or Google Docs can be helpful here. Need access to one? Try approaching your local public library. If you're a student, your school library will likely have resources you can use. You can also create a Google account for free.

Hopefully, these tips will help you get that job!

From "How to Write a Resume With No Experience: 5 Tips.", Coursera, 8/28/23

**"The bad news is time flies. The good news is you're the pilot." —
Michael Altshuler,
American author
and motivational
speaker**

How to Answer “What is Your Greatest Strength?” in an Interview.

First, when answering this question, don't say, “I'm a perfectionist, I'm hard working, or I'm punctual.” These are extremely common answers and are strengths you should automatically bring to the job anyway.

Next, choose strengths that highlight the key skills in the job role. This can easily be done by skimming through the job description and choosing strengths that are mentioned in the job requirements section.

1) Ability to Multitask

This means you have the strength to work on more than one task while maintaining the quality of each. It also means you can switch focus with efficiency. This is a brilliant strength because it helps companies meet deadlines, manage time more efficiently, and avoid hiring more employees since they can rely on someone to complete multiple tasks at once.

2) Effectively Work Under Pressure

This means you do not let pressure affect your work, and you can continue to complete High-quality work on time within tight deadlines. It also means you have a heightened sense of clarity and focus. This strength makes you a reliable employee that can be trusted when unexpected deadlines arise.

3) Attention to Detail

This is another amazing strength to have because it allows you to complete tasks with more efficiency and accuracy. It helps you to improve your workplace productivity, efficiency and performance. Interviewers know the importance of this strength in a

candidate because the fewer mistakes made at work, the less time is required to complete work.

4) Ability to collaborate

Someone who can collaborate promotes a unified work environment and excels working in a team. They motivate and push team members to complete projects and tasks. Companies appreciate this strength in a candidate, especially when much of the work in an organization involves some type of teamwork.

5) Resourceful

Being resourceful means, you can find creative and unique ways to overcome tough situations. Resourceful people also have a strong network of people to help them find things. Companies love a person who is resourceful because there may not always be a solution available to a problem, so thinking outside of the box to find one can be an extremely attractive strength to have.

6) Empathetic

Being empathetic means, you put yourself in someone else's shoes. By doing this, you can understand a fellow colleague's issue more clearly and assist them in their work. Companies admire someone who is empathetic because it reduces friction in the workplace, allowing colleagues to assist one another when needed.

7) Self Motivated

A person who is self-motivated does not get discouraged easily and takes initiative and action to complete projects. Companies love a candidate who is self-motivated because they can push forward when things get

tough, and they are also extremely reliable.

8) Take Initiative

Being someone that takes initiative means that you take control of your own decisions and are a forward-moving person. You don't need people to tell you to get work done and are willing to go the extra mile to complete tasks. In short, you push yourself to act.

9) Divergent thinker

Someone who is a “Divergent Thinker” is extremely creative and looks for multiple ways to find a solution to a problem. A great example of this is approaching a problem from all angles instead of just one. Interviewers appreciate this strength in a candidate because it improves efficiency, and this candidate can be an asset in many different roles too.

10) Adaptable

Being adaptable means, you can be pulled out of your comfort zone and put somewhere else without it affecting your focus and the quality of your work. Candidates who possess this strength are considered an asset because they can adjust to change in the workplace quickly.

In closing, it is **essential** to prepare ahead of time, so do not get caught off guard. Keep your answer relevant to the job role you are interviewing for so you can demonstrate to the hiring manager how you will be an asset to their company.

From “How to Answer, “What Are Your Greatest Strengths?” in an Interview?”, Langston University, 2025

"You're braver than you believe, stronger than you seem, and smarter than you think." —A.A. Milne

How AI is Changing the Workplace.

Artificial intelligence (AI) could replace the equivalent of 300 million full-time jobs, a report by investment bank Goldman Sachs says. It could replace a quarter of work tasks in the US and Europe but may also mean new jobs and a productivity boom.

And it could eventually increase the total annual value of goods and services produced globally by 7%. The report also predicts two-thirds of jobs in the U.S. and Europe "are exposed to some degree of AI automation," and around a quarter of all jobs could be performed by AI entirely. Researchers from the University of Pennsylvania and OpenAI found some educated white-collar workers earning up to \$80,000 a year are the most likely to be affected by workforce automation. Forbes Magazine says that According to an MIT and Boston University report, AI will replace as many as two million manufacturing workers by 2025. A study by the McKinsey Global Institute reports that by 2030, at least 14% of employees globally could need to change their careers due to digitization, robotics, and AI advancements

What jobs are most likely to be automated?

1. Customer service representative. Most human customer service interactions are no longer done by phone with human employees manning the lines. Most of the time, the queries and problems of customers are repetitive. Answering these queries does not require high emotional or social intelligence. Therefore, AI can be used to provide automated responses to frequently asked questions.

2. Receptionists The majority of companies across the world are now using robots at their reception. Even the calls are being managed by AI now. For example, AimeReception can see, listen, understand, and talk with guests and customers.

3. Accountants/Bookkeepers Many companies are now using automation and ai for their bookkeeping practices. AI-powered bookkeeping services provide an efficient accounting system and flexibility and security, considering that they are available as cloud-based services. Using ai algorithms, AI will ensure the data is collected, stored, and analyzed correctly. Using an AI accounting service is significantly less costly than paying an employee's salary to do the same job.

4. Salespeople Gone are the days when corporations required salespeople for advertising and retail activities. Advertising has shifted towards web and social media landscapes. The built-in target marketing capabilities in social media allow advertisers to create custom content for different types of audiences.

5. Research and analysis. The fields of data analysis and research are areas that already implement the use of artificial intelligence as a method of streamlining the process and identifying new data without human assistance. The processing power of modern computers allows for the efficient sorting, extrapolation and analysis of data. As artificial intelligence continues to improve, there may not be a need for humans to play a role in data analysis and research.

6. Warehouse work. Online sales is a steadily growing industry and comes with an increasing need for processes and automated systems that efficiently get orders onto trucks for delivery. One area of focus for streamlining the process has been the use of automation.

Basic automation and artificial implementation in a warehouse allow for easy access to computerized systems to locate packages and direct staff, and future AI may even perform mechanized retrieval and loading to increase shipping capacities.

7. Retail: Self-checkout stations at stores are an example of automation in the retail sphere and have gained prominence in grocery stores and big-box outlets. When a company makes use of self-checkout areas, it results from a cost-benefit analysis. Although allowing customers to scan their own items can increase the instances of theft, the company saves more money by reducing the need for employees working registers.

How to quickly change your career. In order to ride the wave and build a new career, you have to have procured the skills necessary to get the job done. If you're exposed to ai and looking to pivot into an AI-focused role, demonstrating your knowledge and experience with AI development can give you an edge.

From "How Will Artificial Intelligence Will Affect Jobs, 2025-2030", Nexford University, June 29, 2025

LOCATIONS

4 E. 3rd Street, Suite 102
Jamestown, NY 14701
716.661.9553

407 Central Avenue
Dunkirk, NY 14048
716.366.9015

www.chautauquaworks.com

Find us on Facebook!

[www.facebook.com/
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Over the past year, private sector jobs in the Western New York region rose by 1,800, or 0.3 percent, to 543,600 in June 2025. Gains were greatest in private education and health services (+4,000), leisure and hospitality (+400) and trade, transportation and utilities (+300). Losses were centered in manufacturing (-1,700), financial activities (-600) and mining, logging and construction (-400). Government sector jobs increased by (+3,700) over-the-year. (New York State Department of Labor).

The unemployment rate for Chautauqua County in June 2025 was 3.5%. This rate is up from 3.2% in May 2025. The current rate is below New York State's unemployment figure of 4%. (New York State Department of Labor).

Check out our Facebook Page!

Our Facebook page is updated daily to inform job seekers of open positions throughout Chautauqua County. These positions are either full or part time, temporary or permanent and provided by numerous employers as well as the New York State Department of Labor. Job descriptions and information on how to apply are featured. Please visit our Facebook page and like/follow it!



Chautauqua Works On-Line!

Chautauqua Works has its own webpage:

www.chautauquaworks.com

This website features events, linkages to websites for job seekers, business services, information on our youth, disability, and veteran programs, and other valuable employment resources.

