

# 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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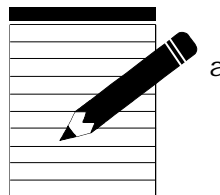
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## Job Search 101

Finding a job requires more than luck. Below are 10 tips for a successful job search:

1. Work hard at finding a job. If you are unemployed, treat the job search like a real job by putting up to 40 hours a week into working on becoming employed.
2. Don't be discouraged by rejection. You may hear many "No's" before hearing a "Yes." Check out the Jan/Feb 2005 newsletter for more on this topic.
3. Develop a positive attitude about yourself. Employers want to hire people who feel good about themselves and have a good attitude.
4. Set goals. Have a clear idea of what you want and where you are going. This will enable you to present clear image to employers.
5. Get organized. Develop an efficient and effective filing system. Document the employers you contacted, with address, phone number, contact name, and action taken.
6. Be a good communicator. Most aspects of the job search involve communicating with others, so always present yourself well, both verbally and nonverbally.
7. Be energetic and enthusiastic. Employers like positive people who are enthusiastic.



8. Be polite and courteous. Remember to send thank you letters following interviews.
9. Develop a good support system to help you through your transition.
10. Evaluate your progress. Take time every couple of weeks to evaluate what you are doing and accomplishing and make changes if necessary.

Using the strategies listed above can help you speed up your job search.

## Graduation Gift Idea

Gift the gift of career services to the graduate(s) in your life this Spring.

Certificates are available in \$50 to \$100 increments and are good toward career assessment, résumé development, job search planning, interview coaching, salary negotiation, and portfolio development.

For more information, email: joan@pathwayscareer.com or call (715) 549-6432.

Always enclose a cover letter when you submit a résumé. The purpose of the cover letter is to introduce yourself and to summarize what you have to offer.

### First Paragraph

The first paragraph should indicate how you learned about the open position and why you want to work for that particular company.



### Second Paragraph

In the second paragraph, mention your qualifications for the job, including something that may not be on your resume that is pertinent to the position for which you are applying.

### Closing

In your closing paragraph, mention that you will be in contact the following week to arrange a meeting.

### Keep in Mind

Cover letters should be individually typed and signed. Use the same type paper stock for the cover letter as you do for your resume. Check for spelling errors. Have a friend critique your cover letter.

People change careers for many different reasons. Below is a list of some of those reasons:

- We got fired, and we can't find our old work anymore, we *have* to 're-tool.'
- We are not earning enough, and we need a new career that pays us more money.
- We made a bad choice when we first chose our career, and now we've decided to set it right.
- All we wanted for a job, in the past, was money; now we want meaning. Indeed, if truth be told, most of us are engaged in a life-long search for, and journey toward, *meaning*—a process in which career-choice plays an important part.



- We're looking more and more for 'our mission' in life, and while we don't know yet what that is, we do know for sure that what we're presently doing *isn't it*.

- We've been asked to do the work of three, and we feel stressed out, angry, exhausted, burnt out, and grumpy; we want a job or career that is a little easier on us, so we'll have time to smell the flowers.
- We had hardly been stretched at all by our previous work, and we'd like something that offers a real challenge and 'stretches' us.

Anyone entering the job market today should count on having anywhere between three and six careers in their lifetime. Recognize that this may be true for you and that it's okay to change careers.

Excerpted from *What Color Is Your Parachute*, 1998 by Richard Nelson Bolles.



*The 8th Habit from Effectiveness to Greatness* by Stephen R. Covey

Author of the best-seller, *The Seven Habits of Highly Effective People*, Covey's newest book provides a roadmap to lead you to true fulfillment and contribution, not only in your work and organization, but in your whole life

*"Each of us was born with wings... (and) has the ability to go farther than we ever thought possible, to do things beyond our wildest imaginings."*

- Barbara Stanny

### Coming Soon

Available for sale soon will be special reports covering different aspects of the job search or career management.

Each report will be packed with dozens of useful tips compiled from Joan Runnheim's newsletters, workshops, and consulting business.