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Key Parts of Job Search Process

1 message

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Key Parts of Job Search Process

1. Self assessment of what you do well (skills and activities that you are both good at doing and enjoy doing) and self assessment of what motivates you at work - your Values is important to do. Use the Skills and Strengths lists and exercise from today's workshop.
2. When you write your resume make certain you include your strongest skills and values throughout the "text" portion of the resume or resumes you write. Proudly announce, these are my strengths !
3. Resumes and cover letters are marketing materials that focus focus on two key issues- what do you have to offer in terms of skills and life experience as it relates to the duties and needs of the position that the employer posted. Try to show in cover letter and resume, you can do what needs to done!
4. The two hidden key parts of any interview are :
 - a- Can you do the job ? Do you really know what is required and do you have most of the skills to do it?
 - b- Do you really want to do the job? Did you research the firm or organization and know what you are getting into, and therefore will be a hard worker and stay for awhile.
5. How do you show you really want job: the main way is to do detailed research on the firm or organization you target and also research trends in its industry. This

shows you are thoughtful, professional and seriously know "why" you want the job and why your particular skills can be applied to what is needed to be done.

6. Networking is really both about announcing your job search and re-connecting with old friends and making new friends.

7. Informational interviewing is a good way to both meet people in an in-depth way and a way to do research as to where the jobs are and what are industry trends- i.e. what firms are both expanding and hiring.

8. Joining an association in an industry of interest and joining a committee is a great way to make new, connected friends and maybe get a reference or two also. It is worth the effort !

9. **Indeed.com** is the best online website for job search. You can search by multiple "job functions" search by "zip code" to find accessible jobs and can get some salary trends also.

10. Remember to always "FOLLOW UP" with a phone call or letter any thing you do; 90% of people do not- so you will stand out in a positive way. Thank people who help you and keep them posted in a positive way about your job search