



# FIND A BETTER JOB

FOR SELF-RELIANCE



# MESSAGE FROM THE FIRST PRESIDENCY

Dear Brothers and Sisters:

The Lord has declared, “It is my purpose to provide for my saints” (D&C 104:15). This revelation is a promise from the Lord that He will provide temporal blessings and open the door of self-reliance, which is the ability for us to provide the necessities of life for ourselves and our family members.

This workbook has been prepared to help members of the Church learn and put into practice principles of faith, education, hard work, and trust in the Lord. Accepting and living these principles will better enable you to receive the temporal blessings promised by the Lord.

We invite you to diligently study and apply these principles and teach them to your family members. As you do so, your life will be blessed. You will learn how to act on your path toward greater self-reliance. You will be blessed with greater hope, peace, and progress.

Please be assured that you are a child of our Father in Heaven. He loves you and will never forsake you. He knows you and is ready to extend to you the spiritual and temporal blessings of self-reliance.

Sincerely,

The First Presidency

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# EVALUATING MY EFFORTS

	Ⓐ Identify Resources Daily			Ⓑ Make Contacts Daily			Ⓒ Contact and Support My Action Partner	Ⓓ Practice and Share the My Foundation Principle
Date	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort
Example	25	21		25	27			
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Week 6								
Week 7								
Week 8								
Week 9								
Week 10								
Week 11								
Week 12								

# SKILLS

**E**

Practice Job Search Skills  
(Pick two from the Skills list.)

**KEY:**

● Minimal Effort
● Moderate Effort
● Significant Effort

Skill 1	Effort	Skill 2	Effort
Practice Me in 30 Seconds five times.	● ● ●	Write 10 power statements.	● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
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	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●
	● ● ●		● ● ●

## INVOLVE THE LORD (CH. 1)

- Pray for specific help in your job search.
- Fast for specific help in your job search.

## ME IN 30 SECONDS (CH. 2)

- Practice your Me in 30 Seconds five times and get feedback.
- Adapt your Me in 30 Seconds for five opportunities.

## INFORMATIONAL INTERVIEWS (APPENDIX)

- Write five questions for an informational interview. See page 201.
- Do three practice informational interviews and get feedback. See page 201.

## MATCH SKILLS (CH. 3)

- Review five job descriptions and match your skills to the employer's needs.

## POWER STATEMENTS (CH. 4)

- Write 10 different power statements.
- Share at least three power statements with two people and get feedback.

## WRITTEN MATERIALS (CH. 5)

- Write 10 accomplishment statements for your résumé.
- Write a résumé and get feedback from three people.
- Write two power statements to open cover letters.
- Write a cover letter and get feedback from three people.

## INTERVIEWING (CHS. 6-7)

- Practice your Me in 30 Seconds for two possible interviews.
- Practice answering five interview questions using power statements.
- Practice five questions you could ask at the end of an interview.
- Determine three ways you could ask how to follow up at the end of an interview.
- Practice answering three interview questions by turning a negative into a positive.

# FOR FACILITATORS

*Thank you for facilitating a self-reliance group. The group should function as a council with the Holy Ghost as the teacher. Your role is to help each person feel comfortable sharing ideas, successes, and failures.*

DO'S	DON'TS
<p><b>BEFORE EACH MEETING</b></p> <ul style="list-style-type: none"> <li>○ Download videos at <a href="http://srs.lds.org/videos">srs.lds.org/videos</a>.</li> <li>○ Check that video equipment works.</li> <li>○ Review the chapter briefly.</li> <li>○ Prepare yourself spiritually.</li> </ul> <p><b>DURING EACH MEETING</b></p> <ul style="list-style-type: none"> <li>○ Start and end on time.</li> <li>○ Ensure that everyone reports, even those who arrive late.</li> <li>○ Choose a timekeeper.</li> <li>○ Encourage everyone to participate.</li> <li>○ Be a group member. Make, keep, and report your commitments.</li> <li>○ Have fun and celebrate success.</li> <li>○ Trust and follow the workbook.</li> </ul> <p><b>AFTER EACH MEETING</b></p> <ul style="list-style-type: none"> <li>○ Contact and encourage members during the week.</li> <li>○ Evaluate yourself using the “Facilitator Self-Assessment” (page v).</li> </ul>	<ul style="list-style-type: none"> <li>○ Prepare a lesson.</li> <li>○ Cancel meetings. If you cannot attend, please ask a group member to facilitate for you.</li> <li>○ Teach or act as the expert.</li> <li>○ Speak more than others.</li> <li>○ Answer every question.</li> <li>○ Be the center of attention.</li> <li>○ Sit at the head of the table.</li> <li>○ Stand up to facilitate.</li> <li>○ Skip the “Ponder” section.</li> <li>○ Give your opinion after each comment.</li> <li>○ Forget to update the stake self-reliance specialist on the group’s progress.</li> </ul>

## IMPORTANT: REPORT AND IMPROVE

- Complete the Group Registration Form at your first meeting and the End of Group Report and Certificate Request Form at your last meeting. Visit [srs.lds.org/report](http://srs.lds.org/report).
- Review the booklet *Facilitating Groups* at [srs.lds.org/facilitator](http://srs.lds.org/facilitator).

## FACILITATOR SELF-ASSESSMENT

After each group meeting, review the statements below. How well are you doing?

HOW AM I DOING AS A FACILITATOR?	Never	Some- times	Often	Always
1. I contact group members during the week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I share my excitement and love for each group member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I help ensure that every group member reports on his or her commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I talk less than other group members. Everyone participates equally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I let group members answer questions instead of answering them myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I stay within the recommended time for each section and activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I make time for the "Ponder" section so the Holy Ghost can guide group members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I follow the workbook as written and complete all sections and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOW IS MY GROUP DOING?	Never	Some- times	Often	Always
1. Group members love, encourage, and serve each other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Group members keep their commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Group members are achieving both temporal and spiritual results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Action partners regularly contact and encourage each other during the week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## MEETING OPTIONS

While this is a 12-week commitment, your options for meetings are flexible. Many groups choose to go through the 10 chapters of *Find a Better Job* within the first few weeks so they can start practicing and putting those skills to work right away in their job search.

Once you have completed all of the chapters in *Find a Better Job*, continue to meet at least weekly for the remainder of the 12 weeks. These meetings are about an hour, and you will use the “Sharpen Your Skills” section to report on your commitments, study *My Foundation*, practice your skills, and make weekly commitments.

Here are a few suggestions that other groups have found effective. You can use these suggestions or come up with your own meeting options. Sample agendas are on page vii.

- Option 1:** Meet for 8–9 hours for the first meeting to complete all of the chapters. Then meet weekly for about an hour for each of the remaining 11 weeks.
- Option 2:** Meet twice for 4–5 hours each within the first two weeks to complete all of the chapters. Then meet weekly for about an hour for each of the remaining 10 weeks.
- Option 3:** Meet four times for 2–3 hours each within the first two weeks to complete all of the chapters. Then meet weekly for about an hour for each of the remaining 10 weeks.
- Option 4:** Meet weekly for 2 hours each week, doing one chapter a week. It will take 10 weeks to complete all of the chapters. Meet weekly for about an hour for each of the remaining two weeks.



# AGENDAS

## Option 1

MEETING 1 (8-9 HOURS)	MEETINGS 2-12 (1-1.5 HOURS)
<i>My Foundation</i> Chapters 1-10 Commit	Report <i>My Foundation</i> Sharpen Your Skills Commit

## Option 2

MEETING 1 (4-5 HOURS)	MEETING 2 (4-5 HOURS)	MEETINGS 3-12 (1-1.5 HOURS)
<i>My Foundation</i> Chapters 1-5 Commit	Report <i>My Foundation</i> Chapters 6-10 Commit	Report <i>My Foundation</i> Sharpen Your Skills Commit

## Option 3

MEETING 1 (3 HOURS)	MEETING 2 (2-3 HOURS)	MEETING 3 (3 HOURS)	MEETING 4 (2 HOURS)	MEETINGS 5-14 (1-1.5 HOURS)
<i>My Foundation</i> Chapters 1-3 Commit	Chapters 4-6	Report <i>My Foundation</i> Chapters 7-8 Commit	Chapters 9-10	Report <i>My Foundation</i> Sharpen Your Skills Commit

## Option 4

MEETING 1 (2 HOURS)	MEETINGS 2-10 (2 HOURS)	MEETINGS 11-12 (1-1.5 HOURS)
<i>My Foundation</i> Chapter 1 Commit	Report <i>My Foundation</i> Chapters 2-10 (1 per week) Commit	Report <i>My Foundation</i> Sharpen Your Skills Commit





1

# THE FUNDAMENTALS

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## JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. Act in Faith
2. Focus Your Search
3. Work Hard: Identify Resources and Make Contacts

## GETTING STARTED—Maximum Time: 15 Minutes

**Have an opening prayer.**

**Introduce yourselves.** Each of you take one minute to share your name and something about you.

### **WELCOME TO OUR SELF-RELIANCE GROUP!**

**Read:** The formula for a successful job search is:

**Act in Faith + Work Hard + Work Smart = Success**

Together with your group, and aided by the guidance of the Spirit, you will learn why faith is the foundation of a job search, and you will be challenged to work hard. You will also learn the skills needed to work smart, such as networking, matching your skills to employer needs, power statements, written materials, interviewing skills, and more. At the beginning of each meeting, you will review a gospel principle that will help in all areas of your life.

## HOW DOES THIS WORK?

- Read:** Self-reliance groups function like a council. There is no teacher or expert. Instead, you follow the materials as they are written. With the guidance of the Spirit, you will help each other as follows:
- Contribute equally to discussions and activities. No one, especially the facilitator, should dominate the conversation.
  - Love and support each other. Show interest, ask questions, and learn about each other.
  - Share positive and relevant comments.
  - Make and keep commitments.

Elder M. Russell Ballard taught, “There is no problem in the family, ward, or stake that cannot be solved if we look for solutions in the Lord’s way by counseling—really counseling—with one another” (*Counseling with Our Councils*, rev. ed. [2012], 4).

**Watch:** “My Self-Reliance Group,” available at [srs.lds.org/videos](https://srs.lds.org/videos). (No video? Skip to “Without a Teacher, How Will We Know What to Do?” on page 4.)

**Discuss:** What made the group in the video so successful? What will you do as a group to have a life-changing experience?

## WITHOUT A TEACHER, HOW WILL WE KNOW WHAT TO DO?

**Read:** It’s easy. Simply follow the materials. Each chapter in the workbook has six parts:

**Report:** Discuss the progress you made during the week on your commitments.

**Foundation:** Review a gospel principle that will lead to greater spiritual self-reliance.

**Learn:** Learn practical skills that will lead to greater temporal self-reliance.

**Ponder:** Listen for the Holy Ghost to offer inspiration.

**Commit:** Promise to act on commitments during the week that will help you progress.

**Act:** During the week, practice what you learned.

## HOW TO USE THIS WORKBOOK

WHEN YOU SEE THESE PROMPTS, FOLLOW THESE DIRECTIONS:				
Read	Watch	Discuss	Ponder	Activity
One person reads aloud for the whole group.	The whole group watches the video.	Group members share thoughts for two to four minutes.	Individuals quietly consider, meditate, and write for two or three minutes.	Group members work individually or with others for the specified time.

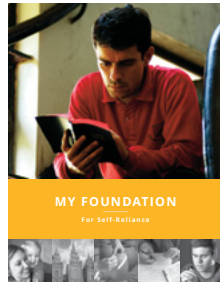
## CERTIFICATE OF COMPLETION

**Read:** Group members who attend meetings and keep their commitments may receive a self-reliance certificate from LDS Business College. See page 251.



## MY FOUNDATION—Maximum Time: 20 Minutes

**Read:** Begin the meeting by completing principle 1 in *My Foundation* on page 222. Then return to page 6.





## LEARN—Maximum Time: 45 Minutes

### ACTIVITY (5 minutes)

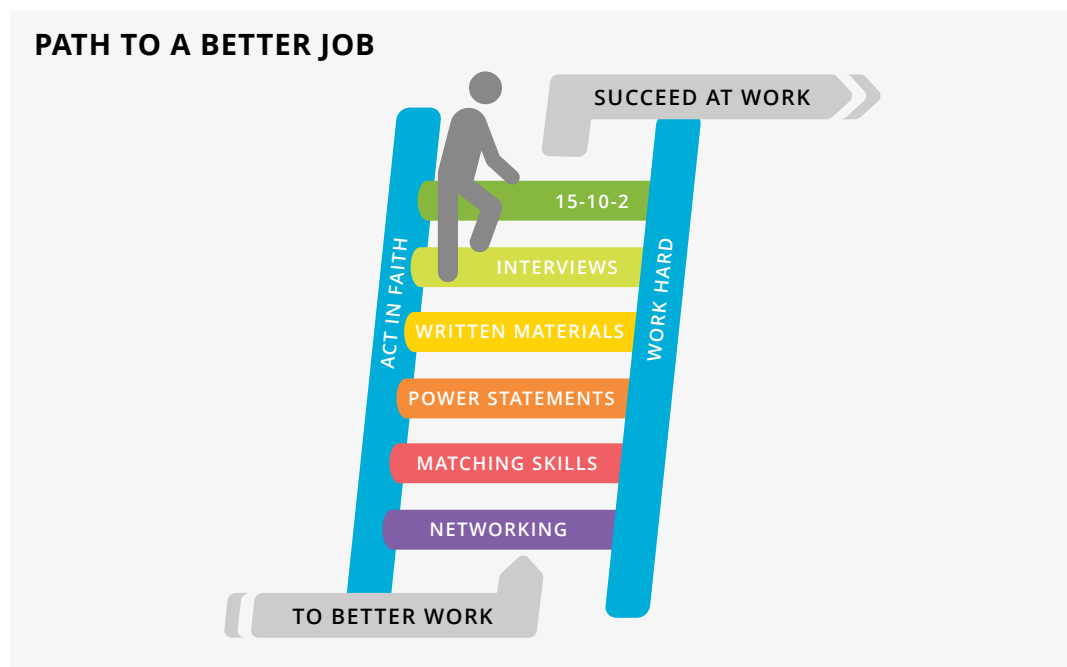
Everyone stand up. Mingle with your group, and discuss the following with at least three people:

- What have you been doing to look for a job, and how has it been working?
- What are your successes and frustrations?
- What do you hope to get from this group?

**Read:** The formula for a successful job search is:

### **Act in Faith + Work Hard + Work Smart = Success**

Over the course of this book, you will follow a path to help you act in faith, work hard, and learn the job search skills to work smart. Starting from the bottom of the graphic, take turns reading each section of the Path to a Better Job below.





**Read:** We will begin with the fundamentals of faith and hard work.

## 1. ACT IN FAITH

**Read:** The foundation to a successful job search is faith. To Heavenly Father, all things, including looking for work, are spiritual. The Lord has said, "I say unto you that all things unto me are spiritual, and not at any time have I given unto you a law which was temporal" (D&C 29:34).

Because getting a job is important both spiritually and temporally, everything you do in a job search can be an act of faith. You hope and pray that God will bless you with a job, but you act to show your faith.

**Discuss:** What does faith have to do with looking for a job?

## 2. FOCUS YOUR SEARCH



### Josh's Job Search

**Read:** Throughout our group meetings, we will observe and coach Josh as he tries to apply the principles and skills of an effective job search. Josh was laid off two months ago after two years as a computer support technician. He is married and studies computer science. He has a wife and baby to support. Josh needs to find a job.

Josh is having a hard time knowing where to start his job search. He has applied for all sorts of jobs. In the past week he applied to be a waiter, a customer service agent, a computer technician, and a warehouse worker. However, he isn't having much success.

**Discuss:** How does your job search experience relate to Josh's?

**Read:** Start your job search by knowing what kind of job you want. It should be something you are qualified for. Many job seekers fail to do this. Just like Josh, they waste time considering all kinds of jobs. You will find a job quicker if you focus on just a few kinds of jobs.

If you don't know what job you want, take some time talking with other people and finding helpful information to figure it out quickly. Many job seekers take a **stabilizing job** to support themselves while they look for or prepare for a better job. If this is the case for you, remember this counsel from President Spencer W. Kimball: "Work brings happiness, self-esteem, and prosperity. It is the means of all accomplishment; it is the opposite of idleness. We are commanded to work" (*Teachings of Presidents of the Church: Spencer W. Kimball* [2006], 118–19). Work is noble.

Josh realizes he will have more success if he focuses on computer support positions. That becomes his employment goal.

**ACTIVITY (3 minutes)**

---

Write down up to three desired jobs you will focus on for your job search. Then share them with your group. If you are uncertain which jobs to focus on, try to figure this out before the next meeting.

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
-

### 3. WORK HARD: IDENTIFY RESOURCES AND MAKE CONTACTS



#### Josh's Job Search

**Read:** Josh hasn't liked looking for work. He puts in a few hours each day, mostly looking at online job postings and talking to employment agencies.

**Discuss:** What do you think about Josh's level of effort? How long do you think it will take him to find a job this way?

**Read:** Successful job seekers work hard. You get out of a job search what you put into it. The harder you work, the quicker you get a job. Your work should consist of identifying resources and making contacts every day.

A **resource** is any source of information or connection that will contribute to a successful job search. It can be a person, place, or thing.

A **contact** is any employment communication with a resource. This could be meeting with someone face-to-face, making a phone call, sending an email, submitting an application or résumé, or sending a follow-up note.

The more resources you find and contacts you make, the quicker you will find a job. Identify 15 new resources and make 10 contacts each day to dramatically accelerate your job search.



### Josh's Job Search

**Read:** Once Josh learned about resources and contacts, he got to work.

For example, yesterday he did the following:

- Discovered three companies he is interested in.
- Found three helpful websites.
- Thought of seven people he could contact (friends, classmates, and former coworkers).
- Found two job openings.

That makes 15 **resources** in just one day!

Then he contacted those resources by:

- Calling those three companies directly to learn more about them.
- Meeting, emailing, or sending a text to four of his friends to let them know he was looking for work.
- Applying for those two job openings.
- Following up with someone at both companies to make sure his information was received.

That makes 11 **contacts** in just one day!



**Read:** Now that we have a list of potential resources, our next step is to contact them.

### **ACTIVITY (8 minutes)**

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As a group, discuss how you would contact the resources that you just shared. Write the ideas in the second column of the table on the previous page. Remember, a contact is any type of communication with a resource.

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**Tip:** Keep your resources and contacts organized with the forms on pages 194–96 of the appendix.

**Discuss:** How will working hard at your job search demonstrate faith?

## CONCLUSION

**Watch:** “It Was a Miracle,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 18.)



**Discuss:** What are some of the most important things you learned from this chapter?

**Read:** A successful job search follows this simple formula:

### **Act in Faith + Work Hard + Work Smart = Success**

Start applying the formula right away by identifying **resources** and making **contacts** each day. This demonstrates your faith. Ask Heavenly Father to help you and to recognize your work as an act of faith, and He will bless you with success. In the next several chapters we will begin to explore the skills that will help us work smart.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

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“For the earth is full, and there is enough and to spare; yea, I prepared all things, and have given unto the children of men to be agents unto themselves” (D&C 104:17).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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# ACTION PARTNERS

**Read:** With the help of others, you can accomplish great things. For example, missionaries have companions for support. In our groups, we have “action partners.” Each week we will choose and work with an action partner. Action partners help each other keep commitments by:

- Calling, texting, or visiting each other during the week.
- Talking about what we learned in the group.
- Encouraging each other to keep commitments.
- Counseling together about challenges.
- Praying for each other.

**Discuss:** How has someone helped you accomplish something difficult?

**Read:** Being an action partner is not hard or time consuming. To start the conversation, you could ask:

- What did you like about our last group meeting?
- What good things have happened to you this week?
- How have you used the My Foundation principle this week?

The most important part of the discussion will be helping each other keep commitments. You could ask:

- How are you doing with your commitments?
- If you haven’t kept some of them, do you need help?
- How can I best support your efforts?

**ACTIVITY (5 minutes)**

---

**Step 1:** Choose someone in the group to be your action partner.

- You may change partners each week if desired.
- Generally, action partners are the same gender and are not family members.

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*Action partner's name*

---

*Contact information*

**Step 2:** Write how and when you will contact each other.

SUN	MON	TUES	WED	THURS	FRI	SAT

---



## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 24.**

*Each week we make commitments. When we meet next week, we will begin by reporting on our commitments. Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will practice and share today’s My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



## RESOURCES

### IT WAS A MIRACLE

John shares what he learned as he applied the success formula to his job search.

#### **Act in Faith + Work Hard + Work Smart = Success**

“I had a great job, and I was good at it. My boss was happy with the work I did, and that made it easy to do good work for him. My wife and I had two beautiful girls and a baby on the way. For a young family, it felt like we had everything we needed, especially a good future.

“And then my wife got sick. We did the best we could until we learned that she needed medical care 500 miles away. So of course we moved. I got her and the kids settled and went back to my job until I could find something closer to the family. I didn’t think it would take long; I was well qualified and I’ve never had trouble finding a job in the past. I was confident I could handle it on my own, but for some reason I couldn’t find anything.

“The weeks stretched into months. I was working in one city and looking for a job in another, all while worrying about my wife and family. It was a losing battle. I needed help. I could not do it alone. I turned to my Father in Heaven. I fasted and prayed. My job search turned into an exercise in faith. I worked very hard, asking the Lord to bless me for my efforts. But I soon realized that hard work wasn’t enough. I needed to work smarter. There were better ways to job search—skills I needed to learn and improve.

“As I combined my faith, hard work, and improved skills, things got better. I began to get interviews and then landed a great job. It was terribly hard being apart from my family and going through such a tough time. But it worked out, and I learned so much. This really was a miracle for my family. I am thankful I had this experience and am so grateful to Heavenly Father for blessing me all along the way.”



2

# NETWORKING

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## JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. How People Really Get Jobs
2. Talk to Everyone
3. Me in 30 Seconds



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 24.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS				
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		KEY: <span style="color: green;">●</span> Minimal Effort <span style="color: orange;">●</span> Moderate Effort <span style="color: red;">●</span> Significant Effort	INVOLVE THE LORD (CH. 3) • Pray for specific help in your job search. • Fast for specific help in your job search. SEE 30-35 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for free opportunities.		
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort			Skill 2	Effort
Example	25	21	●●●●●	25	27	●●●●●	●●●●●	●●●●●	●●●●●	Practice Me in 30 Seconds five times.	●●●●●	Write 10 power statements.	●●●●●	INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201.
Week 1			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●				MATCH SKILLS (CH. 3) • Review job descriptions and match your skills to the employer's needs.	
Week 2			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●				POWER STATEMENTS (CH. 4) • Write 10 different power statements. • Share at least three power statements with two people and get feedback.	
Week 3			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●				WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a résumé and get feedback from three people. • Write two power statements to open cover letters. • Write a cover letter and get feedback from three people.	
Week 4			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●				INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview. • Determine three ways you could ask how to follow up at the end of an interview. • Practice answering three interview questions by turning a negative into a positive.	
Week 5			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 6			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 7			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 8			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 9			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 10			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 11			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					
Week 12			●●●●●			●●●●●	●●●●●	●●●●●	●●●●●					

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**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating “red,” “yellow,” or “green” for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

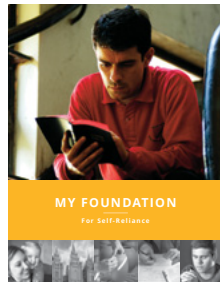






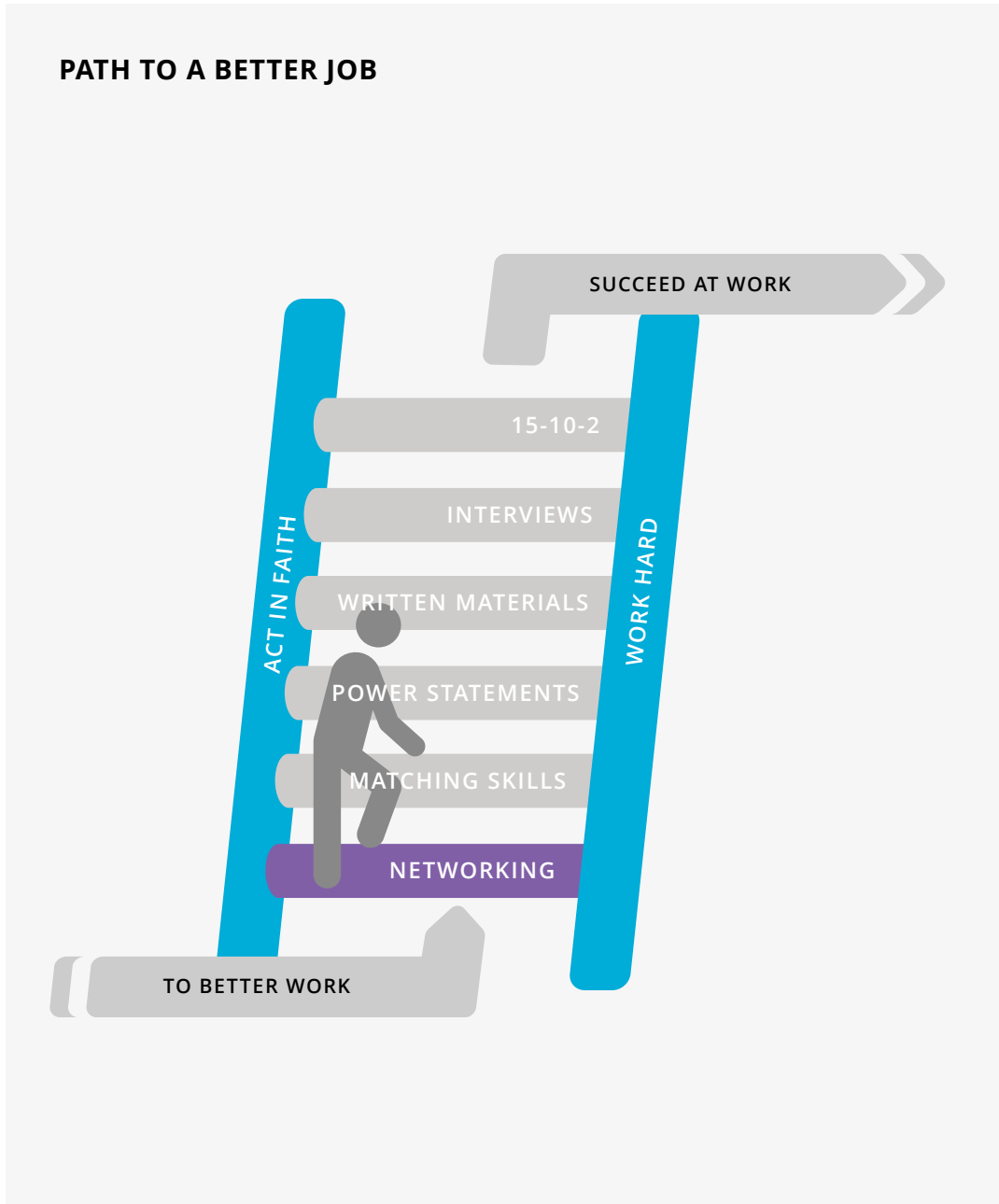
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 24.





# LEARN—Maximum Time: 45 Minutes



### ACTIVITY (5 minutes)

---

Everyone stand up. Talk with at least three other group members, and share with each other an experience in which you told someone you were looking for work or perhaps approached a potential employer in person. What were the results?

---

**Discuss:** What did you learn from each other's experiences?

**Read:** A successful job search follows a simple formula:

#### **Act in Faith + Work Hard + Work Smart = Success**

In the previous chapter, you learned about faith and hard work. In this chapter, we will start learning the skills to work smart. We will begin with networking.



#### **Josh's Job Search**

**Read:** Josh has been finding all of his job leads online or with employment agencies. However, he has had almost no success, and most of the time he hasn't heard anything back. He is convinced there is a better way to find a job. He has heard about things like networking but isn't sure what that is about or how to start.

**Discuss:** How does your job search experience compare with Josh's?

### 1. HOW PEOPLE REALLY GET JOBS

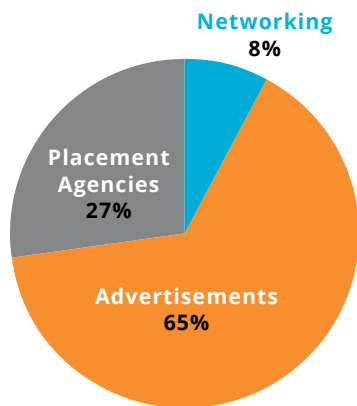
**Read:** You will find work more quickly if you look in the most effective ways.

**Watch:** "How Jobs Are Really Filled," available at [srs.lds.org/videos](http://srs.lds.org/videos).  
(No video? Read page 35.)

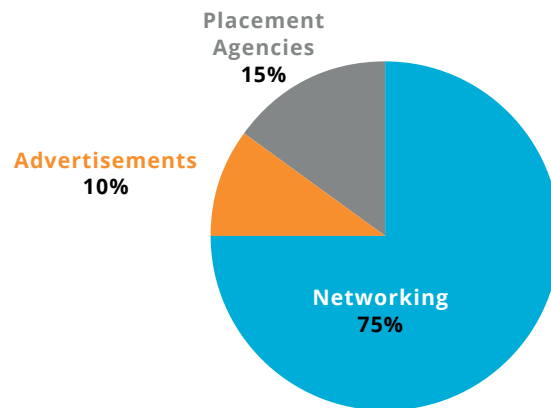


**Read:** Compare these two graphs.

HOW PEOPLE LOOK FOR WORK



HOW PEOPLE ACTUALLY GET JOBS

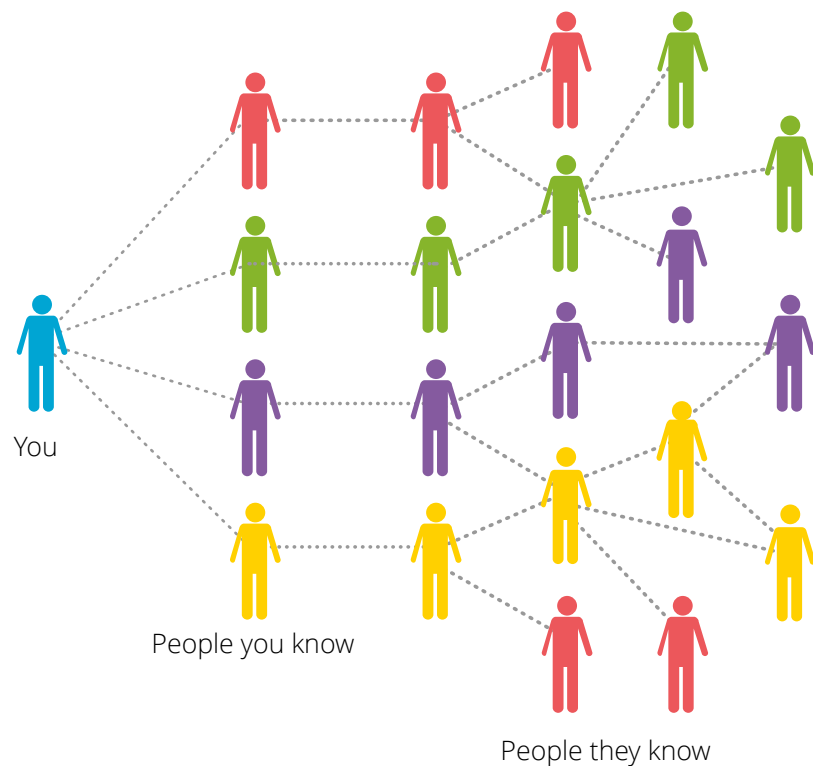


**Discuss:** What would change in your job search if you networked more?

## 2. TALK TO EVERYONE

**Read:** Networking is the best way to find a job. **Networking** means talking to people who can help you find people and organizations that need your skills. Talk to everyone about looking for work. People will help you. President Spencer W. Kimball said: “God does notice us, and he watches over us. But it is usually through another person that he meets our needs” (“Small Acts of Service,” *Ensign*, Dec. 1974, 5).

Sometimes you need to network through many layers to find the person with the information you need. Networking through layers means asking people to give you the names of other people who may have information that could help you. You can network in person, over the phone, or by email. You can also use professional and social networking websites.

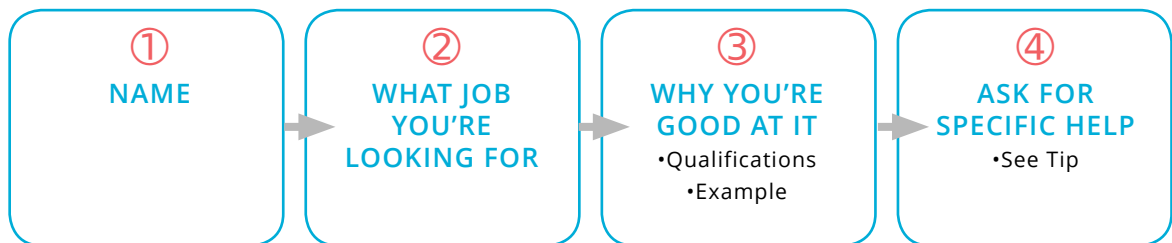




- Discuss:**
- What could happen if you talked to each of these people and businesses about what job you're looking for?
  - What if you talked to all of the other people you know?

### 3. ME IN 30 SECONDS

**Read:** Networking with others works best if you know what to say. A Me in 30 Seconds is the best tool for contacting people or businesses. It helps people understand what job you're looking for and how they can help. It follows these four steps.



**Tip: Possible Me in 30 Seconds Questions**

- Who would you recommend I talk with?
- What opportunities do you know of for someone like me?
- What do you know about \_\_\_\_\_ (company, industry)?
- What businesses are in the area that are looking for \_\_\_\_\_ (job type or position)?
- Who do you know who does what I do?



### Josh's Job Search

**Read:** Here is how Josh used his Me in 30 Seconds to network with his uncle David. Note the four parts in action.

"Uncle David, this is your nephew ① Josh. How are you? Do you have a minute? You may not have known this, but ② I am looking for a new job in computer support. ③ I have two years of experience and carry several technical certifications. With my last company, I was named the top service technician because of my efficiency. I am good at what I do and enjoy it. ④ Who do you know who I could contact about opportunities?"

#### ACTIVITY (5-8 minutes)

---

Now you are going to create your own Me in 30 Seconds and practice it.

**Step 1:** Each of you write the four parts of your Me in 30 Seconds in the spaces below:

① NAME	② WHAT JOB YOU'RE LOOKING FOR	③ WHY YOU'RE GOOD AT IT •Qualifications •Example	④ ASK FOR SPECIFIC HELP

**Step 2:** Once you have each written your Me in 30 Seconds, stand up one by one and introduce yourselves with your Me in 30 Seconds statement. Assign someone to time each introduction so you know how close to 30 seconds you are. Clap and cheer after each introduction.

---



**Read:** In the previous chapter, we learned about contacts. Remember, a **contact** is any employment communication with a resource. Not all contacts are created equal. The more personal you can make your contacts, the more effective they will be. Talking face-to-face with someone is more effective than an email or a text. At least two of your daily contacts should be face-to-face. That is why a Me in 30 Seconds can be so powerful.

Your Me in 30 Seconds is one of the job search skills that allows you to work smart. You know you have a good Me in 30 Seconds when it consistently leads to the help you need. Practice your Me in 30 Seconds often and get feedback. Let's start right now!

#### ACTIVITY (5 minutes)

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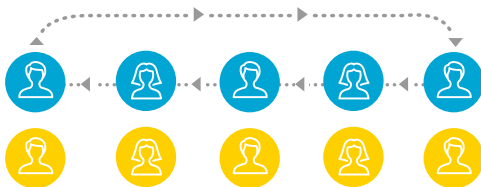
**Step 1:** Everyone stand up and divide into two lines facing each other.

**Step 2:** Share your Me in 30 Seconds with the person across from you.

**Step 3:** Quickly give each other feedback:

- Did your partner share what job he or she is looking for?
- Did your partner share why he or she is good at it?
- Did your partner ask for help? How?
- Was it close to 30 seconds?

**Step 4:** Everyone in one line then moves down one person. The person on the end rotates to the beginning of the line. The other line does not move. Repeat steps 1–3 until you have shared your Me in 30 Seconds with everyone and received feedback.



**Discuss:** How would networking with your Me in 30 Seconds be an act of faith?

### ACTIVITY (5 minutes)

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**Step 1:** Each of you pick a person from your potential contacts list on page 28 and call him or her. Share your Me in 30 Seconds with him or her and see what happens.

**Step 2:** Come back together as a group and share your experiences.

---

### CONCLUSION

**Watch:** "Basketball Got Me a Job," available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 36.)



**Discuss:** What are the most important things you learned from this chapter?

**Read:** A successful job search follows this formula:

#### **Act in Faith + Work Hard + Work Smart = Success**

Networking takes faith and hard work. Networking is also a smarter way to find a job, and you now have a great tool, Me in 30 Seconds, to help you get started. The Lord has promised, "Open your mouths and they shall be filled" (D&C 33:8). Now go out and make networking a daily part of your job search.

For more advanced networking ideas, read pages 197–202 in the appendix on your own this week.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

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“Open your mouths and they shall be filled, and you shall become even as Nephi of old, who journeyed from Jerusalem in the wilderness. Yea, open your mouths and spare not, and you shall be laden with sheaves upon your backs, for lo, I am with you” (D&C 33:8–9).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 42.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will teach and practice today's My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner's signature*



## RESOURCES

### HOW JOBS ARE REALLY FILLED

Listen as this employer describes how positions are actually filled.

“The mistake most job seekers make is spending their time sending out résumés, when they should be spending their time networking, connecting with key people in their industry and building relationships.

“As a recruiter, I helped our company fill close to 1,000 openings last year. Here is how they were filled.

“We didn’t advertise most of our openings. Instead, the hiring manager already had someone in mind, or maybe a member of his team referred someone to him. He would contact me and let me know he had someone he wanted to hire and I just moved it along from there.

“For the advertised positions, there would often be at least a hundred people who had applied for the opening. I typically got calls from the hiring managers asking me to pull out specific applications for people they wanted to interview. These were people they knew, who were referred to them, or who had already contacted them. Because the manager already knew about these people, he knew they would be a great fit. These were the people who usually got the job. We did hire some people from the general pool of applicants, but it was only about 25 percent of the time.

“My advice: network. Build your network. Maintain your network. Connect with the people making hiring decisions either directly or through others. If job seekers will do this, they will get jobs.”

**Back to page 26.**

### BASKETBALL GOT ME A JOB

Let's read how Reuben's Me in 30 Seconds led to a great job from his network.

"I've always been a hard worker, but sometimes that's not enough. Cutbacks left me without a job, and I figured since I was a hard worker I'd find work easily. The problem was, I had several barriers in my background that were making it difficult to get interviews. It seemed like I could never get past the applications. Several weeks went by, and I was frustrated and discouraged. Then I learned about networking and thought that might be the key for me to get an opportunity. I practiced my Me in 30 Seconds over and over and started talking to everyone—letting them know I was looking for construction management opportunities and what my skills were and how experienced I was.

"One evening I was playing basketball with some friends. I realized they each knew a lot of people and might be able to help me find work, so I shared my Me in 30 Seconds with them. To my surprise, one of them said his wife worked for a construction firm and to send her my résumé. I did and followed up with her the next day. She said she would pass it along to an industry group she belonged to. A few days later I got a call from a man I didn't know. He had my résumé and wanted to talk with me. He managed a large construction firm. Ultimately that led to a great job. My job was never posted to the public, and it came from someone two or three levels deep in my network. I never would have gotten this opportunity if I hadn't opened my mouth and shared my Me in 30 Seconds. Everybody has a network; use it to get the word out."

**Back to page 32.**



3

# MATCH YOUR SKILLS TO THE EMPLOYER'S NEEDS

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**JOB SEARCH PRINCIPLES, SKILLS, AND HABITS**

1. Identify the Employer's Needs
2. Match Your Skills



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 42.**

## LAST WEEK'S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today's My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS		
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		KEY: <span style="color: green;">●</span> Minimal Effort <span style="color: yellow;">●</span> Moderate Effort <span style="color: red;">●</span> Significant Effort	INVOLVE THE LORD (CH. 3) • Pray for specific help in your job search. • Fast for specific help in your job search. SEE 30-35 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for free opportunities. INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201. MATCH SKILLS (CH. 3) • Review job descriptions and match your skills to the employer's needs. POWER STATEMENTS (CH. 4) • Write 10 different power statements. • Share at least three power statements with two people and get feedback. WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a resume and get feedback from three people. • Write two power statements to open cover letters. • Write a cover letter and get feedback from three people. INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview. • Determine three ways you could ask how to follow up at the end of an interview. • Practice answering three interview questions by turning a negative into a positive.
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort		
Example	25	21	●●●	25	27	●●●	●●●	●●●	Practice Me in 30 Seconds five times.	●●●	Write 10 power statements.	●●●
Week 1			●●●			●●●	●●●	●●●				
Week 2			●●●			●●●	●●●	●●●				
Week 3			●●●			●●●	●●●	●●●				
Week 4			●●●			●●●	●●●	●●●				
Week 5			●●●			●●●	●●●	●●●				
Week 6			●●●			●●●	●●●	●●●				
Week 7			●●●			●●●	●●●	●●●				
Week 8			●●●			●●●	●●●	●●●				
Week 9			●●●			●●●	●●●	●●●				
Week 10			●●●			●●●	●●●	●●●				
Week 11			●●●			●●●	●●●	●●●				
Week 12			●●●			●●●	●●●	●●●				



**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating "red," "yellow," or "green" for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

---

#### ACTIVITY (5–8 minutes)

---

Let's practice our Me in 30 Seconds.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share your Me in 30 Seconds following these steps:



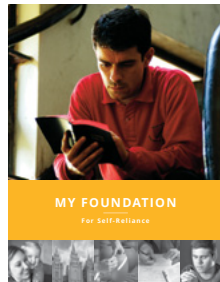
**Step 3:** Quickly give each other feedback:

- Did they share what job they were looking for?
  - Did they share why they are good at it?
  - Did they ask for help? How?
  - Was it close to 30 seconds?
-



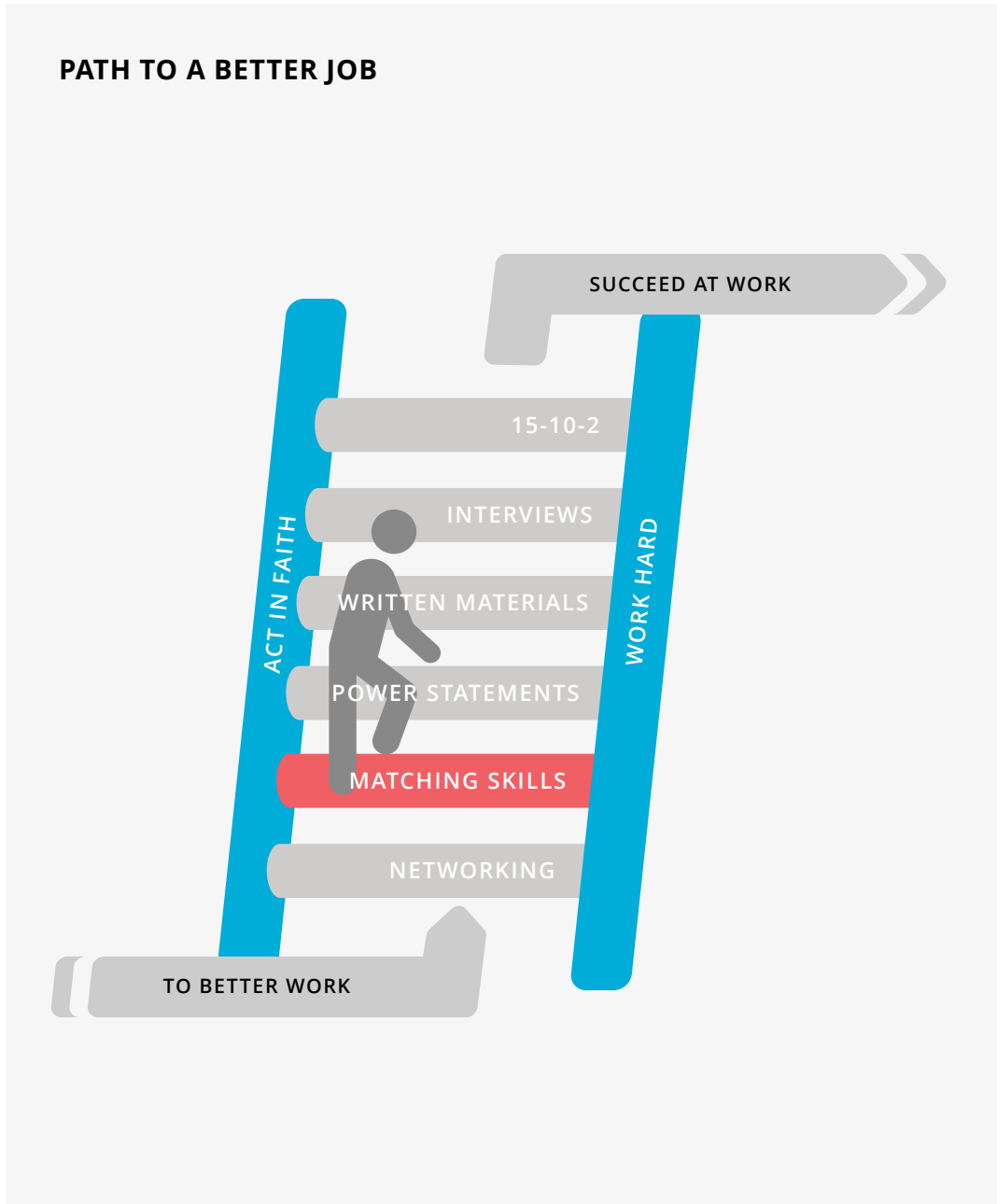
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 42.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

In the previous chapter, you learned that networking is the best way to find jobs. But once you find a good job lead, what should you do first? Match your skills to the employer's needs. This is another job search skill that will help you work smart.



### Josh's Job Search

**Read:** When Josh started his job search, he updated his résumé to include all of his experience and then attached it to his job applications. Despite applying for many jobs, he didn't hear anything back most of the time. Can't these employers see how good he would be at the job? Is there something he could be doing differently?

**Discuss:** In what ways can you relate to Josh?

**Read:** Many job seekers ruin their chances from the beginning by not first identifying the employer's needs and then matching their skills to those needs. They just send in the same information about themselves and think the employer will figure it out. Unfortunately, it doesn't work that way. Believe it or not, this is sort of like ordering a pizza.

Imagine that you have been thinking about pepperoni pizza all day. You don't want any other kind of pizza—just pepperoni. So you order a pepperoni pizza from your local pizza shop. You are starving and can't wait for it to arrive. The doorbell rings and you open the door, pay the delivery person, and take the unopened pizza box to the kitchen. You set it on the table and open it up, and this is what you see:



**Discuss:** How long did it take you to realize this isn't what you ordered?

**Read:** If you don't take the time to first identify and target employers' needs, they will probably screen you out just as fast as you screened out the wrong pizza order. This has been part of Josh's problem. He didn't know how to target employer needs. He was sending in résumés and applications with information the employer wasn't interested in. Successful job seekers take the time to understand what the employer ordered; then they serve up the perfect application, résumé, or interview to meet the employer's needs.

## 1. IDENTIFY THE EMPLOYER'S NEEDS

**Read:** There are many resources you can use to identify the employer's needs.

- Company websites and reports
- Internet
- Social media
- People working in similar roles
- Job description

**Discuss:** How could these or other resources help you identify an employer's needs?



### Josh's Job Search

**Read:** Remember in the last chapter how Josh called his uncle David? Well, Uncle David really came through for him. He referred Josh to a friend of his named Julie, who is a manager at a large local employer, ABC Marketing. Josh called Julie and introduced himself using his Me in 30 Seconds. Julie was impressed! Julie told Josh they are looking for good computer support, but they hadn't posted the opening because they were too busy. She sent Josh the job description and asked him to send her a résumé. Before applying for the position, Josh decides to make sure he knows what the employer actually needs.

#### ACTIVITY (4 minutes)

---

This is the job description Julie sent Josh. We are going to review it together.

**Step 1:** One person will read the job description out loud. As that person reads, group members will underline, highlight, or mark the key skills and qualifications they hear.

**Step 2:** Then, as a group, discuss what you marked and why.

#### SAMPLE JOB DESCRIPTION

##### HELP DESK TECHNICIAN II

The ABC Marketing team currently has an opportunity available for a Help Desk Technician II. The Help Desk Technician II will be responsible for managing support phone calls and emails. He/she will work effectively with end users and clients to provide timely solutions to service issues and requests.

##### Responsibilities:

- Respond to support phone calls and emails from ABC Marketing employees and clients.
- Track, log, and trend issue resolution using help desk ticketing system.
- Troubleshoot customers' technical issues in person and on the phone.
- Repair and troubleshoot hardware and networking connectivity issues.
- Remove old equipment and perform data migration to new machines.
- Manage inventory and track ABC Marketing assets.
- All other duties as assigned by IT management or the support manager.

##### Qualifications:

- Two or more years of hands-on experience with PC hardware or software.
- Working knowledge of current Windows OS and Microsoft Office Suite preferred.
- Knowledge of TCP/IP, wireless networks, LAN, WAN, virus protection, and email functionality preferred.
- Experience with active directory, file servers, and tape backups preferred.
- Self-motivated with the ability to follow through on projects in a timely manner.
- Professional demeanor; good customer service skills in person and on the phone.
- Ability to work a flexible schedule.
- Excellent verbal, writing, and technical writing skills.
- Excellent problem-solving and organizational skills.
- College degree preferred.

##### What to expect:

- If offered employment, all new hires must pass a pre-employment background check and drug screen.
- 
-



**Read:** Now compare what you marked with this one. Were you pretty close, or did you miss a few things? If you missed several things, keep practicing and you will get better.

---

## SAMPLE JOB DESCRIPTION

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### HELP DESK TECHNICIAN II

The ABC Marketing team currently has an opportunity available for a Help Desk Technician II. The Help Desk Technician II will be responsible for managing support **phone calls and emails**. He/she will **work effectively with end users and clients** to provide **timely solutions to service issues and requests**.

#### Responsibilities:

- Respond to **support phone calls and emails** from ABC Marketing **employees and clients**.
- **Track, log, and trend issue resolution** using **help desk ticketing system**.
- **Troubleshoot customers' technical issues** in person and on the phone.
- **Repair and troubleshoot hardware** and **networking connectivity issues**.
- Remove old equipment and perform **data migration** to new machines.
- **Manage inventory** and track ABC Marketing assets.
- All other duties as assigned by IT management or the support manager.

#### Qualifications:

- **Two or more years** of hands-on experience with **PC hardware or software**.
- Working knowledge of current **Windows OS and Microsoft Office Suite** preferred.
- Knowledge of **TCP/IP, wireless networks, LAN, WAN, virus protection, and email functionality** preferred.
- Experience with **active directory, file servers, and tape backups** preferred.
- **Self-motivated** with the ability to **follow through** on projects in a **timely manner**.
- **Professional demeanor**; good **customer service skills** in person and on the phone.
- Ability to work a **flexible schedule**.
- Excellent **verbal, writing, and technical writing skills**.
- Excellent **problem-solving** and **organizational skills**.
- **College degree** preferred.

#### WHAT TO EXPECT:

- If offered employment, all new hires must pass a pre-employment background check and drug screen.
-

#### ACTIVITY (5 minutes)

---

Look at the job description you brought with you, or think about the job you want. Take five minutes to do the same thing you did with Josh's job description.

**Step 1:** Identify the employer's needs by underlining, highlighting, or marking the important skills and qualifications.

**Step 2:** Review it with your action partner, pointing out what you think the employer needs.

---

**Tip:** The company and job description you found are both **resources**.

## 2. MATCH YOUR SKILLS

**Read:** Once you have identified what the employer wants, your next step is to figure out if your skills and experience match. This is as simple as asking yourself, "Do I have that skill?" or "What experience do I have doing that?" The more examples or accomplishments you can think of, the better.



### Josh's Job Search

**Read:** This is how Josh began matching his skills to the employer's needs. He highlighted the following sentence in the job description:

- Troubleshoot customers' technical issues in person and on the phone.

He thought to himself, "I am really good at that. In my last job, I had a system for troubleshooting, and I got twice as much work done as the other technicians." He also saw several other key skills and basic requirements that he met. He circled all of the skills or experiences he felt he was a match for. He also wrote notes about his experience and related accomplishments.

## ACTIVITY (3 minutes)

---

This is the job description after Josh matched his skills and added notes.

**Step 1:** In a minute or less, individually review how Josh marked his job description.

**Step 2:** As a group, discuss what you liked about how Josh matched his skills to the employer's needs.

### SAMPLE JOB DESCRIPTION

#### HELP DESK TECHNICIAN II

The ABC Marketing team currently has an opportunity available for a Help Desk Technician II. The Help Desk Technician II will be responsible for managing support phone calls and emails. He/she will work effectively with end users and clients to provide timely solutions to service issues and requests.

#### Responsibilities:

- Respond to support phone calls and emails from ABC Marketing employees and clients.
- Track, log, and trend issue resolution using help desk ticketing system.
- Troubleshoot customers' technical issues in person and on the phone.
- Repair and troubleshoot hardware and networking connectivity issues.
- Remove old equipment and perform data migration to new machines.
- Manage inventory and track ABC Marketing assets.
- All other duties as assigned by IT management or the support manager.

#### Qualifications:

- Two or more years of hands-on experience with PC hardware or software.
- Working knowledge of current Windows OS and Microsoft Office Suite preferred.
- Knowledge of TCP/IP, wireless networks, LAN, WAN, virus protection, and email functionality preferred.
- Experience with active directory, file servers, and tape backups preferred.
- Self-motivated with the ability to follow through on projects in a timely manner.
- Professional demeanor; good customer service skills in person and on the phone.
- Ability to work a flexible schedule.
- Excellent verbal, writing, and technical writing skills.
- Excellent problem-solving and organizational skills.
- College degree preferred.

#### WHAT TO EXPECT:

- If offered employment, all new hires must pass a pre-employment background check and drug screen.

*I kept a log to track and solve issues.*

*I developed a great system that allowed me to troubleshoot twice as fast as the other technicians.*

*I did this in my old job.*

*I used Excel to manage inventory.*

*I have two years of experience, certificates in MTCA, MCSA, MCSE server infrastructure.*

*Worked with little supervision.*

*I am willing to work nights and on Saturdays.*

**Read:** Keep in mind that most job descriptions are an employer's ultimate wish list. It is okay if you don't match every skill or qualification listed. Do not lie or make things up just to get an interview or job. If you review a job opportunity and think you match at least 50 percent of what the employer wants, you should apply. If you match at least 75 percent, you are probably a strong candidate.

#### **ACTIVITY (5 minutes)**

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Look at your job description, or think about the job you want. Take 5 minutes to do what Josh did by circling what skills you have and making any notes that will help. Then pair up with your action partner, and share it with him or her.

---

**Discuss:** How will matching skills this way help you in your job search?

## CONCLUSION

**Watch:** “The 16th Time Is the Charm,” available at [srs.lds.org/videos](http://srs.lds.org/videos).  
(No video? Read page 54.)



**Discuss:** What are the most important things you learned from this chapter?

**Read:** Matching your skills to the employer’s needs is working smart.

### **Act in Faith + Work Hard + Work Smart = Success**

Match your skills before you apply for a position, write a résumé, or have an interview. If you do, you will experience greater success in your job search.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

---

“God has given each of us one or more special talents. . . . It is up to each of us to search for and build upon the gifts which God has given. We must remember that each of us is made in the image of God, that there are no unimportant persons. Everyone matters to God and to his fellowmen” (Marvin J. Ashton, “There Are Many Gifts,” *Ensign*, Nov. 1987, 20).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 60.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

Ⓐ I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

Ⓑ I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

Ⓒ I will contact and support my action partner.

Ⓓ I will practice and share today’s My Foundation principle.

Ⓔ I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



## RESOURCES

### THE 16TH TIME IS THE CHARM

**Read:** Let's read about how Isabella's job search improved dramatically when she started matching her skills to the employer's needs.

"I had been looking for employment for over a month. There was a factory in my town where I wanted to work, and they often had positions open. I was well qualified for the position, so I started to apply. I applied 15 times for the same position but was never called for an interview. Of course I was sending the same résumé over and over expecting a different result. Then I learned about identifying the employer's needs, and that changed everything.

"I looked over the job description and identified the key skills and experience. When I looked back at the résumé and application I had been submitting, it wasn't even close to what the employer needed. No wonder they hadn't called me back. So I identified my skills and accomplishments that matched the employer's needs and applied for the 16th time. Two days later I was called for an interview! They offered me a position as soon as the interview was over, and I started work that same week. Matching my skills to the employer's needs was the key to my success."

**Back to page 51.**





4

# POWER STATEMENTS

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**JOB SEARCH PRINCIPLES, SKILLS, AND HABITS**

1. Make Powerful Impressions
2. Follow the Power Statement Formula



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 60.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS		
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		KEY: <span style="color: green;">●</span> Minimal Effort <span style="color: yellow;">●</span> Moderate Effort <span style="color: red;">●</span> Significant Effort	INVOLVE THE LORD (CH. 3) • Pray for specific help in your job search. • Fast for specific help in your job search. SEE 30-35 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for free opportunities. INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201. MATCH SKILLS (CH. 3) • Review job descriptions and match your skills to the employer’s needs. POWER STATEMENTS (CH. 4) • Write 10 different power statements. • Share at least three power statements with two people and get feedback. WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a resume and get feedback from three people. • Write two power statements to open cover letters. • Write a cover letter and get feedback from three people. INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview. • Determine three steps you could ask how to follow up at the end of an interview. • Practice answering three interview questions by turning a negative into a positive.
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort		
Example	25	21	●●●	25	27	●●●	●●●	●●●	Practice Me in 30 Seconds five times. ●●●	Write 10 power statements. ●●●	●●●	●●●
Week 1			●●●			●●●	●●●	●●●			●●●	●●●
Week 2			●●●			●●●	●●●	●●●			●●●	●●●
Week 3			●●●			●●●	●●●	●●●			●●●	●●●
Week 4			●●●			●●●	●●●	●●●			●●●	●●●
Week 5			●●●			●●●	●●●	●●●			●●●	●●●
Week 6			●●●			●●●	●●●	●●●			●●●	●●●
Week 7			●●●			●●●	●●●	●●●			●●●	●●●
Week 8			●●●			●●●	●●●	●●●			●●●	●●●
Week 9			●●●			●●●	●●●	●●●			●●●	●●●
Week 10			●●●			●●●	●●●	●●●			●●●	●●●
Week 11			●●●			●●●	●●●	●●●			●●●	●●●
Week 12			●●●			●●●	●●●	●●●			●●●	●●●

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**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating "red," "yellow," or "green" for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

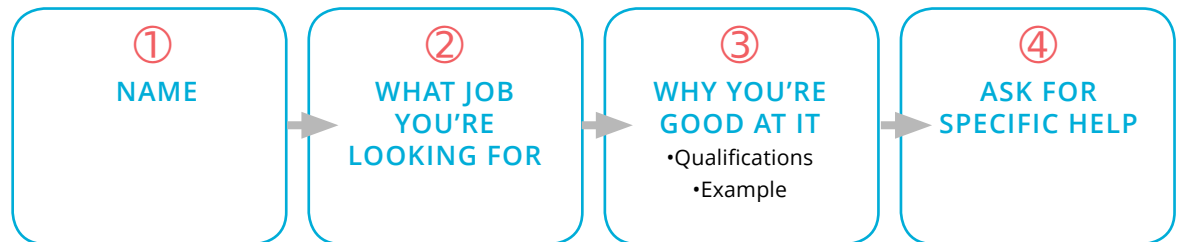
### ACTIVITY (5–8 minutes)

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Let's practice our Me in 30 Seconds.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share your Me in 30 Seconds following these steps:



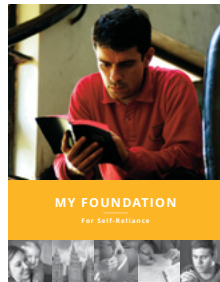
**Step 3:** Quickly give each other feedback:

- Did they share what job they were looking for?
  - Did they share why they are good at it?
  - Did they ask for help? How?
  - Was it close to 30 seconds?
-



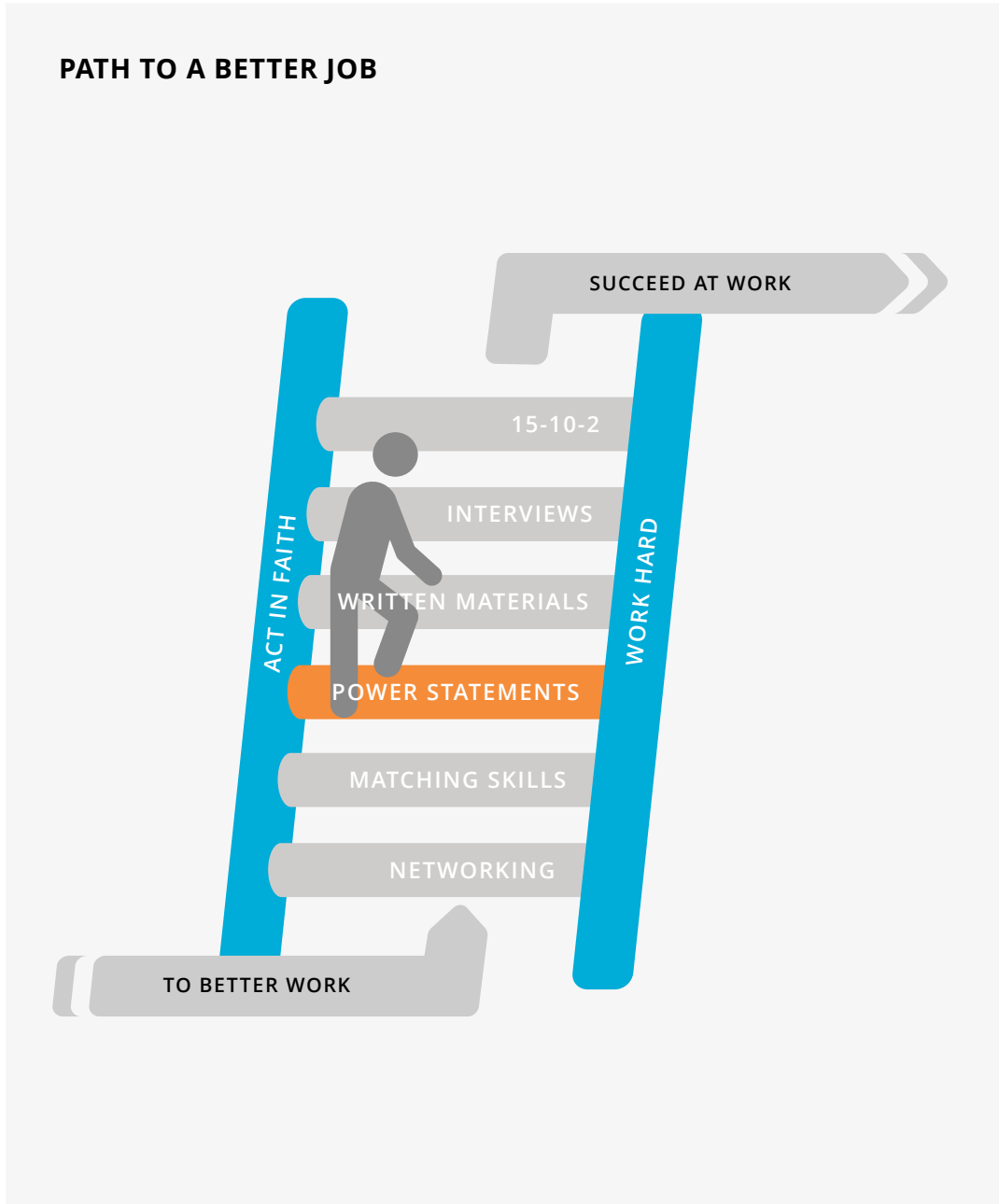
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 60.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

In the previous chapter, you learned a skill to help you work smart: how to match your skills to the employer's needs. In this chapter, you will learn another "work smart" skill: power statements.



**Josh's Job Search**

**Read:** Josh can now see he is a good fit for the help desk position at ABC Marketing. But he is pretty sure other people might have the same qualifications. What really helps him stand out are his accomplishments, but he isn't quite sure how to talk about them. He is wondering what he can do to stand out as the clear choice.

**Discuss:** In what ways can you relate to Josh?

**1. MAKE POWERFUL IMPRESSIONS**

**Read:** The best way to show you meet the employer's needs is with a power statement. A **power statement** briefly describes your previous experiences and accomplishments by sharing a specific example and outcome. Think of them as small stories. Other people might have similar qualifications, but nobody has done exactly the same things. So rather than list off generic skills that anyone could say, use a power statement.

### ACTIVITY (4 minutes)

---

Choose roles and act out the following three examples. As you do this, think to yourself, "Who stands out as the clear choice?"

#### The Bad Example

**Interviewer:** "Tell me about a time you provided great customer service."

**Job Seeker 1:** "I really like customer service, and I think I am pretty good at it. Except when customers are jerks. I don't need to be treated that way. Wait, are your customers jerks?"

#### The Average Example

**Interviewer:** "Tell me about a time you provided great customer service."

**Job Seeker 2:** "Customer service is very important to me. The customers are key to our continued success. I have always found that if you treat the customers right, they will reward you with continued business. I have a lot of experience with customer service, and I am very good at it. Customers want to be heard and know they are listened to. It is important that we do our best to get it right the first time and make it right as quickly as possible when we make a mistake. I believe in the mantra that the customer is always right."

#### The Good Example

**Interviewer:** "Tell me about a time you provided great customer service."

**Job Seeker 3:** "I am very skilled at customer service. For example, when I worked for YZ Sales, we had a long-term customer who, on one occasion, did not get what he had ordered. When he called me, he was upset and threatened to cancel all of his business with us. I took time to listen and understand his situation and then provided a solution that worked for the customer. As a result, we not only retained the customer but he increased his orders with us by 200 percent. I am confident I can put these same customer service skills to work for you."

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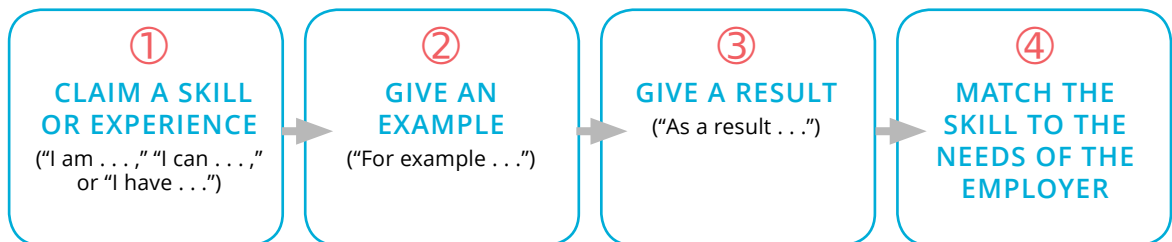
**Discuss:** Why was the third example the best?



**Read:** The third job seeker used a power statement, which enabled him or her to talk about something he or she had actually done in an interesting, memorable, and completely unique way. It was like a short, true story. It helped the third job seeker stand out as the clear choice.

## 2. FOLLOW THE POWER STATEMENT FORMULA

**Read:** Power statements follow a very simple formula:



Part of the power in a power statement is that it is brief. Delivering a power statement should not take more than 30 to 45 seconds.



### Josh's Job Search

**Read:** Let's look at a power statement Josh put together after reviewing the job description at ABC Marketing. He saw that the employer needed someone with good troubleshooting skills. Notice how he used the formula to create his power statement.

① "I am great at troubleshooting. ② For example, as a help desk technician at IT World, I developed a simple process to identify common technical issues. ③ As a result, in two years I was able to resolve over 1,000 concerns in about half the time as my peer group. ④ I can put this same expertise to work for you."

**Discuss:** How will Josh's power statement help him stand out as the clear choice?

**Read:** Here are more sample power statements for a returned missionary, a small business owner, and a mother, who are all seeking jobs. They used the four steps and included specific details to strengthen their power statements. Take turns reading each statement out loud.

<p>① <b>CLAIM A SKILL OR EXPERIENCE</b> (“I am . . .,” “I can . . .,” or “I have . . .”)</p>	<p>② <b>GIVE AN EXAMPLE</b> (“For example . . .”)</p>	<p>③ <b>GIVE A RESULT</b> (“As a result . . .”)</p>	<p>④ <b>MATCH THE SKILL TO THE NEEDS OF THE EMPLOYER</b></p>
<p><b>Returned Missionary</b> I can build and motivate teams.</p>	<p>For example, as a full-time volunteer for my church, I was asked to lead a team of eight other volunteers who were not unified and were not meeting goals. I identified the needs and developed a specific series of trainings and commitments to help them improve.</p>	<p>As a result, the group began achieving and then exceeding their goals.</p>	<p>I can help your teams come together to meet and exceed goals.</p>
<p><b>Small Business Owner</b> I can solve problems.</p>	<p>For example, in our family business, we needed a system to track expenses. I developed a tracking system and identified a supplier who was overcharging us on invoices.</p>	<p>As a result of my system, I was able to correct the overcharges and save our business over \$5,000 annually.</p>	<p>I know I can apply these same problem-solving skills for you.</p>
<p><b>Mother</b> I have strong organizational skills.</p>	<p>For example, as a mother, I successfully coordinate the schoolwork and activities of three children. I have learned to manage our schedules closely.</p>	<p>As a result, my children rarely miss an assignment or arrive late to an activity.</p>	<p>I can use these same organizational skills to ensure you never miss an appointment.</p>

**ACTIVITY (5 minutes)**

Take a few minutes and use this chart to create some personal power statements. Then pair up with your action partner to share them.

**Follow the Formula:**

<p>① <b>CLAIM A SKILL OR EXPERIENCE</b> ("I am . . .," "I can . . .," or "I have . . .")</p>	<p>② <b>GIVE AN EXAMPLE</b> ("For example . . .")</p>	<p>③ <b>GIVE A RESULT</b> ("As a result . . .")</p>	<p>④ <b>MATCH THE SKILL TO THE NEEDS OF THE EMPLOYER</b></p>

**Discuss:** What did you learn from sharing your power statement(s)?

**Read:** Power statements are a job search skill that will help you work smart. You will know you are doing it right if your power statements lead to more employer interest. Power statements in résumés should lead to interviews. Power statements in contacts should lead to helpful information or leads. And power statements in interviews should lead to job offers. If you aren't getting these results, work to improve this skill.

Practicing with others and getting feedback will help you improve. Let's start right now!

### ACTIVITY (5 minutes)

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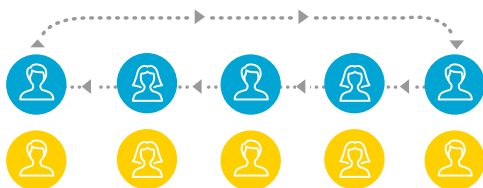
**Step 1:** Everyone stand up and divide into two lines facing each other.

**Step 2:** Share one of your power statements with the person across from you.

**Step 3:** Quickly give each other feedback:

- What skill did your partner claim?
- What was your partner's example?
- What was the result?
- How did your partner match it to an employer's needs?
- Were you impressed?

**Step 4:** Everyone in one line then moves down one person. The person on the end rotates to the beginning of the line. The other line does not move. Repeat steps 1-3 until you have shared your power statement with everyone and received feedback.



**Discuss:** How will power statements help you stand out as the clear choice?

## CONCLUSION

**Watch:** “The Power of Power Statements,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 70.)



**Discuss:** What are the most important things you learned from this chapter?

**Read:** Power statements will be the most influential job search skill you can learn. They are key to working smart.

### **Act in Faith + Work Hard + Work Smart = Success**

Power statements will help you stand out as the clear choice more than anything else you can do. Use them in your résumés, contacts, and interviews. Practice this skill. Prepare dozens of power statements. Pray for Heavenly Father’s help, and you will see greater success.



**PONDER**—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

---

“How forcible are right words!” (Job 6:25)

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 76.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will practice and share today’s My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



# RESOURCES

## THE POWER OF POWER STATEMENTS

Darren shares how power statements helped him stand out as the clear choice in a competitive hiring process.

“Even if you have a job, it’s good to prepare and practice your power statements. I knew I was going to get laid off, so I started actively job seeking. Made me realize you need to keep your network up to date . . . anyway, what I do is a bit of a specialty, but there are others with similar skills and experience. I found a position online and went about preparing my application and résumé. I knew the competition would be high, especially because this position was posted where anyone could find it. I had learned about power statements and knew that was my key. While others had similar skills, no one had the same experiences and accomplishments I did. I crafted a great résumé, tailored to the employer’s needs, and cited several relevant examples and accomplishments. The employer called me within days of submitting my applications.

“I ended up going through several interviews—some by phone and some by video. I prepared power statements for the interview questions I anticipated. Because it was a remote interview, I could actually use my notes. I knew they were interviewing others, so I had to stand out. The power statements helped me sell myself. The power statements proved who I am. They proved I was willing to take the job and run with it. The employer knew I would do well for them because I could share examples and stories of when I had done similar things in the past. I got the job! I know my power statements made the difference for me.”

**Back to page 67.**





5

# WRITTEN MATERIALS

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## JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. Three Simple Principles
2. Résumés
3. Cover Letters
4. Applications



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 76.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS		
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		KEY: ■ Minimal Effort ■ Moderate Effort ■ Significant Effort	INVOLVE THE LORD (CH. 3) • Pray for specific help in your job search. • Pray for specific help in your job search. SEE 30-35 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for free opportunities. INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201. MATCH SKILLS (CH. 3) • Review job descriptions and match your skills to the employer’s needs. POWER STATEMENTS (CH. 4) • Write 10 different power statements. • Share at least three power statements with two people and get feedback. WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a resume and get feedback from three people. • Write two power statements to open cover letters. • Write a cover letter and get feedback from three people. INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview. • Determine three steps you could ask how to follow up at the end of an interview. • Practice answering three interview questions by turning a negative into a positive.
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort		
Example	25	21	●●●	25	27	●●●	●●●	●●●	Practice Me in 30 Seconds five times. ●●●	Write 10 power statements. ●●●	●●●	●●●
Week 1			●●●			●●●	●●●	●●●			●●●	●●●
Week 2			●●●			●●●	●●●	●●●			●●●	●●●
Week 3			●●●			●●●	●●●	●●●			●●●	●●●
Week 4			●●●			●●●	●●●	●●●			●●●	●●●
Week 5			●●●			●●●	●●●	●●●			●●●	●●●
Week 6			●●●			●●●	●●●	●●●			●●●	●●●
Week 7			●●●			●●●	●●●	●●●			●●●	●●●
Week 8			●●●			●●●	●●●	●●●			●●●	●●●
Week 9			●●●			●●●	●●●	●●●			●●●	●●●
Week 10			●●●			●●●	●●●	●●●			●●●	●●●
Week 11			●●●			●●●	●●●	●●●			●●●	●●●
Week 12			●●●			●●●	●●●	●●●			●●●	●●●

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**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating "red," "yellow," or "green" for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

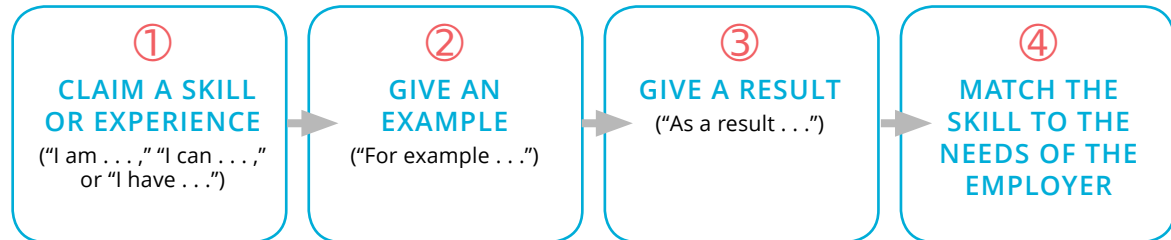
**ACTIVITY (5–8 minutes)**

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Let's practice our power statements.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share a power statement following these steps:



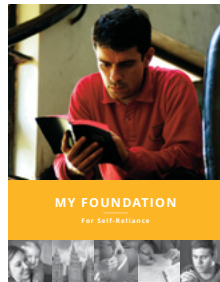
**Step 3:** Quickly give each other feedback:

- What skill did they claim?
  - What was their example?
  - What was the result?
  - How did they match it to an employer's needs?
  - Were you impressed?
-



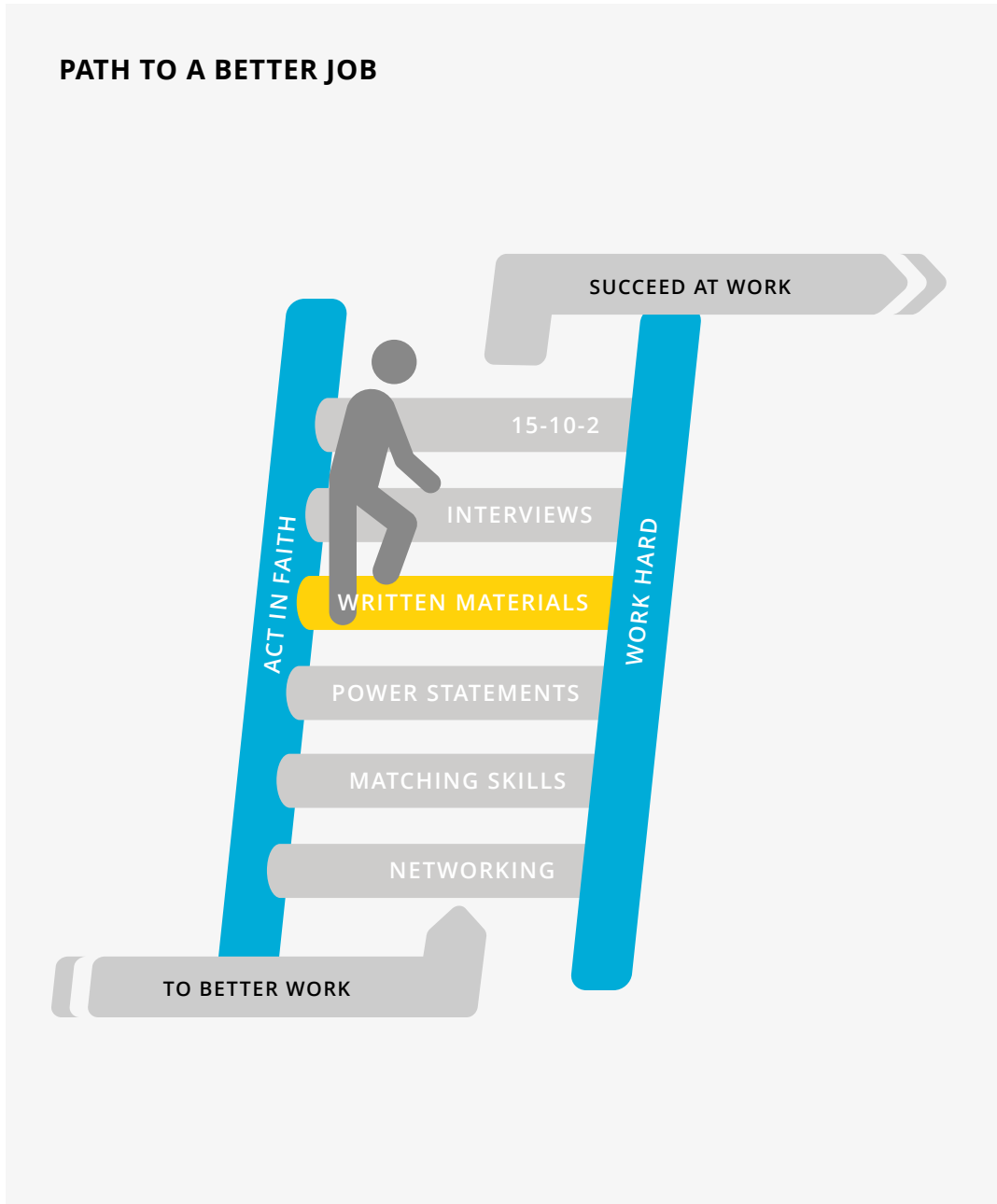
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 76.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

In this chapter you will learn an essential job search skill: how to create great résumés, cover letters, and applications. When you can produce great written materials, you are working smart.



**Josh's Job Search**

**Read:** Josh has done a good job contacting individuals and matching his skills to the employer's needs. But now Julie at ABC Marketing has asked for a résumé. The same old résumé and cover letter Josh has always used probably won't be good enough, since they didn't produce many interviews before. Josh wants to have great written materials that help him stand out as the clear choice, but how? Can he use something like power statements? And how do you make résumés and cover letters that actually look good?

**Discuss:** In what ways can you relate to Josh?

**Read:** Written materials—such as résumés, cover letters, and applications—are an essential part of any successful job search. You'll want to make as good an impression in writing as you do in person. Each of your résumés, cover letters, and applications should be written to the specific job you are applying to. You'll know you have good written materials when you get consistent interviews.

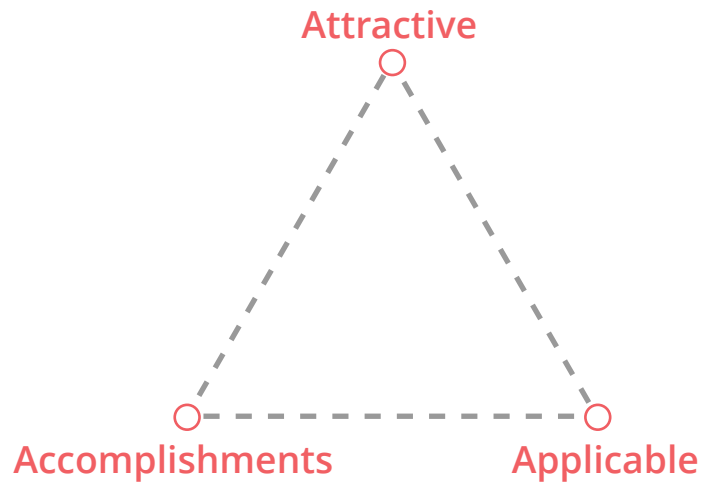
What is popular with written materials changes, and there are several right ways to create them. This chapter presents basic information and some examples. There are more information and examples on pages 203–13 of the appendix, which you should read on your own this week. In addition, seek out additional information and resources on your own.

**Tip:** Helpful websites, articles, or résumé examples each count as **resources**.



## 1. THREE SIMPLE PRINCIPLES

**Read:** Effective written materials follow three simple principles:



**Discuss:** Why would these three principles be important to résumés, cover letters, or applications?

## 2. RÉSUMÉS

**Read:** A résumé is a written document that summarizes your skills, abilities, and accomplishments. It is like a quick advertisement of who you are.

### ACTIVITY (5 minutes)

---

Here are Josh's original résumé and a much improved résumé he prepared for the help desk position at ABC Marketing.

As a group, take up to five minutes to review and compare the résumés. Discuss how Josh used the three principles of attractive, applicable, and accomplishments to improve his résumé.

## Old Résumé

*Josh Silva*

123 North 900 w, Anytown, PA 12345 - 111-123-4567 joshsilva@myemail.com

*To get a MEANINGFUL position as a great company  
where I can contribute, learn and grow*

**Experience****Help Desk Technician**

IT World,

January 5, 2014 – January 15, 2016

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically Provide assistance concerning the use of Computer Hardware and Software, including Printing, Installation, Word Processing, Electronic Mail and Operating Systems. Provide technical assistance to users and solved common bug problems. Often uninstalled software and dealt with viruses and installed software asnd maintained equipment and installed virus protection software. Often traveled to peoples houses to give computer help

**Associate**

bill's grocery  
2011 – 2014

Cashiering using electronic scanners, cash registers, and related equipment. Stocked shelves and did general merchandising. Clean up.

**Landscaper**

Trees-R-Us

2010

I really loved my job as a landscaper, and my employer thought I did an incredible job as well. My favorite part was professionally mowing the lawns at the state's capital building. I completed my work so quickly that my boss moved me from part-time work to full-time work, which was amazing and made me love my job even more. Other things I helped out with was trimming shrubs and bushes and weeding flower beds and fertilizing lawns. I also helped with edge trimming and sweeping sidewalks.

**carpenter**

Build It  
2010 – 2011

Worked for my dad's building company through high school. Did all types of construction work.

**References**

**High School Diploma, Superior High School, Anytown, PA**

**David Thompson, Supervisor, IT World Karl Silva, Owner, Build It 198-765-4321**

**123-456-7891**

**Peter Johnson, Friend 159-487-2361**

## Improved Résumé

# Josh Silva

111-123-4567 • 123 N 900 W, Anytown, PA 12345 • joshsilva@myemail.com

## Experienced Help Desk Technician

---

*Extensive customer support, troubleshooting, and technical experience as follows:*

Customer support	Network connectivity	Windows OS
Ticketing systems	Hardware repair	TCP/IP
File servers	Manage inventory	Wireless networks
Tape backups	PC software	Microsoft Office

## Professional Experience

---

*Credentialed and effective professional with a reputation for dependability.*

Resolved clients' technical concerns in 50% of the time of peer group by developing a simple and easily deployable troubleshooting tool.

Successfully solved over 1,000 help desk requests in 2 years, including active directory, LAN, WAN, virus protection, and email needs.

Selected to respond to dozens of the most difficult IT needs because of exceptional customer service skills.

Accurately documented 100% of all help desk tickets from initiation through completion by tracking, logging, and trending issue resolution.

Performed complex data migration with zero downtime by developing project plan and timeline and following through.

Trained over 20 other help desk technicians on Windows operating systems and the Microsoft Office Suite.

Created online database to successfully manage a \$300,000 inventory.

## Work Chronology

---

<b>Help Desk Technician</b> , IT World, Philadelphia, PA	2014–2016
<b>Associate</b> , Bill's Grocery, Philadelphia, PA	2011–2014
<b>Landscaper</b> , Trees-R-Us, Columbus, OH	2010–2011
<b>Carpenter</b> , Build It, Philadelphia, PA	2007–2010

## Education and Certifications

---

<b>A+ certification</b>	2014
<b>Cisco certified technician (CCT)</b>	2013
<b>College courses in computer science</b> , Boulder Falls Community College	2012–2013
<b>High school diploma</b> , Superior High School, Anytown, PA	2008–2012

**Read:** Most résumés include three types of information: summary, experience, and education and training.

Summary information is like an introduction and is typically at the top of the résumé. It includes your name, contact information, and a quick summary of your relevant skills and experience. An employer will often scan this part of your résumé in just three to five seconds and decide whether to read on or screen you out.

You can see that Josh used what is called a title or headline (Experienced Help Desk Technician) so the employer would immediately know who he was as a professional. He then followed it with key words and skills from the job description to catch the employer’s attention.

## Josh Silva

111-123-4567 • 123 N 900 W, Anytown, PA 12345 • joshsilva@myemail.com

### **Experienced Help Desk Technician**

---

*Extensive customer support, troubleshooting, and technical experience as follows:*

Customer support	Network connectivity	Windows OS
Ticketing systems	Hardware repair	TCP/IP
File servers	Manage inventory	Wireless networks
Tape backups	PC software	Microsoft Office

**ACTIVITY (3 minutes)**

---

Look at the job description you brought, or think about the job you want. Practice writing parts of your summary information.

**Step 1:** In the space below, write a headline for your résumé.

Headline: \_\_\_\_\_

**Step 2:** List four skills you could include in your summary information.

Skill 1: \_\_\_\_\_

Skill 2: \_\_\_\_\_

Skill 3: \_\_\_\_\_

Skill 4: \_\_\_\_\_

---

**Read:** Experience information includes things like work history and should include several accomplishments that relate to the employer’s needs. Accomplishments are similar to power statements, but in a résumé you move the outcome to the beginning of the statement to stand out. Take turns reading through the statements under “Professional Experience” in Josh’s résumé to see how he wrote about his accomplishments.

### **Professional Experience**

---

*Credentialed and effective professional with a reputation for dependability.*

Resolved clients’ technical concerns in 50% of the time of peer group by developing a simple and easily deployable troubleshooting tool.

Successfully solved over 1,000 help desk requests in 2 years, including active directory, LAN, WAN, virus protection, and email needs.

Selected to respond to dozens of the most difficult IT needs because of exceptional customer service skills.

Accurately documented 100% of all help desk tickets from initiation through completion by tracking, logging, and trending issue resolution.

Performed complex data migration with zero downtime by developing project plan and timeline and following through.

Trained over 20 other help desk technicians on Windows operating systems and the Microsoft Office Suite.

Created online database to successfully manage a \$300,000 inventory.

### **Work Chronology**

---

<b>Help Desk Technician</b> , IT World, Philadelphia, PA	2014–2016
<b>Associate</b> , Bill’s Grocery, Philadelphia, PA	2011–2014
<b>Landscaper</b> , Trees-R-Us, Columbus, OH	2010–2011
<b>Carpenter</b> , Build It, Philadelphia, PA	2007–2010

### ACTIVITY (5 minutes)

---

Look at the job description you brought, or think about the job you want. Each of you take three minutes and write two accomplishments for your résumé, similar to how Josh wrote his. Then take turns sharing them with your group.

1. \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_
- 

**Read:** Education and training information helps an employer understand your credentials. It can include degrees, certifications, specific classes, and more. Make sure what you include is relevant, beginning with the most impressive information.

Here is how Josh included his education and training information.

#### **Education and Certifications**

---

<b>A+ certification</b>	2014
<b>Cisco certified technician (CCT)</b>	2013
<b>College courses in computer science, Boulder Falls Community College</b>	2012–2013
<b>High school diploma, Superior High School, Anytown, PA</b>	2008–2012

### 3. COVER LETTERS

**Read:** A cover letter often accompanies your résumé. It functions as an introduction and should encourage the employer to then read your résumé. The cover letter can help the company understand why you are interested in the opportunity and why you think the company would be wise to hire you.

Good cover letters open with a power statement to capture the reader's interest quickly.

**ACTIVITY (5 minutes)**

Here are Josh's original cover letter and a much improved cover letter he prepared for the help desk position at ABC Marketing.

As a group, take up to five minutes to review and compare the cover letters. Discuss how Josh used the three simple principles of attractive, applicable, and accomplishments to improve his cover letter.

**Old Cover Letter**

To Whom it May Concern:

I am writing to apply for a position in your company.

I graduated from Superior High School in 2009. Since then, I have worked for several different local companies like IT World, Bill's Grocery store, Tree-R-Us, Build It, etc. The past six years have given me the opportunity to gain an understanding and some expertise in things like landscaping, retail, customer service, and computer support.

As a Help Desk Technician, I have provided technical assistance to computer users. I have answered questions and resolved computer problems for clients in person, or by telephone, or electronically. I have also provided assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic email, and operating systems. In addition, in my last job, I created a database to manage inventory, and resolved clients' technical concerns faster than my co-workers.

As a store associate, I have cashiered using e-scanners, cash registers, and other related equipment. I have stocked shelves and did general merchandising. As a landscaper, I spent time on a tree cutting crew, and did basic landscaping. Finally, as a carpenter I worked for my dad's company and saved the money for later investments. I did all type of construction work.

Through all of these experiences I have come to understand the importance of always being nice to other people, both customers and co-workers, especially when resolving conflicts. I have also learned how to prevent conflicts from escalating. In addition, my work experience has reinforced in me the importance of helping customers: how the company proceeds in helping a customer will in large part determine whether the customer would keep making businesses with the company or not.

Since an early age I have show that I am hard working: I have always been a dedicated student; I worked while in high school, while still having good grades; and I am used to work until I get an assignment is completed, even if that means staying extra hours at work. I also spent like working with people, both easy-going, and people with a difficult personality. I have good communication skills and I am detail oriented. These skills have allowed me to perform well in my previous jobs. As I have practiced these skills, I have been able to received very positive feedback from co-workers and supervisors in each company.

I was recently laid off—as most of the company's employees, due to the company declaring itself in bankruptcy. As the bread-winner of a young family, I am anxious to get back to work to take care of it. I am working on my computer science degree and hope to go work in that field both to gain more experience as well as to contribute to the company that hires me.

I look forward to taking with you more about your position.

Thank you.

Josh Silva



## Improved Cover Letter

**Josh Silva**

111-123-4567 • 123 N 900 W, Anytown, PA 12345 • joshsilva@myemail.com

January 10, 2016

Ms. Julie Andrews  
Supervisor, Technical Support  
ABC Marketing Company  
15 ABC Way  
Anytown, PA 12345

Dear Ms. Andrews,

As a help desk technician with my previous organization, I developed a simple diagnostic tool that allowed me to quickly assess and resolve the IT needs of dozens of internal and external customers daily. As a result, I resolved over 1,000 help desk tickets in two years at an average of half the time of my peers. In doing so, I developed a reputation for superior customer service by communicating complex technical issues in simple and understandable ways.

From our conversation this week and from the job description you shared, it appears you need technically skilled people who can communicate effectively while providing excellent customer service. I think I am just what you are looking for.

I would appreciate the opportunity to visit with you more about your Help Desk Technician needs. You can reach me at 111-123-4567.

Sincerely,

Josh Silva

Enclosure: Résumé

**ACTIVITY (5 minutes)**

---

Josh opened his cover letter with a strong power statement to catch the reader’s interest. You should do the same.

Look at the job description you brought, or think about the job you want.

Individually write a power statement to open your cover letter effectively. Then share it with your action partner.

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**4. APPLICATIONS**

**Read:** Applications are commonly used by businesses as part of their recruiting process. They typically ask for your basic contact information, education, and work history. Many applications are submitted online and can take time to complete. Just completing the application can be part of the employer’s screening process.

Good applications follow the principles of attractive, applicable, and accomplishments by being free of errors, relating to the job, and describing your experience using power statements.

## CONCLUSION

**Watch:** “Better Written Materials,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 92.)



**Discuss:** What were the most important things you learned from this chapter?

**Read:** Writing great résumés, cover letters, and applications is a job search skill that helps you work smart.

### **Act in Faith + Work Hard + Work Smart = Success**

The better you get at writing them, the more success you will have. Pray for Heavenly Father’s help, and then put in the work. Follow up on every résumé and application you submit. This is showing your faith. As you do this, you will find that writing résumés becomes easier and you will get more interviews.



## PONDER—Maximum Time: 5 Minutes

---

*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

---

“Be not weary in well-doing, for ye are laying the foundation of a great work. And out of small things proceedeth that which is great” (D&C 64:33).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 98.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

Ⓐ I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

Ⓑ I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

Ⓒ I will contact and support my action partner.

Ⓓ I will practice and share today’s My Foundation principle.

Ⓔ I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



## RESOURCES

### BETTER WRITTEN MATERIALS

Mary shares how improving her written materials was key to her job search.

“When I was looking for work, I just pulled out my old résumé, added some of my new experience, and figured I was ready to go. My résumé was now three pages long and loaded with all sorts of great things . . . kind of impressive. Or so I thought. I started using my résumé to apply for several jobs that I was well qualified for. I got a total of zero responses. Something was definitely wrong. I would have been great at any of those jobs, so why weren’t they calling me? I finally decided I needed some help. I prayed for assistance and started doing some research and talking with others about résumés. I soon realized the résumé that I thought was so great was really pretty bad and probably wasn’t being read at all. That was humbling.

“I went to work fixing it. This took time and a lot of effort. I started customizing it to each position, making it more readable and replacing my boring lists of responsibilities with exciting accomplishments. It really helped me to look at good résumé samples and try to follow those models. I knew I was on to something when I started getting a lot more calls for interviews. My written materials were finally working for me instead of against me. Those interviews led to job offers.

“It took a healthy dose of humility for me to realize I needed help, but once I did, Heavenly Father directed me to resources. I look back at my old résumé and laugh. I am thankful that I learned a better way. It made a huge difference for me.”

**Back to page 89.**



6

# NAIL THE INTERVIEW PART 1

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## JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. Prepare Before the Interview
2. Open the Interview Effectively
3. Use Your Me in 30 Seconds
4. Use Power Statements



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.” Otherwise, skip to page 98.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										KEY		SKILLS			
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner	Ⓓ Practice and Share the My Foundation Principle	Ⓔ Practice Job Search Skills (Pick two from the Skills list)		Skill 1	Effort	Skill 2	Effort	MINIMAL EFFORT ●	MODERATE EFFORT ●	SIGNIFICANT EFFORT ●
	Weekly Goal	Actual	Weekly Goal	Actual			Effort	Effort							
Example	20	21	25	27	●●●	●●●	●●●	●●●	Practice My 30 Seconds for Times	●●●	Write 10 power statements	●●●	●	●	●
Week 1															
Week 2															
Week 3															
Week 4															
Week 5															
Week 6															
Week 7															
Week 8															
Week 9															
Week 10															
Week 11															
Week 12															



---

**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating “red,” “yellow,” or “green” for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

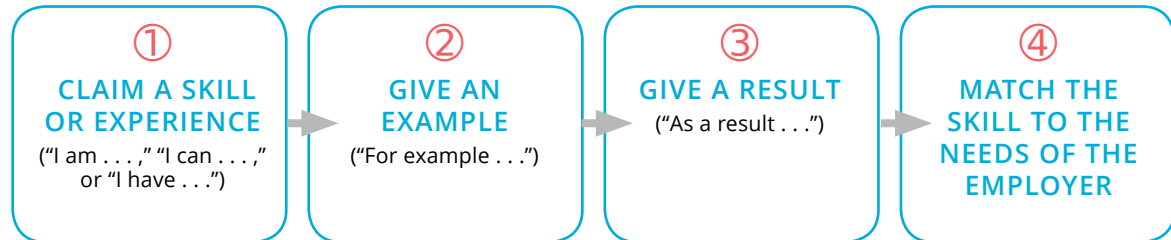
### ACTIVITY (5–8 minutes)

---

Let's practice our power statements.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share a power statement following these steps:



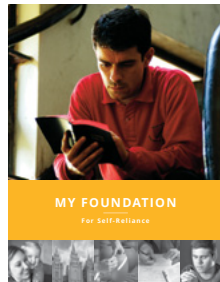
**Step 3:** Quickly give each other feedback:

- What skill did they claim?
  - What was their example?
  - What was the result?
  - How did they match it to an employer's needs?
  - Were you impressed?
-



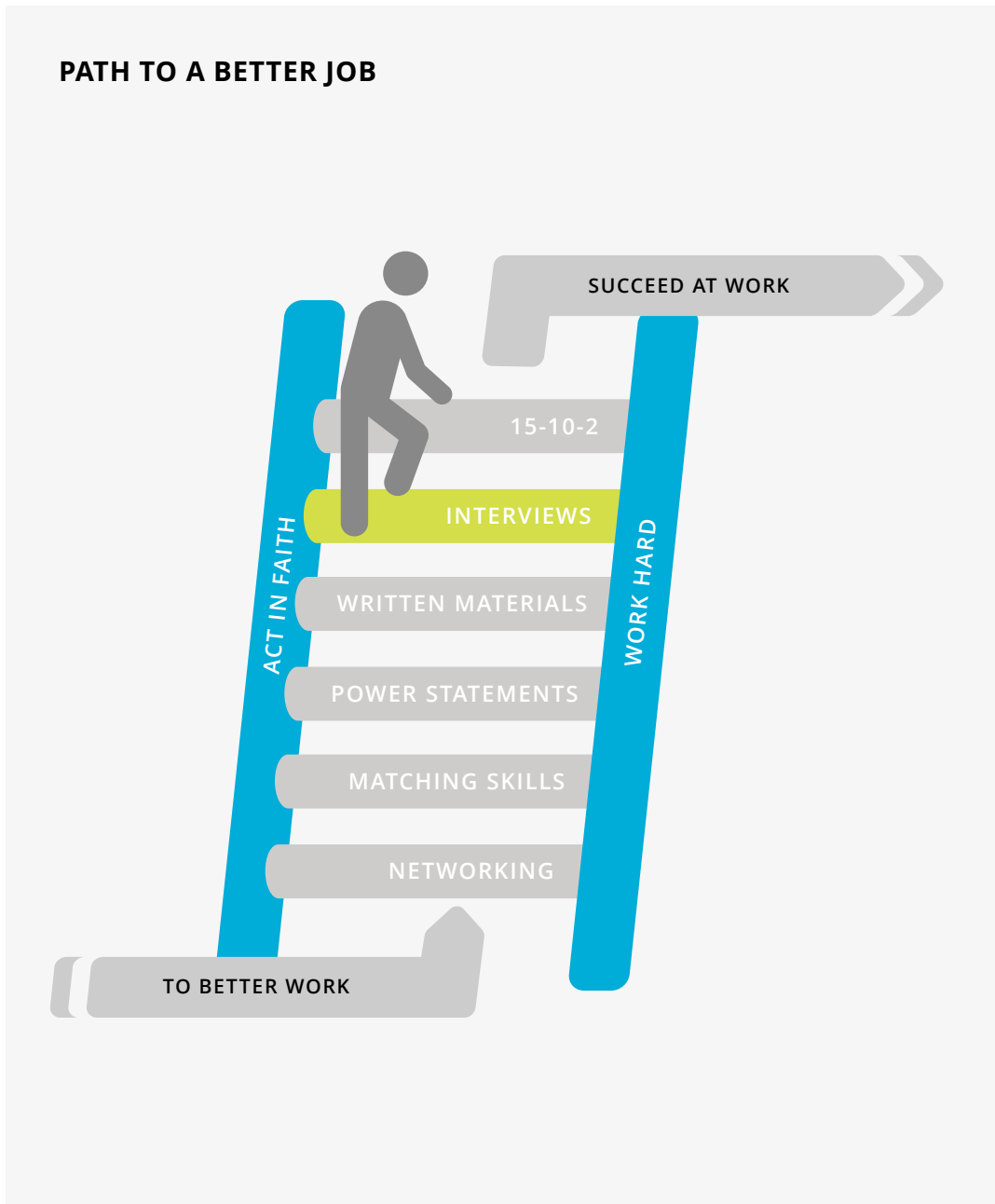
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 98.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

Interview skills help you work smarter. Because interviews are so important, we will spend the next three chapters learning and practicing interview skills.



**Josh's Job Search**

**Read:** More good news. Julie from ABC Marketing called Josh after she received his résumé and cover letter. She scheduled an interview with him two days from now for the help desk technician job. Josh has always been nervous during job interviews and is concerned about what questions Julie might ask him. He is pretty sure that he didn't do well in the two interviews he has had so far, but he isn't sure what he could improve. Josh wants to be prepared.

**Discuss:** In what ways can you relate to Josh?

**Watch:** "The Interview" available at [srs.lds.org/videos](https://srs.lds.org/videos)  
(No video? Read page 109.)



**Read:** Interviews are one of the last steps in getting a job. The purpose of an interview is to get a job offer. The Lord has promised, “If ye are prepared ye shall not fear” (D&C 38:30). If you prepare well, you can replace fear with confidence.

In this chapter, you will learn to work smart by developing the following interview skills:

1. Prepare before the interview.
2. Open the interview effectively.
3. Use your Me in 30 Seconds.
4. Use power statements.

### 1. PREPARE BEFORE THE INTERVIEW

**Read:** Wouldn't it be nice to know what questions you were going to be asked in an interview?

You can.

Most interviewers will ask a combination of common interview questions and job-specific questions. You already know how to identify the employer's needs, so you can use that skill to figure out what the employer will probably ask you. For example, Josh is pretty sure he will be asked about customer service, troubleshooting, and communicating technical things in simple terms.

#### ACTIVITY (3 minutes)

---

Look at the job description you brought with you, or think of the job you want. Write two questions you think an interviewer might ask you, then share them with the group.

1. \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_
-

## 2. OPEN THE INTERVIEW EFFECTIVELY

**Read:** When you open an interview, there are some simple things you can do to make a great first impression. As a group, take turns reading the list of do's and don'ts below.

DO	DON'T
Dress one level above the company's dress standard.	Dress too casually.
Arrive 5–10 minutes early.	Be late or more than 10 minutes early.
Use positive body language.	Use negative body language.

### ACTIVITY (3 minutes)

---

Compare the pictures below. In both pictures, the person on the left is there for an interview. As a group, discuss what kind of impression the job seeker is making in each picture.



---

## 3. USE YOUR ME IN 30 SECONDS

**Read:** Often one of the first interview questions you will be asked is, "Tell me about yourself." A Me in 30 Seconds adapted to an interview setting is a great response to this question. The Me in 30 Seconds for an interview is slightly different. For example, you don't usually need to use your name. And instead of asking for referrals like you would with networking, you close it by showing interest in the company or position.

### ACTIVITY (4 minutes)

---

Let's read through two examples of people responding to the opening question of the interview. Choose roles and act out the following.

#### The Bad Example

**Interviewer:** "Before we get started, please tell me a little bit about yourself."

**Job Seeker:** "Well, I grew up in Kansas as part of a large family. I am married and have three kids and a puppy. We love to travel, and we spend as much time at the lake as possible. Just last year we bought a new boat. It was pretty expensive, which is part of why I am looking for work. I have a lot of experience working with people. I started out 20 years ago, when I was 19, as a teller in a bank. So I learned quite a bit about money and finances. For example, I learned that banks don't hold your money; they just take it and then lend it out again to make interest. Anyway, I did that for a few years, and then I went to college. I wasn't very good at school. I really don't like studying. I got a job at a friend's marketing business. I did mostly administrative stuff—you know, like answer phones, mail, meetings, that kind of thing. But working with friends doesn't always work out, so I left that position and looked for something better. Let's see . . . I worked at a few other places, but I can't remember their names. Oh, the best job I had was this customer service position where I got to work from home. I could work in my pajamas, answer the phone, and just work on my computer. That was really nice. Anyway, I like working, and I like people. I will do a good job for you."

#### The Good Example

**Interviewer:** "Before we get started, please tell me a little bit about yourself."

**Job Seeker:** "Well, my 20-year career has largely been in finance and banking. I began as a teller in a local bank and then progressed into management. Early on I realized the value of education and completed a degree in finance. I excel in managing people, costs, and reaching sales goals. For example, in my previous position I took over a struggling branch, and within six months we were exceeding our sales goals. I am interested in this position because it sounds like this may be a similar challenge."

---

**Discuss:** Why was the second example better?



### ACTIVITY (4 minutes)

---

Look at the job description you brought, or think about the job you want. Imagine you have an interview in two days for that position. In the space below, write a Me in 30 Seconds in response to the request, "Tell me about yourself." Then pair up and share it with your action partner.

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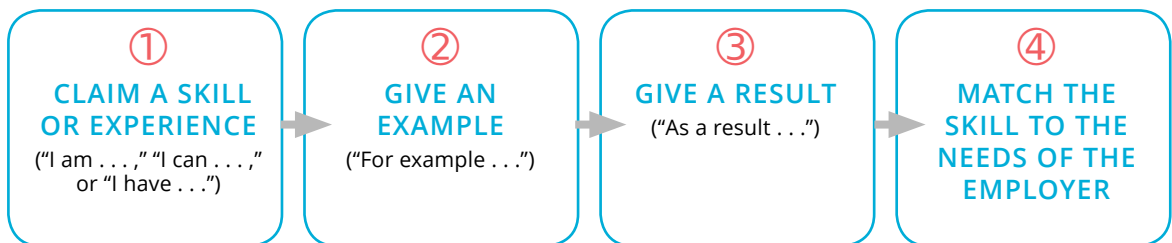
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## 4. USE POWER STATEMENTS

**Read:** Power statements should be used to answer most interview questions. They are memorable and powerful and will help you stand out as the clear choice.

Remember to follow the power statement formula:



### ACTIVITY (4 minutes)

---

Let's read through these interview examples from chapter 4 again. Choose roles, and act out the following.

#### The Average Example

**Interviewer:** "Tell me about a time you provided great customer service."

**Job Seeker 2:** "Customer service is very important to me. The customers are key to our continued success. I have always found that if you treat the customers right, they will reward you with continued business. I have a lot of experience with customer service, and I am very good at it. Customers want to be heard and know they are listened to. It is important that we do our best to get it right the first time and make it right as quickly as possible when we make a mistake. I believe in the mantra that the customer is always right."

#### The Good Example

**Interviewer:** "Tell me about a time you provided great customer service."

**Job Seeker 3:** "I am very skilled at customer service. For example, when I worked for YZ Sales, we had a long-term customer who, on one occasion, did not get what he had ordered. When he called me, he was upset and threatened to cancel all of his business with us. I took time to listen and understand his situation and then provided a solution that worked for him. As a result, we not only retained the customer but he increased his orders with us by 200 percent. I am confident I can put these same customer service skills to work for you."

---

**Discuss:** How did using a power statement make the second example more effective?

**ACTIVITY (6 minutes)**

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Imagine you are now deeper into the interview. The interviewer will likely ask you some other common interview questions. Write power statements for each of the questions below.

**What is one of your strengths?**

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**What is your greatest professional achievement?**

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**Why should we hire you?**

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### ACTIVITY (6 minutes)

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As a group, read all of the instructions, then begin the activity.

**Step 1:** Everyone stand up and move to an open space for a speed practice.

Each person should face another person.

**Step 2:** The first person asks one of the three questions from page 105.

**Step 3:** The second person answers the question using a power statement.

**Step 4:** Provide feedback:

- Did the person share an example with a result?
- Were you impressed?

**Step 5:** Switch roles and repeat.

**Step 6:** Change partners and repeat the activity five times.

---

### CONCLUSION

**Discuss:** What were some of the most important things you learned from this chapter?

**Read:** You have begun to learn some interview skills that will help you work smart.

#### **Act in Faith + Work Hard + Work Smart = Success**

If you are prepared, there is no need to fear. Pray for help, and then prepare and practice as much as possible. In the next chapter, we will learn more interview skills.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

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“Organize yourselves; prepare every needful thing” (D&C 88:119).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 116.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will practice and share today's My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner's signature*



## RESOURCES

### THE INTERVIEW

Choose roles, and act out the following.

**Interviewer:** “What can you tell me about yourself?”

**Candidate 1:** “You mean like what I like to do? Not much, really. I don’t really have any hobbies or interests. I pretty much do nothing.”

**Candidate 2:** “Um . . . well, I . . .”

**Candidate 3:** “Oh, I’d love to. As you can see, I spend a lot of time lifting weights. I’m supposed to go to anger management classes too. But who wants to go to those? You know what I mean?”

**Candidate 1:** “Or do you mean what I’m like at work? I haven’t really stayed at a job long enough to say. I get bored quickly and just stop showing up. . . . I probably shouldn’t have said that.”

**Candidate 2:** “Um . . .”

**Candidate 3:** “I mean, the guy who teaches that anger management class . . . I could break him in half. So who would my boss be? You? Hey, you aren’t the type that is always checking to see if we’re busy, are you? Like we’re a bunch of little kids? My last boss did that, and I didn’t like it.”

**Interviewer:** “Why should we hire you?”

**Candidate 2:** “You should hire me because . . . um . . .”

**Candidate 1:** “Well, I need a job. I thought my mom came down and talked to you about that yesterday. She said I should get a job. Didn’t she?”

**Continue reading on next page.**

**Candidate 3:** "You'd be crazy not to hire me. I noticed when I was coming in that some things really need to be changed around here. It's a wonder you guys are still in business. I could fix all that. Yeah. You'll be thanking me for saving your business."

**Candidate 2:** "Because . . . um . . ."

**Interviewer:** "What is your biggest weakness?"

**Candidate 3:** "I don't have any weaknesses. What's yours? Man, I hate questions like that."

**Candidate 2:** "Weaknesses? Hm . . ."

**Candidate 1:** "Um . . . stealing. I mean, not stealing, really. It wasn't stealing. It's a long story. I mean I was going to bring it back. I thought my boss would let me borrow it for a while."

**Back to page 99.**





7

# NAIL THE INTERVIEW PART 2

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## JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. Turn Negatives into Positives
2. Ask Questions
3. Close the Interview Effectively



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.” Otherwise, skip to page 116.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										KEY		SKILLS			
	Ⓐ Identify Resources Daily			Ⓑ Make Contacts Daily			Ⓒ Contact and Support My Action Partner	Ⓓ Practice and Share the My Foundation Principle	Ⓔ Practice Job Search Skills (Pick two from the Skills list)		Minimal Effort	Moderate Effort	Significant Effort		
Date	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort	Skill 2	Effort			
Example	20	21	⊕	25	27	⊕	⊕	⊕	Practice My 30 Seconds five times	⊕	Write 10 power statements	⊕	INVOLVE THE LORD (CH. 1) • Pray for specific help in your job search. • Ask for specific help in your job search.		
Week 1													ME IN 30 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for five opportunities.		
Week 2													INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201.		
Week 3													MATCH SKILLS (CH. 3) • Review five job descriptions and match your skills to the employer's needs.		
Week 4													POWER STATEMENTS (CH. 4) • Write five different power statements. • Share at least three power statements with two people and get feedback.		
Week 5													WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a resume and get feedback from three people.		
Week 6													INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview.		
Week 7															
Week 8															
Week 9															
Week 10															
Week 11															
Week 12															

---

**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating “red,” “yellow,” or “green” for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

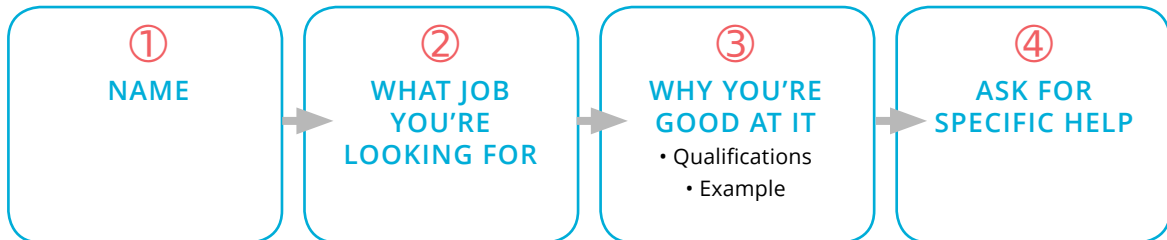
### ACTIVITY (5–8 minutes)

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Let's practice our Me in 30 Seconds.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share his or her Me in 30 Seconds following these steps:



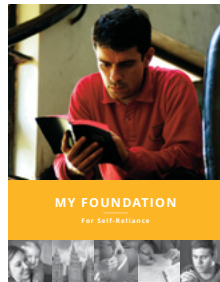
**Step 3:** Quickly give each other feedback:

- Did they share what job they were looking for?
  - Did they share why they are good at it?
  - Did they ask for help? How?
  - Was it close to 30 seconds?
-



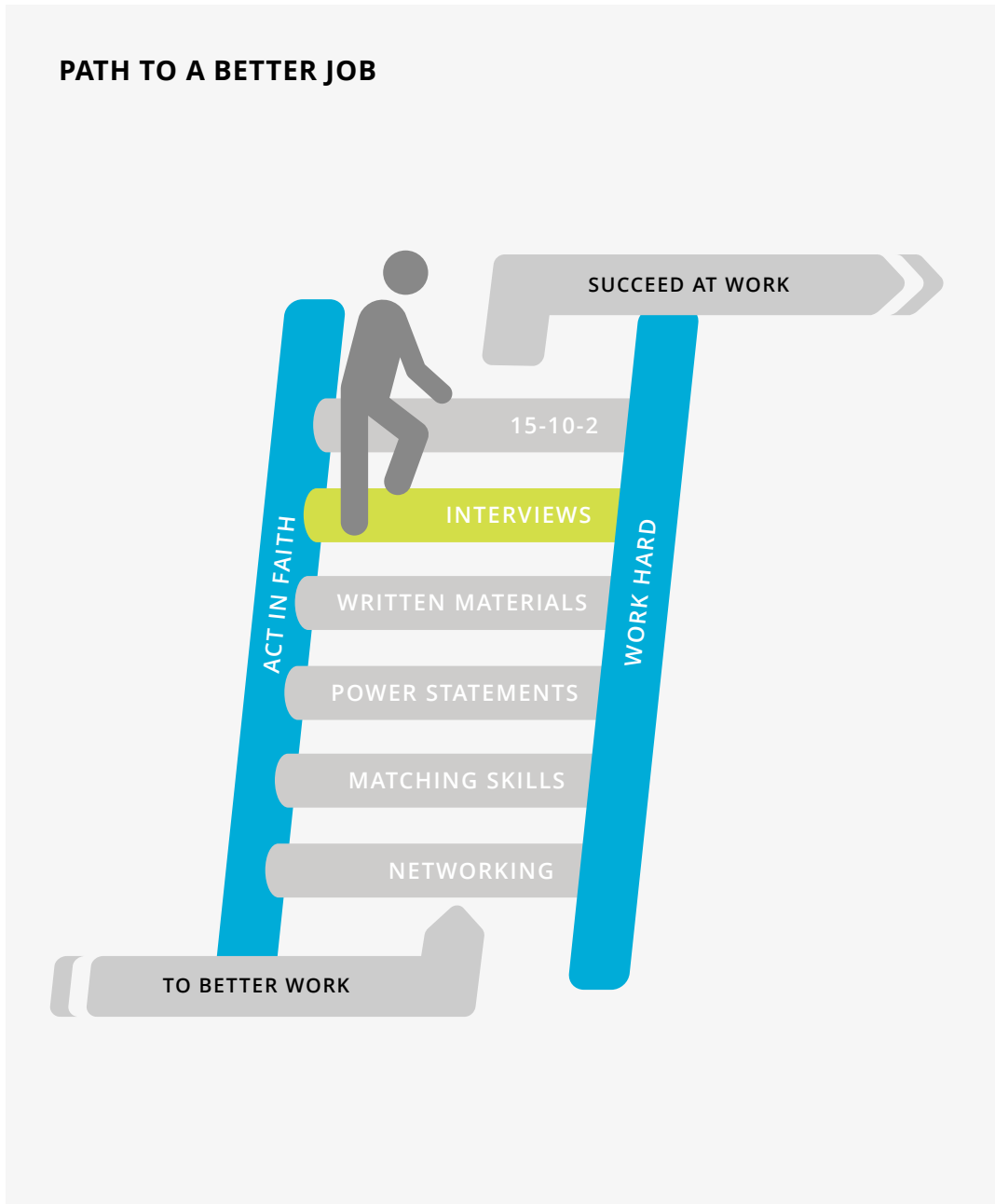
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 116.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

In the last chapter, we learned the following interview skills:

- Prepare before the interview.
- Open the interview effectively.
- Use your Me in 30 Seconds.
- Use power statements.

In this chapter, we will be practicing a few more interview skills to help us work smart.



### Josh's Job Search

**Read:** Josh has anticipated a few questions and has prepared a few power statements for his interview at ABC Marketing. He has also prepared a solid Me in 30 Seconds to open the interview effectively. Josh would like to be as prepared as possible and decides to call his uncle David to ask him for some interview advice.

Uncle David tells Josh that typically an interviewer asks a job seeker about a weakness. The main purpose of this question is to address possible concerns about the job seeker. He suggests having a few questions to ask at the end of the interview and gives Josh some advice on closing the interview effectively.

**Discuss:** What do you think of Uncle David's advice?

**Read:** The more you improve your interview skills, the more you will have success. You will know you are interviewing effectively when you get job offers. In this chapter we will learn and practice the following interview skills:

1. Turn negatives into positives.
2. Ask questions.
3. Close the interview effectively.

### 1. TURN NEGATIVES INTO POSITIVES

**Read:** A potential employer may have concerns about hiring you. These could stem from your employment history, experience, age, or any number of things. They will often ask you questions about these things in an interview. For example, they may ask questions like the following:

- Why did you leave your last position?
- Tell me about a time you didn't get along with a coworker.
- What is one of your weaknesses?

When faced with these types of questions, try to resolve the possible concern using honest and favorable terms, preferably with an example.





## Josh's Job Search

**Read:** Josh is wondering if the employer will be concerned that he is young and maybe doesn't have enough experience. He used this simple table to prepare a response.

POTENTIAL WEAKNESS	EMPLOYER'S REAL CONCERN	HOW I OVERCAME IT (WILL OVERCOME IT)
Young age	Possible lack of knowledge or experience	I have two years of experience providing computer support and hold several technical certificates. At my last job as a help desk technician, I developed a simple diagnostic tool that allowed me to quickly assess and resolve the IT needs of dozens of customers daily. As a result, I resolved over 1,000 help desk tickets in two years, at an average of half the time of my peers. I am confident my experience and skills can add value to your company.

**Discuss:** What did you notice about how Josh addressed the employer's possible concern?

**ACTIVITY (6 minutes)**

Let's practice turning negatives into positives.

**Step 1:** Review the examples, then identify and write a response to one of your potential weaknesses.

POTENTIAL WEAKNESS	EMPLOYER'S REAL CONCERN	HOW I OVERCAME IT (WILL OVERCOME IT)
<b>Example 1</b> Young age	May lack maturity or experience	I have over five years of directly related experience.
<b>Example 2</b> Multiple jobs in a short period of time	May leave the position soon	During my education years, I had as many jobs as I could close to campus to support my family. Now that I have my degree, I am looking for a full-time job in which I can become stable for the next 5 to 10 years.

**Step 2:** Pair up with your action partner. Take turns answering the question "What is one of your weaknesses?"

**Read:** During the week, see page 214 in the Appendix for more practice turning a negative into a positive.

## 2. ASK QUESTIONS

**Read:** Somewhere near the end of an interview, you will typically be asked if you have any questions. You should have a few questions ready to help you gain more information and to show genuine interest in the opportunity. Here are a few examples:

- How does this position contribute to the organization?
- What is the training like for this role?
- Where do you see the company in five years?

Do not ask about money, benefits, or schedules at this point of the interview. Don't talk about these things until the employer brings them up or an offer is extended. To learn more about negotiating, see pages 215–17 in the Appendix on your own this week.

### ACTIVITY (5 minutes)

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Imagine you are nearing the end of the interview for the job posting you brought with you or for a job you are interested in. Individually write down two questions you could ask, and share them with your action partner.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

---

### 3. CLOSE THE INTERVIEW EFFECTIVELY

- Read:** What you say and do at the close of your interview can have a lasting impact on how favorably your interviewer remembers your conversation. Follow these guidelines:
- When you stand up to leave, make eye contact, smile, and shake hands again (if this is appropriate to your culture).
  - Call the interviewer by name.
  - Thank the interviewer for his or her time and interest.
  - Determine what the next steps in the process are and how you should follow up. You might say something as simple as, “What are the next steps, and how should I follow up?”
  - Indicate your own interest by saying something like, “I enjoyed our visit and look forward to hearing from you,” or “I am confident I can make a positive impact here.”

**Discuss:** How will doing these things help you have successful interviews?

## CONCLUSION

**Watch:** “Amy Nails Her Interview,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 126.)



**Discuss:** What are the most important things you learned from this chapter?

**Read:** You now have several interview skills to help you work smart.

### **Act in Faith + Work Hard + Work Smart = Success**

The Lord has promised, “If ye are prepared ye shall not fear” (D&C 38:30). Prepare by praying for help and practicing as much as possible.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

---

“For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind” (2 Timothy 1:7).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 132.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

Ⓐ I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

Ⓑ I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

Ⓒ I will contact and support my action partner.

Ⓓ I will practice and share today’s My Foundation principle.

Ⓔ I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



# RESOURCES

## AMY NAILS HER INTERVIEW

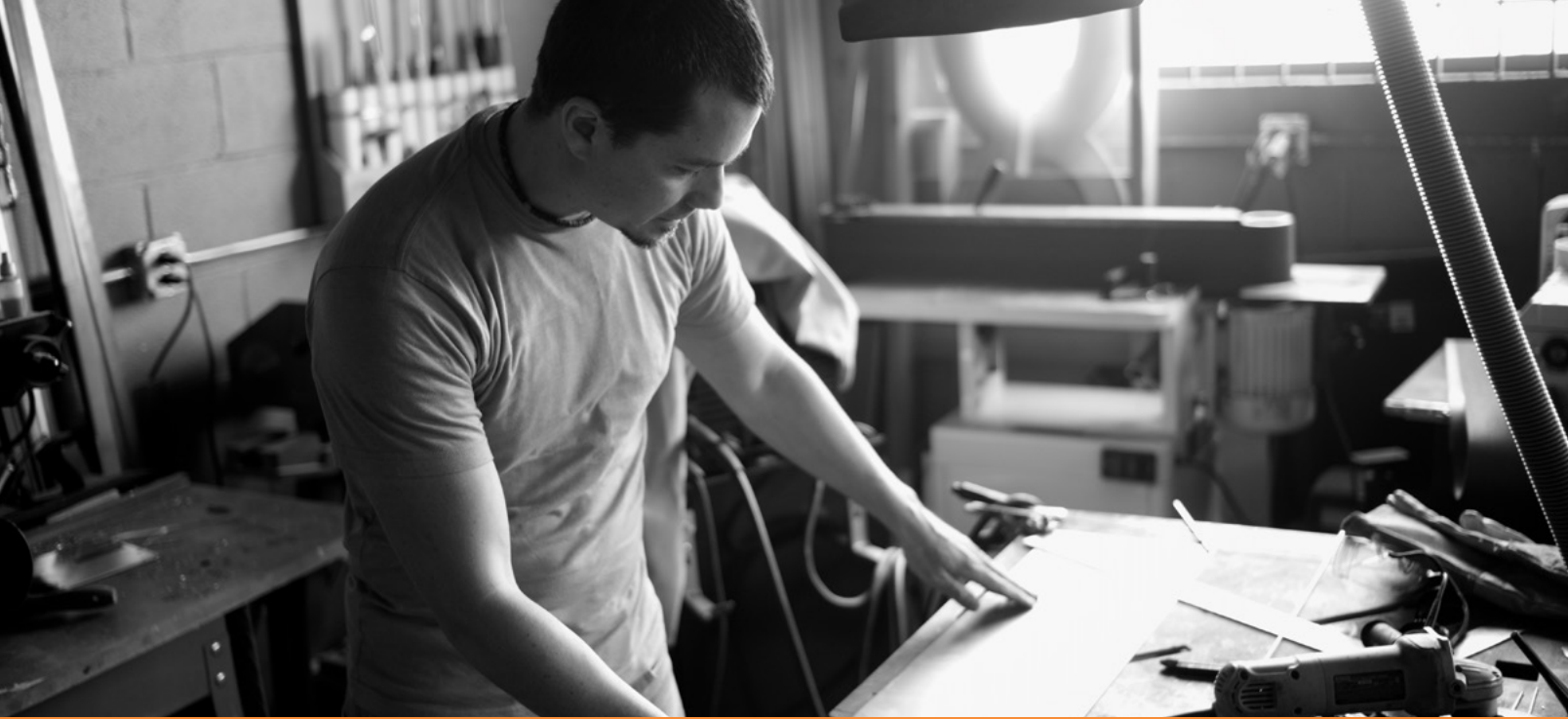
Let's read how Amy's preparation and practice helped her have a great interview.

"When I finished my degree, I thought I would quickly find work. I was wrong. My education wasn't finished yet. I had to learn how to find a job. So I went to work—I learned how to network. I learned how to make my résumé more relevant to the places I applied. And I had to practice my interview skills. Interviews have always made me nervous, and when I get nervous, I stutter and my brain goes numb. So I wanted to prepare as much as possible. A friend at church referred me to a manager at a local employer. The manager called me and set up an interview. I took a deep breath and practiced my answers to each question many times in front of the mirror and with friends using *Me in 30 Seconds*, power statements, and turning negatives into positives. I also prayed for confidence and help from my Heavenly Father.

"When the day came for my interview, I was still nervous, but I also felt prepared. I dressed one step above the typical work attire and arrived seven minutes early. I ended up interviewing with a team of managers. I opened the interview with *Me in 30 Seconds*, and things moved on from there. I had practiced for nearly every question they asked me. Even when they would ask a question I hadn't practiced, I would have something to say because I was so familiar with the interviewing skills. The interview felt more like a conversation, and I knew Heavenly Father was helping me. When the interview was finished, I knew I had done well. A few days later, I was offered the job. I know being prepared and prayerful helped me have a successful job interview."

**Back to page 123.**





8

# PRACTICE INTERVIEWS

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JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. Practice Makes Perfect



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 132.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS		
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		KEY: <span style="color: green;">●</span> Minimal Effort <span style="color: orange;">●</span> Moderate Effort <span style="color: red;">●</span> Significant Effort	INVOLVE THE LORD (CH. 3) • Pray for specific help in your job search. • Fast for specific help in your job search. SEE 30-35 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for free opportunities. INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201. MATCH SKILLS (CH. 3) • Review job descriptions and match your skills to the employer’s needs. POWER STATEMENTS (CH. 4) • Write 10 different power statements. • Share at least three power statements with two people and get feedback. WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a resume and get feedback from three people. • Write two power statements to open cover letters. • Write a cover letter and get feedback from three people. INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview. • Determine three steps you could ask how to follow up at the end of an interview. • Practice answering three interview questions by turning a negative into a positive.
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort		
Example	25	21	●●●●●	25	27	●●●●●	●●●●●	●●●●●	Practice Me in 30 Seconds five times.	●●●●●	Write 10 power statements.	●●●●●
Week 1			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 2			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 3			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 4			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 5			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 6			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 7			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 8			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 9			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 10			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 11			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●
Week 12			●●●●●			●●●●●	●●●●●	●●●●●				●●●●●

---

**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating "red," "yellow," or "green" for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

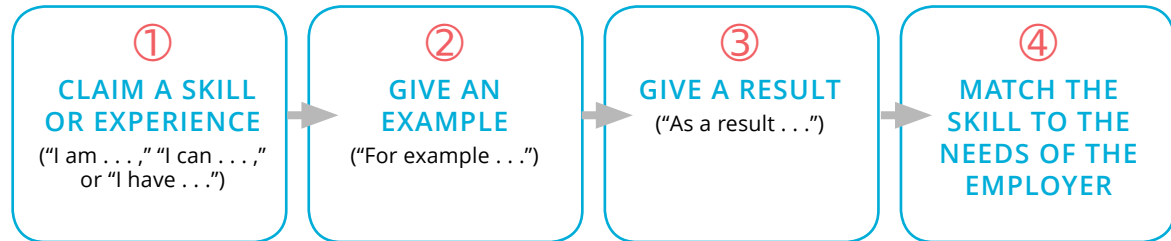
### ACTIVITY (5–8 minutes)

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Let's practice our power statements.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share a power statement following these steps:



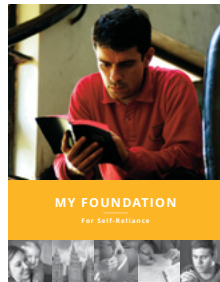
**Step 3:** Quickly give each other feedback:

- What skill did they claim?
  - What was their example?
  - What was the result?
  - How did they match it to an employer's needs?
  - Were you impressed?
-



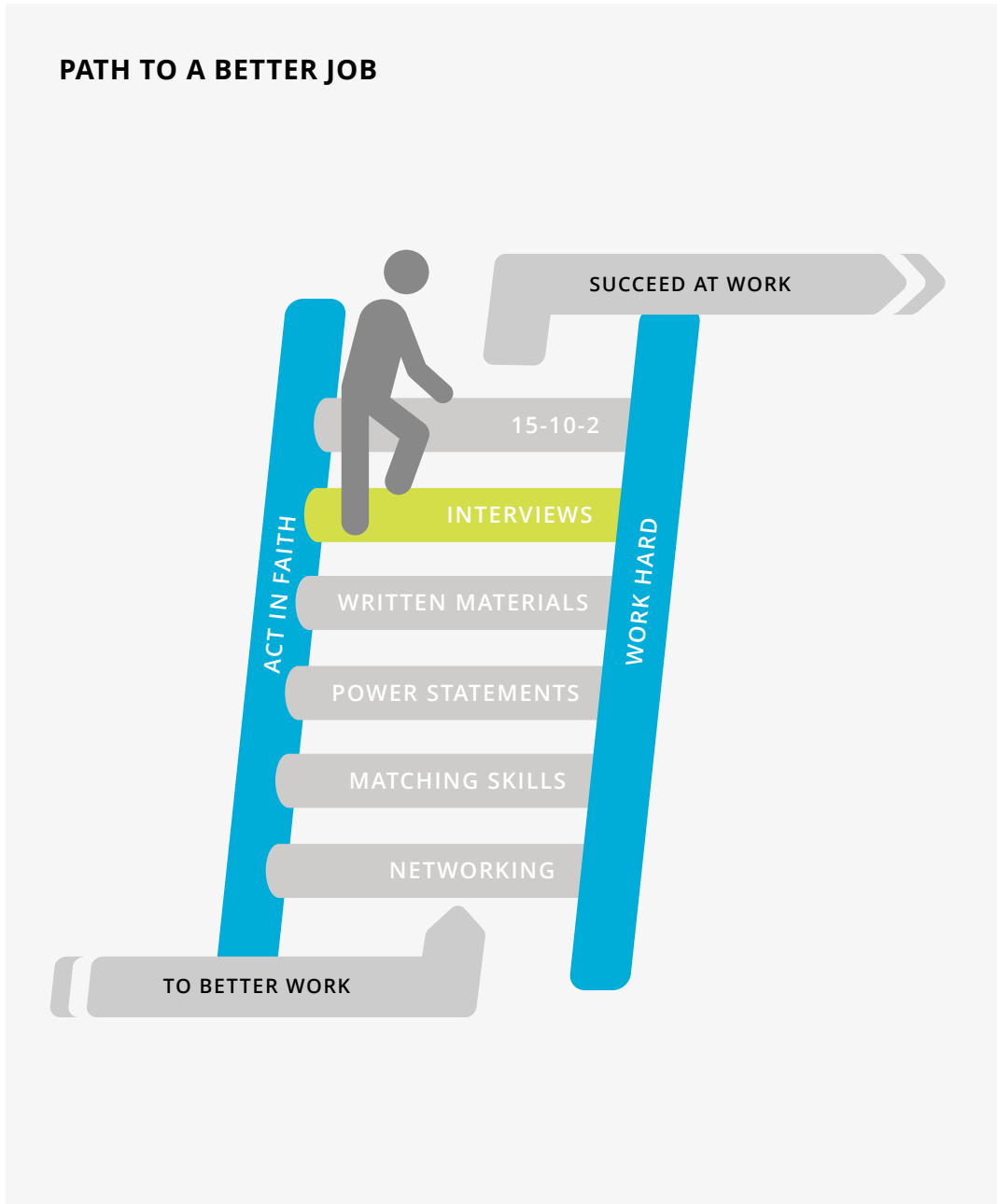
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 132.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

In the last two chapters, you learned several interview skills to help you work smart. In this chapter, you will practice them.

## 1. PRACTICE MAKES PERFECT

**Read:** Practicing for an interview will increase your success. It will help you feel more comfortable and prepared when you are in an actual job interview.

Here are the interview skills you have learned:

- Prepare before the interview.
- Open the interview effectively.
- Use your Me in 30 Seconds.
- Turn potential negatives into positives.
- Ask questions.
- Close the interview effectively.

We will each take turns doing a practice interview.

In each practice there are three roles:

1. The job seeker
2. The interviewer
3. The feedback group

As each of you will do your own practice interview, watch this video first to see how this is to be done. Then read and follow the activity instructions.

**Watch:** “Practice Interview Example,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? See page 138.)



### ACTIVITY (35 minutes)

---

As a group, read all of the steps before beginning this activity.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** At the front of your group, set up two chairs facing each other.

**Step 3:** For the first round, each group needs a volunteer to be the first interviewer and someone to be the first job seeker. Everyone else will be in the feedback group. Who wants to go first?

**Step 4:** Read through the instructions for your role before beginning the practice interview.

1. Job seeker, page 143.
2. Interviewer, page 144.
3. Feedback group, page 145.

**Step 5:** Do the practice interview. It should take six to eight minutes per interview, including feedback.

**Step 6:** Change roles and repeat the practice interview until everyone has had a chance to be the job seeker.

---

- Discuss:**
- How did practicing help you in your interview preparation?
  - How could practicing for an interview be a demonstration of faith?



## CONCLUSION

**Watch:** “Practice Makes Perfect,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? See page 146.)



**Discuss:** What are the most important things you learned from this chapter?

**Read:** Practicing for interviews helps you improve your skills and work smart.

### **Act in Faith + Work Hard + Work Smart = Success**

You know you are interviewing effectively when you get job offers. If you are getting consistent interviews but aren't receiving job offers, improve your skills through more practice, and you will see more success. Heavenly Father will bless you for showing your faith as you practice.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

---

“First seek to obtain my word, and then shall your tongue be loosed; then, if you desire, you shall have my Spirit and my word, yea, the power of God unto the convincing of men” (D&C 11:21).

What are the most meaningful things I learned today?

---

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---

What will I do as a result of what I learned today?

---

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---

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 152.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will practice and share today’s My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



## RESOURCES

### PRACTICE INTERVIEW EXAMPLE

Choose roles and act out the following script. Depending on the size of the group, you might play multiple roles.

- Narrator
- Facilitator
- David (Interviewer)
- Jennifer (Job seeker)
- Group Member 1
- Group Member 2
- Group Member 3

Imagine you are looking in on a self-reliance group about to do the practice interview activity.

**Facilitator:** So to get started with our practice interviews, it looks like we need two volunteers—one will be the interviewer, and one will be the job seeker. Any volunteers?

**David:** I'll try being the interviewer for this round.

**Jennifer:** I'll be the job seeker. Might as well go first.

**Facilitator:** Great! Before you come up to the front, Jennifer, can you quickly tell us about the job you are interested in?

**Jennifer:** Sure. I am interested in a position as a teller at a local bank.

**Facilitator:** Thank you. Now, both of you please come up to the front to begin the practice interview. David, remember you have a script and sample questions to follow as the interviewer.

**Continue to next page.**

**David (interviewer):** Welcome, Jennifer. I am looking forward to visiting with you. Please, have a seat.

**Jennifer (job seeker):** Thank you.

**David (interviewer):** Jennifer, to begin, could you please tell me a little about yourself?

**Jennifer (job seeker):** I would be happy to. I have always enjoyed working with customers. I have over six years of customer service experience, including three with another financial institution. In each of my previous positions, I have quickly developed a reputation for dependability and accuracy. For example, at ABC Bank, I was asked to perform the daily audit after just one month on the job. In addition, I hold an associate's degree in accounting studies. I am confident my experience and skills will be a good match for your needs.

**David (interviewer):** Thank you. Can you please tell me about a problem you solved?

**Jennifer (job seeker):** Yes. When I was a teller with ABC Bank, I was processing our nightly deposit, and it was short several thousand dollars. I counted it two more times to be certain. Our deposit had never been off by that much. I talked with the other tellers and followed our processes to verify their transactions. I was able to discover an error by one of the tellers. We worked together and quickly corrected the error. As a result, we had a balanced deposit and it was a learning opportunity for the teller. I believe my problem-solving skills will help this bank as well.

**David (interviewer):** Thank you. Can you tell me why you left your last position?

**Continue to next page.**

**Jennifer (job seeker):** Thank you for asking me. I enjoyed my time at ABC Bank and gained valuable experience there. I recently relocated to this area to further pursue my education. As a result, I had to leave my position. However, I was very pleased to find an opportunity where I could put my skills and experience to work again. I plan on being here for several years. Did that answer your question?

**David (interviewer):** Yes. Thank you. Jennifer, do you have any questions for me?

**Jennifer (job seeker):** I do. Can you tell me what a typical day is like in this position?

**David (interviewer):** Sure. The majority of your time will be spent interacting with our customers. We have several who come into the bank each day as well as those who use the drive-through. You will also help promote other financial products, like checking accounts or loans. You mentioned balancing deposits, which is another daily duty.

**Jennifer (job seeker):** Thank you. Working with customers was one of my favorite things about my previous position.

**David (interviewer):** Good. Do you have any other questions?

**Jennifer (job seeker):** No. Thank you for the opportunity to visit with you. I look forward to hearing from you.

**David (interviewer):** I enjoyed our visit as well. We will be in touch. Thank you.

**Narrator:** David and Jennifer breathe a sigh of relief and turn and smile to the rest of the group. The group claps for them.

**Jennifer:** Okay, everyone, how did I do?

**Continue to next page.**

**Group Member 1:** Jennifer, I thought you did so many things right. For example, when David asked you to tell him about yourself, you nailed it with a good Me in 30 Seconds. It was related to the job, not too long or too short, and you even slipped a short example in there to develop credibility. Nice job!

**Jennifer:** Wow, I guess I did do that! Thanks. What else?

**Group Member 2:** I liked that you used a power statement to answer David's question about solving a problem. You shared an example of fixing a deposit. I do wonder if there are other examples of tougher problems you might have solved, though. Was the deposit a common problem?

**Jennifer:** You are right. It was definitely related to the bank's needs, but deposit issues were common. I will work on a power statement related to a tougher problem, since I might see that question again. This is great. What other feedback do you have?

**Group Member 3:** Nice work on turning a negative to a positive on leaving your last job. I bet the employer would be worried about you sticking around for them too. You told them you planned on being there for several years. I think that helped them feel more comfortable.

**Jennifer:** Thank you.

**David:** I noticed something you might want to work on.

**Jennifer:** Oh, good. What was it?

**Continue to next page.**

**David:** At the end of the interview, when I asked if you had questions, your first question was great. However, I noticed you didn't ask about how to follow up or about how or when the employer was going to make a decision. I remember that was some advice from closing the interview effectively—that we should try to figure out how we can follow up. It sort of puts some of this in our control, instead of just waiting to hear back.

**Jennifer:** You are right! I was so happy that I had remembered to ask any questions that I completely forgot that. I'll have to keep practicing. Anything else?

**Group Member 1:** Don't forget to send David a thank-you card right away!

**Jennifer:** Good idea. Okay, now it is my turn to be the interviewer, and I get to choose the next person. Olivia, would you like to come up next? I promise to be nice!

**Back to page 134.**



## THE JOB SEEKER

Pretend you are in an interview for the position in the job posting you brought with you today or a job you are interested in.

- Before you begin the interview, share with the group a brief description of the job.
- The interviewer will then welcome you and begin the interview.
- Answer the interviewer's questions using your interview skills.
- Once your practice is done, ask for feedback from the group.
- After the feedback discussion, switch to the interviewer role and choose the next person to be interviewed.

*For instructions on how to play the interviewer, go to page 144.*

*For instructions on how to play the feedback group, go to page 145.*

**Back to page 134.**

### THE INTERVIEWER

After the job seeker has described the job to the group, follow this script.

- Greet the interviewer, shake hands, and ask the job seeker to have a seat. Sit down. Thank him or her for coming to interview.
- Ask question 1: "Tell me a little about yourself."
- Ask question 2: (Choose a question from the "Sample Interview Questions" list below.)
- Ask question 3: (Choose a question from the "Sample Interview Questions" list below.)
- Ask question 4: "Do you have any questions for me?" (You can make up answers to the job seeker's questions.)
- Thank the job seeker for his or her time. Let the job seeker know you will get back to him or her with your decision.

### Sample Interview Questions

---

- Tell me about a time you disagreed with a supervisor and how you handled it.
- Tell me about a difficult problem you solved.
- What are your strengths?
- What is your greatest professional achievement?
- Tell me about a failure you experienced at work and what you learned from it.
- What type of supervisor do you work best with?
- What do you expect from us as an employer for you to be successful?
- Why do you want this job?
- Why should we hire you?
- What qualifies you for this position?
- What is your greatest weakness?

- Why did you leave your last position? Or why are you considering leaving your current position?

*For instructions on how to play the job seeker, go to page 143.*

*For instructions on how to play the feedback group, see the section below.*

**Back to page 134.**

## THE FEEDBACK GROUP

Your role is to provide feedback.

- Observe how the job seeker does. Watch for what he or she does well and what can be improved. The feedback prompts below will help you know what to watch for.
- At the end of the interview, the job seeker will ask for feedback. Share what you observed.

### Feedback Prompts

---

- Did the person make a good first impression by shaking hands and greeting the interviewer?
- How was the job seeker's body language throughout the interview?
- Did the job seeker use his or her Me in 30 Seconds? Was it relevant to the job? Was it too long or too short?
- Did the job seeker use power statements to answer the interview questions?
- Was there an opportunity to turn a negative into a positive? How did the job seeker do this?
- Did the job seeker ask questions at the end?
- Did the job seeker determine what the next steps were and how to follow up?

*For instructions on how to play the job seeker, go to page 143.*

*For instructions on how to play the interviewer, go to page 144.*

**Back to page 134.**

### PRACTICE MAKES PERFECT

Henry shares how practice helped him have great interviews.

“I went through five rounds of interviews to get my job. Each one was tough, but I was prepared. It would be easy to lose focus, or leave out important info about myself, but like I say, I prepared . . . I think I overprepared! Some of my interviews were by phone, others by video, and the final one was in person. To prepare for each interview, I practiced with others. I would give them questions I was anticipating an interviewer would ask and they would grill me to see how I would react. When it came to the actual interviews, I had practiced for nearly every question. It made a tremendous difference in my confidence. I used Me in 30 Seconds, power statements, and other skills, and I know that was what set me apart. The company knew I would do a good job for them because I could demonstrate my previous success, and I was good under pressure.

“One of the most important aspects of my preparation was prayer. I asked Heavenly Father to help me be prepared and calm. I did my part through practice, and I know He helped me because I showed faith. I know my success came because I put in the effort to practice and prepare for my interviews.”

**Back to page 135.**



9

# ACCELERATE YOUR JOB SEARCH

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**JOB SEARCH PRINCIPLES, SKILLS, AND HABITS**

1. Work Hard: 15-10-2
2. Work Smart



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 152.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS				
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		Skill 1	Effort	Skill 2	Effort
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Effort	Effort				
Example	25	21	🟡	25	27	🟢	🟢	🟢	🟢	Practice My 30 Seconds for times	🟢	Write 10 power statements	🟢	🟢
Week 1			🟡			🟢	🟢	🟢	🟢					
Week 2			🟡			🟢	🟢	🟢	🟢					
Week 3			🟡			🟢	🟢	🟢	🟢					
Week 4			🟡			🟢	🟢	🟢	🟢					
Week 5			🟡			🟢	🟢	🟢	🟢					
Week 6			🟡			🟢	🟢	🟢	🟢					
Week 7			🟡			🟢	🟢	🟢	🟢					
Week 8			🟡			🟢	🟢	🟢	🟢					
Week 9			🟡			🟢	🟢	🟢	🟢					
Week 10			🟡			🟢	🟢	🟢	🟢					
Week 11			🟡			🟢	🟢	🟢	🟢					
Week 12			🟡			🟢	🟢	🟢	🟢					

---

**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating "red," "yellow," or "green" for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

---

*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

### ACTIVITY (5–8 minutes)

---

Let's practice our Me in 30 Seconds.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each person stand up and share his or her Me in 30 Seconds following these steps:



**Step 3:** Quickly give each other feedback:

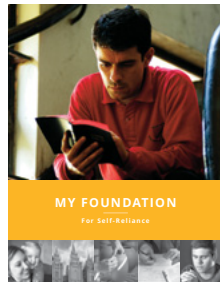
- Did they share what job they were looking for?
  - Did they share why they are good at it?
  - Did they ask for help? How?
  - Was it close to 30 seconds?
-





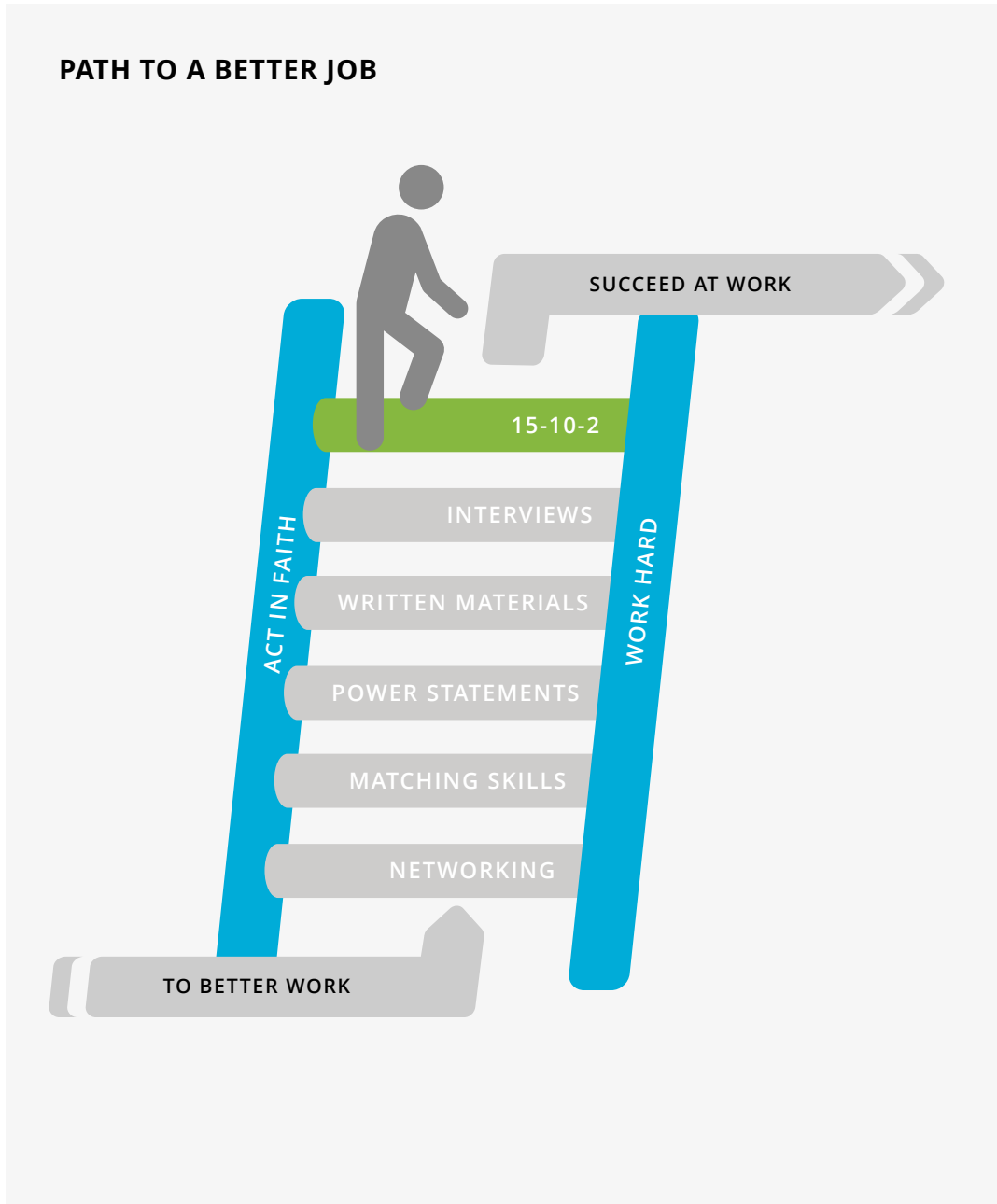
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 152.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

If you could cut the time it took you to get a job by 90 percent, would you be interested? You can. In this chapter you will be challenged to follow this formula in a way that will dramatically accelerate your job search.



**Josh's Job Search**

**Read:** Josh interviewed for the position at ABC Marketing. He thought it went well and was glad he had practiced. He should hear back from them this week. He is excited about that possibility, but he doesn't want to put all of his eggs in that basket. He might not get that job. He needs to get as many other good job leads as possible so that he can get a job quickly, but how?

**Discuss:** In what ways can you relate to Josh?

**Read:** In many ways, your job search is a lot like this funnel. It takes a lot of effort doing the basics of identifying resources and making contacts to funnel down to job leads, interviews, and job offers. The more resources and contacts you make by working hard, the more interviews and job offers you will get. However, working hard is not enough. It's also important to work smart so that more of your contacts and resources turn into leads, interviews, and job offers.



### 1. WORK HARD: 15-10-2

**Read:** There is a proven job search strategy called 15-10-2 that has often reduced the time it takes people to find work from 200 days to 20 days! It involves a basic plan for your daily job search efforts.

- Identify 15 new resources every day.
- Make 10 contacts every day.
- Make two of those contacts face-to-face.

Remember, a **resource** is any source of information or connections that will contribute to a successful job search. It can be a person, place, or a thing.

A **contact** is any employment communication with a resource. This could be meeting with someone face-to-face, making a phone call, sending an email, submitting an application or résumé, or sending a follow-up note. The more personal you can make your contacts, the quicker you will get a job, which is why you want to make at least two face-to-face contacts every day.

The 15-10-2 approach will dramatically shorten the time you are looking for work. 15-10-2 might not be possible for everyone, so adapt it to your circumstances. For some, a 10-8-2, or even a 7-7-2 approach might be what their time allows. The point is to put as much work as you can into your job search. The more resources and contacts you put into your funnel, the more job leads, interviews, and job offers you will get.

**Ponder:** What would it be like to find a job quickly? How hard are you willing to work to find a job?

## 2. WORK SMART

**Read:** While essential, hard work alone won't accelerate your job search. You must also work smart.

Effective job seekers work hard by pursuing multiple job opportunities at a time. They work smart by identifying and directly contacting the people who can help them get those jobs. They also work smart by customizing their job search tools, such as Me in 30 Seconds and résumés, for each job.

Remember, you get out of your job search what you put into it.

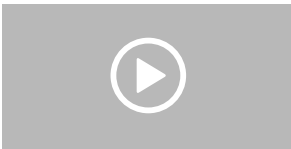
### ACTIVITY (7 minutes)

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Let's look at an example of how Josh pursued one potential opportunity by working both hard and smart.

**Step 1:** There is a table on the next page. As you watch the video, write down as many of Josh's resources, contacts, and face-to-face contacts as you can.

**Step 2:** Watch "Josh Works Smart," available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 162.)



RESOURCES (People, places, or things)	CONTACTS (Employment communication)	FACE-TO-FACE CONTACTS

**Step 3:** Compare what you wrote with the table on page 164 to see how many resources, contacts, and face-to-face contacts Josh made.

**Discuss:** ○ How did Josh work smart?  
○ How quickly do you think Josh will get a job by working this way?



**Discuss:** Share your plan on how you will work smart.

**Read:** Working smart is more effective than just working hard. Keep in mind that even when working smart, sometimes things don't work out. At times, you will run into dead ends. Keep working hard and smart, and have faith. The Lord knows what you are going through and will bless you.

**Discuss:** What can you do to keep working hard and smart, even when your job search is difficult?



## CONCLUSION

**Watch:** “Rafael: Job in 6 Days!” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 165.)



**Discuss:** What were the most important things you learned from this chapter?

**Read:** A successful job search follows this simple formula:

### **Act in Faith + Work Hard + Work Smart = Success**

If you want to shorten the time it takes you to find a job, work hard and work smart. The Lord has said, “Men should be anxiously engaged in a good cause, and do many things of their own free will. . . . For the power is in them, wherein they are agents unto themselves.” And this commandment comes with a promise: “Inasmuch as men do good they shall in nowise lose their reward” (D&C 58:27–28). Fill your funnel with as many effective resources and contacts as you can, and you will be blessed.



**PONDER**—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

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“My purpose is to give us confidence that we can, by doing small things, expect a great harvest because of the preparations which the Lord has made to magnify the results of our work” (Henry B. Eyring, “The Lord Will Multiply the Harvest,” *Teaching Seminary Preservice Readings Religion 370, 471, and 475* [2004], 94).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 172.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will practice and share today’s My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



## RESOURCES

### JOSH WORKS SMART

#### Monday

Last night, Josh's friend told him about Computer Central, a company focused on computer support. It sounds promising, so Josh decides to look into it.

The company's website lists two job postings—Computer Tech 1 and Customer Support Rep 2. Both look like a good fit. Josh customizes his résumé to each position and applies to both.

Most job seekers would have stopped there and waited for the phone to ring. But Josh knows he'll have a better chance of landing the job if he can talk with the hiring managers.

Returning to the website, Josh searches the directory for anyone who might influence the hiring decision. In the end, he finds three names.

Knowing that referrals are more effective than cold calls, Josh meets with two of his teachers after class to see if they know anyone working for the company. They referred him to Alice Patton, a secretary in the very department hiring for the two positions.

Josh learns a little more about Alice from his teacher, but to be prepared, he also looks at her professional profile on social media. Then he gives her a call, shares his Me in 30 Seconds, and asks who he should talk to about the two positions he applied for.

Alice refers him to the actual hiring manager—William Stevenson—one of the three people he'd identified earlier.

Josh spends the remainder of his day pursuing other job opportunities.

**Continued on the next page.**

## Tuesday

Josh begins his job search efforts by reviewing William Stevenson's professional profile. Then he calls, shares his Me in 30 Seconds, and verifies that his application has been received. After learning more about the position, Josh asks to resubmit an updated résumé directly to William. Josh also learns from William that Sarah Johnson is the hiring manager for the other position.

Josh repeats the same process with Sarah. Knowing there are probably unadvertised positions, Josh asks about the company's other needs. Sarah informs Josh about two additional positions.

After the phone call, Josh updates both versions of his résumé and sends them to William and Sarah. He also writes and sends thank-you notes to Alice, William, and Sarah.

Josh then spends the remainder of his day continuing to pursue other job opportunities.

### COMPUTER CENTRAL

Resources	Contacts	Face-to-face

**Back to page 156.**

<b>RESOURCES</b> (People, places, or things)	<b>CONTACTS</b> (Employment communication)	<b>FACE-TO-FACE CONTACTS</b>
<ul style="list-style-type: none"> <li>○ Josh's friend</li> <li>○ Computer Central</li> <li>○ Company website</li> <li>○ Computer Tech 1</li> <li>○ Customer Support Rep 2</li> <li>○ Company directory</li> <li>○ Directory name 1</li> <li>○ Directory name 2</li> <li>○ Directory name 3</li> <li>○ Teacher 1</li> <li>○ Teacher 2</li> <li>○ Alice Patton</li> <li>○ Alice's profile</li> <li>○ William Stevenson</li> <li>○ William's profile</li> <li>○ Sarah Johnson</li> <li>○ Sarah's profile</li> <li>○ Unadvertised job 1</li> <li>○ Unadvertised job 2</li> </ul>	<ul style="list-style-type: none"> <li>○ Talked with Josh's friend</li> <li>○ Submitted résumé for Computer Tech 1</li> <li>○ Submitted résumé for Customer Support Rep 2</li> <li>○ Met teacher 1</li> <li>○ Met teacher 2</li> <li>○ Called Alice Patton</li> <li>○ Called William Stevenson</li> <li>○ Called Sarah Johnson</li> <li>○ Submitted updated résumé to William</li> <li>○ Submitted updated résumé to Sarah</li> <li>○ Sent thank-you note to Alice</li> <li>○ Sent thank-you note to William</li> <li>○ Sent thank-you note to Sarah</li> </ul>	<ul style="list-style-type: none"> <li>○ Met teacher 1</li> <li>○ Met teacher 2</li> </ul>
<p>Total: 19</p>	<p>Total: 13</p>	<p>Total: 2</p>

## **RAFAEL: JOB IN 6 DAYS!**

Let's read how Rafael accelerated his job search through a daily plan of resources, contacts, and face-to-face meetings.

"I was unemployed for seven months. Then I heard about the new program the Church had started. I really needed work in order to become self-reliant, so I went in faith. When I heard about the 15-10-2 approach, I was nervous. It seemed like so much work. I thought about it and prayed that Heavenly Father would help me. I decided to do my best and try it.

"The following day I started with resources like the Internet or the newspaper. After that, I made contacts. I spoke with my college friends; I checked with some friends from church and then some contacts who were working in businesses. Within that short week, I was able to identify 75 resources, make 50 contacts, and have six interviews. I learned my Me in 30 Seconds and used it in every contact I made. I learned about power statements and used them in my contacts and interviews. I was able to get a job in just six days!

"It really was a miracle. This experience built my faith in Heavenly Father. My testimony was strengthened. I know that He never abandoned me at any moment when I applied what I had learned. I felt it with every contact I made. I felt it in the people I talked to. I know Heavenly Father was by my side. This made my family so happy. My wife was very happy. At the same time, she feels at peace because we're self-reliant. I can now provide for our home and our children."

**Back to page 159.**







10

# SUCCEED AT WORK

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**JOB SEARCH PRINCIPLES, SKILLS, AND HABITS**

1. Be a Great Employee
2. Make Employment Goals



# REPORT—Maximum Time: 25 Minutes

**If this is your first chapter of this week, complete “Report.”  
Otherwise, skip to page 172.**

## LAST WEEK’S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today’s My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS				
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		Skill 1	Effort	Skill 2	Effort
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Effort	Effort				
Example	25	21	🟡	25	27	🟢	🟢	🟢	🟢	Practice My Foundation Principle	🟢	Write 10 power statements	🟢	🟢
Week 1														
Week 2														
Week 3														
Week 4														
Week 5														
Week 6														
Week 7														
Week 8														
Week 9														
Week 10														
Week 11														
Week 12														

**KEY:** 🟢 Minimal Effort, 🟡 Moderate Effort, 🟠 Significant Effort

**INVOLVE THE LORD (CH. 3)**  
 • Pray for specific help in your job search.  
 • Pray for specific help in your job search.  
**SEE 30 SECONDS (CH. 2)**  
 • Practice your Me in 30 Seconds five times and get feedback.  
 • Adapt your Me in 30 Seconds five times and get feedback.

**INFORMATIONAL INTERVIEWS (APPENDIX)**  
 • Write five questions for an informational interview. See page 201.  
 • Do three practice informational interviews and get feedback. See page 201.

**MATCH SKILLS (CH. 3)**  
 • Review job descriptions and match your skills to the employer’s needs.

**POWER STATEMENTS (CH. 4)**  
 • Write 10 different power statements.  
 • Share at least three power statements with two people and get feedback.

**WRITTEN MATERIALS (CH. 5)**  
 • Write 10 accomplishment statements for your resume.  
 • Write a résumé and get feedback from three people.  
 • Write two power statements to open cover letters.  
 • Write a cover letter and get feedback from three people.

**INTERVIEWING (CHS. 6-7)**  
 • Practice your Me in 30 Seconds for two possible interviews.  
 • Practice answering five interview questions using power statements.  
 • Practice five questions you could ask at the end of an interview.  
 • Determine three ways you could ask how to follow up at the end of an interview.  
 • Practice answering three interview questions by turning a negative into a positive.

---

**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating "red," "yellow," or "green" for your effort. Share what went well and how Heavenly Father helped you.

---

**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

---

*Action partner's name*

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*Contact information*

Write how and when you will contact each other this week.

SUN	MON	TUES	WED	THURS	FRI	SAT

**Complete the activity on the next page.**

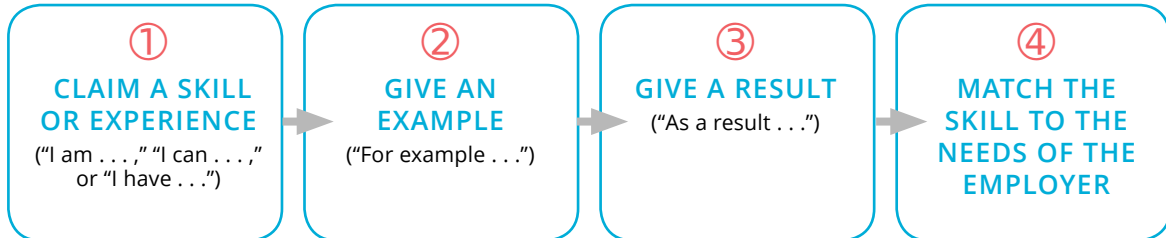
**ACTIVITY (5–8 minutes)**

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Let's practice our power statements.

**Step 1:** Break into groups of at least three but no more than six.

**Step 2:** Each of you stand and share a power statement following these steps:



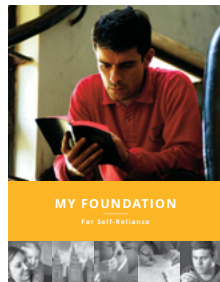
**Step 3:** Quickly give each other feedback:

- What skill did they claim?
  - What was their example?
  - What was the result?
  - How did they match it to an employer's needs?
  - Were you impressed?
-



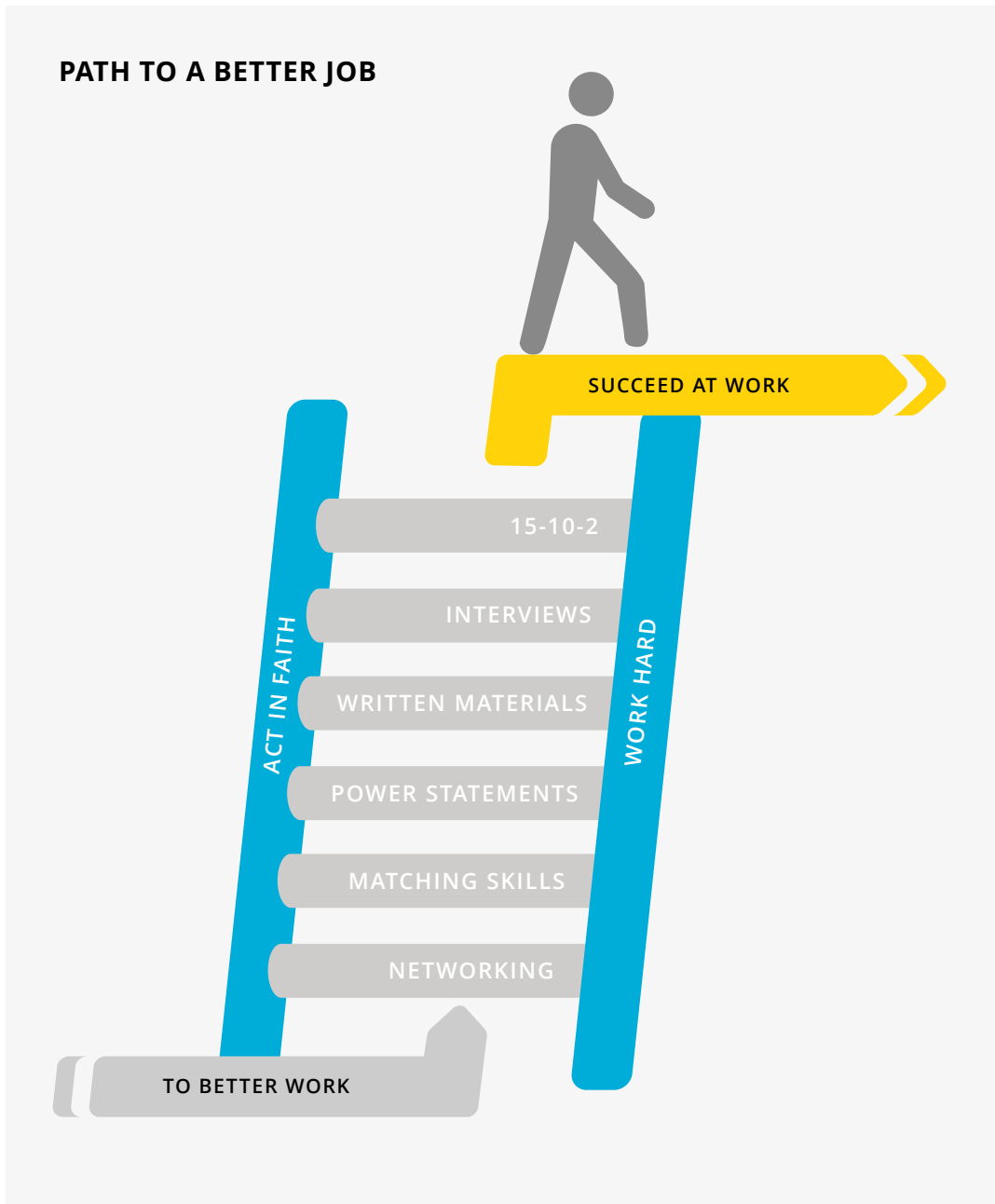
## MY FOUNDATION—Maximum Time: 20 Minutes

If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 172.





# LEARN—Maximum Time: 45 Minutes



**Read:** A successful job search follows this simple formula:

**Act in Faith + Work Hard + Work Smart = Success**

In this chapter, you will learn how these same principles apply to succeeding at work and how employment contributes to your self-reliance.



**Josh's Job Search**

**Read:** Great news! Julie from ABC Marketing called Josh and offered him the Help Desk Technician position. He starts this week. Josh and his family are thrilled! This is a great step toward self-reliance, which Josh knows is more than just having a job.

**Discuss:** How is employment related to self-reliance?

**Read:** The scriptures teach, "For ye have not come thus far save it were by the word of Christ with unshaken faith in him, relying wholly upon the merits of him who is mighty to save" (2 Nephi 31:19). We saw that Josh worked hard, exercised faith, and was blessed with a job. However, just being employed doesn't automatically mean that someone is self-reliant. You also need to do well at your job and perhaps look to greater employment goals. Heavenly Father can help you with this.

**Discuss:** How might Heavenly Father bless you in your employment?

## 1. BE A GREAT EMPLOYEE

**Read:** Being a great employee will help you keep your job, grow at work, and earn more money. This can help you become more self-reliant.

Whether you are in your preferred job or aren't there yet, remember, there is always value and experience gained through any job.

Great employees see every job as an opportunity, even if they would prefer a better job. Try not to leave a job until you have another job lined up. Opportunity takes work, and being a great employee will bring you more opportunities. Nearly all work is noble.

**Discuss:** Why should you be a great employee, regardless of the job?

**Watch:** "Keep it Simple," available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 182.)





**ACTIVITY (5 minutes)**

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**Step 1:** Think about the job you have or the job you want. Individually write down three specific things you can do to be a great employee for that job.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Step 2:** Each of you share one of your ideas with the rest of the group. If you hear something you want to do, write it down.

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## 2. MAKE EMPLOYMENT GOALS

**Read:** To become self-reliant, you may need to consider broader employment goals.

**Ponder:** Will your current job (or the job you are seeking) help you become self-reliant?

### ACTIVITY (8 minutes)

---

Move your chair to speak with another person in the group.

**Step 1:** Describe your current job or the job you are seeking.

**Step 2:** Describe the job you want in two to four years. Is it the same or something different?

**Step 3:** Discuss what it would be like to have enough money to travel to the temple, serve missions, or help others.

**Step 4:** Write what you have discussed in these boxes.

WHERE YOU ARE NOW	WHERE YOU WANT TO BE

---

**Read:** Now that you have an idea about where you want to go, how do you get there? To progress in your work, you may need additional skills or education. What you have learned about job seeking will also help you with your employment goals. Identifying resources and making contacts will help you qualify for the positions you may want in the future.



### Josh's Job Search

**Read:** Josh is happy to have a job, but he wants to become a network engineer. That will help him earn more and be more self-reliant. To help him see what he needs to do next, he used this tool.

POSITIONS YOU WANT	SKILLS AND KNOWLEDGE YOU NEED	WAYS TO GAIN THE SKILLS AND KNOWLEDGE	NEXT STEPS
<ul style="list-style-type: none"><li>• Network engineer</li></ul>	<ul style="list-style-type: none"><li>• Degree in computer science</li><li>• Networking certificates</li><li>• More experience</li></ul>	<ul style="list-style-type: none"><li>• Finish degree</li><li>• Ask for special projects</li><li>• Talk to other network engineers</li></ul>	<ul style="list-style-type: none"><li>• Informational interviews with some network engineers</li></ul>

**ACTIVITY (8 minutes)**

---

Think about the position you want or how to improve in your current role. Complete the table below. Then share it with your action partner.

POSITIONS YOU WANT	SKILLS AND KNOWLEDGE YOU NEED	WAYS TO GAIN THE SKILLS AND KNOWLEDGE	NEXT STEPS

---

**Discuss:** How will taking these next steps lead to greater self-reliance?

## CONCLUSION

**Watch:** “Growing,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 183.)



**Discuss:** What are the most important things you learned from this chapter?

**Read:** The formula for a successful job search is:

### **Act in Faith + Work Hard + Work Smart = Success**

These same principles apply to succeeding at work. God loves you and wants you to be self-reliant. Show your faith by striving to be a great employee and planning for a job that will help you be self-reliant. He will bless you as you work hard and act in faith.



## PONDER—Maximum Time: 5 Minutes

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*Individually think about what you have learned today and consider what the Lord would have you do. Read the scripture or quote below and write responses to the questions.*

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“Behold, I say unto you that it is my will that you should go forth and not tarry, neither be idle but labor with your might. . . . And thus, if ye are faithful ye shall be laden with many sheaves, and crowned with honor, and glory, and immortality, and eternal life” (D&C 75:3, 5).

What are the most meaningful things I learned today?

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What will I do as a result of what I learned today?

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## COMMIT—Maximum Time: 10 Minutes

**If this is your last chapter for this week, complete “Commit.” Otherwise, skip to page 189.**

*Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.*

### MY COMMITMENTS

**(A)** I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

**(B)** I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

**(C)** I will contact and support my action partner.

**(D)** I will practice and share today’s My Foundation principle.

**(E)** I will do two of the practices from the Skills list on page iii.

\_\_\_\_\_  
*My signature*

\_\_\_\_\_  
*Action partner’s signature*



## RESOURCES

### KEEP IT SIMPLE

Let's listen to one employer describe some keys to being a great employee.

"I hire people every year and watch them either grow into the job or move on. Let me share with you the basic things we expect from our employees. First they need to be dependable. Second, they have to be able to work effectively with each other. And third, we need them to contribute. Just doing these three little things makes a huge difference in their success with us. Let me share an experience as an example.

"We recently hired two people to work here. Their positions were the same. They started around the same time. The first person has been great. She is never late for work, rarely calls in sick, and she just has her stuff together. Other people don't cover for her. She fits in well and gets along with others. Beyond that, she also does a great job. She not only gets the work done, but she looks for more to do. She has been here a few months, and we are already looking at possible promotions or raises.

"The second person is not working out. He is frequently late and always has an excuse, from a sick child to missing the bus. He can't seem to pull it together, and others have to pick up his slack. I have also noticed that he is disruptive while he is here. He can't seem to get through the week without getting into some kind of disagreement. My employees have come to me complaining about things he has said or done. I really don't want to deal with that stuff. I just wish he could get along better or behave more appropriately at work. Finally, he just isn't that great at his job. He is meeting minimum expectations, but I wouldn't say we are getting any type of return on investment from him. I am planning on letting him go.



“Keeping a job is simple. Be dependable, be easy to work with, and do a good job. If you can do those things, you will probably always have a job and more opportunities when you need them.”

**Back to page 175.**

## **GROWING**

Angela shares what she is doing to grow at work.

“I worked hard to get the job I have, and I think that makes me appreciate it. It’s a great job that I enjoy and provides for my family. I have plans to move up but also want to do a good job right now. So I have been using my job search skills to grow here at work. Knowing that there is always more to learn motivates me, and accomplishing my daily goals keeps me progressing toward long-term goals. Every day I want to be better.

“I am always looking for how I can do a better job. I found a few resources that have really helped, including some books. But people have been my best resource. Some of my more experienced colleagues and other managers have been very willing to help me. All you have to do is ask, and most people are glad to help you get better. And it makes you want to exceed their expectations.

“I am also continuing to network. Many of the positions in my company are filled through promotions. I have been doing informational interviews with others here to learn more about their roles and to seek their advice. This has helped me make some great connections and learn things I would not have known otherwise. I know there is a better chance that people will think of me when positions do open up for two reasons: first, I am a good worker, and second, they know me and trust me.

“I also know Heavenly Father wants me to succeed and be able to grow. He blessed me with this job, and I know He can help me as I work and try to grow.”

**Back to page 179.**

**NOTES**

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# SHARPEN YOUR SKILLS

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JOB SEARCH PRINCIPLES, SKILLS, AND HABITS

1. Sharpen Your Skills



# REPORT—Maximum Time: 25 Minutes

**You will repeat Sharpen Your Skills for the remainder of your meetings.**

## LAST WEEK'S COMMITMENTS

- Ⓐ Identify resources daily.
- Ⓑ Make contacts daily.
- Ⓒ Contact and support my action partner.
- Ⓓ Practice and share today's My Foundation principle.
- Ⓔ Practice job search skills.

### STEP 1: SELF-EVALUATE (5 minutes)

Use the “Evaluating My Efforts” chart on pages ii–iii to review your commitments from the last meeting. First, write in the actual number of resources you found and contacts you made. Then individually evaluate your effort to keep each commitment by marking red, yellow, or green.

EVALUATING MY EFFORTS										SKILLS		
Date	Ⓐ Identify Resources Daily		Ⓑ Make Contacts Daily		Ⓒ Contact and Support My Action Partner		Ⓓ Practice and Share the My Foundation Principle		Ⓔ Practice Job Search Skills (Pick two from the Skills list)		KEY: <span style="color: green;">●</span> Minimal Effort <span style="color: orange;">●</span> Moderate Effort <span style="color: red;">●</span> Significant Effort	INVOLVE THE LORD (CH. 3) • Pray for specific help in your job search. • Pray for specific help in your job search. SEE 30-35 SECONDS (CH. 2) • Practice your Me in 30 Seconds five times and get feedback. • Adapt your Me in 30 Seconds for free opportunities. INFORMATIONAL INTERVIEWS (APPENDIX) • Write five questions for an informational interview. See page 201. • Do three practice informational interviews and get feedback. See page 201. MATCH SKILLS (CH. 3) • Review job descriptions and match your skills to the employer's needs. POWER STATEMENTS (CH. 4) • Write 10 different power statements. • Share at least three power statements with two people and get feedback. WRITTEN MATERIALS (CH. 5) • Write 10 accomplishment statements for your resume. • Write a résumé and get feedback from three people. • Write two power statements to open cover letters. • Write a cover letter and get feedback from three people. INTERVIEWING (CHS. 6-7) • Practice your Me in 30 Seconds for two possible interviews. • Practice answering five interview questions using power statements. • Practice five questions you could ask at the end of an interview. • Determine three ways you could ask how to follow up at the end of an interview. • Practice answering three interview questions by turning a negative into a positive.
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort		
Example	25	21	●●●	25	27	●●●	●●●	●●●	Practice Me in 30 Seconds five times. ●●●	Write 10 power statements. ●●●	●●●	●●●
Week 1			●●●			●●●	●●●	●●●			●●●	●●●
Week 2			●●●			●●●	●●●	●●●			●●●	●●●
Week 3			●●●			●●●	●●●	●●●			●●●	●●●
Week 4			●●●			●●●	●●●	●●●			●●●	●●●
Week 5			●●●			●●●	●●●	●●●			●●●	●●●
Week 6			●●●			●●●	●●●	●●●			●●●	●●●
Week 7			●●●			●●●	●●●	●●●			●●●	●●●
Week 8			●●●			●●●	●●●	●●●			●●●	●●●
Week 9			●●●			●●●	●●●	●●●			●●●	●●●
Week 10			●●●			●●●	●●●	●●●			●●●	●●●
Week 11			●●●			●●●	●●●	●●●			●●●	●●●
Week 12			●●●			●●●	●●●	●●●			●●●	●●●

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**STEP 2: SHARE WITH THE GROUP (10 minutes)**

Each of you report how you did with your commitments by sharing your goals and actual numbers and by stating “red,” “yellow,” or “green” for your effort. Share what went well and how Heavenly Father helped you.

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**STEP 3: CHOOSE ACTION PARTNERS (2 minutes)**

Choose an action partner from the group for this coming week. Generally, action partners are the same gender and are not family members.

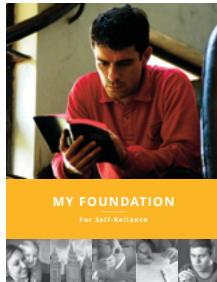
Take a couple of minutes now to meet with your action partner. Introduce yourselves and discuss how you will contact each other throughout the week.

WEEK #	ACTION PARTNER'S NAME	CONTACT INFORMATION



## MY FOUNDATION—Maximum Time: 20 Minutes

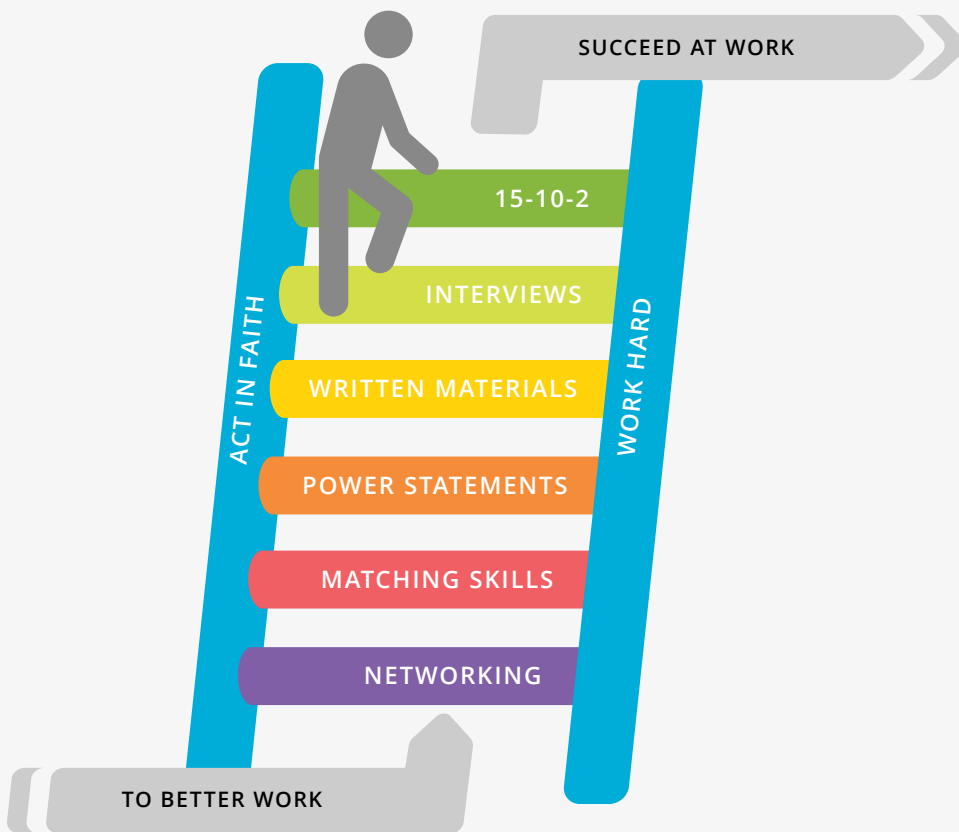
If this is your first chapter of the week, complete the next principle in *My Foundation* found in the back of this book. Then return to page 189.





## LEARN—Maximum Time: 15 Minutes

### PATH TO A BETTER JOB



## 1. SHARPEN YOUR SKILLS

**Read:** The formula for a successful job search is:

**Act in Faith + Work Hard + Work Smart = Success**

**Ponder:** If you aren't having as much success as you would like, which element(s) of the formula might be missing from your job search?

If you are putting in the work but not having success, look at your job search skills. It is common for job seekers to struggle with certain aspects of their job search, and it takes time to develop the skills. It is important to recognize where you are struggling and what you can do about it.

### ACTIVITY (10–15 minutes)

To help you overcome common job search challenges, each of you pick one of the common difficulties from the following table. Explain it to your group or action partner. Then work together to practice one or more of the suggested skills. You may also want to review the corresponding chapter or practice more during the week.

COMMON DIFFICULTIES	SKILLS TO PRACTICE
1. I don't know what job I want.	Chapter 1: The Fundamentals Focus on one to three jobs (p. 7)
2. I am not finding job leads.	Chapter 2: Networking Me in 30 Seconds (p. 29)
3. I am struggling with networking.	Chapter 2: Networking Me in 30 Seconds (p. 29)
4. I am not getting job interviews.	Chapters 2, 3, 4 Match skills (p. 48) Résumés (p. 79) Cover letters (p. 85) Applications (p. 88)
5. I am getting interviews but no offers.	Chapters 3–8 Match skills (p. 48) Use power statements (p. 63) Prepare before the interview (p. 100) Open the interview effectively (p. 101) Me in 30 Seconds (p. 101) Turn negatives to positives (p. 118) Ask questions (p. 121)





## COMMIT—Maximum Time: 10 Minutes

Read each commitment aloud to your action partner. Promise to keep your commitments and then sign below. Record your goals on the chart on pages ii–iii.

### MY COMMITMENTS

Ⓐ I will identify at least five resources every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
5/25	10/50	15/75	20/100

Ⓑ I will make at least three contacts every day. *Select your goal.*

Day/Week	Day/Week	Day/Week	Day/Week
3/15	5/25	7/35	10/50

Ⓒ I will contact and support my action partner.

Ⓓ I will practice and share today's My Foundation principle.

Ⓔ I will do two of the practices from the Skills list on page iii.

WEEK #	MY SIGNATURE	ACTION PARTNER'S SIGNATURE





# APPENDIX

---

## JOB SEARCH TRACKING RECORD

### DAY 1

Resources:                 Daily Total

Contacts:           Daily Total

Meetings:   Daily Total

Notes:

### DAY 2

Resources:                 Daily Total

Contacts:           Daily Total

Meetings:   Daily Total

Notes:

### DAY 3

Resources:                 Daily Total

Contacts:           Daily Total

Meetings:   Daily Total

Notes:

### DAY 4

Resources:                 Daily Total

Contacts:           Daily Total

Meetings:   Daily Total

Notes:

### DAY 5

Resources:                 Daily Total

Contacts:           Daily Total

Meetings:   Daily Total

Notes:

## CONTACT FOLLOW-UP FORM

### CONTACT

Person or organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ I was referred by: \_\_\_\_\_

**I contacted this person**  Yes  No Date: \_\_\_\_\_

### ITEMS DISCUSSED

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### FOLLOW-UP ACTIVITIES

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### NEW REFERRALS

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

**INTERVIEW AND MEETING EVALUATION****DATE**

*Make copies of this form before you fill it out. Use this form to evaluate your interviews and meetings and to track your progress. Add new referrals to your network list.*

Person or organization: \_\_\_\_\_

I was prepared.  Yes  No      Comments: \_\_\_\_\_

I achieved my objectives.  Yes  No      Comments: \_\_\_\_\_

I presented myself well.  Yes  No      Comments: \_\_\_\_\_

**ITEMS DISCUSSED**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**WHAT WENT WELL**

\_\_\_\_\_  
\_\_\_\_\_

**WHAT I NEED TO IMPROVE**

\_\_\_\_\_  
\_\_\_\_\_

**FOLLOW-UP ACTIVITIES**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**NEW REFERRALS**

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

## ADVANCED NETWORKING

### Identify Decision Makers

**Read:** Beyond talking with who you know, you should also contact businesses. When you contact businesses, your efforts will be much more effective if you talk to the people who make the hiring decisions. Use the internet and professional social media sites to identify who you should talk to.

For example, Josh wants to work in computer support. He might look up a company and try to identify people who manage the Information Technology Department. He could check the company directory or do a search for people by company on a social media site. He can then call the company and ask for these people by name. When you use names, it is surprising how often you will be connected directly with the people.

Each business and person you identify is a resource. Each employment interaction you have with a business or person at a business is a contact. The more personal contacts you make with businesses and people at those businesses, the quicker you will find a job.

## Use Scripts

**Read:** Writing scripts can be a great way to prepare yourself for effective interactions. This will help you sound more confident and have more success. To help you with this, here are some sample scripts for three basic scenarios for contacting people or businesses.

### CONTACTING SOMEONE YOU KNOW

Say, "Hello, \_\_\_\_\_ (name of contact), this is \_\_\_\_\_ (your name). Could you talk with me for three or four minutes?"

Briefly explain why you are calling (don't take longer than 15 seconds).

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---

Use your Me in 30 Seconds statement.

---

---

Use a closing question to ask for help (remember to include contacts, referrals, and leads).

---

---

Thank the person for his or her time.



### CONTACTING SOMEONE YOU WERE REFERRED TO

Say, "Hello, \_\_\_\_\_ (name of contact), my name is \_\_\_\_\_ (your name), and \_\_\_\_\_ (name of person who referred you) suggested I call you. Could you talk with me for three or four minutes?"

Briefly explain why you are calling (don't take more than 15 seconds).

---

---

Use your Me in 30 Seconds statement.

---

---

Use a closing question to ask for help (including contacts, referrals, and leads).

---

---

If the person you are talking with mentions an internal job opening, ask for an interview. (Be sure to offer two choices for a meeting time.)

---

---

Thank the person for his or her time.

**CONTACTING SOMEONE YOU DON'T KNOW (A BUSINESS)**

Ask for the name of the owner, manager, or supervisor.

Say, "Thank you. May I speak to \_\_\_\_\_ (name of the supervisor) please?"

When the supervisor answers, say, "Hello, \_\_\_\_\_ (name of supervisor), my name is \_\_\_\_\_ (your name). Could you talk with me for three or four minutes?"

Briefly explain why you are calling (don't take more than 15 seconds).

---

---

Use your Me in 30 Seconds statement.

---

---

Use a closing question to ask for help (including contacts, leads, informational interview, and so on).

---

---

If the person you are talking with mentions an internal job opening, ask for an interview. (Be sure to offer two choices for a meeting time.)

---

---

Thank the person for his or her time.

## Informational Interviews

**Read:** Informational interviews are another powerful networking tool. In informational interviews, you meet with people to get advice on your job, to learn more about them or their job, and to make a great connection. They are a lot like a job interview, but there is less pressure for both sides because there isn't necessarily a job on the line. However, if you do well, it is like you just had a great screening interview, and you might get referred to more people and opportunities. These interviews are a great way to build networking relationships.

Michael shared the following experience of how informational interviews led him to incredible success in his job search and career.

"When I was looking for work, I learned that most positions are filled without being advertised. I knew there had to be an opportunity out there for me. If I could make the right contacts, I was confident I could make a good impression. Some of my own contacts referred me to people they knew working in the industry I was interested in. I reached out to them by phone, email, or in person. I explained my interest in the industry or company and asked if I could get 15 minutes of their time. They almost all accepted!

"I learned quickly that I needed to be prepared for these conversations and have some questions ready. I also learned that these conversations were a screening process, a lot like a first interview. The people were sizing me up, seeing if I might be a good fit for their company. If they liked me, we would visit again or they would refer me to additional contacts. I began to realize that informational interviews gave me the power to create screening opportunities without waiting for a formal job interview. My informational interviews began to turn into actual job interviews, all of which were for jobs that weren't being advertised. This culminated into a week in which I received four job offers! Since that time, every promotion I have received or job I have gotten has been through networking and informational interviews."

**ACTIVITY**

---

Write down the names of three people or companies you want to contact to set up an informational interview.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

---

**INFORMATIONAL INTERVIEWS: SUGGESTIONS FOR SUCCESS**

**Read:** Remember, when you initiate an informational interview, the person you are meeting with is doing you a favor. Here are some suggestions to help you best use the person's time and have a great experience. Take turns, each reading one suggestion out loud as you go around the group.

- Use a script (see pages 198–200) to ask for an informational interview.
- Find out about the industry or the person's company in advance.
- Prepare appropriate questions in advance.
- If needed, make multiple contacts per request to get an interview.
- Do not ask for more than 15 to 30 minutes of a person's time.
- Do not go beyond the agreed upon time.
- Be prepared to answer the following questions:
  - Can you tell us a little about yourself?  
(Use your Me in 30 Seconds.)
  - Why are you interested in this?
- As the conversation develops, it may be appropriate to ask for other contacts or leads.
- Follow up promptly with a thank you.
- Follow through on any commitments you made.

## WRITTEN MATERIALS

### Examples of Résumé Accomplishments

- Raised over \$10,000 yearly for five years through event planning, communication, and recruiting volunteers. (Mother)
- Achieved a 3.5 GPA through high school while working and playing multiple sports by planning and prioritizing activities and duties. (Student)
- Saved over \$200,000 in first year with active budget management and improved cost controls. (Business Manager)
- Achieved a 99 percent quality rating on thousands of complex welds with exotic metals, compared with company quality average of 92 percent. (Welder)

## Résumé Tips

1. **Write to the employer's needs.** Most employers spend less than 10 seconds skimming over your résumé, so you need to make it easy for them to see how you are a match.
2. **Top- and left-load your résumé.** When employers skim your résumé, they look primarily at the top and left sides, so place your most important information there.
3. **Use bullets, not paragraphs.** Make it easy for employers to find your information.
4. **Use easy-to-follow formatting.** Organize your résumé in a stair-step fashion, with the same types of information aligned so that employers can naturally find and understand your content.
5. **Don't use résumé templates.** The computer programs employers use to scan résumés, called applicant tracking systems (ATS), can't read templates, and templates typically don't look as good as made-from-scratch résumés.
6. **Don't use objectives.** They are a thing of the past, and you might get screened out for failing to be current.
7. **Include a summary targeted to the employer's needs.** Use the top one-fourth to one-third of the page to write a simple summary that includes a headline, a summary, and key words.
8. **Use key words from the job description.** Key words catch the employer's interest, and the ATS is programmed to search for them.
9. **Describe your accomplishments using the résumé version of power statements.** These power statements should include details with numbers, percentages, dollar amounts, and so on.
10. **Give context.** By giving a comparison or a little background of a situation, you set yourself apart from your peers.

11. **Include all education experience, even if it is still in progress.** Make sure to note that it is in progress or that there is an expected graduation date.
12. **Keep your résumé neat.** Use consistent section headings, consistent formatting, and good white space.
13. **Make sure there are no spelling or grammar errors.** These errors will screen you out quickly.
14. **Use traditional fonts.** Stick to traditional serif or sans serif fonts.
15. **Do not go below 11-point font size.** You want your résumé to be as easy as possible for employers to read.
16. **Keep your résumé to one page.** Stick to one page until you have at least seven years of related professional experience.
17. **Use the same heading for all of your career documents.** A heading is the part of your résumé that typically contains your name and contact information.
18. **Do not include references on your résumé.** Employers assume you have references, and if they want them, they will ask for them.
19. **Convert your résumé to a PDF.** If you email or submit your résumé electronically, convert it to a PDF document. If you don't, you run the risk of the employer's software not matching yours. That could result in the formatting being altered and the employer being unable to read your résumé.
20. **Get computer help.** Find friends, family, community resources, or online tools to help you create great-looking documents.

### Cover Letter Tips

1. **Write it specifically to the business, organization, or job opportunity.**
2. **Use power statements to capture the reader's interest and set you apart.** In your cover letters, make your writing style simple and straightforward.
3. **Keep it short.** Typically the cover letter should be no more than three simple paragraphs and never more than half a page.
4. **Ask for an interview.**
5. **Use the same heading for all of your career documents.**  
A heading is the part of your résumé that typically contains your name and contact information.

### Application Tips

1. Write it to the job.
2. Use accomplishments to describe your work experience.
3. Fill in the information completely and accurately.
4. Make sure there are no spelling or grammar errors.
5. Identify key words and use them in your application.



## Chronological Résumé

A chronological résumé lists your work experience in chronological order beginning with your most recent position.

This format primarily allows you to show your complete work history, but it may not effectively show how you best fit the position for which you are applying.

# STEPHEN ALBERT CLARK

123 Nowhere Street  
Anywhere, IN

Cell: 123-456-7891  
stephen.clark@email.com

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### AUTO MECHANIC

Experienced in quickly diagnosing and solving complex auto repair issues, especially electrical system issues.

**Core Knowledge and Skills**

• Communication	• General repair	• Preventative maintenance
• Customer service	• Inspections	• Problem solving
• Diagnostics	• Inventory	• Tire rotation and replacement

---

### EDUCATION

**Automotive Technology Certification**, Graden Tech School 2009–2012

• Engine operation	• Diagnostics	• Brake systems
• Fuels and emissions systems	• Transmissions	• Steering and suspension
• Electrical systems	• Advanced electronics	• Service shop management

**High School Diploma**, Anywhere High

• Communications	• Video production	• German 1
• Writing foundations	• Financial literacy	• German 2

---

### WORK EXPERIENCE

**Customer Complaints Team Lead**, The Falls Call Center 2014–Present  
**Customer Service Representative**, The Falls Call Center 2014  
Managed team responsible for customer inquiries, servicing over 5,000 customers across 3 regions. Used analysis, active listening, troubleshooting, and problem solving to quickly resolve customer complaints.

- Named “Representative of the Month” for three consecutive months due to high performance in accuracy, energy level, troubleshooting, call length, and customer satisfaction.
- Promoted to team lead over customer complaints, managing a team of 15 representatives and servicing 3 regions.

**Auto Mechanic**, Value Tires 2013  
Performed vehicle repair and maintenance work in accordance with dealership and factory standards.

- Decreased labor costs 3% by updating and simplifying maintenance checklists used to ensure all work has been done.
- Reduced brake diagnostic time by 8 minutes through introduction of a new diagnostic process.
- Increased tire sales 12% by providing the shortest tire rotation and flat repair wait times of all auto maintenance shops in the area.
- Completed 10% more safety and emissions tests than local competitors due to speedy service and competitive rates.
- Repaired engine failures and electrical system malfunctions through accurate analysis, diagnosis, and repair.

**Auto Mechanic Intern**, Value Tires 2012  
Responsible for maintaining the shop’s inventory, purchasing merchandise, handling customer service calls, and completing preventative maintenance.

- Increased the accuracy of the inventory database by performing weekly audits.
- Decreased inventory retrieval time by 10 minutes through standardizing labels, increasing database accuracy, and reorganizing storage areas for quick retrieval of high-demand inventory items.
- Increased customer satisfaction scores 3% through active listening, accurate data entry, and correctly assessing customer and vehicle repair needs.

**Customer Service Representative**, The Falls Call Center 2009–2012  
Resolved over 100 customer inquiries, complaints, and orders daily.

Worked for a variety of restaurants and retail stores from 1994 to 2009.

## Functional Résumé

A functional résumé lists your relevant skills and experiences. This format allows you to highlight how you best fit the position for which you are applying.

<h1>SUMMER HILLS</h1> <h2>Elementary School Teacher</h2>		123456 Sunshine Dr. Anywhere, CA, 12345 123.456.7891 summerhills@email.com
<b>SUMMARY</b>	<p>10+ years of experience working with elementary-age children to develop cultural values, positive character habits, and knowledge in the core standards. Used new app technology to manage learning tracks and execute lesson plans.</p> <p><b>Core Skills</b></p> <ul style="list-style-type: none"> <li>• Character development</li> <li>• Curriculum development</li> <li>• Lesson planning</li> <li>• Technology integration</li> <li>• Assessment</li> <li>• Active listening</li> <li>• Critical thinking</li> <li>• Monitoring</li> <li>• Reading comprehension</li> <li>• Classroom management</li> <li>• Negotiating</li> <li>• Problem solving</li> <li>• Time management</li> <li>• Spanish</li> <li>• Writing</li> </ul>	
<b>EDUCATION</b>	<p><b>Teacher's Certificate</b> <span style="float: right;"><b>1987</b></span></p> <p><b>Bachelor of Arts in Elementary Education</b>, University of Iowa, Iowa City, IA <b>1982–1987</b></p> <p>Relevant Courses</p> <ul style="list-style-type: none"> <li>• Foundations of Education</li> <li>• Educational Psychology</li> <li>• Educational Technology</li> <li>• Curriculum &amp; Methods</li> <li>• Classroom Application of Technology</li> <li>• Student Teaching</li> </ul> <p><b>High School Diploma</b>, Jackson High, Jackson, IA <span style="float: right;"><b>1975–1979</b></span></p>	
<b>PROFESSIONAL EXPERIENCE</b>	<p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• Raised student reading scores by creating 3D Read, a new reading curriculum program designed to make reading a fun, interactive, multimedia experience.</li> <li>• Encouraged positive character habits through establishing standards early and effective classroom management.</li> <li>• Improved struggling students' scores by one letter grade through collaborative development of new activities that used various instructional strategies.</li> </ul> <p><b>Technology Integration</b></p> <ul style="list-style-type: none"> <li>• Raised student scores 20% by creating and managing customized learning tracks for each student using Learning My Way.</li> <li>• Increased student engagement and knowledge retention through use of learning websites, videos, gamification, and applications.</li> <li>• Raised student commitment to high standards by providing opportunities to collaborate, interact, and share in private social media groups.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Increased effectiveness of curriculum by establishing Teachers Unite, an online forum where 50+ educators collaboratively develop activities, lesson plans, and assessments targeted to core standards.</li> <li>• Built positive and trusting relationships with students through maintaining open communication channels and honoring student confidences where allowed by law.</li> </ul>	
<b>EMPLOYMENT HISTORY</b>	<p><b>Homemaker</b>, Hills Homes, Anywhere, CA <span style="float: right;"><b>1993–Present</b></span></p> <p><b>Teacher</b>, Allen Elementary, Somewhere, IA <span style="float: right;"><b>1988–1990</b></span></p> <p><b>Student Teacher</b>, Allen Elementary, Somewhere, IA <span style="float: right;"><b>1987–1987</b></span></p> <p><b>Tutor</b>, Jackson High, Jackson, IA <span style="float: right;"><b>1977–1979</b></span></p>	
<b>VOLUNTEER EXPERIENCE</b>	<p><b>President</b>, Relief Society, Anywhere, CA <span style="float: right;"><b>2011–2014</b></span></p> <p><b>Missionary</b>, The Church of Jesus Christ of Latter-day Saints, Where, NY <span style="float: right;"><b>1990–1992</b></span></p>	

## Combination Résumé

A combination résumé lists your skills, experiences, and work history. This format allows you to highlight how you best fit the job you are applying for while also still giving a chronological work history.

23 North Main Street  
Nowhere, FL 12345

**JASON HERNANDEZ, MBA**

123.456.7892  
jasonmh@email.com

### TRAINING MANAGER

**10+ years of human service management experience.**

**History of improving organizations by solving problems while building relationships.**

Demonstrated effectiveness cultivating and nurturing working relationships with Church leadership, employers, and community resources. Expertise in management and staff supervision, leadership, and managing multimillion dollar budgets.

#### CORE KNOWLEDGE AND SKILL AREAS

- Resource development
- Job development
- Data analysis
- Training and facilitation
- Financial counseling
- Team building
- Career counseling
- Budget management
- Problem solving
- Project management
- Public speaking
- Public relations

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### PROFESSIONAL EXPERIENCE

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EMPLOYMENT RESOURCE SERVICES

2014–Present

**Associate Manager**

Managed one of the largest offices in North America, serving a densely populated 3-county area with over 500,000 residents. Managed staff of over 40 Church-service missionaries; consulted with priesthood leadership; developed employment, self-employment, and education resources; and provided coaching to over 5,000 customers annually.

- **Improved the self-reliance of over 2,000 people** in 20 months through job placement.
- **Built relationships of trust with hundreds of Church leaders** through targeted personal outreach, follow-through, and quarterly orientations.
- **Increased job postings by 30%** through effective employer outreach and networking.
- **Achieved 20% more job placements** than other offices in the organization.
- **Selected for critical pilot programs** due to reputation for excellence, professionalism, and reliability.

STATE OF MONTANA, WORKFORCE SERVICES DIVISION

2010–2014

**Regional Director**

2012–2014

**Manager**

2010–2012

Actively recruited to position by bureau chief to assume leadership for an area that had been without consistent leadership for more than two years. Directed all aspects of 10-county region with 30+ employees and over 100,000 customers. Managed annual budget of \$2.5 million and participated on the organization's 6-person executive leadership team.

- **Reversed strained relationships among external stakeholders** by taking an active role in community workforce needs.

Page 2 on the next page.

23 North Main Street  
Nowhere, FL 12345

## JASON HERNANDEZ, MBA

123.456.7892  
jasonmh@email.com

- **Rescued a failing Department of Education \$600,000 grant** through collaboration, networking, and negotiation.
- **Created and developed Billings Works**, a community workforce development council, to address regional workforce needs by engaging key stakeholders.
- **Chosen by peers to provide Crucial Conversations conflict resolution training** to over 500 employees and key stakeholders through more than 20 sessions in 2 years.

RURAL DYNAMICS, INC./CCCS OF MONTANA 2005–2010

### Director of Counseling

Provided credit, debt, bankruptcy, prepurchase, foreclosure prevention, and reverse mortgage counseling and education to more than 10,000 customers annually. Managed 25 employees in 9 branch offices across Montana and Wyoming. Accountable for \$1.6 million operating budget.

- **Met market needs by expanding counseling suite** to include 4 additional areas of personal financial counseling services.
- **Reversed falling company revenues** for the first time in 8 years, increasing revenues by 25% when similar businesses in the industry were folding or being acquired.
- **Oversaw organization's successful application** to become a HUD housing counseling agency, resulting in access to millions of dollars in additional funding.
- **Conducted public speaking tour with the Montana State Attorney General** to develop support for successful voter referendum to eliminate predatory lending.

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## ACCOMPLISHMENTS

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VITAL SMARTS 2010  
**Certified Gold Level Elite Crucial Conversations Trainer**

NATIONAL EAGLE SCOUT ASSOCIATION 2000  
**Eagle Scout**

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## EDUCATION

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UNIVERSITY OF MONTANA 2005–2009  
**Master of Business Administration (MBA)**

BRIGHAM YOUNG UNIVERSITY–IDAHO 2000–2004  
**Bachelor of Science in Business Management**

## Sample Cover Letter 1

### STEPHEN ALBERT CLARK

123 Nowhere Street  
Anywhere, IN

Cell: 123-456-7891  
stephen.clark@email.com

---

August 1, 2016

David King  
District Manager  
Your Neighborhood Tires  
987 Somewhere Street  
Anywhere, IN

Dear Mr. King:

One of my strengths as a car mechanic is accurately diagnosing any car issue. For example, on one occasion a customer brought in a Honda Civic Hybrid 2002. Of my seven teammates, I was the only one with the knowledge needed to correctly diagnose the issue. As a result, we were able to keep the customer's business and establish a relationship of trust with the customer. That customer has since referred three of his friends to our shop. I can help you improve customer trust and satisfaction through accurately diagnosing issues.

While my repair experience is limited, I am dedicated to doing things right. I'm willing and able to learn whatever you need me to. When working for Value Tires, I was able to:

- Decrease labor costs by 3 percent.
- Reduce diagnostic times by 8 minutes.
- Increase sales by 12 percent.
- Increase customer satisfaction by 3 percent.

I would love the opportunity to discuss how I can do these same things for you. I will reach out to you within the week.

Sincerely,

*Stephen Clark*

Stephen Clark

## Sample Cover Letter 2

**SUMMER HILLS**  
**Elementary School Teacher**

123456 Sunshine Dr.  
Anywhere, CA, 12345  
123.456.7891  
summerhills@email.com

August 1, 2016

Derek Garcia  
Superintendent  
Dodger School District  
123 Dodger Street  
Anywhere, CA 12345

Dear Mr. Garcia,

One of my strengths as a teacher is to create customized curriculum that helps students learn. For example, several of my past students struggled with reading. To help them, I used the app Learn My Way to create and manage customized reading tracks so that each student could start where they were and develop from there. I also developed a new reading curriculum program called 3D Read that integrated multimedia experiences with reading. As a result, student reading scores went up nearly a full grade level, but more importantly my students began to enjoy reading.

To me, being a teacher means improving students' quality of life. It means building them up, helping them reach high achievement, and developing their character. That's why I want to work at Dodger Elementary. Our missions are the same—to help our children be the best they can be both in the classroom and in the community.

I'm excited to discuss how my ability to create targeted curriculum can make a lasting difference for our students. I look forward to interviewing with you at your earliest convenience. Thank you so much for this opportunity.

Sincerely,

*Summer Hills*

Summer Hills

### Sample Cover Letter 3

23 North Main Street  
Nowhere, FL 12345

**JASON HERNANDEZ, MBA**

123.456.7892  
[jasonmh@email.com](mailto:jasonmh@email.com)

August 1, 2016

Judy Watson  
Sr. Human Resource Representative  
Training Made Easy  
561 South Oceanside Drive  
Nowhere, FL 12345

Dear Ms. Watson:

My experience managing large-scale training projects makes me the ideal candidate for your Project Manager 1 position. I successfully manage projects and teams. For example, I currently supervise a team that provides job coaching to over 5,000 customers annually. As a result of organizing the work and collaborating often, we improved the self-reliance of over 2,000 people and achieved 20 percent more job placements than the other offices in the organization. I know I can apply these same skills for you.

I would appreciate the opportunity to meet with you to discuss how my qualifications and experiences will benefit your organization's success. You can reach me at 123-456-7892.

Sincerely,

*Jason Hernandez*

Jason Hernandez

## TURNING A NEGATIVE INTO A POSITIVE

POSSIBLE NEGATIVE	EMPLOYER'S REAL CONCERN MAY BE
Overqualified	High salary expectations Will quickly move on to a better position
Gaps in employment history	May be unreliable Won't stay on the job long
No direct experience	Training could be expensive and take a long time Not able to do the job
Younger worker	Lack of maturity Lack of experience
Older worker	Outdated skills May leave position soon
Lack of work experience	Ability to learn Adjusting to a job Work ethic
Lack of degree or credentials	Not enough knowledge to do the job May need to train
Multiple jobs in short period of time	May leave position soon Lack of commitment
Fired or laid off from previous position	Doesn't get along with others Poor work ethic
Been out of the workforce	Outdated skills Adjusting to a job May need training
Criminal history	Not trustworthy

**Continue to the next page.**



Here are some sample interview questions in which you would want to turn a negative into a positive.

- Why did you leave your last position?
- What was your greatest failure at work, and what did you learn from it?
- What is your greatest weakness?
- Tell me about a time you disagreed with your boss.
- Tell me about a time you worked with a difficult customer or coworker.

## **NEGOTIATE EFFECTIVELY**

You need to answer several questions for yourself before you enter into employment negotiations. The following list may be helpful.

- What is the minimum level of compensation you can accept?
- What does the industry generally pay for your skills?
- What benefits are important to you?
  - Health care
  - Retirement leave
  - Sick leave
  - Vacation leave
  - Bonuses
- How do you feel about the commute?
- How do you feel about the schedule?

Anticipate areas that might present problems, and then list several alternatives to resolve those issues.

**ACTIVITY**

---

In the following exercise, select the response you feel would be most appropriate in negotiation. (The answers are on the next page.)

1. Negotiating monetary expectations should occur:
  - a. At the beginning of an interview for hire.
  - b. After you have received a firm offer.
2. If you must discuss monetary expectations:
  - a. Give an exact figure.
  - b. Give a range between two figures.
3. If the organization thinks your monetary expectations are too high:
  - a. Offer the expectations of others in the field to validate your claim.
  - b. Indicate what you think your contribution will be to the organization.
4. In response to an offer that you don't like:
  - a. Say, "Thank you," and accept it.
  - b. Restate the offer, sit quietly, and silently count to 10.
5. When the negotiation is concluding and the final offer is not enough:
  - a. Refuse the offer and leave.
  - b. Offer to discuss the negotiation later.
6. If the negotiation ends with an offer for a future increase in pay after a certain period of time:
  - a. Shake hands on the deal and leave.
  - b. Ask for the offer to be written in a contract.

## Answer Key

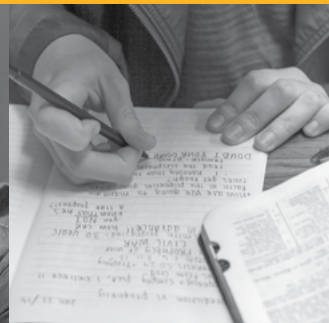
1. b. After you have received a firm offer.
  2. b. Give a range between two figures.
  3. b. Indicate what you think your contribution will be to the organization.
  4. b. Restate the offer, sit quietly, and silently count to 10. (The person you are negotiating with may make a better offer to break the silence.)
  5. b. Offer to discuss the negotiation later.
  6. b. Ask for the offer to be written in a contract.
-





# MY FOUNDATION

FOR SELF-RELIANCE



## HOW TO USE THIS MANUAL

*My Foundation* helps individuals learn and live doctrinal principles that lead to spiritual and temporal self-reliance. It works best when reviewed in a small group of 8 to 12 people or as a family. Each week a different group member takes a turn being the facilitator. The facilitator does not teach the principle to the group. Instead, he or she follows the material and encourages all to participate. All videos can be found online at [srs.lds.org/videos](https://srs.lds.org/videos).

WHEN YOU SEE THESE PROMPTS, FOLLOW THESE DIRECTIONS						
Report	Ponder	Watch	Discuss	Read	Activity	Commit
The group shares their progress keeping commitments for 3–4 minutes.	Individually meditate and write in silence for about 2–3 minutes.	The group watches a video.	Share thoughts as a group for about 2–4 minutes.	One person reads aloud for the whole group.	Work individually or together for about 5 minutes.	Each person promises to act on items during the week.

## SELF-RELIANCE GROUPS

Self-reliance groups can help you improve your personal finances, job, small business, or education. To join a self-reliance group, contact your stake self-reliance specialist.

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*“Let us work for what we need. Let us be self-reliant and independent. Salvation can be obtained on no other principle.”*

**THOMAS S. MONSON,**  
**“Guiding Principles of Personal and Family Welfare,”**  
*Ensign*, Sept. 1986, 3;  
quoting Marion G. Romney, in  
Conference Report,  
Oct. 1976, 167



# 1: SELF-RELIANCE IS A PRINCIPLE OF SALVATION

Before starting, read “How to Use This Manual” on the inside front cover.

**Ponder:** John 10:10 (on the right)

**Discuss:** What is an abundant life?

**Watch:** “He Polished My Toe,” available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 223.)

**Discuss:** Do you believe there are solutions to your problems? How can we qualify for the Lord’s power to assist us?

**Read:** The *Handbook 2* reference and the quote by Elder Dallin H. Oaks (on the right). Being self-reliant does not mean that we can do or obtain anything we set our mind to. Rather, it is believing that through the grace, or enabling power, of Jesus Christ and our own effort, we are able to obtain all the spiritual and temporal necessities of life we require for ourselves and our families. Self-reliance is evidence of our trust or faith in God’s power to move mountains in our lives and to give us strength to triumph over trials and afflictions.

**Discuss:** How has Christ’s grace helped you obtain the spiritual and temporal necessities of life?

## ACTIVITY

**Step 1:** Choose a partner and read each principle below.

**Step 2:** Discuss why believing these truths can help you become more self-reliant.

### DOCTRINAL PRINCIPLES OF SELF-RELIANCE

- |  |  |
|--|--|
| 1. Self-reliance is a commandment.   | “The Church and its members are commanded by the Lord to be self-reliant and independent” ( <i>Teachings of Presidents of the Church: Spencer W. Kimball</i> [2006], 116). |
| 2. God can and will provide a way for His righteous children to become self-reliant. | “And it is my purpose to provide for my saints, for all things are mine” (D&C 104:15).   |
| 3. The temporal and spiritual are one to God.  | “Wherefore, verily I say unto you that all things unto me are spiritual” (D&C 29:34).  |

*“I am come that they might have life, and that they might have it more abundantly.”*

#### JOHN 10:10

*“Self-reliance is the ability, commitment, and effort to provide the spiritual and temporal necessities of life for self and family. As members become self-reliant, they are also better able to serve and care for others.”*

#### HANDBOOK 2: ADMINISTERING THE CHURCH (2010), 6.1.1

*“Whatever causes us to be dependent on someone else for decisions or resources we could provide for ourselves weakens us spiritually and retards our growth toward what the gospel plan intends us to be.”*

**DALLIN H. OAKS,**  
**“Repentance and Change,” *Ensign* or *Liahona*, Nov. 2003, 40**



**Discuss:** Read President Marion G. Romney's quote (on the right). How do you know if you are becoming more self-reliant?

**Commit:** Commit to do the following actions during the week. Check the box when you complete each commitment.

- Read the First Presidency letter inside the front cover, and underline the promised blessings. What must you do to obtain them? Write your thoughts below.

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- Share what you've learned today about self-reliance with your family or friends.

---

## HE POLISHED MY TOE

If you are unable to watch the video, read this script.



**ELDER ENRIQUE R. FALABELLA:**

When I was growing up, we didn't have much. I remember one day when I approached my father and said to him, "Papa, I need a new pair of shoes. These ones are already worn out." He stopped and looked at my shoes and saw they were really worn out. He said, "I think this is something we can fix." He took a bit of black polish and polished my shoes, leaving them shiny and nice. He said to me, "Now they're fixed, son." I replied, "No, not yet. You can still see my toe sticking out of my shoe." He said, "Well, we can fix that too!" He took a little more polish and he polished my toe!

That day I learned that there is a solution to every problem. I am convinced that this principle of self-reliance and this initiative is a way to hasten the Lord's work. It's part of the work of salvation. All of us can become better than what we are now. You have to let go of apathy. Many times we become complacent, and this destroys our progress. Every day is a day I can make progress if I decide to do something different to improve what I've done poorly in the past. If you do it with faith, exercising faith and hope in Christ that He will be there helping you, you will find the way to make progress in temporal and spiritual things. This is because God lives and you are His son or daughter.

**Back to page 222.**

*"Without self-reliance one cannot exercise these innate desires to serve. How can we give if there is nothing there? Food for the hungry cannot come from empty shelves. Money to assist the needy cannot come from an empty purse. Support and understanding cannot come from the emotionally starved. Teaching cannot come from the unlearned. And most important of all, spiritual guidance cannot come from the spiritually weak."*

**MARION G. ROMNEY,**  
**"The Celestial Nature of Self-Reliance,"**  
*Ensign, Nov. 1982, 93*



## 2: EXERCISE FAITH IN JESUS CHRIST

**Ponder:** How does my faith in Jesus Christ affect my self-reliance?

**Watch:** “Exercise Faith in Jesus Christ,” available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 225.)

**Discuss:** Why does true faith always lead to action? Why is faith necessary for God to help us temporally and spiritually?

**Read:** Matthew 6:30 and the quote from the *Lectures on Faith* (on the right)

### ACTIVITY

The path to self-reliance is a journey of faith. The First Presidency and Quorum of the Twelve are inviting us to make increasing our faith in Heavenly Father and His Son a priority in our life.

**Step 1:** As a group, read the prophetic priorities in the box below.

**Step 2:** Discuss how faithfully honoring the Sabbath, taking the sacrament, and reading the Book of Mormon will help you become more self-reliant.

#### PROPHETIC PRIORITIES AND PROMISES

“Imagine the scope of that statement! The fulness of the earth is promised to those who keep the Sabbath day holy” (Russell M. Nelson, “The Sabbath Is a Delight,” *Ensign* or *Liahona*, May 2015, 130; see also D&C 59:16).

“Spirituality is not stagnant and neither are [sacrament] covenants. Covenants bring not only commitments but they bring spiritual power” (Neil L. Andersen, General Authority training meeting, Apr. 2015).

“I bear witness that [the Book of Mormon] can become a personal ‘Urim and Thummim’ in your life” (Richard G. Scott, “The Power of the Book of Mormon in My Life,” *Ensign*, Oct. 1984, 11).

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

- Show your faith this Sunday by keeping the Sabbath day holy and reverently partaking of the sacrament.
- Read from the Book of Mormon every day.
- Read the scriptures on page 225. Choose one and share it with your family or friends.

*“Wherefore, if God so clothe the grass of the field, which to day is, and to morrow is cast into the oven, shall he not much more clothe you, O ye of little faith?”*

#### MATTHEW 6:30

*“Are not all your exertions of every kind, dependent on your faith? . . . As we receive by faith all temporal blessings that we do receive, so we in like manner receive by faith all spiritual blessings that we do receive. But faith is not only the principle of action, but of power also.”*

#### *Lectures on Faith* (1985), 2, 3

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## EXERCISE FAITH IN JESUS CHRIST

If you are unable to watch the video, read this script.



**ELDER DAVID A. BEDNAR:** Taking action is the exercise of faith. The children of Israel are carrying the ark of the covenant. They come to the River Jordan. The promise is they will cross over on dry land. When does the water part? When their feet are wet. They walk into the river—act. Power follows—the water parts.

We oftentimes believe, “I’m going to have this perfect understanding, and then I’m going to transform that into what I do.” I would suggest that we have enough to get started. We have a sense of the right direction. Faith is a principle—the principle—of action and of power. True faith is focused in and on the Lord Jesus Christ and always leads to action.

(See “Seek Learning by Faith” [address to Church Educational System religious educators, Feb. 3, 2006], [lds.org/media-library](https://www.lds.org/media-library))

**Back to page 224.**

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## SCRIPTURES ABOUT FAITH IN ACTION

Because Daniel would not stop praying, he was thrown into a den of lions, but “God . . . sent his angel, and . . . shut the lions’ mouths, . . . and no manner of hurt was found upon him, because he believed in his God” (Daniel 6:22–23; see also verses 16–21).

The Lord gave Lehi the Liahona to guide his family, and “it did work for them according to their faith in God. . . . [When] they were slothful, and forgot to exercise their faith and diligence . . . they did not progress in their journey” (Alma 37:40–41).

“Bring ye all the tithes into the storehouse . . . and prove me now herewith

. . . if I will not open you the windows of heaven, and pour you out a blessing, that there shall not be room enough to receive it” (Malachi 3:10).

During a famine, Elijah asked a widow to give him her last meal. Elijah promised that because of her faith the Lord would provide food to her, and her food never ran out. (See 1 Kings 17.)

“When the poor and needy seek water, and there is none, and their tongue faileth for thirst, I the Lord will hear them, I the God of Israel will not forsake them” (Isaiah 41:17; see also verse 18).



## 3: MANAGE MONEY

**Ponder:** Why is managing money so hard—and so important?

**Watch:** “First Things First!” available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 228.)

**Discuss:** Why should we keep track of and save our money?

**Read:** Doctrine and Covenants 104:78 and the statement from *All Is Safely Gathered In* (on the right)

**Discuss:** Read the self-reliant approach to managing money (below). How can we make this a habit?

*“And again, verily I say unto you, concerning your debts—behold it is my will that you shall pay all your debts.”*

**DOCTRINE AND COVENANTS 104:78**

### SELF-RELIANT APPROACH

①

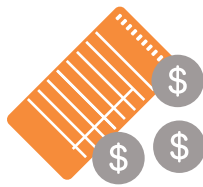
Work hard and smart to receive money.



**Income**

②

Pay the Lord first.



**Tithes and offerings**

③

Pay ourselves second.



**Savings**

④

**Then** we spend less than we earn and avoid debt.



**Current living expenses**

*“Pay tithes and offerings, . . . avoid debt, . . . use a budget, . . . determine how to reduce what you spend for non-essentials . . . [and] discipline yourself to live within your budget plan.”*

**ALL IS SAFELY GATHERED IN:  
FAMILY FINANCES**  
(booklet, 2007), 3

## ACTIVITY

**Step 1:** Individually review your spending below.

HOW DO I FEEL ABOUT MY SPENDING?			
Category	I spend too little	I feel good about my spending	I spend too much
<b>EXAMPLE</b> ➔ Clothing			✓
Eating out at restaurants			
Groceries			
Snacks and beverages			
Entertainment			
Housing			
Utilities			
Clothing			
Household items			
Transportation			
Insurance			
Phone			
Debt payments			
Tithing			
Charitable donations			
Other			

**Step 2:** Read the quote by Elder Robert D. Hales (on the right). Discuss how you could reduce spending in the categories where you spend too much.

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

- Keep track of what you earn and spend every day. You can use the Income and Expense Record on page 229.
- Share what you've learned today about managing money with your family or friends.

*“There seems to be a sense of entitlement in today’s culture. . . . When we become burdened with excessive debt, we have . . . placed ourselves in self-imposed servitude, spending all of our time, all of our energy, and all of our means to the repayment of our debts. . . . It is essential that we . . . develop a spending and savings plan—a budget—and distinguish between wants and needs.”*

**ROBERT D. HALES,**  
**“Seek and Attain**  
**the Spiritual High**  
**Ground in Life”**  
 (Church Educational System fireside, Mar. 2009), [lds.org/media-library](https://www.lds.org/media-library)

### FIRST THINGS FIRST!

If you are unable to watch the video, choose roles and read this script.



**SETTING:** *Young boy and girl, dressed in adult clothes, acting like their parents.*

**BOY:** I'm home, dear.

**GIRL:** Welcome home. Oh my, you look tired.

**BOY:** You do too. You work very hard, don't you?

**GIRL:** Well, we're supposed to work, aren't we?

**BOY:** I earned 10 today.

**GIRL:** Oh, what a blessing. So, first things first. Let's pay our tithing, shall we?

**BOY:** But what if we don't have enough?

**GIRL:** That's where faith comes in!

**BOY:** Okay. So what's next?

**GIRL:** Well, we'll need to buy food and bus fare and pay rent. And then it would be nice to buy a chair . . .

**BOY:** But we can't. See? We don't have enough money.

**GIRL:** Could we borrow some?

**BOY:** They say debt is dangerous. We don't want to get in trouble.

**GIRL:** Okay. You're right. So what do we do with this?

**BOY:** Let's save it! You never know what will happen.

**GIRL:** That feels right. But there's nothing left for fun.

**BOY:** We have each other! And I'll try to earn more.

**GIRL:** I'll try to spend less!

**BOY:** That way we can be happy—and self-reliant!

**GIRL:** Right! That wasn't so difficult. Why do grown-ups make it so hard?

**BOY:** Oh, you know. That's just how grown-ups are.

**Back to page 226.**

## INCOME AND EXPENSE RECORD

Write how much you spend each week. What would it be like if you had enough money for your needs?

HOW MUCH DO I SPEND WEEKLY?					How much do I need each month to be self-reliant?
	Week 1	Week 2	Week 3	Week 4	
<b>Income</b>					
Tithes, offerings					
Savings					
Food					
Housing					
Medical expenses					
Transportation					
Educational expenses					
Debt payments					
Clothing					
Utilities					
Phone					
Entertainment					
Insurance					
Other					
<b>Total expenses</b>					



## 4: REPENT AND BE OBEDIENT

**Ponder:** How are repentance and obedience connected to self-reliance?

**Watch:** “Obedience Brings Blessings,” available at [srs.lds.org/videos](https://srs.lds.org/videos).  
(No video? Read page 231.)

**Discuss:** What blessings have you received by obeying God’s laws?  
How does repentance help us progress?

**Read:** Doctrine and Covenants 130:20–21 and the quote by the Prophet Joseph Smith (on the right)

*“There is a law . . . upon which all blessings are predicated—and when we obtain any blessing from God, it is by obedience to that law upon which it is predicated.”*

**DOCTRINE AND COVENANTS  
130:20–21**

*“I made this my rule: When the Lord commands, do it.”*

**Teachings of Presidents of the Church: Joseph Smith (2007), 160**

### ACTIVITY

Obedience to specific laws leads to specific blessings.

**Step 1:** On your own, write some blessings you desire in the left column.

**Step 2:** Identify which laws or principles you will need to obey in order to receive the blessings you desire.

BLESSINGS I WANT TO RECEIVE	LAWS OR PRINCIPLES TO OBEY
<i>Three months of savings</i>	<i>Tithes and offerings (Malachi 3:10–12) Follow a budget</i>

**Discuss:** Read Joshua 3:5 and the quotes by Elder Jeffrey R. Holland and President Spencer W. Kimball (on page 231). Why do we need to repent, sanctify ourselves, and try to do good as we seek to become self-reliant?

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

- Obey the law you chose in the activity above.
- Share what you’ve learned today about obedience with your family or friends.



## OBEDIENCE BRINGS BLESSINGS

If you are unable to watch the video, read this script.



### **PRESIDENT THOMAS S. MONSON:**

What a glorious promise! “He that keepeth [God’s] commandments receiveth truth and light, until he is glorified in truth and knoweth all things” [D&C 93:28]. . . .

My brothers and sisters, the great test of this life is obedience. “We will prove them herewith,” said the Lord, “to see if they will do all things whatsoever the Lord their God shall command them” [Abraham 3:25].

Declared the Savior, “For all who will have a blessing at my hands shall abide the law which was appointed for that blessing, and the conditions thereof, as were instituted from before the foundation of the world” [D&C 132:5].

No greater example of obedience exists than that of our Savior. Of Him, Paul observed:

“Though he were a Son, yet learned he obedience by the things which he suffered;

“And being made perfect, he became the author of eternal salvation unto all them that obey him” [Hebrews 5:8–9].

The Savior demonstrated genuine love of God by living the perfect life, by honoring the sacred mission that was

His. Never was He haughty. Never was He puffed up with pride. Never was He disloyal. Ever was He humble. Ever was He sincere. Ever was He obedient. . . .

When faced with the agony of Gethsemane, where He endured such pain that “his sweat was as it were great drops of blood falling down to the ground” [Luke 22:44], He exemplified the obedient Son by saying, “Father, if thou be willing, remove this cup from me: nevertheless not my will, but thine, be done” [Luke 22:42].

As the Savior instructed His early Apostles, so He instructs you and me, “Follow thou me” [John 21:22]. Are we willing to obey?

The knowledge which we seek, the answers for which we yearn, and the strength which we desire today to meet the challenges of a complex and changing world can be ours when we willingly obey the Lord’s commandments. I quote once again the words of the Lord: “He that keepeth [God’s] commandments receiveth truth and light, until he is glorified in truth and knoweth all things” [D&C 93:28].

It is my humble prayer that we may be blessed with the rich rewards promised to the obedient. In the name of Jesus Christ, our Lord and Savior, amen.

(“Obedience Brings Blessings,” *Ensign or Liahona*, May 2013, 89, 92)

*“Sanctify yourselves: for to morrow the Lord will do wonders among you.”*

### **JOSHUA 3:5**

*“The Lord blesses those who want to improve, who accept the need for commandments and try to keep them. . . . He will help you repent, repair, fix whatever you have to fix, and keep going. Soon enough you will have the success you seek.”*

**JEFFREY R. HOLLAND,**  
**“Tomorrow the Lord Will Do Wonders among You,”** *Ensign or Liahona*, May 2016, 126

*“If we like luxuries or even necessities more than we like obedience, we will miss the blessings which he would like to give us.”*

**SPENCER W. KIMBALL,**  
**in *The Teachings of Spencer W. Kimball*,**  
**ed. Edward L. Kimball (1982), 212**

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## 5: USE TIME WISELY

**Ponder:** Why is time one of God’s greatest gifts?

**Watch:** “The Gift of Time,” available at [srs.lds.org/videos](https://srs.lds.org/videos). (No video? Read page 233.)

**Discuss:** What did you learn from Sister Benkosi?

**Read:** Alma 34:32 and the quote by President Brigham Young (on the right)

*“For behold, this life is the time for men to prepare to meet God; yea, behold the day of this life is the day for men to perform their labors.”*

**ALMA 34:32**

### ACTIVITY

**Step 1:** With a partner, read the five steps you can take each day to use your time well.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>LIST TASKS</b>	<b>PRAY</b>	<b>SET PRIORITIES</b>	<b>SET GOALS, ACT</b>	<b>REPORT</b>
Each morning, make a list of tasks to do. Add names of people to serve.	Pray for guidance. Review your list of tasks. Listen. Commit to do your best.	On your list of tasks, put a 1 by the most important, a 2 by the next most important, and so on.	Listen to the Spirit. Set goals. Work hard. Start with the most important task and work down the list.	Each night, report to Heavenly Father in prayer. Ask questions. Listen. Repent. Feel His love.

**Step 2:** On a separate piece of paper, list your tasks. These should be important tasks for your work, for school, for church, or for family service—not just daily chores. Pray about and prioritize your list.

**Step 3:** Tomorrow you should set goals, act, and report how you’ve used your time.

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action:

- Practice these steps every day to use your time more wisely. Report each night to Heavenly Father in your prayers.
- Share what you’ve learned today about using time wisely with your family or friends.

*“Time is all the capital stock there is on the earth. . . . If properly used, it brings that which will add to your comfort, convenience, and satisfaction. Let us consider this, and no longer sit with hands folded, wasting time.”*

**BRIGHAM YOUNG, in Discourses of Brigham Young, sel. John A. Widtsoe (1954), 214**

## THE GIFT OF TIME

If you are unable to watch the video, choose roles and read this script.



**KOFI:** Hello, Sister Benkosi. How are you?

**SISTER BENKOSI:** Are you okay, Kofi?

**KOFI:** Oh, Sister Benkosi. I'm so busy. I have to work and serve and help my family . . . and then my football too. I have no time!

**SISTER B.:** Kofi, you have all the time there is.

**KOFI:** What?

**SISTER B.:** My boy, God has given us a great gift—our time. We must do with it what matters most.

**KOFI:** But how, Sister Benkosi? You have always done so much. You have succeeded with your family, with your business. You have served and blessed many, like me. I don't know how you do it.

**SISTER B.:** Do you really want to know? If you will sit still and listen, I will tell you my secret.

Every morning I rise before the sun. I dress and wash my face and hands.

I read the scriptures. Then I make a list of what I should do that day.

I think of who I might serve. I pray to know God's will. And I listen.

Sometimes the names or faces of people come to mind. I add them to my list.

**KOFI:** Is that how you always know just who needs your service?

**SISTER B.:** Yes, Kofi. And I pray for strength and wisdom. I pray that God will "consecrate [my] performance." It says that in 2 Nephi 32.

I thank Him. I promise to do my best. I ask that He will do what I cannot.

Then I look at my list. I put a 1 by the most important thing, then a 2.

**KOFI:** How do you know the priorities?

**SISTER B.:** I listen when I pray! Then I go to work. I look at number 1 and try to do it first, then number 2.

Sometimes things change. The Holy Ghost tells me to do something else. That is good.

I work very hard, but I have peace. I know God will help me.

So, with my list and the Spirit, I do what matters, Kofi.

**KOFI:** That sounds simple and hard at the same time.

**SISTER B.:** You are right! When I finally prepare for bed, I pray. I report to Heavenly Father. I tell Him how the day went. I ask questions. I ask what I can do better. I listen. I often feel His love. I know He magnifies what I try to do. Then I have peace, Kofi, and I sleep.

**KOFI:** That is good, Mamma Benkosi. I want this peace. I want to use my time. I want to work and serve better.

**Back to page 232.**



## 6: WORK: TAKE RESPONSIBILITY AND PERSEVERE

**Ponder:** Why does Heavenly Father want me to take personal responsibility for my life?

**Watch:** "Sedrick's Journey," available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 235.)

**Discuss:** How do we learn to keep going, even when the work is difficult?

**Read:** Doctrine and Covenants 42:42 and the quote by President James E. Faust (on the right)

**Discuss:** Read the quote by Elder D. Todd Christofferson (on page 235). Why does the Lord expect us to work for what we receive?

*"Thou shalt not be idle; for he that is idle shall not eat the bread nor wear the garments of the laborer."*

### DOCTRINE AND COVENANTS 42:42

*"Perseverance is demonstrated by those who . . . don't give up even when others say, 'It can't be done.'"*

**JAMES E. FAUST,**  
**"Perseverance,"**  
**Ensign or Liahona,**  
**May 2005, 51**

### ACTIVITY

**Step 1:** Choose a partner and read together each step in the pattern below.

**Step 2:** Ask each other to talk about a very hard task or challenge the other currently faces.

**Step 3:** Help each other apply the four steps below to the difficult task or challenge.

1 KEEP A POSITIVE ATTITUDE	2 REMEMBER TO WORK TOGETHER	3 REPLACE FEAR WITH FAITH	4 MOVE FORWARD WITH PATIENCE AND COURAGE
List your blessings.	Ask friends, peers, group members, and others for help.	Avoid doubt. Remember that the Lord has all power. Call upon Him and accept His will.	Never, never, never give up; endure with faith. Look for lessons the Lord might be teaching you.

**Step 4:** Write two or three ways you can move forward with faith, trusting that God will provide.

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**Ponder:** Read the quote by President Thomas S. Monson (on the right). How do I react when I experience failure?

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

Choose something that is hard or uncomfortable and finish the task. Write it below.

Share what you've learned today about work and perseverance with your family and friends.

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## SEDRICK'S JOURNEY

If you are unable to watch the video, read this script.



**SEDRICK:** My name is Sedrick Kambesabwe. I live in the Democratic Republic of the Congo. I'm a member of the LDS Church.

I'm a branch missionary in the village of Kipusanga. I need to prepare to go on a foreign mission. In order to go on a mission, I need a passport, which now costs 250 U.S. dollars.

To earn money, my father and I buy bananas. Some villages produce a lot of bananas: Tishabobo, Lusuku, and Kamanda.

Tishabobo is about 9 miles from here. Lusuku is 18 miles. Kamanda is 18 as

well. We go there and buy bananas, and we bring them back here to sell.

To go to the villages we use a bicycle. We can take four or six bunches of bananas.

When I go by bike, it can take an hour and a half each way, if the bike is working and I have the strength. When it is midday and the heat is oppressive, I move slowly because of the heat and the sun.

I can do two trips per day if I wake up very early in the morning. It is a good way to help pay for my passport.

Now I'm earning money, little by little, so I'm saving for both school expenses and the mission. And now, after four years of work, I have enough money for my passport, plus 70 dollars saved.

**Back to page 234.**

*"God has designed this mortal existence to require nearly constant exertion. . . . By work we sustain and enrich life. . . . Work builds and refines character, creates beauty, and is the instrument of our service to one another and to God. A consecrated life is filled with work, sometimes repetitive, . . . sometimes unappreciated but always work that improves, . . . lifts, [and] aspires."*

**D. TODD CHRISTOFFERSON,**  
**"Reflections on a Consecrated Life,"**  
**Ensign or Liahona,**  
**Nov. 2010, 17**

*"Our responsibility is to rise from mediocrity to competence, from failure to achievement. Our task is to become our best selves. One of God's greatest gifts to us is the joy of trying again, for no failure ever need be final."*

**THOMAS S. MONSON,**  
**"The Will Within,"**  
**Ensign, May 1987, 68**



# 7: SOLVE PROBLEMS

**Ponder:** Why does Heavenly Father allow us to face problems and challenges?

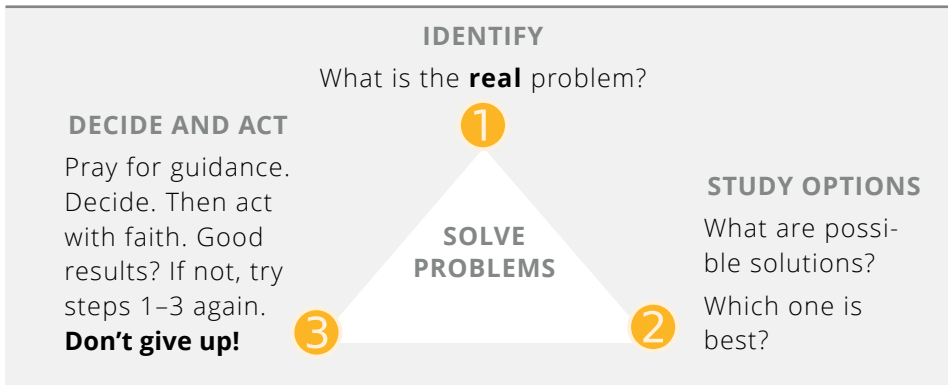
**Watch:** "A Bigger Truck?" available at srs.lds.org/videos. (No video? Read page 237.)

**Discuss:** What is the real problem in this story? What are some options for the two men?

**Read:** Doctrine and Covenants 9:7–9 and the quote by Elder Robert D. Hales (on the right)

## ACTIVITY

**Step 1:** Choose a partner, and read the steps below.



**Step 2:** Choose a problem you are facing and write it below.

\_\_\_\_\_

**Step 3:** Apply each step to your problem.

Identify: \_\_\_\_\_

Study options: \_\_\_\_\_

\_\_\_\_\_

Decide and act: \_\_\_\_\_

\_\_\_\_\_

*"Behold, you have not understood; you have supposed that I would give it unto you, when you took no thought save it was to ask me.*

*But, behold, I say unto you, that you must study it out in your mind; then you must ask me if it be right, and if it is right I will cause that your bosom shall burn within you; therefore, you shall feel that it is right.*

*But if it be not right you shall have no such feelings, but you shall have a stupor of thought that shall cause you to forget the thing which is wrong."*

### DOCTRINE AND COVENANTS 9:7–9

*"The Lord expects us to help solve our own problems. . . . We are thinking, reasoning human beings. We have the ability to identify our needs, to plan, to set goals, and to solve our problems."*

**ROBERT D. HALES,**  
**"Every Good Gift,"**  
**New Era, Aug. 1983,**  
**8, 9**

**Read:** 1 Nephi 17:51 and 1 Nephi 18:2–3 (on the right)

**Discuss:** How was Nephi able to build a ship?

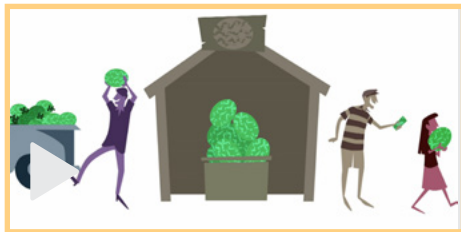
**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

- Act on the steps you discussed in the activity to begin solving your problem. Remember, don't give up. It takes time to solve problems and make changes.
- Share what you've learned today about solving problems with your family or friends.

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## A BIGGER TRUCK?

If you are unable to watch the video, read this script.



**ELDER DALLIN H. OAKS:** Two men formed a partnership. They built a small shed beside a busy road. They obtained a truck and drove it to a farmer's field, where they purchased a truckload of melons for a dollar a melon. They drove the loaded truck to their shed by the road, where they sold their melons for a dollar a melon.

They drove back to the farmer's field and bought another truckload of melons for a dollar a melon. Transporting them to the roadside, they again sold them for a dollar a melon. As they drove back toward the farmer's field to get another load, one partner said to the other, "We're not making much money on this business, are we?" "No, we're not," his partner replied. "Do you think we need a bigger truck?"

("Focus and Priorities," *Ensign*, May 2001, 82).

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*"And now, if the Lord has such great power, and has wrought so many miracles among the children of men, how is it that he cannot instruct me, that I should build a ship?"*

### 1 NEPHI 17:51

*"Now I, Nephi, did not work the timbers after the manner which was learned by men, neither did I build the ship after the manner of men; but I did build it after the manner which the Lord had shown unto me; wherefore, it was not after the manner of men.*

*"And I, Nephi, did go into the mount oft, and I did pray oft unto the Lord; wherefore the Lord showed unto me great things."*

### 1 NEPHI 18:2–3



## 8: BECOME ONE, SERVE TOGETHER

**Report:** Briefly share with the group something you did last week to help solve a problem.

**Ponder:** How does losing myself in the service of others actually save me?

**Watch:** “In the Lord’s Way,” available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 239.)

**Discuss:** How can serving others open the windows of heaven in your life?

**Read:** Some feel that they deserve what others already have, which can cause resentment. Others feel entitled to things they have not earned. These two traps blind people from seeing an essential truth: all things belong to God. Resentment and entitlement can be overcome by focusing on the needs of others. Read Mosiah 2:17, Mosiah 4:26, and the quote by President Gordon B. Hinckley (on the right).

### ACTIVITY

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**Step 1:** As a group, think of someone who needs help.

**Step 2:** Discuss the talents, contacts, and resources you have to offer.

**Step 3:** Make a plan to serve that person. For example, you could:



- Perform a service project in your community.
  - Prepare your family history using the booklet *My Family: Stories That Bring Us Together*. Then go to the temple and perform sacred ordinances for family members who have died.
  - Help someone on his or her path to self-reliance.
- 

*“When ye are in the service of your fellow beings ye are only in the service of your God.”*

#### MOSIAH 2:17

*“And now, for the sake of . . . retaining a remission of your sins from day to day, . . . I would that ye should impart of your substance to the poor, every man according to that which he hath, such as feeding the hungry, clothing the naked, visiting the sick and administering to their relief, both spiritually and temporally, according to their wants.”*

#### MOSIAH 4:26

*“When you are united, your power is limitless. You can accomplish anything you wish to accomplish.”*

**GORDON B. HINCKLEY, “Your Greatest Challenge, Mother,” *Ensign*, Nov. 2000, 97**



**Read:** Quotes by Elder Robert D. Hales and President Thomas S. Monson (on the right)

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

- Act on the plan you made to serve someone.
- Share what you've learned today about service with your family or friends.

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## IN THE LORD'S WAY

If you are unable to watch the video, read this script.



**PRESIDENT HENRY B. EYRING:** The principles at the foundation of the Church welfare program are not for only one time or one place. They are for all times and all places. . . .

. . . The way it is to be done is clear. Those who have accumulated more are to humble themselves to help those in need. Those in abundance are to voluntarily sacrifice some of their comfort, time, skills, and resources to relieve the suffering of those in need. And the help is to be given in a way that increases the power of the recipients to care for themselves and then care for others. Done in this, the Lord's way, something remarkable can happen. Both the giver and the receiver are blessed.

(Adapted from an address given by President Eyring at the dedication of the Sugarhouse Utah Welfare Services Center, June 2011, LDS.org)

**PRESIDENT DIETER F. UCHTDORF:**

Brothers and sisters, we each have a covenant responsibility to be sensitive to the needs of others and serve as the Savior did—to reach out, bless, and uplift those around us.

Often, the answer to our prayer does not come while we're on our knees but while we're on our feet serving the Lord and serving those around us. Selfless acts of service and consecration refine our spirits, remove the scales from our spiritual eyes, and open the windows of heaven. By becoming the answer to someone's prayer, we often find the answer to our own.

("Waiting on the Road to Damascus," *Ensign* or *Liahona*, May 2011, 76)

**Back to page 238.**

*"The purpose of both temporal and spiritual self-reliance is to get ourselves on higher ground so that we can lift others in need."*

**ROBERT D. HALES,**  
**"Coming to Ourselves: The Sacrament, the Temple, and Sacrifice in Service,"** *Ensign* or *Liahona*, May 2012, 36

*"When we work together cooperatively, . . . we can accomplish anything. When we do so, we eliminate the weakness of one person standing alone and substitute the strength of many serving together."*

**THOMAS S. MONSON,**  
**"Church Leaders Speak Out on Gospel Values,"** *Ensign*, May 1999, 118



## 9: COMMUNICATE: PETITION AND LISTEN

**Ponder:** When has Heavenly Father answered my prayers?

**Watch:** “Creating Lift,” available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 241.)

**Discuss:** How can we recognize answers to our prayers? Why is listening an essential part of prayer?

**Read:** Doctrine and Covenants 8:2 and the quote by President Russell M. Nelson (on the right)

**Discuss:** Why is listening an essential skill? How can careful listening help us in our work?

*“I will tell you in your mind and in your heart, by the Holy Ghost, which shall come upon you and which shall dwell in your heart.”*

### DOCTRINE AND COVENANTS 8:2

*“Your soul will be blessed as you learn to listen, then listen to learn from children, parents, partners, neighbors, and Church leaders, all of which will heighten capacity to hear counsel from on high.”*

**RUSSELL M. NELSON,**  
**“Listen to Learn,”**  
*Ensign, May 1991, 24*

### ACTIVITY

**Step 1:** As a group, read the steps below and briefly discuss them.

**Step 2:** Ask one or two members of the group to tell the others about a challenge or question they have. Everyone else should try to listen, following these steps.

**Step 3:** When finished, ask the group members who spoke how they felt when the group really tried to listen.



**Read:** Quotes by President Henry B. Eyring and Elder Robert D. Hales (on the right)

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action.

- Pray individually and as a family each morning and night. Spend time after each prayer reverently listening for guidance.
- Share what you've learned today about communication with your family or friends.

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## CREATING LIFT

If you are unable to watch the video, read this script.



**PRESIDENT DIETER F. UCHTDORF:**

In order to get an airplane off the ground, you must create lift. In aerodynamics, lift happens when air passes over the wings of an airplane in such a way that the pressure underneath the wing is greater than the pressure above the wing. When the upward lift exceeds the downward pull of gravity, the plane rises from the ground and achieves flight.

In a similar way, we can create lift in our spiritual life. When the force that is pushing us heavenward is greater than the temptations and distress that drag us downward, we can ascend and soar into the realm of the Spirit.

Though there are many gospel principles that help us to achieve lift, I would like to focus on one in particular.

Prayer!

Prayer is one of the principles of the gospel that provides lift. Prayer has the power to elevate us from our worldly cares. Prayer can lift us up through clouds of despair or darkness into a bright and clear horizon.

One of the greatest blessings and privileges and opportunities we have as children of our Heavenly Father is that we can communicate with Him through prayer. We can speak to Him of our life experiences, trials, and blessings. We can listen for and receive celestial guidance from the Holy Spirit at any time and at any place.

(See Dieter F. Uchtdorf, "Prayer and the Blue Horizon," *Ensign or Liahona*, June 2009, 5–6)

*"Our Heavenly Father hears the prayers of His children across the earth pleading for food to eat, for clothes to cover their bodies, and for the dignity that would come from being able to provide for themselves."*

**HENRY B. EYRING,**  
**"Opportunities to Do Good,"** *Ensign or Liahona*, May 2011, 22

*"We must ask for help from our Heavenly Father and seek strength through the Atonement of His Son, Jesus Christ. In both temporal and spiritual things, [this] enables us to become provident providers for ourselves and others."*

**ROBERT D. HALES,**  
**"Becoming Provident Providers Temporally and Spiritually,"** *Ensign or Liahona*, May 2009, 7–8

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## 10: SHOW INTEGRITY

**Ponder:** Why does the Lord love those with “integrity of heart”?

**Watch:** “What Shall a Man Give in Exchange for His Soul?” available at [srs.lds.org/videos](http://srs.lds.org/videos). (No video? Read page 243.)

**Discuss:** What does it mean to have integrity? What are some small ways people give away their souls to get things in this life?

**Read:** Articles of Faith 1:13 and Job 27:5 (on the right)

### ACTIVITY

On your own, rate yourself in the following areas.

**PUT A NUMBER IN FRONT OF EACH ITEM TO SHOW HOW OFTEN YOU ACT THIS WAY.**

*1 = never, 2 = sometimes, 3 = often, 4 = always*

- \_\_\_\_\_ 1. I keep all of my promises, commitments, and covenants.
- \_\_\_\_\_ 2. I am completely truthful in things I say and in the records I keep.
- \_\_\_\_\_ 3. I do not exaggerate to make things appear better than they are.
- \_\_\_\_\_ 4. I return everything I borrow and do not take things that do not belong to me.
- \_\_\_\_\_ 5. I am completely faithful to my spouse in my words and actions.
- \_\_\_\_\_ 6. I never cheat, even when I know I won't be caught.
- \_\_\_\_\_ 7. When I find something that isn't mine, I return it to the owner.
- \_\_\_\_\_ 8. I always pay back money I borrow.

**Discuss:** Read Mosiah 4:28 (on the right) and the quote by Elder Joseph B. Wirthlin (on page 243). Why is repaying a debt or business or student loan (like a PEF loan) a matter of personal integrity?

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action:

- Improve one of the eight areas you rated above.
- Share what you've learned today about integrity with your family or friends.

*“We believe in being honest.”*

#### ARTICLES OF FAITH 1:13

*“Till I die I will not remove mine integrity from me.”*

#### JOB 27:5

*“And I would that ye should remember, that whosoever among you borroweth of his neighbor should return the thing that he borroweth, according as he doth agree, or else thou shalt commit sin; and perhaps thou shalt cause thy neighbor to commit sin also.”*

#### MOSIAH 4:28

## WHAT SHALL A MAN GIVE IN EXCHANGE FOR HIS SOUL?

If you are unable to watch the video, read this script.



**ELDER ROBERT C. GAY:** The Savior once asked His disciples the following question: “What shall a man give in exchange for his soul?”

This is a question that my father taught me to carefully consider years ago. As I was growing up, my parents assigned me chores around the house and paid me an allowance for that work. I often used that money, a little over 50 cents a week, to go to the movies. Back then a movie ticket cost 25 cents for an 11-year-old. This left me with 25 cents to spend on candy bars, which cost 5 cents apiece. A movie with five candy bars! It couldn’t get much better than that.

All was well until I turned 12. Standing in line one afternoon, I realized that the ticket price for a 12-year-old was 35 cents, and that meant two less candy bars. Not quite prepared to make that sacrifice, I reasoned to myself, “You look the same as you did a week ago.” I then stepped up and asked for the 25-cent ticket. The cashier did not blink, and I bought my regular five candy bars instead of three.

Elated by my accomplishment, I later rushed home to tell my dad about my big coup. As I poured out the details, he said nothing. When I finished, he simply looked at me and said, “Son, would you sell your soul for a nickel?” His words pierced my 12-year-old heart. It is a lesson I have never forgotten.

(“What Shall a Man Give in Exchange for His Soul?” *Ensign* or *Liahona*, Nov. 2012, 34)

**Back to page 242.**

*“Integrity means always doing what is right and good, regardless of the immediate consequences. It means being righteous from the very depth of our soul, not only in our actions but, more importantly, in our thoughts and in our hearts. . . . A little lying, a little cheating, or taking a little unfair advantage are not acceptable to the Lord. . . . The consummate reward of integrity is the constant companionship of the Holy Ghost, . . . [who will] guide us in all we do.”*

**JOSEPH B. WIRTHLIN,**  
**“Personal Integrity,”**  
*Ensign*, May 1990,  
**30, 32, 33**



# 11: SEEK LEARNING: RESOLVE WHERE YOU ARE GOING AND HOW TO GET THERE

**Ponder:** How does learning create opportunity?

**Watch:** "Education for a Better Life," available at [srs.lds.org/videos](http://srs.lds.org/videos).  
(No video? Read page 247.)

**Discuss:** What did Elder Joseph W. Sitati want when he was 13? What did he do about it?

**Read:** Doctrine and Covenants 88:118–19 and the quote by President Gordon B. Hinckley (on the right)

**Ponder:** What thoughts and impressions have you had from the Holy Ghost about improving your life?

## ACTIVITY—CREATING A "LIFE'S MISSION"

**Step 1:** Read the quote by President Henry B. Eyring (on page 245). The Lord has a plan for you. He has blessed you with special gifts and talents that will allow you to become anything He desires you to become. You can fulfill your mission here on earth if you are diligent in seeking to understand and obey His will for you.

**Step 2:** Answer the questions below to start creating your vision or "life's mission."

### MY LIFE'S MISSION

Where do I want to be in five years?

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Why?

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What skills, knowledge, or experience do I need to get there?

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*"Seek ye diligently and teach one another words of wisdom; yea, seek ye out of the best books words of wisdom; seek learning, even by study and also by faith. . . . Establish a house . . . of learning."*

**DOCTRINE AND COVENANTS  
88:118–19**

*"We have a responsibility and a challenge to take our places in the world of business, science, government, medicine, education, and every other worthwhile and constructive vocation. We have an obligation to train our hands and minds to excel in the work of the world for the blessing of all mankind."*

**GORDON B. HINCKLEY, "A City upon a Hill," *Ensign*, July 1990, 5**

**Commit:** Commit to do the following actions during this week. Check the box when you complete each action.

- Complete the following goals and mentor activities.
- Finish writing your “life’s mission” plan and discuss it with your family.
- Ask someone to be your mentor and set a time to meet.

## ACTIVITY—CREATING GOALS

**Step 1:** Read the quote from President Howard W. Hunter (on the right). Through goals, our hopes are transformed into action.

Goals should:

1. Be specific and measurable.
2. Be written down and placed where you can see them at least daily.
3. Have set completion times.
4. Have specific actions to take to accomplish the goal.
5. Be constantly reviewed, reported, and updated.

**Step 2:** On a separate sheet of paper, write two or three goals that will help you achieve your life’s mission. Follow the example below. Place the paper where you can see it daily.

GOAL	WHY?	SPECIFIC STEPS TO ACHIEVE GOAL	TIMELINE	WHO WILL I REPORT MY PROGRESS TO?
EXAMPLE: Read the Book of Mormon 30 minutes each day.	So I can receive daily direction from the Holy Ghost.	1. Wake up at 6:30 a.m. every day. 2. Read before breakfast. 3. Record my progress on a chart.	I will evaluate my progress every night before I go to bed.	I will share my progress chart with a family member each Sunday.

*“Plead that the Spirit will show you what the Lord wants you to do. Plan to do it. Promise Him to obey. Act with determination until you have done what He asked. And then pray . . . to know what you might do next.”*

**HENRY B. EYRING,**  
**“Act in All Diligence,”**  
**Ensign or Liahona,**  
**May 2010, 63**

*“This is a gospel of repentance, and we need to be repenting and resolving. Indeed, the process of repenting, making commitments, and setting goals should be a continuous one. . . . I commend the practice to you.”*

**HOWARD W. HUNTER,**  
**“The Dauntless**  
**Spirit of Resolution”**  
**(Brigham Young**  
**University devo-**  
**tional, Jan. 5, 1992),**  
**2, speeches.byu.edu**

## ACTIVITY—FINDING A MENTOR

**Step 1:** Read the quote from Elder Robert D. Hales (on the right). There are different kinds of mentors. You may need someone with a lot of experience to answer your questions—someone who has done what you want to do. Other mentors can be righteous friends or family members. These are people willing to spend more time encouraging you to make changes in your life and holding you accountable to progress.

**Step 2:** Think about the kind of help you need. Write a list of people who could be your mentors. Ponder and pray about your list of names.

**Step 3:** Answer the questions below to start a mentor relationship. To invite someone to be your mentor, you could simply ask, “I’m trying to make a change in my life. Would you be willing to help me?”

### MY MENTOR

Who would you like to be your mentor?

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When will you ask him or her to be your mentor?

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When could you meet to share your “life’s mission” and goals?

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How frequently would you like to meet with your mentor?

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**Step 4:** Remember that you are responsible for your “life’s mission.”

When you meet with your mentor:

- Review your progress.
- Review the roadblocks to your progress and what you are doing to overcome them.
- Review specifically what you plan to do before you meet with your mentor again.

*“In my young adult years, I sought counsel from my parents and from faithful, trusted advisers. One was a priesthood leader; another was a teacher who believed in me. . . . Prayerfully select mentors who have your spiritual well-being at heart.”*

**ROBERT D. HALES,**  
**“Meeting the Challenges of Today’s World,”**  
*Ensign or Liahona,*  
 Nov. 2015, 46



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## EDUCATION FOR A BETTER LIFE

If you are unable to watch the video, read this script.



**ELDER JOSEPH W. SITATI:** At 13 I lived in a very rural part of Kenya. People had very little. But those who seemed to afford the things that others admired were those who had a good education. I came to see that education was a key to a better life.

The thought kept coming to me to go and speak to the principal of one of the schools that I really desired to attend. I needed my father's bicycle to make this journey that took half a day. I had never been out of my village. I did not know how to speak English very well, and this principal was a white man. I had never before met or spoken directly to a white man, so this was an intimidating thought.

Something inside me kept pushing me along and telling me that I should do this, so I set off to visit the principal. As I looked at him I could see that he was quite surprised to see this young boy standing like a soldier in front of him. He had kind eyes, so that gave me courage. I told him that I really wanted to join his school and I would be very happy if he could take me. Then he said, "Well, we'll see when the test

results are out." I said, "Thank you, sir." In less than four minutes I was out of the office.

Those four minutes I spent in that office really were the defining moments in my life. I was the only student from my primary school who was selected to one of the best schools in our area. The fact that this good man had given me this opportunity made me grateful, and it inspired me to strive to be the best student in my class.

That opened new opportunities for me to go to another good school and then to prepare for university. My education enabled me to find my wife at university. It enabled me to find a job in the city. While living in Nairobi, we came across a missionary couple that invited us to their home, where they were having meetings with those who are members of the Church. If I had not been in Nairobi at that time, I would never have found the gospel. The fact that I was in a secure job enabled me to serve in the Church.

I testify that education is a key to self-reliance. It will open many avenues for you to be able to provide for yourself temporally and to become spiritually self-reliant as well.

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## 12: RECEIVE TEMPLE ORDINANCES

**Ponder:** What are some of the things that matter most to you?

**Watch:** “Doing What Matters Most,” available at [srs.lds.org/videos](http://srs.lds.org/videos).  
(No video? Read page 249.)

**Discuss:** What insignificant things distract us from progressing? How can gospel ordinances help us?

**Read:** Doctrine and Covenants 84:20 and the quote by President Boyd K. Packer (on the right)

**Discuss:** As we seek self-reliance, why is it important to be temple worthy?

### ACTIVITY

**Step 1:** With a partner, read the quote by Elder Quentin L. Cook (on the right) and the following scriptures. Underline the promised blessings for those who worship in the temple.

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*“Therefore, in the ordinances thereof, the power of godliness is manifest” (D&C 84:20).*

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*“And that they may grow up in thee, and receive a fulness of the Holy Ghost, and be organized according to thy laws, and be prepared to obtain every needful thing” (D&C 109:15).*

---

*“And when thy people transgress, any of them, they may speedily repent and return unto thee, and find favor in thy sight, and be restored to the blessings which thou hast ordained to be poured out upon those who shall reverence thee in thy house” (D&C 109:21).*

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*“And we ask thee, Holy Father, that thy servants may go forth from this house armed with thy power, and that thy name may be upon them, and thy glory be round about them, and thine angels have charge over them” (D&C 109:22).*

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*“We ask thee, Holy Father, . . . that no weapon formed against them shall prosper” (D&C 109:24–25).*

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**Step 2:** Individually ponder, “What do I need to change in my life to participate in temple ordinances more often?”

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*“In the ordinances thereof, the power of godliness is manifest.”*

#### DOCTRINE AND COVENANTS 84:20

*“The Lord will bless us as we attend to the sacred ordinance work of the temples. Blessings there will not be limited to our temple service. We will be blessed in all of our affairs. We will be eligible to have the Lord take an interest in our affairs both spiritual and temporal.”*

**BOYD K. PACKER,**  
***The Holy Temple***  
**(1980), 182**

*“We would do well to study the 109th section of the Doctrine and Covenants and to follow President [Howard W.] Hunter’s admonition ‘to establish the temple of the Lord as the great symbol of [our] membership.’”*

**QUENTIN L. COOK,**  
***“See Yourself in the Temple,” Ensign or Liahona, May 2016,***  
**99; quoting *Teachings of Presidents of the Church: Howard W. Hunter* (2015), 178**

**Commit:** Commit to do the following actions during the week. Check the box when you complete each action:

- If you have a temple recommend, set a date to attend the temple.
- If you don't have a temple recommend, meet with your bishop or branch president to discuss how you can prepare to receive your temple ordinances.
- Share what you've learned about temple ordinances with your family or friends.

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## DOING WHAT MATTERS MOST

If you are unable to watch the video, read this script.



**NARRATOR:** A plane crashed in Florida one dark night in December. Over 100 people were killed. It was just 20 miles from safety.

**PRESIDENT DIETER F. UCHTDORF:** After the accident, investigators tried to determine the cause. The landing gear had indeed lowered properly. The plane was in perfect mechanical condition. Everything was working properly—all except one thing: a single burned-out lightbulb. That tiny bulb—worth about 20 cents—started the chain of events that ultimately led to the tragic death of over 100 people.

Of course, the malfunctioning lightbulb didn't cause the accident; it happened because the crew placed its focus on something that seemed to matter at the moment while losing sight of what mattered most.

The tendency to focus on the insignificant at the expense of the profound happens not only to pilots but to everyone. We are all at risk. . . . Are your thoughts and heart focused on those short-lived fleeting things that matter only in the moment or on things that matter most?

("We Are Doing a Great Work and Cannot Come Down," *Ensign or Liahona*, May 2009, 59, 60)

**Back to page 248.**



# CONTINUE ON YOUR PATH TO SELF-RELIANCE

**Read:** Congratulations! During the past 12 weeks you have established new habits and become more self-reliant. The Lord wants you to continue building on these abilities and developing new ones. As we pray and listen, the Holy Ghost can help us know what things in our life we need to improve.

**Discuss:** What can we do to continue along our path to self-reliance? How can we continue to help one another?

**Commit:** Commit to do the following actions during the next 12 weeks. Check the box when you complete each action:

- Review and continue to live all 12 principles and habits of self-reliance.
- Share what you have learned about self-reliance with others. Continue helping members of your group or offer to facilitate a new self-reliance group.
- Build on your abilities by participating in another self-reliance group.
- Study the doctrinal principles of self-reliance below.

## DOCTRINAL PRINCIPLES OF SELF-RELIANCE

SELF-RELIANCE IS A COMMANDMENT.	THE LORD'S PURPOSE IS TO PROVIDE FOR HIS SAINTS, AND HE HAS ALL POWER TO DO SO.	THE TEMPORAL AND THE SPIRITUAL ARE ONE.
Doctrine and Covenants 78:13-14; Moses 2:27-28	Doctrine and Covenants 104:15; John 10:10; Matthew 28:18; Colossians 2:6-10	Doctrine and Covenants 29:34; Alma 34:20-25

*"And now, my beloved brethren, after ye have gotten into this . . . path, I would ask if all is done? Behold, I say unto you, Nay; for ye have not come thus far save it were by the word of Christ with unshaken faith in him, relying wholly upon the merits of him who is mighty to save. . . . Ye must press forward with a steadfastness in Christ."*

### 2 NEPHI 31:19-20

*"The Lord cares enough about us to give us direction for serving and the opportunity for developing self-reliance. His principles are consistent and never changing."*

**MARVIN J. ASHTON, "Give with Wisdom That They May Receive with Dignity," *Ensign*, Nov. 1981, 91**

## LETTER OF COMPLETION

I, \_\_\_\_\_, have participated in a self-reliance group provided by The Church of Jesus Christ of Latter-day Saints and have fulfilled the requirements necessary for completion as follows:

I attended at least 10 of the 12 meetings.

I completed all 12 principles and taught them to my family.

I completed a service activity.

I have practiced and built a foundation of skills, principles, and habits for self-reliance. I will continue to use these throughout my life.

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*Participant's name*

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*Participant's signature*

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*Date*

I certify that this participant has completed the requirements listed above.

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*Facilitator's name*

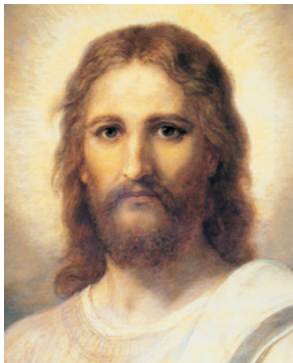
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*Facilitator's signature*

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*Date*

*Note:* A certificate from LDS Business College may be issued at a later date by the stake or district self-reliance committee.



### WILL YOU CONTINUE YOUR PATH TO SELF-RELIANCE?

"Therefore, what manner of men ought ye to be?  
Verily I say unto you, even as I am."

*3 Nephi 27:27*





THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

Self-Reliance Services  
PERPETUAL EDUCATION FUND

