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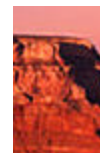
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SEARCH JOBS

Find a Job in 10 Steps

by James C. Gonyea



It's no secret that you must master certain skills to accomplish anything in life. Here are 10 steps that, if followed in the proper order, can help lead to your next job. As the Chinese proverb says, "The journey of a thousand miles begins with a single step."

1. Understand the Reality of Job Hunting.

The right frame of mind is as important for landing a job as how you search. Here are some thoughts that will help adjust your job-hunting attitudes:

- Job hunting is all about promoting yourself and your talent.
- Know how your talent can benefit employers.
- Finding a job is a job -- it takes time.
- Follow a plan, but be flexible.
- Don't quit until you succeed.

2. Assess Yourself.

Identify and write down your interests, skills, values, needs and work habits. If you know your personality, you can more easily determine the right work and employer for you.

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On a scale of 1 to 5, how would you rate your job security?

- 1 - I could be the next to go.
- 2 - I'm confident in my importance.
- 3 - I'm somewhat safe.
- 4 - I have a few

3. Determine Your Objectives.

What type of position do you want? What job activities would you enjoy? What kind of employer is right for you? Do you have geographical preferences? Know what you want before you look; it will help you zero in on the best targets more quickly.

4. Create a Career Portfolio.

Prepare and gather documents such as:

- Sample cover letters, letters of inquiry or application, and follow-up, acceptance and rejection letters.
- Your resume.
- Letters of recommendation.
- School or college transcripts, certifications, diplomas and degrees.
- Awards and citations.
- Business cards.

5. Organize a Support Group.

Pull together three to six people who will help you complete job-hunting tasks. Call upon friends, relatives and colleagues. Give each individual an assignment, such as researching companies or job leads. Remember, a team can do far more work than an individual. Reward each member.

6. Target Employers.

Research potential employers and identify those you think might be a good fit. Find employers who have a need for your talent, and then get the names of individuals at each company who are responsible for the positions you want.

7. Apply.

Prepare all necessary cover letters, resumes and supporting documentation to apply for employment at each target employer. Make sure documents look professional and then mail, fax or email them to the person with the power to hire you. Clearly illustrate how you can be of value to each employer. Repeat this step until you land the job you want.

8. Interview.

Research the company before the interview -- know what the company is about and how you can contribute to its goals. Dress appropriately. Know what salary and benefits you want, but be willing to negotiate. Follow up each interview with a

worries.

5 - I am indispensable.

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thank-you letter stressing how you can benefit each employer. Repeat this step until you land the job you want.

9. Accept or Reject the Job Offer.

Mail a well-crafted letter to each employer upon notice of an offer or rejection. If responding to an offer, state your appreciation, repeat the offer terms and indicate when you will start your new job. You should respond to rejection letters to. Again, state your appreciation and how you can be of value should a relevant position open up.

10. Evaluate the Process.

If you don't land your target job, ask yourself these questions:

- Have I done everything necessary?
- How well did I accomplish each step?
- Where can I improve?

If you are still at a loss, seek professional assistance. A trained career counselor can often identify the cause of your problem and get you back on the road to success.



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