

STRATEGIES FOR CAREER SUCCESS



Welcome to **Strategies for Career Success** newsletter by Pathways Career Success Strategies.

Every other month we offer effective strategies to assist you in your career development or job search.

If you haven't already subscribed to our free bi-monthly newsletter, sign up today!

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Positioning Yourself for Advancement

Looking to move ahead in your career? What you do today can bring you closer to achieving your goals.

The following activities can help you position yourself for advancement:

- Make yourself visible at work by volunteering to work on a project or serve on a committee.
- Learn new skills by enrolling in a class.
- Keep up-to-date with trends in your field by attending conferences and reading trade journals.
- Find a mentor to help guide you.
- Project the image you want for the position you desire.



Start working toward your goals today!

"Joan Runnheim did an outstanding job creating my résumé and giving me tips to speed up my job search. I highly recommend her services to other job seekers."

Peggy Moore, Eau Claire, WI
 January 2005

Handling Rejection and Moving Ahead

Interviewing can be a stressful experience. After the interview you wait and wonder if you will be selected for the position. If you're not chosen, you may feel discouraged and find it difficult to go on with the job search. Rejection is hard to face, but try not to take it personally. Remember, interviewing is a numbers game. The more interviews, the more job opportunities.

Make sure you have a good support system during your job search. Your support system can include family, friends, and a job search support group.

Reward yourself after each interview. You deserve it. Consider the following:

- Take a long, hot bath.
- Listen to your favorite music.
- Take a walk through a park.
- Read a book from your favorite author.

Interviewing is a necessary part of the job search process. Don't forget to reward yourself after each interview.

The Fear Factor

Looking for a career change but terrified at the thought of making that change?

Thinking about jumping ship to another company, but don't know where or how to start?

Fear can keep us immobilized, unable to make any changes in our life. It can be paralyzing for some.

Fear

Whether you want to find a more satisfying career or want to do the same job at a different company, taking 'baby steps' can help eliminate some of the fear.

Setting Goals

Start by writing down your goals. Putting pen to paper tends to be more effective than merely having them in your head.



Write down what you will do each day for the next 2-3 months to bring you closer to achieving your goals.

Self-Assessment

If you're interested in a career change, start by conducting a

thorough self-assessment. Identify your skills, work values, interests, personality style, financial needs, etc.

Changing Companies

If you want to move to a different company, start by updating your résumé.

Be proactive in your career management and help put some of your fears to rest.

Seek Guidance

Seek out a career consultant if you get stuck or need guidance with a career change or job search.

"The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can't find them, make them."

-George Bernard Shaw

Make Job Fairs Work

Job fairs are a good way to reach many employers at one time. You can learn about potential employers and you may have an opportunity to interview on the spot. Below are some suggestions for making job fairs work for you.

- Dress professionally for the job fair.
- Bring several copies of your résumé.
- Take the initiative to approach booths.
- Shake hands firmly and maintain good eye contact.
- Act interested when you talk to employers.
- Be prepared to talk about your experience.
- After the job fair, be sure to follow up with employers you met.
- Learn about job fairs through newspapers, television, internet, and radio.

Add job fairs to your list of job search strategies.

Good Reads

Looking for something good to read? Why not curl up with a good book that will also provide you with some great career advice?



Check out some of the following best sellers:

- *Who Moved My Cheese* by Spencer Johnson, M.D.

Who Moved My Cheese is an entertaining look at how to deal with change in your life and at work.

- *We Got Fired!...And it's the Best Thing That Ever Happened to Us* by Harvey Mackay

In his latest book, *We Got Fired!*, motivational speaker and best-selling author Harvey Mackay gives us a look at several high profile figures and how they succeeded despite being fired.

- *What Color is Your Parachute* by Richard Nelson Bolles

A perennial favorite, *What Color is Your Parachute*, offers advice and activities for both job seekers and career changers.