

Job Hunting Tips

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Job Hunting Tips

Hunting for jobs nowadays is a very competitive and sometimes cut-throat affair. Here are a few tips to help you get the edge in searching out and landing the job of your dreams.

The Curriculum Vitae

The CV is the first, and at most times the most important part of applying for a job. Since potential employers have to whittle down practically hundreds of applications to a few valid ones, they will have to base their narrowing down efforts using the CVs they have collected.

Studies have shown that about half of the employers decide to accept or reject job applications based on the related work experience listed in the CV. A third of the employers decide to reject or accept these job applications based on the layout design of these applications.

1. Make Your CV Stand Out

When preparing your CV, make sure your CV stands out among the rest. It should be the type that is appealing to the eyes, making the evaluating personnel want to read the CV. Step two is for you to make sure your CV lists the related work experience you have had in relation to the job you are applying for.

2. Make Your CV Concise and Relevant

Avoid making your CVs too long. It may make it irrelevant to the evaluator. Remember that the employer is a person to whom time is important. If your CV shows that you value his/her time while showing the most relevant information in the least amount of time, you will have won one important battle.

3. Always tailor your CV to the job.

You may have had previous experience that may not be related to the job you are applying for. Some people keep many different versions of their CV for different job opening purposes. Make sure your CV is appropriate for the job. A one-size-fits-all CV may not be the best way to go since the employer will have the impression that your previous efforts have not been focused enough to produce any specialization on your part.

4. Write about your achievements

You may add your achievements, but make your statements factual and relevant. It does not do harm to advertise yourself, but make your advertisement matter-of-fact and not just hot air. You may want to skip on listing your weak points as the CV is not the avenue for such discussions.

5. Polish Your CV

Your employer will know if you have put enough time producing your CV. If he/she sees that you have put sufficient and thorough effort into your CV, he/she will assume that you will do the same in your work. This is a big plus for you. It is not uncommon for some people to spend days or even weeks polishing and buffing their CVs.

The Ideal Resume

When one goes for an interview, the potential employer has no idea of who the applicant is. In some cases, the person applied to the ad while others used a headhunter or job site on the internet and matched their credentials for the position.

The first impression employers always look at is one's resume. Given the many that apply, this usually takes about 30 seconds and so with the limited words, one must be sure that the resume is well written and grammatically correct.

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The resume must say almost everything about the person. This should always start with pertinent information such as the person's name, age, address, contact number and social security number. The details here are needed so if one is considered to be a potential employer, it will be easy for the company to get in touch with the applicant and be scheduled for an interview.

Next is the career objective which is the reason why the applicant wants to apply for the position. By putting a strong goal in mind and not a general one, the employer will see that this person has a direction which is why that person wants to work for the company.

The next section should include the relevant skills and knowledge one has had in the current and previous jobs as well as highlighting one's major accomplishments. By putting in detail the things one has done in that position and experiences learned from it, that information is already basis for the employer to see the potential the applicant has for that position. It shows the qualities one possesses and the benefits one can contribute to the further growth of the company.

After that, the resume should show one's educational background. Some companies prefer someone with a degree in a certain field, a licensed professional to do the job or one who possesses a master's degree. By showing one's credentials, it is a good indicator of the type of training one has possessed in school and the accomplishments one has achieved in the course of one's career.

The latter section should provide details such as hobbies, interests and character references. Employers look at potential applicants who not only have the qualifications for the job but also those who also those who are well rounded. Being active in a certain organization and be seen as a leader in a group shows one's social skills with others. Character references do the same and give people an idea how one performed working with that person.

There is no ideal resume. It depends on the job. It is an important step one must pass before being called for that first interview.

Resume Writing

A well-written Resume can make a difference between being stuck at your current job and getting an interview to land the job of your dreams. With a massive selection of [Resume Templates](#) you will be sure to find the right Resume format that will help you win more interviews. Download a [free demo here](#)

Writing a resume is a difficult task regardless of your level of experience with the process. While the content of your resume is critical to its effectiveness, the layout and the format you utilize are

equally as important. To get started, you should research various resume styles and find out which best suits your field. The biggest mistake people make when composing their resume is using a generic template provided in your text editing software, like Microsoft Word. These templates are usually outdated and very difficult to format, not to mention that they do not transfer well to online job applications. Avoid the quick-fix mentality of these resume templates, and invest some time in finding resources that will provide you with up-to-date helpful ways to compose a winning resume.

The easiest and least expensive way to find samples of resumes in your industry is to do a search on the internet. Before you get started, a word of caution: consider the sources of information before you decide to utilize any of their suggestions on your resume. One such recommended resource for resume writing is my own [Ultimate Resume Writing Guide](#). You will also come across web sites that promise to teach you how to write an exceptional cover letter in three and a half minutes. Don't just believe them all read the testimonials and make sure there is a money-back guarantee before you buy. Unless you chose to hire a resume writing service, obtaining resources on resume writing should not cost you much money or obligate you to a long-term commitment. If unsure of the credibility of information you see, find another source and compare your findings.

Online Resume Resources

A great online resource on resume composition is Monster.com. While they are mostly known for their job search database, they offer a variety of other information and services for those looking for employment. Under the Career Advice tab, you will find a wealth of information on your job search, salary requirements, advice by industry, and of course, information on perfecting your resume. In addition to articles about your job search and resume-related message boards, Monster's Resume Center includes a variety of resume examples for professionals in a number of different industries. From administrative assistants to web designers, everyone can find a sample of a resume to fit their career objectives at the [Ultimate Resume Writing Guide](#) which comes complete with a brilliant selection of 27 free CV and resume samples you can use.

Here is another online resume resource where you can discover how to launch your career on the fast track, with [Resume and Cover Letter Secrets Revealed](#). As an added FREE bonus, you'll get a copy of "Job Search Secrets Exposed" (\$25 value) - it's packed with 23 pages of my most valuable tips and articles in an easy-to-read format.

It is important that you review these samples, even if the industry is not applicable to your line of work. They will teach you the basic dos and don'ts of resume writing - you can see why some things work and why others don't, and be able to choose the best ways to highlight your qualifications.

Stress-free Job Hunting Guide

Hunting for the perfect job for an individual requires time, effort and knowledge.

For stress free job-hunting, every individual must first consider the following pointers before starting your job hunting process:

1. Know what type of job you would like to apply for. Gate crashing job fairs that offer work not related to one's degree or work preference would be a waste of time.

Consider your interests, preference of work location and job shifts (to be especially considered by professionals who have family members to take care of). If all these fit the category of the job opening available, it would be best to proceed with the application process.

2. Prepare possible needed documents or career portfolio. Have several copies of your resume, transcript of records and any certifications ready for immediate submission if needed.

3. Know where to look for job postings. There are various forms that offer listing of jobs. Below are some of these sites:

3.1 Internet. One of most widely used searching options is the Internet. Aside from the fact that browsing the Internet for available jobs is less time consuming than personal appearances to inquire at the offices, this can also be the least expensive form of job hunting.

You would not need to buy newspapers to browse through the ads for vacancies nor spend gas money to go to the offices.

Not only local or national vacancies can be browsed through the net, international job openings could likewise be easily accessed by the user, thus, offering one a much wider perspective in choosing the right job.

3.2 Newspapers. One of the most commonly used searching medium. Local newspapers advertise jobs that are within an applicant's commuting distance. Available jobs are usually printed on a regular basis.

3.3 Career or Job Centers. These usually offer jobs for ages 16-18 and rarely above 21 years of age. Though fully loaded with vacancies, it caters mostly to the younger applicants.

Job listings are frequently updated; therefore regular visits would ensure the applicants of new job postings.

3.4 Periodicals or magazines. Professionals are best advised to look for jobs on magazines since employers that would want to hire the same would advertise on such journals.

3.5 Offices. Most offices have postings of job openings on their Vacancy Boards. Applicants may directly go to the office to look for vacancies and then directly submit the resume or other pertinent documents to the respective division that receives such documents.

Job Search Tips

1. Know thyself.

Identify what really interest and excites you. Understand that these traits define you and use it to explore career choices and opportunities.

2. Take a career assessment test.

There are a lot of career assessment tests available online. Find the time to take one. The test gives you a lot of insights about your core competencies and work preferences. If you are going to be taking a [pre-employment personality test](#) then you need to know what to expect. This page [here](#) is designed for people taking a pre-employment personality test as part of a job interview .

3. Ask others.

It's actually quite difficult to see yourself as others do. It would be to your advantage to ask friends and family on your traits and skills. Your co-workers are also a good source of information. Knowing how they perceive you, what they like and don't like about you and what skills or traits need to be changed can be helpful in determining your professional profile.

4. What moves you?

Would you be more interested in status or a six figure salary? Do you want to make a difference in your community and the world or just on your company's net worth?

5. Take charge.

In the '90s, when you worked for a large company, you usually could conclude that you would be working there for your entire career. In those days, the corporation drove your career path, advancing as it saw fit.

At the turn of the century, times have changed. In the span of your career, you would probably work for at least five companies. In most cases, you will probably work for more than five. Know which career track you desire, and make sure that track brings you to where you wish to go.

6. Determine the company fit.

With the current emphasis on streamlined and productivity-focused companies, the cultural and company fit are just as important as the professional goals. Consider the values and principles of the company and compare them with your own. It is important that you feel comfortable and fit in with company.

7. Free your mind.

The career path you choose is about change and more change. It includes expansion and new opportunities. All of these changes require a desire to journey and discover.

8. Balance is the key.

A huge amount of time is devoted to your career when you are in your 20s and 30s. When you reach your 40s, your personal life might take precedence and maybe more important to you. Find a corporation that will provide you with a balance in your work and your life.

9. Don't hang around.

If you're not satisfied with the way your career is going, go do something. Always be in control of your career path to have a satisfying career.

Online Job Hunting

There was a time when a person who wanted to find work had to buy newspaper and look through the classified ads section. The advent of the internet has changed that by creating opportunities for people to work either in a different state or in another country.

It has made the world a smaller place rendering it accessible for anyone with a computer to search for a job and apply to it.

There are many sites that offer such services. All the person has to do is open an account, fill up the necessary fields then submit your resume. Click to view the new board at [Top Jobs @ Your Career Change](#)

These sites usually ask for pertinent information such as the person's name, age, address, contact number and social security number.

Additional information that will be requested is educational background. Employment history is also another thing that has to be mentioned which includes the job description and highlights that one has experienced during that person's career.

A section in the account will also ask the preferred industry of work, if the person is willing to do field work or open to relocation and the expected salary should one be accepted for the job.

With all the information provided, these sites will then match your qualifications with the jobs available. This service is free and matches can be seen when the person logs on the account or gets a notice via email.

Some sites offer a service with a fee that will place the resume over other applicants giving that person more priority but even that is a not a guarantee that one will get the job.

Online job hunting is not just for professionals. It caters to anyone who wants to work either full time, part time or on a per project basis.

Applying online is not only done through job sites. You can also check the websites of companies that usually have a section on careers to see what openings are available. You simply have to go through the process of giving certain information and uploading your resume.

There are many jobs available in the market. The internet has made it easier for companies to make people aware that there are vacancies available. It has also made it convenient for applicants to apply online instead of walking to an office and dropping of a resume. With everything that is just a mouse click away, all it takes is a little effort on one's part to sit down in front of a computer and looking for a job.

Jobs and over aged applicants

Though some employers would prefer a younger workforce, the older applicants still have a wide variety of career choices to choose from.

Employers are starting to see the potential of older and much-experienced applicants as can be seen by the statistics below:

In Australia, Bureau of Statistics showed that between the period of August of 1989 to that of August of 2003, the workforce aged 15-24 lost more than 380,000 jobs to older workers.

Aside from the fact that most of Australia's younger generation became full-time students, employers favored the older applicants.

In Netherlands on the other hand (by December of 2000), over 500,000 thousand of their employees are 55 years old and above. This figure had been increasing steadily since 1995.

To have a head start from the younger applicants, one has to take into consideration the following:

1. In writing one's resume, put more weight in highlighting the accomplishments without necessarily bragging about it.

One could have these lists of accomplishments and previous posts held work for one's advantage over younger applicants who may not even have any experience on the same field.

An individual's employment history receives as much scrutiny as the applicant itself. While employers tend to look for gaps or lapses of time when the applicant has been unemployed, they also tend to focus on the length of service one had rendered for their previous employers.

Frequent change of work (usually within very short time frames) can be alarming for prospective employers.

2. Read and enroll in programs that will refresh your knowledge on certain fields especially if engaged in professional sectors. This will keep you individual abreast of the latest trend in such fields.

3. Search the Internet for vacancies. A lot of agencies place ads on the net that advertises help for senior citizens in looking for jobs. Various search engines made easier and specific (can choose the following categories: career, location and field of interest) are also available.

Jobs that do not usually look into the age of the applicant are the following:

1. Professional work that are into specialization. For applicants in the medical field (i.e. Doctors) experience is the basic determinant of being hired.

2. Lectures or speaking engagements. Speakers that are invited to discuss certain topics do not really have an age requirement. Rather, qualification focuses more on first hand knowledge and experience.

3. Writers. Writing novels, plays or children's books are one of those professions whose only requirement is good writing skills. Also, one can do the job at the comfort of their own homes, a plus factor for those in their advanced years.

Job Descriptions: Why Effective Job Descriptions Make Good Business Sense

Most neophyte workers or even freshly graduated members of the workforce will jump into jobs without knowing their job descriptions. This practice is understandable. Many of these fresh graduates are just glad to have gotten a job and will try to avoid being too nosy or pushy when it comes to work. They may think that 'demanding' a job description will be an added negative to their employer's impression of them.

This could not be more wrong. Employers, in general, delight in employees that ask about their job description. This shows that the employee has an interest in knowing the specifics of his or her job and would like to know what his or her specific responsibilities are. Here are a few other reasons why job descriptions are truly important to employees and even to those who are searching for jobs.

1. Knowledge of Duties

A job description will furnish you with a list of your responsibilities and duties. This will ensure that you know what jobs you are supposed to do and which jobs you are not supposed to do. Just "guessing" is not an option. However, you may be trying to do your best doing jobs that are not your duty and responsibility to perform. The result of which, on paper, is that you are not doing your job.

If you end up doing jobs that are not in your job description. You will not be credited with those jobs.

2. Prevent Being Taken Advantage Of

There will be instances when as an employee you will be asked to do specific duties that are not in your job description. It is perfectly legal to point to your job description and say that the particular job does not fall under your job description. You will, of course, have to do this politely.

You may, of course, choose to do these duties. However, make it clear that what you are doing is not within your job description. You and your manager may then choose to talk about whether these duties should be included and the proper remuneration for such.

3. What Matters to Your Employer is Paper

There have been countless employees who have come forth saying, "we did our best, worked over time, and gave our all, but did not receive the proper acknowledgement." Unfortunately, employers will be too busy to keep track of your performance. You may have to submit reports on your progress and performance. This, of course, should be based on your job description or else it will not make any sense to your employer.

Tips For a Stress-Free IT Job Search

The best source to look for jobs related to Information Technology (most commonly known as IT) is, obviously, the Internet.

Various sites offer listings of job openings for specific fields. The key for a fruitful search is to know how and where to look for the best possible jobs available.

To have access on a certain site's listing, an individual must first accomplish the following:

1. Register at the chosen site

2. After registration confirmation (via an email from the moderator of the site), the individual may now have access to the list

3. In searching for the preferred or suitable job vacancy, you may be asked to fill out a form (online) that states an individual's profile.

This is usually used for easier browsing of related work since IT has various fields of specialties. Other sites automatically match an individual's profile with the available or suited vacancy based on the information given by the person.

4. The applicant has the option to choose from contractual, full-time, part-time, trainee or temporary jobs category.

5. If the individual prefers work that is currently not listed on the site, he or she may have the option of posting his or her resume, from which prospective employers may browse through at some other time.

To avoid frustration while browsing through the numerous listings of IT openings on the Internet, take into consideration the following pointers:

1. Determine the following:

1.1 Organize your career portfolio in soft and hard copies. While most employers will ask for a copy of your resume through the net (email), there are some that still require hard copies for submission at their respective offices.

1.2 Determine preferred location of work. Is the individual willing to be relocated should a good position be offered in another city or state? Does he or she prefer work within commuting distance?

1.3 Salary. Though it would not be wise to make demands on one's salary especially during the interview process, an individual must have a predetermined range of salary that he or she would be willing to accept, wherever the employer would be or wherever it may be located.

2. Rank the items listed above based on one's priority.

3. Search the Internet for various sites with listings of IT job openings.

4. Register on a number of sites for a wider access to various lists.

5. Submit resume based on the predetermined priorities.

Health Care Job Search Tips: Health is Wealth Indeed!

Nowadays, jobs falling under the health care category are one of the most in demand jobs. This is because more and more countries fall short with regards to their employees and staff in the health care industry.

In fact, aside from computers and information technology, health care jobs are the ones that are greatly sought after by both the employers and applicants.

Aside from the increasing demand, health care jobs are also one of the best paying jobs all over the world. For example, in the United States alone, physical therapist assistants get to earn \$27,500 to \$ 41,780 in a year. It is also expected to grow by 46% in the years to come.

For people who are dreaming to go abroad and land a job in the health care category, here are some tips that that can help:

1. Know your craft

The problem with most people who are looking for health care jobs is that they do not know the fundamental skill needed in this kind of job: care for others.

There are many instances wherein health care jobs do not necessarily require people who have a higher education diploma in health care. So, people who have a “caring” attitude, can have a lucrative job in the health care industry.

2. Health Information technicians and Medical Records rank six on United States’ 10 hottest jobs of 2005.

These positions can work well for people who are looking for health care jobs. These positions pay \$19,700 to \$27,400 annually.

3. Success is in the keywords, For people who are searching for specific health care jobs on the Internet, it is best to narrow down their searches with some more detailed keywords. In this way, health care job searches will reap better results.

4. Aim for the best positions in the health care industry

For people who wish to land a good job in the health care industry, it would be better to do some homework first. In this way, they can get an overview on which position has the most demands for employees and which job entails higher salaries.

In the United States’ 10 hottest job of 2007, medical assistants are the top positions in demand in the health care industry today. In fact, surveys show that the demand for medical assistants will continue to grow and will increase by 59% in 2012.

Indeed, the health care industry continues to saturate the market with a continuous growth for the demands of its services. No wonder why most people are into health care jobs!

[Resume Writing for Healthcare Professionals - 100% Guaranteed](#)

The Job Interview

The second step in getting a job is having an interview with a potential employer. The first step was sending your application and after careful review by the company, you are seen as candidate for the vacant position.

The employer got this information through an ad that was placed in the paper, referred by someone in the company or a headhunter, or by a person who simply submitted an application via the company's website.

The first impression employers always look at is your resume. Given the many that apply, this usually takes about 30 seconds and so with the limited words, one must be sure that the resume is well written and grammatically correct.

During the interview, most employers want to know more about person since the resume only gives certain information such as the person's name, age, address, contact number, social security number, past and current employment.

The employer will likely ask about the experiences, lessons and accomplishments one has done and learned working for another employer. This will usually include how the person handled a situation in the company, the challenges of the job and the relationship with coworkers.

Another question will be the relationship between the applicant and family members. This shows character with how the person interacts with people who are close and those that know the person for a long time.

The employer will usually ask why the person applied in the company and where you would like to be in 5 to 10 years. Long term questions such as this will show if there is dedication for the job at hand and if the company can provide something beneficial for both the applicant and the employer.

Companies follow a certain budget in hiring qualified personnel which is why the interviewer will ask how much one desires to get for the job. If what is being asked is too high, the employer will usually ask if the salary is open to negotiation.

After the employer asks questions, room is usually given for the applicant to ask questions in return. This is the best time to know a little bit more the company one might be working in and to get a feel of the potential company.

If there are no more questions, the interviewer will then end the meeting and call the applicant back if the person has passed the initial interview so that the next phase of the application process can begin.

Always practice with a friend or family member the most likely questions that the employer will ask so you do not dry up during the real interview. If you're not sure what to expect, you can get a list of interview questions and answers for next to nothing [here](#).

Seize the Opportunity and the Job: The Interview

So, you've submitted a killer Curriculum Vitae and supporting documents. You're ahead of the pack and have just received a call for an interview. What do you do next?

The interview is the most stressful and important part of job hunting. This is where the employers make a decision based on his or her impression of whether to hire you for their job. You will want to do your best in this part because here lays the culmination of all your job hunting efforts. Flub it here and all your efforts from application to examinations will go down the drain.

1. Make a Great Impression

Always dress in your best attire for the interview. Your attire should be appropriate. No matter what the company may require for their employees, the first impression for applicants should be conservative business attire.

2. Do a Little Research

One of the best ways to make a good impression on your interviewer is to do a little research on the company you are applying for. This will equip you with material to answer many of the questions the interviewer will ask. One of the main points of the questions you will be asked is how your skills can benefit the company. If you know a thing or two about the company, you will find it a lot easier to answer this question. Plus, dropping a few meaty tidbits about how much you know about the company will go a long way in impressing the interviewer.

3. Watch Your Body Language

Many of the interviewers are well versed in body language, and you will find that, throughout the interview, they will be looking for hints about your personality from the way you act, talk, and move. It would be abnormal to assume a different set of body language during the interview. What you should do is to take note of your body language so that at least it communicates openness and honesty.

Avoid telling lies or embellishing your answers. Experienced interviewers will notice this in an instant. Always keep your palms open and avoid crossing your legs or your arms together. Do not be afraid to make eye contact while speaking; just make sure that you do not come across as intimidating.

4. Confidence

Walk in with a purpose. Answer with a purpose. Try not to be too self-conscious. Make sure you are confident in what you say. If you hit a snag and find yourself in a compromising situation, make sure you handle the situation confidently – even when saying that you do not know an answer to a question.

Confidence reflects competence. Employers always look for competent people to fill their ranks.

5. Interview Preparation Psychology

When you learn the 'behind-the-scenes' psychology of interviewing, the job is as good as yours. And it's not complicated and confusing at all. The funny thing is: These secrets are simple to learn! If you've got 47 minutes interview preparation time before your next interview, you can get the job

you want without a struggle or effort.

97% of the population thinks it's all about having the right the skills and job qualifications. They think about brushing their teeth, using mouthwash and having their nails polished...and they're dead wrong!

The "Perfect Interview" is a behind the scenes look at interviewing with insights practically stolen from the corporate world. [Click Here!](#)

Must-know Tips on Executive Job Search

It is normal for every person to strive for career advancement and growth. It makes them feel that all of their hard work has paid off and that a promotion is, indeed, the best reward they can get.

However, for some whose luck seems to be so elusive, they have to find their own growth somewhere else. That is why most of them opted for executive job searches, where they hope that someday they would be lucky enough to find the executive job that they have long been dreaming for.

But is it really just luck? Or are there some factors that need to be considered when searching for that executive job of their dreams?

Landing a good executive job is not dependent on luck. For people who wish to learn some tips regarding executive job searches, here are some pointers on how to get that dream job:

1. Killer looks

The saying, "Looks could kill" is not an understatement. Though the word kill is only used literally and the word look is sometimes associated with stares. But what is being pointed out here is that looks can definitely kill a person's chances on landing his or her executive job if the applicant had missed one great factor: appearance.

As the saying goes, first impressions last, so it would be better to make that first impression by looking just right for the job. After all, if a person wants to have an executive job, then, he should dress appropriately for the position. In this way, the executive job he had been searching for might just become a reality.

2. Show some mastery

For an executive position, most employers would want to hire those who are already an expert in their own field. This means that the applicants should be adept in the areas concerning their chosen careers. This will show that the applicant has already started a coherent career track and is already knowledgeable in the field.

It will do no good to an applicant who claims to be a "jack of all trades but a master of none." Six out of 10 applicants are hired because of their expertise on a certain field. This only means that employers are more concerned with people who have already mastered their career and have established continuous career growth.

Finding an available executive job could be one thing but actually getting that dream executive job is another thing. Looking and acting the part is a must to landing that dream job!

3 Just Been Promoted?

Did you just get promoted and have no idea how to manage a team?

Or maybe you're already a manager but your team won't listen to you and your boss is not impressed?

Or perhaps you're just thinking about getting into management and need to know what this ["secret art of leadership"](#) is all about?

Entry-Level Jobs 101: 4 Must-Know Tips

For most people, aiming for a higher position at once is the key to job search success. However, for some people who know that in order to succeed in the job market, they have to, literally, start from scratch. This means that people who want to grow positively in the working world; they have to learn the basics and fundamental principles of working, how it is to love the work most people do, and how to establish a good working relationship with his or her colleagues.

In order to enjoy all of these, one must submit himself or herself to an entry-level type of job. This refers to a job that requires minimal skills and expertise with no experience requirement needed.

Because of its nature, entry-level jobs are characterized by low salary, require physical work, and sometimes need field work.

Most often than not, people who are into entry-level jobs have very low hourly rates and may or may not entail insurance. This would mean that any hospital expenses caused by accidents that happened while the worker is at work may or may not be compensated by the employer, meaning there is no guarantee or whatsoever.

What's more, most entry-level jobs are on a part-time basis. Examples of entry-level jobs are receptionist, apprenticeship, those who are working in a fast food restaurant, customer service, cashiers, etc.

Contrary to popular belief, entry-level jobs should not be ignored. What people do not realize is that entry-level jobs offer more than just low wages. These jobs are the foundation of all other positions available in the job market.

In most cases, people who start to work on higher positions right after they graduate from college are easily bored from their work. What is even worse, there is no room available for personal growth and career advancement.

Entry-level jobs are the stepping-stone to success in careers. So, for people who wish to grow and be promoted to a higher position, here are some tips that they can use:

- 1. Workers who are in the entry-level position should show enthusiasm, efficiency, caring, and love for his work.**
- 2. They should master their skills and hone their craft.**
- 3. They should be an expert on customer service.**
- 4. They should know how to impress a customer who happens to be seeking an employee who knows optimum [Customer Service](#) .**

These are just a few of the qualities that must be employed by an entry-level worker in order to advance to a higher position. And once he reaches the top, he knows that work is definitely something worth valuing for.

Best Jobs

Employers have said that they are more likely to be 12 percent more graduates this year than last year. It is the first projected increase since the year 2000.

In another study, a projected 60 percent of US business plan to employ the same number of graduates this year as with last year. That is an increase of fifty-five percent from last year, according to the CERI (Collegiate Employment Research Institute) at MSU.

According to recent studies, US Corporations and businesses will employ more graduates with a bachelor's degree in business, biological and physical sciences. Those with construction management, engineering degrees, health care and accounting will also experience an increase in hiring. Other fields will have a slight decline.

On the average, companies are hiring forty three percent of its interns to fulltime and regular status. The expected increase in the hiring of graduates coincides with an expected growth forecast of the economy next year according to a recent survey by the Federal Reserve Bank.

A lot of companies are coming out of a slump and are now hiring their interns and looking for more. A lot of companies are posting jobs and coming into different campuses.

Most experts advise that during the holidays, whether you're looking for permanent employment or internship, it is time to step up your search.

Take advantage of the holiday events you're going to, discuss what you're looking for and your goals. Businesses don't want to be flooded with calls and faxes of resumes. They will probably rely on word-of-mouth to get a handful of candidates. The holidays are a perfect time to network.

What to expect:

Companies will hire more students earning bachelor's degree in business and management, physical and biological sciences. Engineering, health care and accounting degrees also would experience an increase. Other degrees will experience a decrease in hiring.

Businesses expect to employ about the same volume of MBAs this year as last year. Businesses have found employees with bachelor's degrees being able to do some work being done by MBAs.

It will be harder for graduates with computer science degrees to find work.

Companies are more likely to employ students who have undergone internships. The work experience, they say, makes a lot of difference. Federal agencies will employ more graduates but not nearly enough to offset the decrease in hiring by the state and local government agencies.

On average, starting salaries will increase by 1 to 2 percent.

Searching for an Accounting Job

Accounting graduates, have broader choices and specific paths to follow with their careers. Accounting requires a lot of skills when it comes to business and that is why every company has an employee that is an accounting graduate. If you are an accounting graduate, you can apply in any kind of firm. Areas may include tax, audit, financial analysis and management accounting.

It is best that you apply for a job that matches your interests and expertise. There are careers that have been proven by most accounting graduates to bring them to the top of the success ladder and you may want to consider entering these fields.

If you are an accounting graduate who excel in public accounting, the entry-level positions that best fit this skill are Tax Staff, Consulting/ Management Services and Staff Auditor. With these positions you will do your duties reporting to a senior. Once you have acquired three to six years of experience in any of these positions, you may then want to consider applying for the higher levels like Tax Senior, Senior Auditor, and Consulting Senior where the position entails reporting directly to a Manager. After six years of excelling with these positions, then you may consider the positions Partner level and Senior Partner.

Having an edge with corporate accounting, one to three years of experience will qualify you to become a staff member in Internal Audit, Tax Accounting, Management, and Financial Accounting. Moving up the higher level after three to six years, you will be eligible for the Senior Level for Internal Audit, Tax Accounting and Management Accounting. Six years thereafter, you may want to consider aiming for the positions like the Tax Manager, Internal Audit Manager and Financial Accounting Manager.

Expertise in Financial Management, Staff for Financial Planning, Cash Management, and Credit Analysis are options for entry-level positions. Once you have gained the enough experience, you may aim for the Treasury Operations, Credit Analysis and Senior Financial Planning. Higher positions will include Treasurer, Manager for Credit Analysis and Financial Planning.

These career options are traditional paths that were found to fit best for accounting graduates. However, it does not mean that they are the only way to climb up the success ladder. You should go beyond not just limit your skills to accounting. It is still recommended that you gain enough work experience, acquire knowledge in different aspects of education, and continue to improve your character to be a step ahead with other job seekers.

You can download FREE Resume & CV samples [here](#).

Wanted: Job Skills on the Loose

In today's competitive life, employers are more inclined to find people who can contribute to the growth of the company and not just boost its productivity.

Hence, most employers tend to look for people who are endowed with the most desirable job skills in order to match the expectations and necessities of the company.

Therefore, for people who wish to make it to the jobs that they have long been dreaming of, it is important to know the most sought after job skills of most employers.

Here's a list of the important job skills a job seeker must have in order to land and keep a good job.

1. The ability to research

Job seekers should possess the ability to research not because they wanted to land a job in a research company but in order to do simple searches on the data needed by a particular activity.

2. Logical thinking

Most employers need people who are able to produce effective solutions and to make sensible solutions regarding a proposal or a probable activity.

3. Technologically literate

With the advent of information technology, most job openings require people who are computer literate or know how to operate different machines and office equipments.

Most employers do not necessarily need people who are technological graduates. The simple fact that job seekers know the basic principles of technology is already enough.

4. Communication skills

People who are able to land a good job are mostly those who are adept in speaking and writing. Employers hire people who are able to express their thoughts efficiently through verbal and written communications.

5. Organizational skills

No employer would like to hire somebody who is disorganized. Organization is extremely important to maintain a harmonious working relationship in the company. Hence, most employers find people who know how to arrange scheme and methods that would maintain the orderliness in the area.

6. Interpersonal skills

Because the working environment consists of various kinds of personalities, it is necessary, therefore, to acquire the skill to communicate to people from different walks of life.

7. Professional Growth

Employers hire people who are able to create a plan that will generate personal career growth. This means that the person is willing to improve him or herself professionally by learning new things he or she still does not know.

These are just some of the most wanted job skills by most employers. Hence, it is important for the job seekers to take note of these assets in order to be successful in every endeavor they make.

Tips in a Job Interview

The second step in getting the job is meeting the potential employer for an interview. The first step that an applicant has successfully completed was sending your application and passing the screening process of the company.

Go to my [interview overview](#) and consider what sort of interview you may be going for so that you can also decide how to answer these questions.

The employer got the resume through a variety of sources that can be from an ad that was posted, a referral from a friend or a headhunter, or by a person who simply submitted an application by logging on the company's website.

Here are a few tips that will help in having a successful interview;

- Before going to an interview, it is best to do some research about the company one is applying to.
- It is also best to practice with a friend or family member mock up questions that the employer will likely ask so you do not choke during the real interview.
- When you go for an interview, it is best to always arrive 10 to 15 minutes ahead of time. This shows employers that the person is punctual and serves as a good attribute in a potential employee.
- When meeting an employer, you should bring an extra copy of the resume and other documents that are needed if asked certain questions. A good example is architects and photographers who are professionals in the respective fields who have a portfolio of the works done which may impress the interviewer.
- It is always best to dress appropriately. This shows the employer sincerity on the part of the applicant applying for the job. One must have finger-nails and hair well groomed for the interview. The outfit worn should be professional. This would mean that shoes must be used to match the outfit. If you typically wear a lot of jewelry, it is advisable to remove and tone it down for the interview.
- When you are in front of the employer, smile and greet the interviewer with a firm (but not bone crushing) handshake which is always a good start to get the interview moving.
- During the course of the interview, listen very well to the questions asked. Each must be answered truthfully and confidently to be able to sell yourself to the potential employer.
- Afterwards, the applicant should thank the recruiter for the time that was given to meet for the interview.
- Do something -- you can get the top interview answers guide with all the best interview answers to download and keep [here](#)

Facts about Searching Jobs Abroad

Job hunting abroad can be both an opportunity and an adventure. There are hurdles to overcome when searching for the right job abroad. Let's take going to Madrid, Paris, Rome or London for example. It's not enough to just send resumes, the idea should be "get the luggage and get on the plane."

Getting a work permit is one obstacle in Europe. To stay there for an extended time, a residence permit is needed. This can only be granted once a working permit has been granted. Companies only provide non-European workers their work permits if they prove that there are no qualified European for the position. This is tough since the European Employment Services allows different companies to recruit prospects in eighteen European Economic Area countries. Remember that an ideal candidate is one who is able to speak the native language of a specific city other than English.

If you have your eye on Spain, a typed application letter with a resume must be prepared, including a recent photo and translated qualifications and/or copies of diplomas and other credentials. The letter must be written in a direct formal style citing the vacancy applying for. A must have for the closing should be "En espera de sus noticias, les saluda atentamente."

[Rocket Spanish](#) The Ultimate Guide To Learning Spanish Click For FREE 6-day Course

In the United Kingdom, newspapers are good sources of job openings. Assorted prime papers offer complement of job vacancies like "The Guardian," "The Daily Telegraph," "The Times," or the "The Independent" particularize vacancies daily. Companies are very particular regarding the reason you are applying. Research on their product offers, location of branches/offices, etc. There must be a reason why there is an interest to work for a specific company.

The application for jobs in Italy should also consist of a typed application letter. This should be formal and conventional in form. Using the Italian language is a must when explaining the intriguing reason for application. Diplomas and other credentials including impressive list of references should be handy during the initial interview. There are three to four expected follow-up interviews including a psychometric test. Put emphasis on personal appearance before the interview especially how the dress as this shows the concern in getting the job being applied for.

The average job search abroad ranges between six to twelve months. Experts consider searching for a job a full time job itself. Attending career counseling is helpful if unsure on what to do. There are a lot of great career resources who can give advise that best fits ones interests and passion.

Better Job Search Engines

Job search engines use state-of-the-art technology to assist people in their job quest. Here you could enter all the relevant information to reduce the lists of sought after jobs to get more accurate results.

Because new jobs are being added daily or even hours after, the tendency to see the results you had yesterday may be different from what you see today. This is where job search engines come in handy.

After some trial and error there are a few job search engines that could yield better results. They allow searchers to see major job sites, companies and even its associations by entering a keyword and location. Results can be seen in different ways, it could be in a browser list and some sent thru e-mail.

SimplyHired.com, America's Job Bank, Jobster, and Indeed.com are just a few of the search engines that can give you more accurate results. These sites include over 500 job listings with job boards, prime newspapers, and numerous companies with career pages.

Indeed.com even has an advance search option that could be used to search company names, positions, and even the distance for commuters.

America's Job Bank let's you enter the job category you would like to search, then you can enter either the city or the zip code and state you would like to find the job and it gives the list of job openings. If you're lucky, you can even get the quoted salary from each of the companies you're eyeing on.

In SimplyHired.com aside from the list of jobs open, applicants are also given a short description of the job you're about to handle including the responsibilities to be met even during application. It also includes the type of company, location and date when the job was posted.

Jobster provides the latest job postings from today up to the last 7 days wherein you can also choose the distance you prefer. This site gives you the ability to see the list of the freshly posted jobs from a variety of sources.

How Good Are They?

These sites give listings that are relevant and timely, compared to other search engines that generate results a little longer than the others. Some would even provide results that are far from the location picked out.

So far the best among the search engines used is the Simplyhired.Com. It showed the job title, a link was also provided for posting, a summary of the job description, where the exact current location and where it originated. The produced results are easy to read, non-confusing with bits and pieces more of information plus the getting around is user friendly.

“Quo Vadis, New Graduate?”

According to a recent survey by Job Outlook, for the third year now there is a positive increase in hiring fresh college graduates for 2006. Business owners plan on hiring more from the class of 2005-06 than they did from the 2004-05 class as well as offering higher compensation and benefits for the new hires.

In the annual survey by the National Association of Colleges and Employers, nine out of ten companies describe the new job market as good, very good, and excellent. Public accounting and consulting firms narrated the brightest prospect for the future graduates, while engineering and construction firms supported the idea by saying they'll also be hiring.

There is a growing demand for new graduates in the job market as a result of the also growing products and services they offer and to keep up with the retiring HR staff.

Who is in demand?

- ◆ Mechanical engineering
- ◆ Electrical engineering
- ◆ Accounting
- ◆ Business administration/ management
- ◆ Economics/finance
- ◆ Computer science
- ◆ Information sciences and systems
- ◆ Marketing/marketing management
- ◆ Computer engineering
- ◆ Chemical engineering

Mechanical engineering graduates topped the list and eyeing on them are aerospace, automotive, mechanical equipment manufacturers. They also plan on hiring graduates with Ph.D.s in science and computer related courses.

Banking, transportation, financial, and insurance services are seeking Economics/Finance graduates. The food and beverage processing companies, merchandisers, and financial services will need more Business Administration/Management degree holders. One-third of business owners plan on hiring associate graduates categorized into three: technology, engineering and business related degrees. Insurance and engineering/surveying companies appear the most in need of 2 year course graduates for they bear a productive kind of technical knowledge which does not require more training. They belong to the hands-on work force who developed a good work ethic which is sadly observed by employers as missing in previous amateur graduates.

During the survey, only 23.5%, (mainly manufacturers) respondents planned on hiring international graduates in 2007

What qualities should a new graduate possess?

- **Must have excellent verbal and written communication skills**
- **Must be honest and has a high regard with integrity**
- **Can easily relate to others**
- **Maintain strong work ethic**
- **Can work well with others –TEAMWORK**
- **Analytical skills**
- **Must be self motivated and initiative**

- **Adaptability to change**
- **Updated computer skills**
- **Observant to details**

The standards of companies' ideal candidates are often higher than the last year's. It is important that new graduates show good G.P.A.s as full time jobs come with good benefits coming from good revenues. Salary, should not be the sole consideration when looking for a job, benefits are part of it.

Here are some of the lists of benefits:

- Life and Medical/Dental insurance
- Retirement plans
- Annual and semi-annual increase
- Employee counseling program
- Dress code
- Paid trainings
- Bonus and commissions
- Family benefits
- Flexi-time
- Performance updates
- Vacation and sick leaves
- On-site fitness and recreational facilities
- Day care center
- Company car/service

The best places to seek competitive employers can be on campus job fairs, during on-the-job-trainings, student organizations and clubs, Internet search job search engines, etc. What's important is that you target the right employers. Don't let an opportunity pass, get in the interview to know more about their career offers and don't forget to research about the company. You must be able to discuss your career objectives and compose a list of relevant and creative questions you can ask yourself.

“Looking for the Job that is right for you”

Finding the best job that suits your personality and your lifestyle is never easy. It's actually a full time job itself. To better understand your needs and increase your chance of succeeding in your chosen field, you need to conduct a personal evaluation. Is this the career you want? Is there room for growth? Are the salary and benefits good?

You can't really evaluate a position unless you do the research. From a recent survey in the U.S., graduate degree holders earn an average of 35 to 50 percent more than just bachelor's degree holders. This is a reason why more and more are taking their Masters. There could be an offer or two, all you have to do is make a concrete decision to ensure the right job for you in the present job market.

Know what you want

Knowing what kind of personality you have and your interests gives you an idea how you would like to spend your day on a job. The activities you'd like to get involved in plays a great role in keeping you motivated. You could make a list of the kinds of people you would like to be working

with. Say, people who like being told what to do or authoritative types; how about loud people or quiet types; and would you like a place where people love socializing or not? There are different sizes of companies as well, there are small, medium, large, overseas, local, and regional.

The Internet is a valuable tool that assists online job seekers in looking for a job they could fit in. Trim down the choices depending on your needs and wants to get the more possible pool of companies you can try submitting resumes.

Below are the common job search techniques:

Percentage of Job hunters	Search Technique	Effectiveness
66.0%	Direct application	47.71%
50.8	Referral from friends' work	22.1
41.8	Asking friends from other places	11.9
28.4	Asking family about the company they work for	19.3
27.3	Asking relatives about jobs from other places	7.4
45.9	Newspaper posts	23.9
21.0	Career centers	24.2
12.5	School organizations/clubs	21.4
15.3	Civil Service Exams	12.5
10.4	Referrals from mentors	12.1
1.6	Local ads	12.9
6.0	Cooperative programs	22.2

*Percentage results obtained from dividing the technique by the total number of job hunters who tried to use the method, successful or not.

Your major strengths and weaknesses will help indicate how well you will perform in the work you have chosen. Your progress dictates your maturity and enthusiasm at work. Finding the best job for you is a full time job itself. It requires time and passion to get positive results. No matter what you choose, it should always be a place where you can identify yourself and remain happy.

Wage for the New Graduate

Fresh out of college, most people are excited about landing that first job. Given that most grads do not have work experience or only had a part time job while studying, it is not easy to secure an executive position right away.

Starting from scratch, one has no choice but to start from the bottom in an entry-level position then in time move to the top. The challenge most grads face in applying for a job is the competition. Aside from those who just graduated, there are also those who have left the previous job and are looking for a new one.

According to hiring and compensation experts, there is not that much room to negotiate when one is just a fresh grad. This is because that person does not have substantial work experience as basis to negotiate for a higher wage compared to those who have already worked before.

The range of the salary fresh grads get are based on the course one has finished in college. To those who volunteered to be surveyed, it was found that people who graduated from the sciences were able to get a higher salary compared to those who graduated from the liberal arts.

A tip that may help a little in the negotiation process is knowing your potential and not easily giving in or selling yourself short. In the course of an interview, it will boil down to the how much you will be getting. Most fresh grads accept what is given immediately and reply “ok” ending it there.

It is best to only talk about the salary when an offer has been made. If the interviewer is good, it can wait. During that time, one can try asking how much the company will give for someone in that position then be able to negotiate about that further later on regardless of the figure that was given.

The applicant can then ask questions such as job responsibilities and mention that the contribution one can give to the company is more important than the salary you will be receiving showing the recruiter you are a team player.

Applicants can negotiate more by doing research on how much other companies are offering for the same job before giving an immediate answer. By knowing that information, it is possible for you to negotiate the salary offered for a little more.

Getting a job is not only about a salary. This includes other things that the company offers to its employees and by thoroughly checking out the other benefits and perks, it can also help in deciding whether the applicant should accept the job or not.

How to Make the Best Out of Job Fairs

Finding a job is such a daunting task. Here, there, and everywhere, job seekers tend to look for the best means in order to find the best jobs.

However, most of them are predisposed to neglect job fairs. This is because many job seekers get annoyed with the jam-packed, full of activity, and baffling series of events. Nevertheless, they are still the best place to land a job.

According to the Bureau of Labor Statistics in the United States, the employment status is likely to boost by 15%. That is why job fairs are the best places to find a job because many companies will be participating in the event.

Job fairs are not really that bustling. The important thing is to obtain the necessary requirements needed in job applications and the rest, as they say, is history.

Here are some of the things that a job seeker must have by the time he or she is at the job fair in order to make the most out of it:

1. Advance research can be very helpful.

Most job seekers aim to find the best employment possible. Hence, it is important to do some advance research before going to a job fair.

Usually, the organizers of this event will post the companies that will participate on the job fair. Obtaining some information about the companies and the position that is open for the job would be an edge over the others.

2. Job seekers should have enough resumes.

It would be better if job seekers have enough resumes, at least 25, before going to the job fair. In this way, the applicant will be able to provide resumes to all of the potential employers in the job fair. The more applications you deliver the better chances of landing a job.

3. Job seekers should know how important it is to dress for the occasion.

As they say, first impressions last. Hence, in order to cut above the rest of job seekers, an individual should learn how to impress his or her future employer by dressing for the best. It should project a professional outlook, enthusiasm, and the determination to get the job that he or she really wants.

4. Job seekers should be prepared for some on-the-spot interviews.

Just be sure you have worked out what you will do with [Top Interview Questions & Answers](#)

5. An applicant should have a list of the companies where he or she had given his or her resume.

Knowing these things can be very helpful especially if it is the applicants first time in a job fair. Hence, people should be more aware of the benefits they can derive from job fairs alone.

Tips on Optimizing Job Listings

Finding a job and looking for somebody to fill a position are no longer difficult. Thanks to the innovations that technology has introduced, people are now adept with job searches. Both the job seekers and employers have more choices when it comes to finding jobs, whether online or offline research.

In fact, the United States Bureau of Labor Statistics asserted that there is a probable increase of 21.3 million jobs in the coming years. This is because job seekers are finding more ways to search for the right jobs.

One of the most commonly used methods for job searches is the job listing. In fact, most employers contend that job listing is the most effective way of landing a job. Surveys show that 47% of inactive people looking for jobs rely so much on job listings as a means of getting some information about job openings.

This concept is based on studies and surveys that job seekers are more inclined to search for jobs in terms of the available positions and not on the possible employers or companies.

Hence, it is important for the employers to know how to get the most out of job listings in order to maximize their hiring endeavor.

Here's how:

1. Employers should learn how to concentrate on rewards that they can give to the people rather than what the company's mission and vision are.

In most cases, job seekers are more interested on what they can get from the position that they

are applying for rather than the history of the company itself. Hence, it would be better if the employers emphasize more on their job listing the benefits that people can get once they are hired.

2. Employers should present job openings in their job listings in a simple manner.

The key point in making job listings is not to expound more on the highly technical business terms. It would be better to emphasize what their company can do and how the employees can benefit from them.

3. It is important for the employers to be straight to the point when describing job positions in job listings.

There are instances wherein employers tend to make the position more technically conceptualized wherein the job description is mainly different from what the position entails.

Hence, it is important for the employer to tell the exact position and job description as it is in the simplest terms.

Indeed, job listings can be very beneficial to everybody. It just needs the right principle in order to be successful in job hunting and employee searches.

The Best Medical Job Search Tips Ever

In 2006, many work agencies had seen noteworthy increases in the number of medical-related jobs and those that fall under the health care services.

The demand for these positions is, in fact, consistently growing because there were also notable increases in medicine and health care-related job searches. It reported a total of 3.5 million searches just in the Internet and a particular web site alone.

Finding a job in the medical field can be very tedious and daunting, especially with all those millions of competitors all vying for the same related work field.

Therefore, for people who wish to obtain some edge over the others and have higher possibilities that they can get the medical job they have long wanted to have, here are some tips to guide them through:

1. The key to your dream job is in the resume

Gone are the days of the so-called “cookie-cutter” resumes. What matters most is to incorporate all the details being asked in the job posting.

The employer seeks to find the details he had posted in the listing; hence, he would be expecting to find it on the applicant’s resume. Make certain that the resume matches the qualifications that the potential employer is seeking.

[Get more interview & job offers - Professional Nursing Resume Writing 100% Guaranteed](#)

2. Applicant’s should have previous experience already

The key point into getting a good medical job is based on the fact that prior to the application, the applicant should, by all means, try to generate some work experience even if the starting salary is just minimal. As long as it will give a person some kind of work experience, he or she should never hesitate to grab the opportunity.

In reality, 60% of the hiring employers are interested with the work experience, with all the other qualifications set aside.

3. For medical job searches online, it is best if the applicant will narrow job searches.

This means that the person should use terms that are more specific with regards to the kind of medical job he or she is looking for. It will not necessarily give the applicant a thousand results, but at least the applicant can generate at least 10 to 20 job searches with greater possibility of acquiring a job.

The bottom line is that medical related jobs are not that hard to find. With some determination and persistence the chances of obtaining the ideal job is just a matter of time.

Some Tips on How Not To Lose a Job

Nowadays, finding a job can be very tedious. However, some people contend that trying to keep a job to avoid the risk of losing it is in even harder. This is because they are trying whatever viable means there is, in order not to lose their jobs.

Unemployment is a devastating condition in the society. It wrecks dreams and ambitions, and the goal to have a happy and decent life. In fact, unemployment had such an effect in the United States in 1990, where it only recorded 45% of its population working and from here; only 24% are working full time. That is why it is extremely important for a person to find a job and try harder not to lose it.

Today, the percentage of people who are employed gradually increases and the wage that they earn escalates as well, according to the Bureau of Labor and Statistics. The families that only earn from \$10,000 to \$50,000 in a year are already less common because the others are earning a lot more.

For people who already have a job and desire not to be jobless again, here are some tips that they must follow in order to stay on track:

1. Employees should always try their best to improve their performance

This entails a chain reaction within the work force in the company. The employee should, by all means try harder to do their job well as well as improve their performance in order to increase productivity.

Once productivity has been improved, the income of the company will grow, meaning there will be more funds for remuneration and more probabilities that the company will adhere to its employees' cultivation and motivation.

2. Avoid procrastination

If a person does not want to lose his or her job, procrastination should be avoided. Making up lame excuses, even if there is the slightest truth in it, will never justify the work undone.

3. It is better for a person to find a job that he or she truly likes.

It would be harder to keep a job that a person does not like. This will only result to poor performance and everything. It is better for a person to find a job that would bring meaning to his or her life.

The main point here is that people should know how to turn failures into success in order to focus on one common goal: never to lose a job again.

Jobs Available Online

In the past, applying for a job meant looking through the classified ads in the local paper. The advent of the internet has created various job sites online making it easier for someone to apply for work in another state and in even in another country.

It has made the world a smaller place with everything at one's fingertip and just a click away. Most job sites will require a person to open an account, fill in certain information and deposit a resume.

These sites usually ask for pertinent information such as the person's name, age, address, contact number and social security number.

Other information that will be requested are educational background. Some companies prefer someone with a degree in a certain field or a licensed professional to do the job or perhaps a person who possesses a master's degree.

Employment history is also another thing that has to be mentioned. This includes the job description and highlights that you have experienced during your career.

With the information provided, some of these sites offer a service with a fee that will match your qualifications with jobs that are available and enable you to apply for that position. Some even promise to make your resume stand out over other applicants giving that person more priority over others but even that is a not a guarantee that one will get the job.

One also has to mention the salary the person is receiving both in the current and previous jobs as this is matched with the job the individual wants and the salary one desires.

These sites offer various jobs to people. It caters to professionals and teenagers who want to work either for full time, part time or on a per project basis.

Applying online is not only done through job sites. A lot of companies have websites that have a section on careers which one can access and check what openings are available. One simply has to go through the process of also giving certain information that is asked for and uploading one's resume.

The first impression employers or headhunters look at is one's resume. Given that many people apply, this usually takes these people a short period of time to review and screen certain applicants before going to the next phase of being scheduled and called for an interview.

There are many jobs available in the market. It just takes a little effort on one's part to sit down in front of a computer and look for the right job.

Seven Basic Salary Negotiation Tips

Money is the most sensitive issue in the whole hiring process. Discussing the compensation often causes anxiety on both employee and employer. Here are seven ways to make the process of salary negotiating efficient.

Career Experts Agree: You Don't Get What You Deserve - You Get What You Negotiate!
Negotiate a Pay Raise: [Click Here!](#)

1) Research: Before the interview process begins, contact the professional organization that represents your field of career. As soon as they provide you with your salary information, you can now examine your monthly cash requirements. Remember that once your taxes are added to your paycheck, approximately 30% of your gross monthly salary is deducted.

2) Determine your skills: You should understand that different segments of the economy require a variety of skills depending on the industry setting. Once you have established what your skills are and what they are worth to the current employment market, you would know the limitations of your negotiation.

Salary range information is available at American Almanac of Jobs and Salaries, National Association of College and Employers, Career Center, and professionals in your related field.

In stating your salary range, avoid basing your desired salary on your current salary. Always tell the truth when it comes to your past salary. It is acceptable to extend a range to approximately \$6,000 to show that you are within the company's price range but interested in more compensation.

3) Weigh the company's compensation package: To determine your fair market value for a specific job, you should consider the economic, geographic, and industry factors of the job offer. Weigh the benefits of compensation and promotions, insurance, allowed time off and retirement settlements of the offer to ensure a fair proposed salary.

4) Sell yourself: If you know what you could offer the company requires a larger income, never say it directly. Once you sell yourself discreetly, the interviewer would understand that the proposed salary is not appropriate for your background.

5) Have a positive attitude: In negotiating, never compete. Negotiation is basically a process which could benefit both parties. Understand your needs and those of the company.

6) The final offer: Be aware when the negotiation is done. Pushing further when a deal has been set could give a negative first impression on your part.

7) Show what you are made of: The interview is only the first step in having an enhanced compensation. Once you are hired, offer your skills to the company and prove your worth by doing quality work. You may even get a promotion for doing so.

Based from a survey conducted by the Society for Human Resource Management, four out of five employees are willing to negotiate compensation. Understanding these basic tips will allow you to enhance the terms of your new job.

Job Search Tips for Sales Professionals

Each specific industry has a variety of requirements that an employee has to meet. In searching for jobs as sales professionals, how do you prepare for a competitive environment?

Here are useful tips you could perform in searching the appropriate job and acing the interview.

1) Research: In order to be prepared on your interview, you should learn important facts about the company beforehand.

* The internet is one of the best ways to search for information and most companies provide their own websites. Study the content of the company's website; know their background, goals, and information about the top executives.

* By using search engines on the Internet, you could also obtain news and additional information about the progress of the company, past projects and issues, and organizations where the company belongs.

* Review the stock market chart of the company. Since majority of shares are publicly traded, you could examine the recent stock price and learn the difficulties of its market over the past years. Knowing the strengths and weaknesses of the company will help you in the interview.

* Learn as many information as possible about its competitors. When you read articles about the market space, you will find out who leads the market and you can find out the company's competitors. Having this knowledge could help you during the interview since you could be able to justify how the company is better than its present competitors are.

2) Attitude: Having the right attitude towards the interview and the job itself would ensure the position is yours.

* Majority of successful sales professionals have a unique energy that you can feel. They command a presence and hold the attention of everyone. Be energetic about the job and interview.

* Be enthusiastic. Since you have done your research about the company and its competitors, the interviewers will appreciate your enthusiasm and interest about the position.

3) Preparation: The position you desire could be yours as long as you show up prepared.

* Create a presentation by researching the products and services of the company. Be prepared to speak directly and intelligently about the company's field.

* Provide statistics and industry related facts in your presentation. This goes to show that not only are you enthusiastic about the job, you are also aware of the condition of the industry.

* The fact about sales is its all about numbers. If you are asked about your numbers, simply provide them with production reports, past employment lists or a W-2 form of your yearly earnings.

By successfully performing these basic steps, your sales job could be yours in just a handshake away.

[Find your next Sales Job with our Free Job Search](#)

Importance of Skills Emphasis on Job Interviews

Skill emphasis during the interview is important to show the employer what makes you different from all the other job candidates. In this competitive world, companies search for the most qualified employees by weighing skills of the candidates and determining how they would benefit the company.

Majority of the top companies search for employers who stands out based from their expertise, ability to give new developments, and pleasing personalities that would enhance the organization.

Skills are grouped into three kinds – knowledge-based, transferable, and personal traits.

1) Knowledge-based skills are those learned from experiences. These may include educational attainment, additional training, seminars attended, and other practices that you have studied to enhance your expertise.

Knowledge-based skills include computer and communication skills, marketing or managerial knowledge, product development, and many more. These skills vary depending on the field of industry of each job candidate.

2) Transferable or portable skills are those you bring to a specific job. This is the reason why interviewers ask, “What could you offer the company?” Transferable skills are important because companies strive to look for quality employees that would improve the development of the workforce.

Portable skills include problem solving, team leader potential, organized, writing and communication skills, customer service oriented, time and project management, and good with numbers and budget. This kind of skills varies depending on the experience and versatility of each job candidate.

3) Personal traits determine who you are. In a job interview, one of the most common things an employer says is “Tell me something about yourself.” Your response is vital because it would set the tone for the rest of the interview.

Personal traits include good judgment, well organized, analytical, goal oriented, flexible, creative and many more. Try to sell yourself in as modest as possible within a limited time.

* Self-assessment. In order to provide an impressive presentation, examine your resume and list all the skills you have used for each past job experience. Make a comprehensive list of your skills and strengths including personal traits, knowledge-based and transferable skills. This would be the basis for your personal commercial.

* Once you have completed your script, you are now ready to face the interviewer. Remember that employers are interested in your accomplishments. Use words that are concise, direct and clear.

Although many companies require a unique set of skills, you should still highlight your technical skills in the interview. These skills, which top companies usually seek, include leadership, communication, confidence, flexibility, problem solving and energy.

Emphasizing all of your strengths and skills on job interviews would increase your chances of landing the desired job.

Matching Your Skills to Find Appropriate Jobs

Skills refer to the things you do well. The key to finding the most appropriate jobs in the industry is recognizing your own skills and communicating the significance written and verbally to a probable employer.

Majority of the most viable skills are those that are used in a variety of work settings. What are these skills? Would matching your skills to find the right job be successful?

* Determine your skills. This would help you in becoming the lead candidate of landing the job. A skill does not necessarily mean it was adapted in a work environment. If this would be your first job hunt and you have no job experience to date, you still have a chance in the industry.

Majority of skills, including knowledge-based and transferable, could be absorbed and developed as a volunteer, a student, a homemaker, or in your other personal activities. The skills you have used for these activities can still be applied to your desired jobs.

Organizing and listing your personal skills could help you easily fill out job applications, provide useful information for job interviews, and prepare quality resumes.

First, you should categorize the skills by separating your interests and aptitudes from your work experience.

1) Aptitudes and interest. These include all of your hobbies, activities you have been involved in the past, and all the things that interest you. By listing all of these down, you could examine the skills it takes to achieve each item.

Skills from aptitude and interest may be homemaking, playing basketball, fixing cars and many more. All of these items could determine if you are capable of working with a team, able to handle multiple tasks, have viable knowledge of human development, knowledge of electronics and ability to diagnose mechanical and numerical problems. The list goes on, but make sure to consider the skills that would be beneficial for a working environment.

2) Work history. This includes volunteer, part-time, freelance, summer and full time jobs. Once you have listed all your past employment, examine the skills you do work each work duty.

* Ask for help. As soon as you have your list ready, you could now go to job services that could help you acquire your desired job. You could also search job yourself. However, always remember to match your skills and abilities in your list to the needed skills and abilities of various jobs.

In most cases, people who seek jobs are threatened with job titles. This should not be the case. As long as your skills and abilities could meet the requirements of the workload and job title, your possibility of acquiring your desired job increases.

[Personality Profiles](#) – Get a free report to help match your personality to the job.

Tips for a Successful Local Job Search

If you are seriously searching for a local job, but you have no idea where to look, you may be just one of the thousands of unemployed people in the country. However, finding a job is easy when you know where to search.

Where can you find employers? How can you find your desired local job?

Before anything else, you should determine your skills and abilities, update your resume and be ready to face the employment process. There are several options on where to find employment.

1) Job Center: Job centers provide numerous vacancies for different kinds of work. Majority of job centers update their employment board frequently.

Originally, these career centers cater to young jobseekers up to 21 years old. They arrange for appropriate job interviews, which they believe, would match your skills and abilities. Some job centers also process training vacancies and apprenticeships to young people. Today, these centers also cater adults' need of employment.

2) Newspapers: Local and national newspapers, non-profit papers and job hunting newspapers provide advertisements on current job vacancies. You could find all the existing newspapers in libraries and check all the recent job postings.

Majority of newspapers today have their content available online. You could browse through them one by one and list all the jobs you prefer.

3) Journals and magazines: Every industry has their own periodicals, magazines or journals. Most employers go to these publications for employing professionals. Some could be bought in magazine stands and others come by subscription. Therefore, if you are hoping to establish your career based on your finished field of study, you could subscribe to a professional magazine and increase your local job prospects.

4) Agencies: Employment agencies handle most of vacant local work. Covering all kinds of work for various industries, these agencies are listed in local directories and Yellow pages.

5) Employer grounds: Many companies have job vacancies on their premises. Since these companies such as food retailers make use of internal notice boards, they do not advertise in newspapers and agencies. You could walk into these companies and ask the front desk for employment vacancies.

6) Internet: The most cost-effective way in finding local jobs is through the internet. Majority of employment agencies, newspapers, top companies, magazines and job centers have their own website. You could save time by searching through them one by one and apply for the job you prefer the most.

Some of the best quality local job search resources and articles can be found online at Howtofindoutabout.com. Our visitors recommend this website each time they try to search for job search tips, advice and insider secrets from experts. You can search thru the form by keywords on that site or just browse our library of job search related articles by experts in various subject fields.

Making use of all these options could save you a lot of time searching for your desired local job. You could use all of these methods simultaneously to increase your chances of employment.

Searching for Perfect Teen Jobs

Just because you are a teen doesn't mean you can't find a good job to either help you through schooling or to get a few extra bucks for your various hobbies and needs. Here are a few tips on bagging a great teen job

Labor Laws

You, of course, have to follow the law. And there are various laws that govern teen employment across different states. Teens that are hired to do non-farm work will at least have to be fourteen years of age to be allowed to work. Here are a few other restrictions. You will have to do a little research in the state you are at to come up to date with the latest laws and regulations.

Teens that are aged 14 to 15 are only allowed to work three hours per day, and eighteen hours a week. When there are no classes and during summer breaks, this amount may be increased to eight hours per day, 40 hours per week. Also work for teenagers of this age is limited to up to 7 o'clock p.m. within school days and 9 o'clock p.m. during summer breaks.

Employment Documents

In several states, when one has not reached the age of eighteen yet, it is required get working documents which are officially known as Certificate of Employment or Age to be allowed to work legally. Schools are good venues for one to acquire these important papers. The Department of Labor offers such service, too. Browse on the certification list for Age or Employment to know which rules apply to you. Your school's Guidance Office can be of great help. One's state office will assist greatly if one is directed to the Department of Labor. Particular states such as New York, for instance, have special web site sections on Youth Jobs, which will produce the information and documents you are required to have.

Fantasy Jobs

Make sure you take a job you can maintain interest in. You might want to consider after-school programs and working with kids. Or you may want to work part time on the beach, recreational facilities, zoos and other areas. The important thing is that you choose a job that you enjoy and can perform in with the best of your capabilities. It is very important that you do your best in your job and pick one you truly enjoy, as your experience with this job could very well dictate your future career.

Job Search

Your high school guidance counselor may be able to assist you with finding a part-time job that is just right for you. Aside from having contacts among local businesses, they may also help you evaluate which jobs you will enjoy and excel at.

It is also a good idea to tell everyone you know that you are looking for work. Don't underestimate your network of acquaintances. They may very well have other networks of acquaintances that may help you find good jobs.

Make Some Extra Dough

Some teenagers would like to be able to get a job and earn money. Since these individuals are still in school, the next best thing to getting a real job is getting one that is part time.

When applying for a part time job, here are some tips one must remember when going up to a potential employer;

- One must prepare a resume when applying for part time work. Even if the person does not have experience, it will show the employer that a little effort was made on the part of the applicant in producing something on paper. The resume may contain highlights or strengths about the applicant which could make the applicant stand out over other people that have applied for the same position and in the end get that job.
- When meeting an employer, being dressed appropriately is important. It shows the sincerity one has in applying for the job. One must be that finger-nails and hair are well groomed for the interview. The outfit worn could be business casual. A polo and khaki pants will be ideal for men and a polo and skirt for the women will do well for the interview. This would mean that moderate shoes must be used to match the outfit. If one wears a lot of earrings, it is advisable to remove some to present the person better.
- Getting a job is not easy and there will be a lot of times that the employer will say “no.” This is nothing personal but some employers will prefer someone who has some experience. Even if one is rejected, the person must not give up in getting that part time and move on to the next potential employer.
- When one is already in front of the employer, a firm handshake is always a good start. Walking in and showing ones sincerity in getting the job is another. There is only so much one say in interview so it is best to practice in selling to the person the strengths one possesses in order to get that job.
- In the course of going from one employer to another, the employer will not give the answer at once if the person is hired or not. Other applicants will still be interviewed before making that decision. By keeping a list of the places where one went for interview, one will be able to call and follow up the status of the application.
- Even if you are in business school, they just don't teach this in class. Imagine doing what [this college student](#) is doing, earning thousands of dollars per month while still going to school! She has the option to hire and grow her site into a *major* business, or continue it part-time *and* leverage her skills after graduation for any company *she* chooses.

How does she do it? [Here's how!](#)

Part time jobs are available in various places. One might find one while walking in the neighborhood, checking the school bulletin board or local paper and even the web for job postings.

How to Create a List of Warm Contacts

Usually when you are looking for a job, you would ask for help from family and friends. You would contact these people to ask for information on current job openings, business opportunities and tips.

Your family, relatives and friends belong to your warm contact list. The warm contact list is the list of people with whom you have or had some personal association. A former classmate, officemate or neighbor may belong to your warm contact list.

Who may be included in your warm contact list? Here are a number of selections. Follow this link for masses of [Networking](#) resources you can tap into anytime.

* **Relatives and Friends**

These people are always willing to help you in your job search or business venture. They will be able to provide you information if they have some, or refer you to trustworthy people who will be able to help you. If they will introduce you to some of their contacts, they can surely provide honest information to you regarding the person you are going to associate with.

* **Members of the church, political party, social club or fraternity or sorority**

You probably did not expect it, but people who share the same faith, beliefs or hobbies may also help you with finding a job. You may have a different career from theirs, but they might know somebody who is in the same field or will be able to help you in your career.

However, depending on your level of association with them, they may think twice about giving their opinion or thoughts about their contacts. Their opinion can sometimes help you in making a strategy on how to approach and ask for help from their contacts.

* **People who sell you things**

You may think that your relationship with these people is purely based on trading goods and services, then paying for them. However, people who sell you things are also sources of information when networking.

Since these people sell their goods to different types of persons, they may have associated with somebody who belongs to the same field as you do, or have heard information about your target job from their other clients.

These people will also be happy to help you, since they know that maintaining a pleasant relationship with you means a stable business. Also, if you have a good job means you have increased your purchasing power, and then it could also mean that you may purchase more from them.

* **Former employers, colleagues or co-workers**

Maintaining a good relationship with previous employers and colleagues has more benefits than you can imagine. This is the reason that most people try their best to iron out any difficulties with their previous employers even if they are no longer associated with the company. Aside from the possibility that your potential employer will call previous employers when they review your job history, former employers and colleagues are also a good source of information related to that field.

When you ask for help from family and friends, there is the possibility that the information that they can give to you is just from another source. They may not be able to give you first-hand information or detailed information unless they also work in the same field that you came from or would like to go into.

This is very different when you consult former employers and colleagues from the same sector. They will be able to provide you with valuable information and may be able to clarify such information and answer you questions.

*** Members of your professional organization**

If you belong to a professional organization related to the field in which you are looking for a job, you can consult the organization for current posting from the members. If you don't belong to any, consider joining one since this will be beneficial to you career growth.

A professional organization can provide you unbiased information on current job openings from its members. The organization can also give you details on the company profile and even on current market and career trends.

These are the most important people that you should include when creating a list of your warm contacts. It is better if you contact them all so you can have as many options in your job search. When you talk to them, tell them that you are actively seeking a job.

Follow the link for masses of [Networking](#) resources you can tap into anytime.

"How to Follow Up on All Contacts"

If you are still in the job search process, it is extremely important to follow up on all contacts. It is not good to just sit and wait for results to come pouring in when you think that you've already done your part because your contact information has been distributed.

Consider two men applying for a prime position at a company. After the interview, the first applicant just sits around waiting to hear from his prospective employer.

On the other hand, the second applicant distributes his contact information to some people that he met in the company. Furthermore, applicant number two does a follow-up on the results of the job interview a few days later. The first applicant has not been heard from, because he just relies on the basic "We'll call you" routine. Who do you think will have a greater chance of getting the job?

Even though the first applicant is more qualified, since he did not follow up or even send a thank you note to the interviewer, in the end, he does not get the job.

If you are still waiting for that job offer and you do not follow up on your contacts, your chances of getting hired become slimmer. In business, following up on all of your contacts is a sure-fire way to spread the word about you, your business sense and expanding your horizons.

If you are still looking for a job, here are some tips on how to follow up on your contacts:

* Send a thank you note right after the interview, ideally after a couple of days. This is a way of getting the prospective employer to hear from you again. Should you not get hired for the current position that they offer, someone from that company will likely keep your information on file for

future consideration.

* Make sure that you leave your mobile and landline number, e-mail address and home address so that prospective employers will have no excuse of not getting in touch with you.

* Be accurate in getting the contact information of perspective employers. In return, when you place their information on any letter that you send out (i.e. resumes, thank you notes) avoid typographical errors and make sure that you have their names correct, to see to it that everything is in order.

* Some companies do take a look at your character references so alert the people on your list that they might receive a call from your prospective employers.

* Always be on the positive side. Should you not get hired for a particular position, you may ask the people from that company for referrals to other companies or at least keep you in mind for future hiring.

If you are currently in business, whether you are just starting out or in the midst of expanding, you also need to make sure to follow up on all important contacts. For example, you go to a corporate event and you have distributed a lot of business cards. Do not stop there. These people might eventually bring big business to your company so it is important to build up a strong business relationship with them.

Here are some tips on following up on your contacts if you are already in business:

* Send thank you notes to current and future customers. This rule does not just apply to people applying for a job. This is much more helpful for those who are already in business, as a simple thank you note would remind customers of which company they are dealing with and your brand name will be imprinted on their minds. This practice should send more business your way.

* Send follow up messages. If you are in sales, it is good to follow up on existing buyers who are most likely to purchase your products again.

You might also want to personalize any correspondence that you send out as this leaves the customers feeling as if they know you personally. This should lead you to earning their trust, which in turn leaves the customer feeling secure that you are handling efficiently whatever business it is that they throw your way.

* Make sure that you follow up swiftly and promptly. The rule of thumb is to reply fast, fast, fast. Whether it is a solution to a problem or sending out an order or replying to a letter, responding quickly to a customer is the easiest way for them to think of you and your company in a positive way.

Have You Thought How YOU Are Going To Find Your Next Job? Networking is the most effective way of finding the unadvertised or hidden jobs. But do you know how to go about networking?

Not really sure? [How To Find Unadvertised Jobs](#)

How to be Invited for Interviews

Once the application has been sent and the resume has been received the next thing that would possibly happen is that the employer will be calling to test communication skills by means of an interview. Allowing oneself to be given the option on which employer is best fitting the applicant is one characteristic of being pro-active. Consider being called by multiple employers for a job interview in a day a good sign.

This only means that they were really impressed with the documents submitted, therefore, deserving a personal communication on how most likely an applicant would land on the job.

Resumes can present an individual very well. Seventy-five per cent of employers say that applicants with resumes passing their standards would definitely be invited for a job interview. Allow two or more interviews. How? Here are some resumes tips that would give you not only one but more calls for interview:

1. The position that an applicant is interested in should be placed right at the start of the resume. Having this as an objective shows that an applicant is really focused and career oriented tells that he or she knows what is exactly the perfect career for him or her.

Everyone who is looking for a job and sends out resumes NEEDS a Cover Letter. It is not an option. As a professional, you should have a cover letter, and you should send one with every resume you submit.

Our [Clever Cover Letter](#) professionally introduces you and your resume to an employer and:

- Emphasizes your strengths and qualifications
- Demonstrates your intelligence by providing a sample of your written communication skills
- Establishes your credibility
- Creates your professional image.

Armed with a great covering letter for your application and being ready to follow up any intermediate enquiries, PLUS sending a 'Thank-You' letter after your interview, can make the difference between success and failure.

2. One of the best significant ways to get the employers' attention is by using words that are really powerful that denotes strong capabilities of the applicant. An example of this is, instead of writing, "assigned to be", write instead "in-charge of," indicating that the applicant has active leadership skills that can be a step to the management position if there is any.

3. A bullet catches the eye of an employer at one look. Use these in itemizing achievements, career highlights, recognition, qualifications, and skills and interests. Words in bullet form forces the employer to read the information provided. These also create more clear space on the paper making the application form or the resume very neat and astounding.

4. Make sure that the resume is very selective. Only apply for a certain position in one company or organization one at a time. Do not submit resumes with different job interests and positions applied for at one time. This will be a complete waste of time.

5. Ask a pro. Resumes are written with the help of experts who can actually see the applicant's strengths and opportunities.

Aside from preparing an impressive resume carefully follow and read all the special instructions like how many spaces are provided for a specific answer or the number of words for the answer.

Keep in mind that this is also a test to see how well an applicant can follow simple rules. Not only does it have to follow the steps, the application form should also be neat. Handwriting is also being considered and using a black pen will greatly add to the formality of the answer. As much as possible, never use a liquid paper or fold and bend the application form and paper.

When answering, be careful not to leave blanks unless it really does not apply. Use N/A only if necessary. Be truthful with all the answers but this does not mean that you have to provide a complete or thorough answer for every question. Always adapt the answers to the job being applied for. Only provide the skills and recognition received that will be beneficial to the new company or employer. However, see to it that the answers provided indicate the reason of being more qualified than the other applicants.

Choose reference that can provide the applicant an objective description and information, teachers, friends, and previous employers can be willing and honest enough to provide that information. The application form must be consistent with the resume. Since many of these employers standardize and gauge the information the applicant is providing in his application form and resume, these must be full of complete and honest information. This will be their basis when considering to have a one on one interview to see if what they read is true enough.

Arm oneself with positive strategies and knowledge to get those invitations for interviews come after you. Remember that this will also be a marketing tool that any applicant can use for other future job hunting experience. Since many of these employers standardize and gauge the information the applicant is providing in his application form and resume, these must be full of complete and honest information.

This will be their basis when considering having a one on one interview to see if what they read is true enough. Arm yourself with positive strategies and knowledge to get those interview invitations coming to you. Remember that this will also be a marketing tool that any applicant can use for other future job hunting experience.

You have an [impressive resume](#), you know how to present yourself well in an interview, you know what kind of position you are best suited for. . .now all you need is a chance to get your foot in the right door. Just what can you do to make that happen?

Make sure you write a knockout cover letter, advise career planning specialists. "A cover letter is your chance to explain to an employer why he or she should consider you for the job," says Jennie Z. Rothschild, Ph.D., executive director of Jewish Vocational Service on Reisterstown Road in Pikesville. "The best cover letters are specific and give examples that directly relate to the job you are trying to get." "Your cover letter is a targeted sales tool which should be tailored to the specific position you are seeking," adds Ann Harrell of the Johns Hopkins University Career and Life Planning Center on Alexander Bell Drive in Columbia.

"Getting Started for a Cold Call"

There's a little Girl Scout on the street carrying boxes of different flavored cookies, timidly trying to knock on her neighbors' doors worried that somehow she'll be booed out and that doors would just slam shut on her face after offering her cookies for just a few cents? Such a pitiful sight eh?

But imagine what this little girl could be feeling even before approaching doors. Will they know that she is on official business and would just be selling cookies for the good of humanity? Will she be able to speak her rehearsed cookie scripts? Will she make her first order?

Little that we know that a lot of grown ups, even professional salesmen, experience anxiety the idea of making their own cold call. It's so normal to feel butterflies hitting big time up and down your belly, that just thinking of making the call (whether personal or business) would even want to make you throw up.

But, let me give you the exact explanation of what a cold call means. A cold call is a personal call, it can be a visit or phone call to someone you know a little or someone whom you really don't know. The main reason for the call is that you are selling something for personal or official business.

Others think that a cold call is only being made to total strangers, taken from phonebooks or referrals from other persons. On the contrary, this cold call can be made to someone you already know or to a prospect you're already familiar with. It can be someone you met last month at a party or maybe a friend introduced him to you before and you found him to be a good prospect to sell the product. But still, contacting someone you know breaks the ice for a moment. Try to narrow your prospects at first where you feel comfortable, once you've mastered the technique that's the time you can move on to a more challenging prospects you never even thought of approaching.

The ordeal that you have to go through first is making that personal, meaning one on one, physical appearance or telepresence. This can make you so tense that you feel like quitting everything. There are even cold calls that make you feel like you will disappear in a heartbeat.

Even professionals like doctors, lawyers and professors feel the same, which is why they depend on friends or clients' referrals for fear of losing their dignity and good name after making an unsuccessful cold call. One deep breath can help do the trick.

Nothing can be as uncomfortable as prospecting someone for your cold call. The fear of being shouted at or making a fool out of yourself, are roadblocks and keep you from selling. This can be overcome with the right attitude together with guarded planning, preparation and if possible - Training. Believe it or not, salesmanship is possible for everyone.

Take these simple tips on how to Cold Call

Always be Positive

Remember that cold calling is a powerful business strategy. First be positive with your self. Your co-workers and your prospects you're about to make the cold call should be next to feel positive about. There must be enthusiasm in your voice the people can feel right away.

Prepare to be Prepared

It's not enough to know the procedure and having the right attitude. Prepare the list of whom to be called or visited, how the introduction should be done, learn what prospects do and the most important part of all is that your offered product or service should be something that could be of good use for them. Being well prepared can turn a simple cold call into real business.

I am what I am

Never sound too over reactive or obviously nervous on the phone or when you shake your prospect's hand. Never try to be somebody you are really not with an aim to getting the attention you need. Assume that talking to your prospective customer for the first time should be the key to a lasting relationship.

Calm Down

Anticipate that you'll be declined. That's it. It's really hard but never take it as a personal attack on you. Don't let the feeling of being dismissed put you down and roll you back. Be patient and learn from your mistakes. You will reap a good harvest if you commit yourself to being persistent. This will also help you find a strategy that will work in the long run. Look at each turn down as if it were the next stepping stone.

The Art of Questioning

You cannot expect someone to believe you right away and just sign up after describing your company's objectives. You have to ask the right questions. Ask what they do correctly and promptly to help you use it along the conversation. A sure attention getter when opening a conversation can be "May I ask you about something Ms/Mr?" People want to help and this question lowers their guard. The next question will be "Can you help me out about this thing sir/ma'am?" This question does not ask for a yes or no answer but would definitely give you a valuable response that you can use all through out the interaction.

It's possible that the little Girl Scout on the street asked the same question and left the doorway with 2 less boxes of cookies at hand!

Identifying your skills and getting that job

When applying for a job, it is ideal that you identify your strengths and weaknesses and get prepared to address them. By knowing your advantage, the chances of getting the job that you want will surely get easier. But you should not get too confident since this is one of the common mistakes that plague job applicants. Appearing too confident or as somewhat of a know it all person will only get you labeled by your interviewer as unfit for the job.

Identifying your skills

First thing's first. You should identify your skills. This is your ticket to get that job and you should be able to articulate your abilities and expertise as best as you can. Many people have a hard time telling their skills and abilities as this may seem to be bragging. But you should not be shy or afraid to discuss your skills. In fact, it is important that you convey to your potential employer what your talents are. You should be able to sell your abilities to your employer. That is how you will get the job that you want. It is important that you don't appear arrogant or condescending but you should

also avoid selling yourself short. If the interviewer asks you about your strengths or what separates you from the other applicants, you should be able to readily give a good answer. But before you even go to the interview part, your resume should highlight your skills and talents for your prospective employer to see.

Type of skills

There are two main types of skills, hard skills and soft skills. Hard skills are tangible in the sense that these are things that you do like: knowing how to operate different kinds of machinery, knowledge of a specialized computer program, ability to type fast, skills on using many types of tools, credentials regarding special crafts, etc. Soft skills are skills that are rather abstract in nature like personal qualities. This may include the following: being a good team player, having the ability to work on your own, being enthusiastic or organized and decisive.

The steps to follow

Making a list of your previous jobs and experience acquired

First thing to do is to make a list of all the companies that you had worked for and the things that you learned from these jobs. There will be a lot of things to list and you should be careful enough not to forget even the smallest things or activities that you were part of or organized. It is also a good idea to list the volunteer activities that you participated in.

Include a list of your hobbies

Although it might sound trivial at first, it is also very helpful to list all your hobbies. There are a lot of abilities that your prospective employer may get from your hobby list. This will also give an idea of your personality. For example, if you were part of the school's debating team, then your employer may deduce that you have good analytical skills. If you were a champion chess player, then your employer will have the impression that you are good at making critical decisions. Think of your daily routine and the things that you do and often take for granted. Are you an organized person who always keeps your things in proper order? Are you an extrovert that can easily make friends in a matter of minutes? These may seem ordinary to normal things to you, but your future boss might think otherwise.

Deciding what career you want

After listing all your skills and all the things that you do well, you may now decide what field or career you want to take a crack at. Select the skills contained from your list and partner it with the employment you are seeking. Always take time to consider if your skills are relevant to the job that you are aspiring for. Don't be bothered if you have to cut out some of the skills from your list. It is also important to include in the list your skills that the prospective employer will probably value.

Stand by what you write

You should be realistic about your skills and the level of expertise that you have with it. For example, if you indicate that you are a very organized person, then you should be able to show this to the interviewer by being able to organize your thoughts and effectively use the time that was given for your interview.

It is important to know your skills every time you are job hunting. Always put your best foot forward and good luck!

"7 Easy Steps to Improve Your Interviewing Skills"

In the midst of technological advancement nowadays, the "back-to-basics" rule still applies when it comes to getting hired for a job. It does not matter if you are planning to apply for a million-dollar company or a small, independent firm. When you face an interviewer, it all boils down to how you present yourself. This is the deciding factor whether you will get hired or not.

So you have distributed your resume to prospective employers and you have determined the correct job to apply for. The next step is to schedule the job interview.

You can make the acquaintance of the assistant or the receptionist when you schedule for the interview, either by phone or personally. Be friendly and polite, as these people might provide information that can be essential to getting that job or, even just give you a background of the company or your prospective boss.

Finally, you show up for the interview.

The basic traits of being prompt, how you speak and carry yourself and even how you dress are all factors that contribute in making a lasting impression that will eventually get you hired.

Here are 7 easy steps on how you can improve your interviewing skills:

1.) Prepare for the interview.

First, dress appropriately. Once the interviewer walks into the room, or once you walk into the room to be interviewed, your appearance will be the first thing to make the impact. Dress appropriately, check your grooming and mind your posture.

Second, practice basic courtesy. Know where the interview will be held and be there with ample time to prepare yourself before the scheduled interview. Turn your phone off to avoid unnecessary distractions.

2.) Research.

Use all your resources to make sure that you know the basics about the company. You would not want to be caught unprepared when asked about how you heard or what you know about the company that you are applying for.

Learn about your potential employer. In your mind, develop a clear picture of the company profile.

Make sure that you prepared answers to a few basic questions, but do not sound scripted. This happens when you rehearse what you will be saying word for word. It is enough that you have an overview of what you will impart to the interviewer, and it is better to be spontaneous.

3.) Be cool.

Step forward so that you are now seated and the interview is about to begin. Make a great first impression by maintaining eye contact, giving the interviewer a firm handshake, a friendly smile and a polite greeting. Sit only when you are asked to do so and do not forget to thank the interviewer for taking time off of his or her busy schedule to interview you.

Make sure to start on a positive note and set the proper expectations.

4.) Do not sell yourself short.

In the course of the interview, answer the questions briefly and accurately. The key is to be honest.

Make sure that as a prospective employee, you impart to your future employer what you really are and what you can do for the company, not the other way around. Stay positive and do not give a bad impression about your previous employer.

If you are applying for your first job, do not let your lack of experience hinder you from gaining the advantage against more experienced applicants. What you lack in experience, make up for in confidence and eagerness to learn.

You may also put yourself in the employer's shoes. Ask yourself, if I were on the other side of this desk, what qualities should I look for in a potential employee? Would I profit if he works for me and can he contribute to the development of the company?

Do not be afraid to sell yourself but do not be overconfident. Just project an air that you are sure of yourself and your capabilities.

5.) Ask questions.

Should you encounter a difficult interviewer, do not be intimidated. One who does not let you put in a word edgewise should be lightly reminded that you should do most of the talking since he is the one who needs to learn more about you.

For specific guidance on how you might best prepare for your your interview questions go to www.your-career-change.com/interview-preparation.html

6.) Wrap it up.

As you near the end of the interview, make sure that all bases are covered. Now is not the time to discuss or even ask about the salary and the benefits that you will receive once employed. There is ample time for that once you do get the position and you are discussing the job offer.

Wrap things up by summarizing your strengths and pointing out your positive traits. Finally, as you end the interview, make sure to thank the interviewer again for his or her time, thus leaving a lasting impression.

7.) Follow up.

Send that all-important thank you note after the interview. Thank the interviewer for the time that he took with you and for giving you that opportunity. Make sure that you know who to contact for follow-up of the results.

A lot of research has been made about the interviewing process. Here is a brief run-through:

First, you make a schedule for the interview.

Then, you are there in the office and you are seen by the interviewee.

The interview itself then transpires.

Next is the closing, then you follow-up with a thank-you-note.

You eventually get accepted and you discuss, negotiate for and sign-up the job offer.

You may notice that the interviewing takes up a great deal of the getting-hired process, so you might as well polish up your interviewing skills on your way to getting that dream job.

"Hot Tips on How to Job Scout"

Prior to looking for the specific job that would be the best fit for you, learn how to effectively market your talents. This will help you gauge the possibility of landing on the job you want. First, skills and interests should be evaluated personally. Jotting down a list would definitely be the best way to define your capabilities; second, to know your limitations. There are jobs that are too demanding that might not work for you, or jobs that you may be overly qualified for; and third, planning the time as soon as there is an inner instinct that tells you that you are ready and qualified. Once this has been done, go to companies and prospective employers early in the morning for this will give them a good impression and for the applicant, a time to complete the process the application if lucky. Remember, the early bird catches the worm.

The very first thing that needs to be done when looking for a job is to prepare an impressive resume. The resume will depend on the type of job being applied for. There are times when certain employers require curriculum vitae and even a cover letter or letter of intent. Every professional job you apply for expects to receive a well written resume.

After preparing the documents needed for application, the next thing that should follow is finding vacancies for new hires. Searching using the Internet will be very helpful for this activity. There are sites that provide this assistance like HotJobs, America's Job Bank, and Monster that utilizes resources and convenience for people to look for jobs.

Where else to look for job openings?

The initial step is to look at local newspapers for this provides information just by looking at the Classified Ads section and the lists of wanted personnel and employment opportunities will be read. Applying at several companies initially in a local area can save an applicant more time and money. If it so happens a job was found late in the day, call immediately for inquiries. Never let a day pass when opportunities come.

How to look for jobs that are not announced?

Sometimes companies and other employers do not really advertise any job openings in their organization. The best thing for an applicant is to weigh things if it will be possible to be hired by a certain company by just submitting an application form or resume. Start looking for the job personally. Tell everyone about your job hunting. Relatives and previous offices or company co-workers will be able to give hints on job vacancies in their current companies. Professors or teachers will also be helpful in recommending schools and institutions that are now looking for new instructors. These people might not have any vacant position in their company in mind but they certainly know someone who knows or needs a new employee. That is what others call networking.

Often times, the Yellow Pages does the important job of providing information on how and where to call to look for a job. This gives an accurate list of companies and prospective employers in a chosen area. Visiting the library is also a tool that can be useful when looking for a job. There are libraries that have a list of local employers, just asks the librarian for more information.

Contact these employers personally, even if they did not advertise any vacant positions that needed to be filled

Lastly, be observant of signs posted on doors and windows of shops and stalls being passed by. If lucky, just walk in and ask for information about the job and how to apply.

After submitting application forms and resumes to the respective companies, keep track of the

progress by creating a chart where you can jot down the name of the company and when the application was submitted.

Here's a job-scout checklist to help you along your way:

1. Identify experience list
2. Identify prospective employers
3. Prepare documents
4. Plan schedules
5. Contact companies and/or employers
6. Get ready for an interview
7. Evaluate how interview went along
8. Take the exams
9. Start with the new job!

"Positively Thinking Out of the Box"

How can one person "think out of the box?" This should be done independently, but how? Here's an example: Cut a cake into eight slices but you have to make no more than three cuts. Most people will have trouble coming up with a way to cut the cake. But to solve this, you have to change the way you look at the cake and how to cut it. One perfect solution is to cut the cake into two equal sizes and put the other half on top of the other. Cut it again in half then stack the other half pieces on top of one another and cut them again. There you go, that's thinking out of the box.

Another example of thinking out of a box is this: Here are four words... subtract, multiply, add, decrease... Now which one does not belong to the group? Mostly people would right away say that the word "decrease" does not belong. Why? Because all the other three words are mathematical jargons and the latter is not. Well, that's not thinking out of the box, if you think out of the box, the answer would be the word "add" since it only has three letters while all the other have six and more. You could give a lot of right answers but the one that shows more creativity stands out.

The prevailing component in the way our minds work is inserting some changes from past experiences and processes. Another good sample is when you are asked two days that starts with the letter "T". Your answer would probably be Tuesday and Thursday. Hey, how about Tomorrow and Today? Well, that is out of the box all right. Companies try to test a new product and are sure they are getting a design at a reasonable cost. They look at things in the business and think that objectives will work just as planned. But these things sound monotonous already, for they only think using the past as patterns. Patterns are helpful since they help finish tasks such as driving, eating or drinking. However, these are the same patterns that make it hard for people to think out of the box and create alternative solutions to a dilemma especially when challenged with unwanted data.

One important move to break the pattern is trying to reverse patterns, designs or solutions and arouse new interest. Take thing as they are and turn them inside out, upside down, or simply turn them around and you'll be surprised with the result. This was Henry Ford's personal experience. His conventional plan was to just "bring people to work." He tried to change all this into: "bring work to the people." This plan generated more revenues.

Another way to bring out other solutions to simple problems and situations is to not think about the

subject. If you want to bring about something more creative, think not of the part of the problem itself, rather, think of people or subjects in motion and then use the abstract formation or design as a stimulus for a new design.

But to think out of the box, never shy away from the fact that some of your ideas could really be crazy enough. This could break rigidity of thinking and present a way to sift the harebrained and irrational. This gives the thinker more freedom to think out of the box and reinvent things in way they have never been arranged before. What you could do is list several odd or absurd ideas about a certain problem.

Letting go of the question will release the stress you are undergoing by trying to “squeeze” the creativity. Once you let it go, all the power of the universe is free to find a solution and the solution will come to you when you least expect it.

In much more real life scenarios, you could think out of the box for fun. You can practice fun trouble-making stuff without hurting anyone by saying or doing the unexpected. But make sure that you do this first to persons you already know to avoid conflicts and negative confrontations. Say, a buddy asks for the time, automatically you would look at your wrist watch which is a result of the stimulus-response theory. Thinking out of the box, why not say something crazy like, "Oh it's time for a vengeance," then head toward the door. Watch their reaction as they go into total confusion and trance as you have totally mixed things up in their heads and interrupted their thinking pattern. (Don't forget to apologize afterwards)

Thinking out of the Box or usually known as creative thinking seeks to design new and really creative arrangement of elements to produce a work of art. Being an out of the box thinker can be a rewarding profession. This is dangerous, but it could be one of your strengths in no time. If the herd is going to the right, you go the other way.

Remember that you could be genius in your own way. Your thoughts come from deep reaches and these totally different ideas are clever enough to make a difference in the end. Being creative and out of the box is wild sometimes, but could move you through growth and self-development. You'll be surprised at how easy and differently it will be for you to fix and try to solve things away from the tried-and-true habits. Let your thinking out of the old box be your guide to a new and better, wonderful approach to life.

“Jobseeker FAQs on Thank You notes”

Career advisers tell jobseekers to send a thank you note after an interview. To address the most frequently asked questions on how and what to send in a thank you note, here are some give aways.

Won't the employer think that an applicant is desperate and a sissy applicant if he sends a thank-you letter?

Of course not. Rarely does an employer not pleased to receive a thank-you letter. It is considered as a common way of showing politeness, a gesture of courtesy, one way to outshine the rest of the interviewees, and a way to keep your name upfront.

Will it not jeopardize the possibility of getting the job?

Not in most cases, but it could in some point of time. So why take the chance? (so they ask) The

answer: Most bosses wavers between the last two most promising applicants, a student and experienced officer for example, after the final interview for a certain position. But when the boss gets a thank-you letter from the student, it made all the difference. Because of that simple well mannered gesture, the student lands on the job.

Can it be handwritten or should it be typewritten?

Actually, it does not matter. What's important is the thought of doing it. It must be tailored to your prospective company and the officer who made the interview. Thus, respect is further established. However, if the company, interviewer or the position being applied calls for a formal business letter, then do so. Mostly, a handwritten note is okay if the interviewer and the applicant have built rapport.

Will it be okay to e-mail the thank you note?

First thoughts indicate that this is a big NO. However, it depends on the company's culture. If the people in the company use e-mail in all of their communication and correspondence, then it should be acceptable. This will also apply if the company is into fast decision making when hiring applicants. Always remember that even if e-mails fit in with the culture of the company, it's still a better idea to follow up the email with a hard copy of your thank you.

So you can just save yourself from trouble since "anything goes" right?

NO. On the other side of the previous story, there are prospective applicants who were almost on the verge of being hired but suddenly hit the skids after sending in a sloppy, ill-fixed thank you letters, with many typographical errors and misspelled words. A part of having a good communication skill is being able to write effectively and companies do not need employees who have to be taught simple writing skills.

Will a borrowed thank-you letter do?

Yes, borrowing is one thing. But make sure to look at the basic structure of the letter. Never plagiarize the whole letter as it may be applicable to the one person but not for the other. Surely, there are employers who can distinguish a thank-you note that has been copied or not.

If it was a panel interview should thank you letters be sent to all interviewers?

Frankly, that's the best. The same letter to each is as essential as making one for each. All you have to do is edit some phrases for individuality in case the interviewers would bump in to each other and compare the notes they received.

How soon should a thank-you note be sent?

The golden rule is to send thank you notes within 24 hours after the interview.

Will it still be okay to mail the thank you note if the hiring decision will be made sooner than when the mailed thank you note is received?

Come to think of it, if the mail is too pre-historic for the hiring decision makers, then find a much speedy way: it can be via e-mail, fax, express delivery or personal delivery. In fact, if you have hand delivered the thank you note, it can leave a great impression.

What if there's already an offer before even sending the thank you notes?

It's still better to send the thank you notes as this can be used to accept or decline the offer. This could also be a confirmation of your agreement and/or understanding of the offer they have given (salary, benefits, other compensation, starting date, vacations, etc.), this way any discrepancies can be straightened out before even starting for the job.

Always find a way to make it as personalized as possible. Try to think out of the box, you may even adapt what you have observed the interviewer has in the office during the interview. Sending an article that you think the interviewer could be interested in is also another suggestion.

Including a cover letter with your resume is not a plus anymore, it's a must.

If your resume catches the eye of the recruiter, your application will be selected to the next step. Now the hiring manager will take a look at your resume cover letter to get a feeling of your personal side and to evaluate your written skills.

If you failed to include a cover letter or included a poorly written one, without any real content, your application will be discarded.

Do not underestimate the role played by the cover letter: even with a winning resume, a poor cover letter will prevent you from landing interviews.

EasyJob provides you with all the tools and information to write cover letters that land you interviews!

[Download our demo](#), or check our articles.

Whatever method you use, make it fast and professional.

Setting Clear Objectives

To achieve a goal, there is a process that you should implement. This process is to streamline and analyze your objectives. Begin at the very beginning at the smallest, specific part. These are the most important steps to take to meet the guidelines. An objective is a way of knowing what action or plan is to be taken and identifying the expected results. This plan provides a set of directions so that making the decision will not be as complicated as when the goal is just being considered.

Peter Ducker documented a book published in 1954 entitled *Practiced Management* wherein MBO which stands for Management by Objectives (MBO), was introduced. This is a program that consists of simple but very useful processes in order to meet commitments in an organization. Never worry, as this is also applicable to personal plans.

MBO consists of 5 steps:

1. It should be SPECIFIC. It is better to accomplish one goal at a time rather than thinking of several different plans at one time. A single objective cannot be derived if there are two or more results expected. What's important is that there is a need to clarify what is to be achieved and should have your full attention. This must be taken as seriously as possible.
2. It should be MEASURABLE. A lot of things that are not tangible are hard to measure and there are things that are really measurable for the mere fact that it includes numbers or ratings. Take the service crews for example, it is hard to measure how the service was delivered but if the number of complaints is counted then there is a specific number that can be used to rate the effectiveness of the service.

In offices, the number of tasks or assignments that were accomplished is used as basis for the measurement. Cooperation, though a very vague word can also be measured by means of getting a subordinate and peer survey. How fast or delayed assistance was provided to a certain individual is enough to provide information on how situations can be measured. Try not to use general terms when making an objective statement. It should be something clear and specific like: to write, to recite, to perform, to fix, to process, to designate, to purchase, to choose, to reprogram, etc.

3. It should be **ATTAINABLE**. The resources available give information on how an objective can be attained. This must be something that is derived from fact and very realistic. It could be that a certain objective is indeed realistic but the time frame to reap the result may not be. It is better to say objectives that can be factual for this promotes motivation rather than an objective taken from belief as this may cause unexpected failure and feeling of discouragement.

4. It should be **RESULT-ORIENTED**. An objective should be stated clearly so that the expectation is clear. Focus on the end result as this will be the guide whether or not the objective to reach the goal is effective and meaningful. Is this objective going to help an individual grow or succeed? Will it be beneficial to all concerned? Once the success has been attained and all the plans were completed then it is a success.

5. It should be **TIME BOUND**. There should be a limit to all the things needed to be accomplished. This matters since the root of any plan can be traceable. This will also tell if the objective is effective enough not to cause any delay. There will also be more of the sense of fulfillment once a goal is attained with the objectives set earlier than a deadline.

To sum it all up, develop an objective that is easily measured, can be attained, with a limited time, this will help in determining if the objective is realistic enough, meaningful, and proven to be worthwhile to everyone involved. A chart or journal can be kept to keep track of any opportunities and strengths that were met along the way. This will also indicate the time that was consumed and the length of the objective developed. A successful objective helps motivate the individual or the group involved toward greater achievements.

"Dressing up for the Success Interview"

Prepare and practice for an interview. After the date and venue has been set, allow time for enough preparation for the big day. Remember that first impressions do last, so the way an applicant look really does matter. Employers could easily give the verdict based on the manner of dressing during the initial interview.

Better questions and service can be received if the appearance itself commands respect. It is important to consider the surroundings of the company granting you an interview. There is no reason to be over dressed or poorly dressed during this very significant day. In fact, it is a good rule of thumb to always dress appropriately for any situation. All too often appearance is glossed over. Some might say that the inner characteristics of the person matter more, but in reality, you only have one opportunity for a first impression. Make it count!

Although there are specific guidelines that can be followed, these does not apply to all states like New York for example, where people wear trendy up to extreme styles that are far away from the usual fashion rules common people know. The rule of thumb should be to wear something that could boost more confidence.

Below are the top ten do's and don'ts during an interview:

Ø Avoid wild colored nail polish before the interview. The same goes with long nails that could easily turn off some conservative employers. These should be neat and very tidy looking.

Ø Never wear jewelry that rattles and jiggles as you speak and move. Try not to wear two or more rings or earrings. Piercing aside from the ears is also a no.

Ø Professional hairdo also counts

Ø If you are a woman, wear closed shoes. Heels are very appropriate as this gives more confidence to an individual and sense of respect is also provided once they see the person wearing them.

Ø Again, for the ladies, never bare those newly shaven legs. If possible, use stockings regardless of the temperature. But make sure not to use fancy colored ones. Only use those made for neutral looking legs. These should also match the shoes.

Ø Remember that a good suit or dress brings more confidence as well. This will also allow more comfort and chance for the applicant to answer comfortably or with ease.

Ø Avoid short skirts for women. Wearing pants or leggings are a no, no during interviews.

Ø Wear the appropriate blazers just as long as they do not look fashion outdated. Do not use any leather coats or jackets.

Ø For men, the tie is still appropriate. Avoid using turtlenecks. If there is no suit and tie available, use a collared shirt or white long sleeves.

Ø Men must not use too much aftershave.

Ø Women should be using bags that are not too bright and conspicuous. These should be conservative and matching the dress.

Ø Any briefcase used must be in perfect condition.

The way a person looks equal the message he is trying to convey. During the interview, this can either become a plus factor for the applicant or big loss. Know for a fact that the way an applicant should look must be appealing, fashionable but not loud.

Consider the latest trends in the area or location where the prospective job is located. One aspect that is a part of how employer picks a new hire is based on the physical attributes of the applicant. From the way the hands were shaken, keeping an eye contact, the way the posture was maintained, the smile was delivered up to the manner of dressing is being rated already.

Regardless of your personal career background, skills, and underlying talents, if the first impression was never striking enough to make an outstanding appeal to the interviewers, nothing else counts. This can be the potential employers' initial interpretation of how an applicant will do on the job.

Whether that perception is "fair" is irrelevant. Do you want the job? Look the part and your chances for success are much greater!

How to Get Referrals from Warm Contacts

You may find it hard to use networking to find a job if you can't rely on your warm contacts to give you the information you need. At times, you would have to ask your warm contacts to refer you to at least two people that they know who will be able to give you the information you needed.

However, there are times that your warm contact, particularly those who don't know you well, may not readily provide you with the information. Some of your warm contacts may feel reluctant about vouching for you to their other contacts.

Because of this, you may find it difficult to use your network. To make networking and getting referrals an easy task for you, here are a few tips.

*** Nurture your warm contacts.**

Before you even need your warm contacts or before you even ask for help, keep in touch with your warm contacts. You may send notes or greetings from time to time, call to "catch up" on them, invite them to lunch, be interested or help in their business or do anything just to cultivate your connection with them.

In this way, by the time you need help, they can remember you and can more readily give information about their other contacts that will be able to help you.

*** Be polite.**

Since you might not have close personal relationships with some of your valuable warm contacts, it is inappropriate to just give them a call and ask them for information about your field of interest.

Sometimes, sending a note in advance, or asking to meet them for lunch is a better way to ask for their help.

*** Listen to them.**

Most of the time, even if your warm contact knows little in the field where you are trying to find a job, they might offer you advice. Be polite and interested in what they are saying. Who knows, the information that they are giving may be valuable to you in the future.

There are times that your warm contacts may be telling you tips on what manner will work best when you talk to the persons to whom you are being referred. Your warm contacts may also imply what qualities and qualifications the person is looking for.

*** Ask for at least two referrals.**

Before you ask for referrals, make sure that your warm contact had said everything that he or she can say about your field of interest.

Even if they know little about that field, it is impolite if you cut them short while they are speaking to ask if they know somebody who will be able to help you.

If they weren't able to refer you to at least one of their contacts, thoughtfully ask them why they couldn't do so. They may give you answers that may include indirect comments or suggestions. They may also indicate a lack of confidence in your work strategy. If this is so, you may have to make follow ups with them to prove that you are indeed credible and match their requirements.

However, there are also times when they can't refer you to their contacts because they just don't know anybody who might have the information or might be interested in the product.

In this case, ask them to keep their eyes open for opportunities that you might be interested in. You can also leave with them copies of your resume.

*** Just ask for two referrals.**

Two referrals are enough from each warm contact. This is to have another option in case the first one didn't work out. Asking for more than two referrals could be impolite as it can take much time from your warm contact. Also, that will make your warm contact feel that you are relying mostly on him or her for your job search. So, unless they volunteer the information, don't ask for more than 2 referrals.

*** Contact referrals as soon as possible.**

When your warm contacts give you referrals, there are times that they also call these people personally to give more information about you. On the other hand, when you contact the people to whom you were referred, your referrals may call your warm contacts to verify the information or to ask more information about you.

Either way, you have to contact your referrals soon enough that these people can still remember their conversation with your warm contact, or your warm contact can still remember that you have talked.

At times, after your referrals were called by your warm contacts, they anticipate your call and even prepare questionnaires and exams for you to take. Do not waste this opportunity by delaying follow-up on referrals.

Keeping these tips in mind will be able to help you in asking for good referrals from your warm contacts.

Tips on Using Your Warm Contact List When Networking

When you are searching for a job, aside from checking the ads in newspapers, internet and bulletin boards, it is also very helpful to ask for information from the people on your warm contact list.

They can provide you with up-to-date information on the company and position vacancies that are not posted on job ads. At times when they cannot provide you information about the job that you are looking for, they may be able to refer you to a person that they know who might be able to tell you something about the job.

This is called networking. Networking is when you start using your warm list to get information or referrals to their other contacts. Many people are repelled by the thought of networking. Some believe that it is not a reliable source of information about the job. Others say networking is more difficult than following the leads on the ads that are posted in the newspaper, internet or ad boards.

Contrary to such beliefs, networking is not that difficult to do. You may just have to contact or meet some people, and you can get valuable information that can help in your career search. Also, since the people you meet belong to the same industry, they can provide you information about

hiring that isn't advertised and first-hand facts about the company.

You are already networking and you just don't know it. When you have seen an ad in the paper posted by a company you know little of, you ask your friends if they know somebody who works for the company. So even if you are not attracted by the idea of networking, it is still essential when seeking a job. To make networking easier and more productive for you, here are a few tips.

*** Prepare your warm contact list**

When you have prepared your warm contact list, it will be easier to select the people who you prefer to call first. These are the people who you think have some information about the job. They may be former employers, colleagues and members of the professional organization belonging to the same industry. They usually have first-hand, up-to-date and reliable information.

*** Calling a warm contact**

When you call a warm contact, inform them that you are actively seeking a job. Ask them to let you know if they heard of job openings you might be interested in. It is better to inform them what type of job you are looking for. And don't forget to leave your contact number with them, so they can get in touch with you if they hear of anything. It is also better if you can leave a copy of your resume with them so they can show or submit it to someone who will be able to help you in your job search.

*** Assess yourself before calling your contact**

Your warm contact may ask about your skills, experiences, abilities, interests, expectations and career goals. You should be able to talk about these sincerely and you should be able to describe what information you would like to have from your contact.

To help you prepare, you can practice by drafting a script on what to say. That way, you can articulate what you would like to communicate to your warm contact.

Anticipate questions about yourself, so you should also practice answering questions about your previous job and what you can contribute to the company.

*** Ask for referrals**

If your warm contact was not able to provide you information that will be helpful to your job search, ask for the names of at least two people who they think will be able to help you. Ask for their contact number, and if possible, the time which they will be free to talk over the phone.

*** Contact referrals immediately**

When your warm contact gives you referrals, they may even call this person to inform them that you will be asking for more information. Sometimes, the person you were referred to will be calling your warm contact. Therefore, it is better to call your referrals within a few days after you have spoken with your warm contact.

When you make a call, introduce yourself and inform the person who referred you to him/her and how you are related with the person who referred you. Be polite, but straightforward, in informing the person what information you are seeking.

Networking really isn't a difficult thing to do. With enough practice and experience, you can maximize the benefits that you can get from networking.

"Why Small Organizations Mean Big Business"

In the movie "You've Got Mail", the sub-plot aside from the love angle is that the heroine (played by Meg Ryan) was forced out of business when the big-time bookstore owner (played by Tom Hanks) moved into town.

Meg's character owned a quaint little bookstore which she inherited from her mother. Although the prices of her books were a little steep, she makes up for it in service. She packs the books in a specialized bag, and she knows all of her customers by name.

Tom's character, on the other hand, moved into town to build a branch of a big chain-bookstore which offered discounted prices and a huge building, as compared to Meg's little bookshop on one corner of the town's streets.

In the end, Meg was forced out of business because her customers went to Tom's monstrous bookshop.

Nowadays, this situation will not hold true anymore.

More and more small organizations are paving the way and giving big businesses a shot of their own medicine.

In the movie, the reason why Meg Ryan was forced out of business is because she cannot profit anymore. Her prices are steep as compared to the other big business' discounted rates.

Her only edge is that she gives personal service, she knows her customers by name and she has a very small staff, about 2 or 3 employees.

As a small organization you may turn around and have these qualities as your edge to compete against the big sharks in business.

Here are some tips on how you can hold your own against a big business:

1. Small businesses have big competition.

This means that you need to know how to survive out there.

No matter what nature of business you have, it is better to learn about the competition so that you will be able to survive.

Here are some tips on how you can survive the big competition:

- Keep your business alive.

When it seems as if your cash flow is in a downward slope, keep a tight rein on your budget.

Do not spend on unnecessary business purchases and always balance your books.

If you are one to buy on impulse or if you are the type to listen to those who sweet-talk you into purchasing "necessary" items, control yourself.

Get a second and third opinion if possible, as these impulsive buys may lead to the end of your small organization.

- Do not be afraid to seek professional help.

The fall of most small businesses start with decisions on problems which are not carefully analyzed.

Although you think that you already have a contingency plan, make sure that you have foreseen the results of a certain business decision.

In the long run, it is better to seek professional help rather than embark on a plan that could start the downfall of your business.

- Keep your books straight.

The better option is for you to hire a professional outside accountant to figure the returns of your investment and handle the other financial aspects of your business.

- Take advantage of every free business counseling whenever available.

This does not just help widen your knowledge, but it will also give you an idea of how other businesses are ran by small-scale owners.

- Know exactly where your business is headed.

In your day-to-day operation, make sure that you know where you want your company to be 5 or 10 years from now.

Be always aware of the trends in the industry that you are in, practice good money management and learn how to recognize potential problems before they arise.

2. Learn how to market your small organization.

Marketing is not about trying to sell your products and services to everyone.

It is about knowing who to market your products to.

In marketing, it is good to remember these fast facts:

- Know about your customers.
- Communicate with your customers.
- Build a good and personalized relationship with your customers.

This will be a great edge for you to have against the bigger companies.

They might offer discounted prices but it is harder for them to keep track of customers on a more personal basis.

- Do not stop the marketing process.

As a small organization, you need to routinely review the markets that you need to pursue so that you can better reach out to your customers.

Remember, small organizations are big businesses these days so do not be afraid to work hard for the company that you have - not matter how small.

If you work hard, make wise business decisions, learn how to market your small business and personalize your customer interaction, your small-scale business is sure to rise to the top.

Final Job Hunting Tips

Are you a fresh graduate and planning to look for a job? Did you just recently quit your job and are looking for greener pastures? Are you unemployed and have little experience regarding ways to secure a job? Whatever your situation may be, it would be to your advantage to study the following tips:

Check your resume for mistakes

Before submitting your resume to a prospective employer, check your resume for corrections at least three times before handing it over. After researching about the job position, it is critical that you format your resume to match the needs of the company. For example, if you are applying for an accounting job, you should put in detail your accounting experience on your resume.

Typographical and grammatical errors are serious no-no's. It is also ideal to keep the length of the resume' to at least a page and a half long.

Taking the interview challenge

A survey conducted by a staffing and consulting firm based in California which corresponded with 1,400 chief financial officers concluded that candidates for employment made most of their mistakes on their interviews. Some of the mistakes they made include: arriving late, having little knowledge about the company and the position applied for, and having a superiority complex and behaving arrogantly. The body language of the applicant must also denote that he is confident yet not overpowering. He must maintain eye contact, have a strong handshake, and avoid looking defensive by the act of crossing the arms. Wearing the right clothes is crucial for projecting a confident stance. As they say, it is better to go to an interview over-dressed than being under-dressed.

Answer questions smartly

A common mistake of interviewees is that they tend to get tense and forget the questions that are given to them, which has the effect that they are not prepared for the interview. It is important to research about the company and the position applied for to prevent being side-tracked during the interview. If you do not know the answer to the questions being asked, it is better to admit you don't know the answer to the question and add that you can research about it. Look for the skills or expertise that the company is looking for so that when interview day comes and the interviewer asks about your strengths and core competencies, you will be able to match it to what they need.

Getting the necessary referrals

Having a referral from one of the company employees can go a long way toward landing an interview. A typical company may receive job applications in the hundreds and usually 35% to 60% of all job vacancies are filled by referrals. The odds of getting hired when you have a referral are very high if you have another 200 to 500 applicants vying for the same position. If you do not know anyone from the company that may give you a referral, it is a good idea to the alumni network of your college, trade groups, social networks, and professional associations. Remember, having a referral greatly increases your chances of getting the position.

On online application

With the current trend of technology and its merging with business processes, more and more companies are now requiring prospective applicants to submit their application online. Thus, first

impressions are relayed not by your first appearance but by the quality and content of your e-mail. E-mails regarding job application should be polished and well-articulated. When applying on-line, use the following tips:

Complete your sentences and do not abbreviate.

Employers do not like when you send them application letters that seem to be too casual. It is important to make a letter that is both formal and well written. This gives a good impression regarding your capabilities and skills.

Get directly to the point

When writing an application letter, you must be concise and straightforward. Do not put a story on the letter just to get the attention of the employer, chances are he or she will just get irritated with you and this only reduces your chances of getting hired.

Consider potential issues that may hinder you from getting the job

Although there are instances wherein there is a lot of need for a job but the requirements for the position may entail training programs that may bar you from getting the position due to its highly competitive nature. Some require a lot of experian even at least 3 years of work experience. Some may have no barriers to entry but the job itself may entail a very routine work flow.

Including a cover letter with your resume is not a plus anymore, it's a must.

If your resume catches the eye of the recruiter, your application will be selected to the next step. Now the hiring manager will take a look at your resume cover letter to get a feeling of your personal side and to evaluate your written skills.

If you failed to include a cover letter or included a poorly written one, without any real content, your application will be discarded.

Do not underestimate the role played by the cover letter: even with a winning resume, a poor cover letter will prevent you from landing interviews.

EasyJob provides you with all the tools and information to write cover letters that land you interviews!

[Download our demo](#), or check our articles.

Getting the job you want may be a challenge but never lose hope. It is better to wait a while and get the job that you will enjoy rather than get a job as soon as possible but ending up dissatisfied and unhappy. Make the right decision then act on it.

You may give this book away freely or sell it if you prefer. The only stipulation is that you do NOT change any of the contents.