

Four Ways To Become A Proactive Job-Seeker  
Some good Advice from US Career Transition Consultant

Section three is very US centric. Here we have [www.bureauengros.com](http://www.bureauengros.com) for Kinko's , <http://www.qc.hrdc-drhc.qc.ca/> for the Quebec.

"Begin doing what you want to do now. We are not living in eternity. We have only this moment, sparkling like a star in our hand and melting like a snowflake." --Marie Beyon Ray

After the shock of getting a pink slip starts to fade, we have to come back to the reality of rebuilding our lives, which means getting back into the mode of earning a living. For some people, it's painful to even think about all the things you have to do. However, I strongly suggest that you become a Proactive Job-Seeker right now, today. Remember, you're not a failure. Failure is an event, not a person. If you have been given a pink slip or are in career transition for whatever reason, you can bounce back and land a better job. Following are four ways to do it.

1) Sit down with a note pad and pen and list ALL the people you know and feel comfortable talking to about being in career-transition. This step is overlooked by most job-seekers because they automatically feel a sense of guilt and embarrassment about being without a job. That's like feeling embarrassed about going to the bathroom. Get over it, because everyone has to do it at some time or another.

The more proactive you are, the less time you have to feel sorry for yourself. Before you contact the people on your list, rank them in order of who you'd like to talk to first, second and so on. Then, list all the skills you have that could help you earn a living, even if they could be applied towards a temporary job. Now, you may have a college degree or years of professional experience and feel that you are above going back into a job that you did to put yourself through college or that you used to do when you were a teenager or in your early twenties. Start contacting the people on your list. If you need some motivation, spend some quiet time looking at your bills. What do they say to you?

For most people, those bills scream "Get some income or you will lose \_\_\_\_\_ and possibly \_\_\_\_\_. Fill in the blanks. Did you know that by taking a less than glamorous job (even at night), while you search for the "right opportunity" will not only keep you active, it will help keep your spirits up, because you can at least pay your mortgage or rent, car note, electricity bill, groceries and other necessities. There is nothing more demoralizing than getting behind on those things that you've working so hard to acquire, only to have some ninny's in a law office or bill collector's office take them away from you, or "by law" threaten to take them away from you.

Believe me, I know first hand what that's like, and you

absolutely don't want to get in that position. You have total control over preventing these unpleasant events from happening in your life by working somewhere part-time. Just swallow your pride, put on a ball cap, and go to your nearest FedEx Hub at night until the "regular" job market improves. I have a lawyer friend (yes, they have friends), who set his ego aside and did this for a while to pay some bills while he was between legal jobs. He finally landed the job he wanted during the day, and doesn't regret working for FedEx. I also did this and while it was an adjustment at first, the job was an experience I can honestly say was good for me. What an amazing place to work. The cash flow really helped out and as an added bonus, I made a few lifelong friends that I wouldn't have met otherwise. You can do the same.

The point is, get over feeling uncomfortable talking to people about new work opportunities. Be proactive and talk to many people about earning a living. By taking this action, you can be back into earning pay as quickly as two weeks after you've ended your last job. Plus, it helps you to meet new people who may know someone that can help you get into a better job.

2) Next, either invest in a resume writing software program (go to [www.officemax.com](http://www.officemax.com)), or hire a resume writer to help you get your resume in top competitive shape. Once the master copy is done, take it to one of the many print shops available and have at least 100 copies made. If there's one in your area, Kinko's is one of the friendliest, most helpful places a job-seeker can go to for help. Tell them what you want, and they will make it happen, at such a small price that you'll wonder how they ever make a profit. You can also visit them online at [www.kinkos.com](http://www.kinkos.com). Craft your cover letter to highlight your top five talents. More on resume and cover letter tactics in a later report.

3) Check out one of the best kept secrets around. The U.S. Department of Labor is a wonderful asset to tap into. Go to [www.onetcenter.org](http://www.onetcenter.org) and <http://online.onetcenter.org>, surf around and print or save important information. Also check out [www.dol.gov](http://www.dol.gov). Go to career support groups in your area. Many medium-sized churches, temples and synagogues are now hosting these helpful events. You can also contact your local State Department of Labor office for similar support groups and Help Centers, which have valuable resources for job-seekers. Don't be afraid to call them, ask for time, place and directions, plus any specific items they suggest you bring.

Of course, you'll want to bring several copies of your resume. If you also have self-promotion business cards, bring them too. A lot of people who've received pink slips are now doing freelance work in their industry. You can do this, too, since business cards are reasonably priced at around \$50.00. As you become active in these support groups, exchange cards with others, and be keenly aware of people and places where you can recommend others for work. The old

saying, "What goes around, comes around," is very true. A tremendous number of job seekers become very self-centered, and as a result, struggle for a long time in finding work. I know you are smarter than that. Remember, the name is Career SUPPORT Group, not Career "Poor Little Ole ME, Let ME tell you how they did ME wrong...." Group. Make it a habit of helping, listening and supporting others without expecting anything. You'll be pleasantly surprised.

4) Get involved with your community. Pick several organizations you believe in, contact them and volunteer your time and talents. I can hear you saying "But I'm not good at anything." That's malarky. We can all be trained to do something. Can you check people in and hand out basketballs at the YMCA/YWCA? Can you teach people to read, through Literacy Volunteers of America? Sure you can. What about helping arrange chairs for a function at the Senior Citizens Center?. Can you pour punch or read to kids or adults? Sure you can. Some of you are saying, "But I don't have time for all that nonsense. I may do it when I retire." Right.

Being PROACTIVE means that you are making face-to-face contact with someone everyday. Schedule your volunteer work around interview appointments. Most places are very flexible. While you are serving at the Senior Citizens Center, old Bob, whom you help to set up the checker board, may just have a son or daughter who is a Vice-President at a company who's hiring. Bob likes you and arranges an interview for you. The rest is up to you. This happens all the time. Do you know someone who got hired because they knew someone associated with the company? Why, of course. We all do. Let others whine about how life is unfair. Put on your sneakers and go sign up as a volunteer today! To make a double impact with this tactic, take one or two of your career support friends to sign up with you. The results will amaze you.

In summary, these techniques will ensure that you become a proactive job-seeker. Get busy and make it happen. In the next report, we'll reveal an amazing secret on how to overcome fear and land the job you really want.

Good luck and go get 'em!

To Your Happiness, Prosperity & Success