

JOB READY!

DEVELOPING A JOB SEARCH STRATEGY



JOB SEARCH STRATEGY

- EXAMINE AND CHANGE YOUR ATTITUDE
- SEEK ASSISTANCE AND BECOME PROACTIVE
- SELECT APPROPRIATE JOB SEARCH APPROACHES
- ASSESS YOUR SKILLS: WHO AM I AND WHAT DO I HAVE TO OFFER
- STATE A POWERFUL OBJECTIVE
- CONDUCT RESEARCH ON JOBS, EMPLOYERS, AND COMMUNITIES
- PREPARE A GOOD COVER LETTER AND RESUME
- NETWORK FOR INFORMATION, ADVICE, REFERRAL
- DEVELOP WINNING JOB INTERVIEWING SKILLS
- NEGOTIATE SALARY AND BENEFITS



PREPARING FOR THE JOB SEARCH



PREPARATION

You Hit Home Runs Not By
Chance But By Preparation.
~ Roger Maris ~

JOB PREPARATION TOOLS

- ✓ PERSONAL DATA SHEET
- ✓ PERSONAL REFERENCES SHEET
- ✓ PEOPLE YOU KNOW LIST
- ✓ PERSONAL DOCUMENTS
- ✓ JOB LEADS LOG
- ✓ RESUME AND COVER LETTER
- ✓ CALENDER / SCHEDULE
- ✓ ADDRESS BOOK
- ✓ SMALL ENVELOPES
- ✓ SIZE 10 ENVELOPES
- ✓ PORTFOLIO
- ✓ INDEX CARDS
- ✓ DICTIONARY



BE TRUTHFUL, REALISTIC, AND FOCUSED

- **EMPLOYERS WANT TO HIRE YOUR FUTURE**
- **TAKE RESPONSIBILITY AND MAKE CHANGES**
- **EXAMINE THE MYTHS AND REALITIES TO BUILD
EFFECTIVENESS**
- **EXAMINE THE KEY PRINCIPLES FOR SUCCESS**

EXAMINE AND CHANGE YOUR ATTITUDE

- FINDING A JOB INVOLVES PRESENTATION, COMPETITION AND SELLING YOURSELF
- INTERVIEWERS LOOK FOR TRUTHFULNESS, CHARACTER, AND VALUE BY EXAMINING A CANDIDATE'S ATTITUDE
- NEGATIVE ATTITUDES AFFECT MOTIVATION TO TAKE ACTIONS THAT LEAD TO SUCCESS IN FINDING A JOB
- IS YOUR ATTITUDE NEGATIVE MOST OF THE TIME?
- DO YOU OFTEN MAKE EXCUSES?
- DOES YOUR ATTITUDE SHOW BY WHAT YOU SAY AND DO?
- ARE PEOPLE ATTRACTED TO YOU IN A POSITIVE MANNER?
- WHAT MOTIVATES YOU TO SUCCEED?

SEEK ASSISTANCE AND BE PROACTIVE

- COMMUNITY BASED PROGRAMS AND SERVICES
- SAFETY NETS AND OPPORTUNITY NETWORKS
- KEY COMMUNITY PLAYERS FOR EX-OFFENDERS
- USING YOUR COMMUNITY RESOURCES
- ONE STOP CAREER CENTERS
- TEMPORARY EMPLOYMENT AGENCIES

SELECT APPROPRIATE JOB SEARCH APPROACHES

- BECOME A SELF –RELIANT JOB SEEKER
- NETWORKING IS THE BEST JOB SEARCH METHOD
- NETWORK WITH FAMILY, FRIENDS, AND OTHERS
- RESPOND TO CLASSIFIED ADS
- USE THE INTERNET
- CONTACT EMPLOYERS DIRECTLY
- USE EMPLOYMENT AGENCIES AND PLACEMENT SERVICES
- ATTEND JOB FAIRS

WHAT I HAVE TO OFFER

- DISCOVER THE TRUTH ABOUT YOU
- KNOW YOUR STRENGTHS *AND* WEAKNESSES
- PREVIOUS WORK SKILLS
 - ✓ THINKS I KNOW HOW TO DO
 - ✓ THE TOOLS I USED
- NON JOB EXPERIENCE SKILLS
 - ✓ SKILLS WE CAN DO
 - ✓ CAN BE USED IN VARIOUS JOBS
 - ✓ WORK, LEISURE, HOME BASED INTERESTS
- SELF MANAGEMENT SKILLS WHO WE ARE
 - ✓ PERSONAL SKILLS
 - ✓ INTERESTS AND VALUES
 - ✓ YOUR KEY WORK VALUES
 - ✓ MOTIVATED ABILITIES AND SKILLS



DEVELOP A POWERFUL OBJECTIVE

- MISSION STATEMENTS, GOALS, AND OBJECTIVES
- ORIENT YOURSELF TO EMPLOYER NEEDS
- BE PURPOSEFUL AND REALISTIC
- PROJECT YOURSELF INTO THE FUTURE
- STATE A FUNCTIONAL OBJECTIVE
- OBJECTIVE SHOULD BE WORK CENTERED, NOT SELF CENTERED

RESEARCH JOBS, EMPLOYERS, AND COMMUNITIES

- WHAT ARE YOUR JOB ALTERNATIVES?
- WHO IS ACTUALLY HIRING IN YOUR COMMUNITY?
- WHO HAS THE POWER TO HIRE?
- HOW DOES THE COMPANY OPERATE?
- WHAT DO I NEED TO DO TO GET HIRED?

THE COVER LETTER

- ALWAYS SEND A COVER LETTER
- IF POSSIBLE, ADDRESS TO A PARTICULAR PERSON
- INTRODUCES YOU AND STATES YOUR OBJECTIVES
- OUTLINES YOUR SKILLS AND QUALIFICATIONS
- PRESENT YOURSELF IN THE BEST POSSIBLE TERMS
- EXPRESS ENTHUSIASM FOR THE EMPLOYER AND THE JOB

THE COVER LETTER

NAME AND CONTACT INFORMATION

SAME HIGH QUALITY
PAPER AS RESUME

DATE

ADDRESS TO SPECIFIC
PERSON IF POSSIBLE

DEAR PROSPECTIVE
EMPLOYER, NOT DEAR SIR

NAME OF
PUBLICATION
IN *ITALICS* OR
UNDERLINE

John W. Jobseeker
1511 Pontiac Ave.
Cranston, RI 02920
(401) 123-4567
jobseeker@fudge.com

November 1, 2005

Mr. Charles Jones
Jones Retail Enterprises, Inc.
5678 Waterfall St.
Providence, RI 02904

Dear Mr. Jones:

Recently I have been researching the leading local companies in retail merchandising. Jones Retail Enterprises keeps coming up as a top company. When I saw your advertisement in the *Providence Sunday Journal* for a Management Trainee (#9107) with experience in this field, I was immediately interested.

I have had some experience in a wide variety of retail merchandising tasks and in using several computer programs. My experience and achievements include:

- Maintained and analyzed sales records, using Word, Excel, Access, and specialized programs.
- Developed a retail sales force work schedule which decreased needed time by ten percent while maintaining work quality.
- Trained other team members in the use of new point-of-sale equipment and program.

I enclose my resume and look forward to discussing with you the ways you feel my background and skills would benefit Jones Retail Enterprises, Inc. I can be reached at (401) 123-4567.

Sincerely,

John W. Jobseeker

RELATE EXPERIENCE
TO TARGET JOB,
EMPHASIZING SKILLS

OFFER TO MEET,
EXPRESS ENTHUSIASM

YOUR RESUME PREPARATION

GATHER INFORMATION ABOUT:

- **YOURSELF, YOUR LIKES, APTITUDES, AND INTERESTS**
- **YOUR EXPERIENCE, RESPONSIBILITIES, ACCOMPLISHMENTS**
- **YOUR EDUCATION, TRAINING, SKILLS AND STRENGTHS**
- **THE EMPLOYER (ANY INFORMATION YOU CAN FIND)**
- **YOUR PERSONAL REFERENCES**

YOUR RESUME

CONTENTS

- **WHO YOU ARE, NAME, ADDRESS, E-MAIL, PHONE NUMBER**
- **SPECIFIC OBJECTIVE**
- **QUALIFICATIONS SKILLS THAT WOULD BE USEFUL TO THE EMPLOYER**
- **YOUR EDUCATION, SCHOOL, LOCATION, DEGREES, CERTIFICATES**
- **YOUR EXPERIENCE, EMPLOYERS, JOB TITLE**
- **LIST MOST RECENT JOBS AND EXPERIENCE FIRST**
- **DESCRIPTION OF RESPONSIBILITIES AND ACCOMPLISHMENTS**
- **INCLUDE INTERSHIPS, VOLUNTEER WORK**
- **USE VERY SPECIFIC KEY WORDS**

BE AS SPECIFIC AS
POSSIBLE

MOST RECENT FIRST,
INCLUDE YEAR OF
COMPLETION

ORGANIZATION,
RESPONSIBILITIES,
EXPERIENCE WHICH
DEVELOPED SKILLS,
ESPECIALLY IF
RELATED TO JOB
TARGET

John W. Jobseeker
1511 Pontiac Ave.
Cranston, RI 02920
(401) 123-4567
jobseeker@fudge.com

OBJECTIVE: Seeking to obtain a Management Trainee position

QUALIFICATIONS:

- Computer knowledge; Windows 98, Word, Excel
- Education in business management and finance
- Experience in office operation and market research
- Experience in working with other employees and customers
- Deadline oriented; able to handle pressure and hectic environment
- Work well independently and as a team member
- Experienced with accounts receivable, collections, and billing
- Organized...Reliable...Enthusiastic...Intelligent

EDUCATION:

Rhode Island College, Providence, RI
Bachelor of Science - Business Management - 2000

Community College of Rhode Island, Warwick, RI
Associate in Arts - Business Management - 1998

EMPLOYMENT:

Marketing Research Team:
Conducted surveys, called marketing managers for information, compiled results

Superior Seafood:
Intern
Performed clerical work, including answering phones, filing, and collecting payments.

ACTIVITIES:

Business Leadership Association:
Vice President
Initiated and planned membership recruiting.
Set up trips with local companies to tour their firms.

REFERENCES: Available upon request

LIST SKILLS
RELATED TO
TARGET JOB FIRST

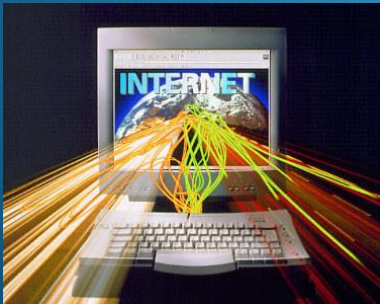
MOST RECENT
FIRST, SPECIFIC
ACCOMPLISHMENT
S, ESPECIALLY
THOSE RELATED TO
TARGET JOB

HAVE A LIST OF NAMES
AND CONTACT
INFORMATION
PREPARED

THE JOB SEARCH



- CONTACT INFORMATION
- NETWORKING
- JOB LEADS
- APPLYING DIRECTLY
- NEWSPAPER ADS
- TEMP AGENCIES
- JOB FAIRS
- CAREER CENTERS



Gotham
Chopra

Conor
Knighton

Laura Ling

Amaya
Brecher

Justin Gunn

Shauntay
Hinton

Rawley
Valverde

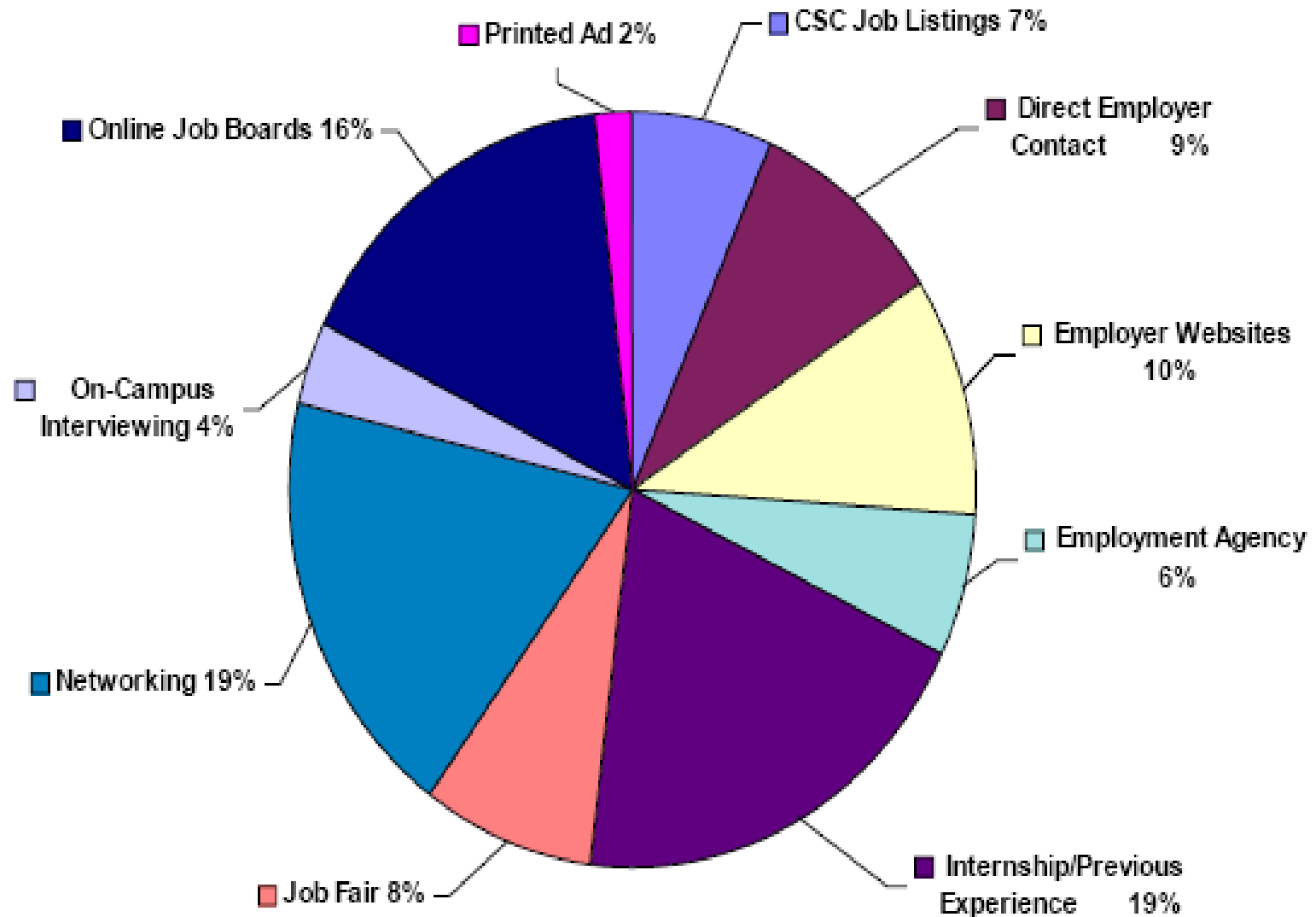
Kinga
Philipps

Jason Silva

Max
Lugavere

Johnny Bell

JOB SEARCH METHODS



INTERVIEWING PREPARE!



PREPARING FOR THE INTERVIEW

- PRE-INTERVIEW
- FINAL INTERVIEW PREPARATION
- DRESS FOR SUCCESS
- KNOW YOURSELF
- KNOW ABOUT THE JOB
- KNOW WHAT EMPLOYERS ARE LOOKING FOR
- THE TOUGHEST INTERVIEW QUESTIONS
- QUESTIONS TO ASK THE INTERVIEWER
- VERBAL AND NON-VERBAL COMMUNICATION

YOUR CRIMINAL RECORD

- ✓ **EMPLOYER MAY ASK ABOUT YOUR CRIMINAL PAST**
- ✓ **MOST EMPLOYERS CONDUCT BACKGROUND CHECKS**
- ✓ **HAVE A COPY OF YOUR CRIMINAL HISTORY**

THE INTERVIEW

- **ARRIVE EARLY**
- **CARRY YOUR PORTFOLIO**
- **HAVE A POSITIVE ATTITUDE AND BE ENTHUSIASTIC**
- **STRESS YOUR SKILLS AND ACCOMPLISHMENTS**
- **WATCH BODY LANGUAGE**
- **BE FRIENDLY BUT NOT TOO FAMILIAR, SMILE**
- **SAY YOU WANT THE JOB**
- **RATE YOUR PERFORMANCE**
- **INTERVIEW MISTAKES**
- **FOLLOW UP**