



Reinhardt University

JOB SEARCH GUIDE

Vocation and Career Services
Reinhardt University
7300 Reinhardt Circle
Waleska, Georgia
770.720.5548

RU Job Guide Table of Contents

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SAM SOCIOLOGY

1234 Main Street
Canton, Georgia 30115

555.111.1212
sociology1111@students.reinhardt.edu

OBJECTIVE: **Sociology Major in Family Studies / Student Athlete** with experience in customer service, cashiering, inventory, coaching, mentoring and sports assisting seeking entry level coaching in a middle or high school program.

EDUCATION: **REINHARDT UNIVERSITY** Waleska, Georgia
Bachelor of Science in Sociology: Family Studies **April, 2014**
75% of tuition paid by Athletic Scholarships

Related Course Work: Qualitative Research Methods, Deviant Behavior, Marriage & Family, Family Violence, Parents & Roles, Contemporary Theory from a Sociological Perspective, Human Development, Race & Ethnicity, Social Inequality, Writing for Science, Global Social Problems, Gender & Society, Intro to Psychology

HONORS & ACTIVITIES:

Forward, Reinhardt University (RU) Men's Basketball Team, 2010 – 2014
Played Freshman and Sophomore in AAC's Conference, RU, 2010 – 2012
Won Region AA Championship, Henry County High School (HCHS), 2010
Lettered in basketball, three years, HCHS, 2006 – 2010
Volunteer, Community Service, HCHS, 2006 – 2010

PROJECTS & PRESENTATIONS:

- Researched and made PowerPoint presentation on *Cognitive Development in Adulthood*
- Presented *What Americans Think a Good Mother and Father Role Should Be* using a SOCIindex database for research.
- Currently in the process of developing a *Training Manual for Battered Victims*

EXPERIENCE: CUSTOMER SERVICE / CASHIER / INVENTORY

- At Bio-Lab, handled boxes with chemicals in preparation for shipping.
- Pulled auto parts at Snapper Motor Services.
- Provided excellent customer service and delivery at Marco's Pizza.

COACHING / MENTORING / SPORTS ASSISTING

- Two years' experience as Little League Basketball for Mt. Zion Church.
- Mentored boys, aged 9 to 13, showing kids how to be involved in skills using electric tools from Home Depot as well as community service to keep them occupied and out of trouble. Acted as Role Model.
- At Reinhardt University, kept scoreboard, sold tickets and cleaned up after basketball games. Work at soccer games as well.

WORK

HISTORY: **Reinhardt University Athletic Department, Student Worker** **2010 – 2013**
Snapper Motor Services, Parts Inventory Clerk **2012**
Bio-Lab, Shipping Clerk **2011**
Marco's Pizza, Customer Service/Driver **2010**

GEORGIA GRAPHIC

1234 Main Street
345.555.1212
Anywhere, GA 30114

graphicdesigner@reinhardt.edu

OBJECTIVE: **Graphic Designer / Communications Major / Student Scholar** with experience in designing magazine cover, brochures, banners; artwork, photograph and advertising eager to apply graphics design skills in a communications role or marketing position.

EDUCATION: **Reinhardt University** GPA: **4.0/4.0** Waleska, Georgia
Bachelor of Arts in Communications: Visual Communications **May, 2013**
Nine AP Credits from Effingham County High School

HONORS & ACTIVITIES:

- Reinhardt University's Honors Program and Dean's List, 2009 – 2012
- Social and Behavioral Sciences Club, Reinhardt University, 2010 – 2011
- Salutatorian, Effingham, County High School (ECHS), 2009
- Yearbook Staff Assistant, ECHS, 2009
- Graphic Design Summer Workshop, Art Institute of Charleston, 2008
- National Art Honor Society, ECHS, 2007 – 2009
- Substitute Pianist, St. Luke's Episcopal Church (SLEC), 2006 – 2009
- Elementary Level Piano Tutor, Self- Employed, 2007 - 2009

PROJECTS & PRESENTATIONS:

- Ethnography Study of at-risk teenagers. Eight page research paper identifying teens as a cultural group and identifying their habits, norms, etc. Turned out smoking is a large part of their culture and their perspectives (epic and ennic) appear to be unique to their environment and circumstances.
- Shared in the production of a parenting resource brochure for Cherokee County. Designed brochure and assisted in project management, planning and content development.
- As part of Principles of Advertising class, performed full-scale campaign for Crayola. Designed posters, ads, billboards, radio and TV ads and developed a PR campaign.
- In Digital Art Class, designed a book cover and movie poster for *The Electric Kool-Aid Acid Test*, an assigned book. Designs were reviewed as being Portfolio Quality Work.

EXPERIENCE: **Cherokee FOCUS / Cherokee Youth Works** Holly Springs, Georgia
Graphic Designer / Tutor **2011 – 2013**

- Created company brochure, artwork, photography, PowerPoint presentations and Annual Report for 501C3 Non-profit connecting community resources for families and teens.
- Designed cover for February, 2012 issue of *Around About Townlaker Magazine*.
- Tutored students ages 16 to 21 in Math and GED Preparation. Created event banners
- Provided administrative support for Caseworkers and Director, as needed.

Ebenezer Retreat Center Springfield, Georgia
Volunteer Counselor, Vacation Bible School **2005 - 2009**

- Teen Counselor for children ages 8 to 10, average of 25 children per group.
- Operated as caretaker, role model, assisted in all activities including music, etc.

St. Luke's Episcopal Rincon, Georgia
Volunteer Children's Choir Assistant & Accompanist **2007**

- Assisted Musical Director and provided accompaniment.
- Provided administrative organization...
- Choir consisted of about 10 boys and girls.

JOHN A. STUDENT

1234 Main Street
Canton, GA 30114

404.555.1212
student56567@students.reinhardt.edu

August 24, 2013

Dr. Roger Lee
Dean of Students
Vice President of Student Affairs
Reinhardt University
7300 Reinhardt Circle
Waleska, Georgia 30183

Subject: Coordinator of Student Activities Position

Dear Dr. Lee,

As a recent graduate of Reinhardt University, I am interested in applying for the Coordinator of Student Activities position. I have served in a broad spectrum of Student Activities from Resident Assistant to Coordinator of Outdoor Trips and Summer Camp Coordinator. Here are some highlights of my experience:

- As Reinhardt Outdoor Coordinator, helped supervise and organize approximately 50 volunteers at two Reinhardt College Mountain Bike Trail workdays and two Natural Trail Workdays
- Coordinated the research, planning, development and administration for six outdoor trips and workshops and managed \$7,000 budget.
- Served as Chairperson of the Student Activities Fee Committee that allocated \$90,000 of funding from the Student Activity Fee to the Moore Office of Student Activities.

While my major is Business/Accounting, my passion is working with students in all kinds of activities. The fact that I graduated magna cum laude, with a 3.7 GPA, makes me an excellent role model for academic achievement while participating heavily in school activities. My Business background insures my ability to handle budgets, provide timely reporting and manage the student activities function in a professional manner.

I look forward to hearing from you soon.

Regards,

John A. Student
Attachment

ELEVATOR SPEECH

I'm a Business/Accounting Major from Reinhardt University who has served in a broad spectrum of Student Activities from Resident Assistant to Coordinator of Outdoor Trips and Summer Camp Coordinator.

- As Reinhardt Outdoor Coordinator, I helped supervise and organize approximately 50 volunteers at two Reinhardt College Bike Trail workdays and two Natural Trail Workdays
- I coordinated the research, planning, development and administration for six outdoor trips and workshops and managed a budget of \$7,000
- As Chairperson of the Student Activities Fee Committee, I allocated \$90,000 of funding from the Student Activity Fee to the Moore Office of Student Activities

My business background insures my ability to handle budgets, provide timely reporting and manage the student activities function in a professional manner. While my business major is in accounting, my passion is working with student in all kinds of activities. As a magna cum laude graduate, I provide a good role model for academic achievement while participating heavily in school activities.

JOHN A. STUDENT

1234 Main Street
Canton, GA 30114

404.555.1212
student56567@students.reinhardt.edu

PROFESSIONAL REFERENCES

Dr. Katherine Hyatt
Business Professor
Reinhardt University
7300 Reinhardt Circle
Waleska, Georgia 30183-2981
KEH@reinhardt.edu
770.720.5548

Business Professor for two years

Dr. Walter May
Assistant Dean of Students and
Director of Student Activities
Reinhardt University
7300 Reinhardt Circle
Waleska, GA 30183
WPM@reinhardt.edu
(770) 720-5540

Managed the Reinhardt Outdoor Program
I reported to Dr. May for a year.

Dr. Roger Lee
Vice President for Student Affairs and
Dean of Students
Reinhardt University
7300 Reinhardt Circle
Waleska, GA 30183
RRL@reinhardt.edu
(770) 720-5538

Manages all Student Affairs Activities

INTERVIEW & JOB NEGOTIATION CHECKLIST

INTERVIEW PREPARATION

1. Have a high-quality resume and white or beige bond paper. Take extra copies with you to the interview.
2. Have a Professional Reference sheet listing contact information for at least 3 and not more than 5 references. Your contact information at the top should match the heading on your resume and the bond paper should match your resume as well. Only give these out if asked.
3. Be prepared to fill out a Job Application Form. Every company has their own. You may want to bring a prepared form with you so you have all the information in one place and can just copy it over.
4. Have a good, prepared and practiced response to: "Tell Me About Yourself"
5. Do thorough research on the company you are interviewing including financials, competitors, industry, recent news articles, etc.
6. Have at least 5 good questions prepared to ask about the company, the job, the market, etc. If you have based those on your research, say that in the question, example: "I see that XYZ company has doubled your sales in the last year. Do you expect that trend to continue?"
7. **Thoroughly research salary ranges for the title you are interviewing for. You may be asked before the actual interview, what salary range you desire.**
 - a. **Ask what the range for the job is. If they volunteer that, you will know the ballpark. Usually, they will not tell you that and you have to give them a range.**
 - b. **Go to www.salary.com and research the range for the title of the job in Atlanta. www.glassdoor.com gives you a review of the company and their salaries. If you don't do the research, you may quote a range which is too low and harm yourself financially for a long time. If uncertain how to handle this, contact Career Services at 770.720.5548**
 - c. **There are some national standards for new college grads but those may differ for Atlanta. Best to know your own market.**
8. Write and practice answers (with a friend, family member or Career Services) to the following questions:
 - a. Why should we hire you?
 - b. What are your strengths? Weaknesses?
 - c. What is the thing you feel best about accomplishing?
 - d. Tell me about a time you were involved with a team – what did you contribute? What did you learn? What would you do differently next time?
9. Review and practice Behavioral Interviewing Questions, examples:
 - a. Tell me about a time when you dealt with a difficult customer. What happened? What did you learn from the experience?
 - b. Tell me about a time when you had to do something really challenging. What happened and how did it turn out?
 - c. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
 - d. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

- e. Give me a specific example of a time when you used good judgment and logic in solving a problem.
10. Schedule a Mock Interview with Career Services. It can be a Video Interview so you will be able to review and improve from home.
11. Review Videos on Interviewing on the Career Services website and on the web.

THE INTERVIEW

1. Arrive 10 to 15 minutes early, dressed in very professional clothes/shoes. Be courteous to everyone you meet. If waiting in the reception area, look around the walls for information about the company's products and/or services.
2. Get business cards from each person you meet, if possible, so you can email or mail formal Thank You notes or letters in the next 24 hours.
3. Be sure you have good eye contact and a firm handshake with everyone you meet. As you are walking to your destination, strike up a conversation if the Interviewer hasn't done so. This is your time to establish that all-important connection.
4. See if there is something in the Interviewer's office that you have in common, use that to establish rapport.
5. Remember to breathe and to SMILE, even though you are nervous. **Be enthusiastic!**
6. When answering questions, stay on point. A former boss of mine used to say that "more people talk themselves out of a job than into a job."
7. 70% of communication in an interview is non-verbal. If you will "parrot" the movements of the Interviewer there will be more of a connection, just don't be too obvious about it.
8. If the Interviewer starts to look at his/her watch, he/she is ready to close the interview.
9. Your last question should be: "Can you tell me when you intend to make the decision?" If they say it will be a week from Monday, wait until the day after to call if you haven't heard anything.
10. If you are interested in the job, let them know that before you leave.
11. Get your thank you notes done within 24 hours and either mailed or emailed.
12. If, for any reason, you don't get a job you really want, remember to thank them for the opportunity and ask them to keep you in mind for the future. Do this in a letter or email.

THE OFFER / NEGOTIATION

1. First, if you are interviewing more than one company, it would be nice to get more than one offer. Even in this tight market, that is still possible.
2. You will often receive an offer by phone. Be sure to thank the person for the offer and then ask for a day or two to consider the offer, unless you know it is exactly what you want.
3. Find out if the offer will be sent to you in writing via FedEx and in what timeframe.
4. If you were not given benefits information on your initial interview, be sure to ask that that be included in the package.
5. If you are being asked to relocate, ask if there is a package which will help you with relocation.
6. Call Career Services to discuss the offer and get some feedback about additional things you should consider and to develop a negotiation strategy.
7. If there are one or two important things about the offer that you would like to improve, you can discuss these and develop a strategy to ask for what you need/want.
8. Decide what things are most important and compare offers if you have more than one to decide which fits you and your future career better. Trust your gut.

9. Once you are on the new job, email or send letters to your entire network, letting them know where you have landed. If you are mailing letters, be sure to enclose your new business cards for their easy reference.
10. Remember to keep your network active for the next time you are looking for that new job/career!

STANDARD INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What are some of your strengths?
3. What are some of your weaknesses?
4. Tell me about a time you dealt with a difficult customer, client, student or teacher? What did you do and what happened as a result?
5. What one or two things are you proud that you have done or been involved in?
6. What types of volunteer or leadership activities have you been involved in?
7. Why are you interested in this job?
8. Why should we hire you over other students?
9. Tell me about a time when you have taught someone a new skill, or assisted someone in improving their skills/knowledge?
10. Tell me about a time you were involved with a team – what did you contribute? What did you learn? What would you do differently next time?
11. What leadership roles have you held?
12. How do you see yourself using this experience in the future?

Sample Behavioral Interview Questions

We've pulled together a list of common behavioral-interview questions.

One of the keys to success in interviewing is practice, so we encourage you to take the time to work out answers to the questions below. Be sure not to memorize answers; the key to interviewing success is simply being prepared for the questions and having a mental outline to follow in responding to each question.

Here is one list of sample behavioral-based interview questions:

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split-second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).

FREQUENT INTERVIEWEE QUESTIONS

Candidates should also ask questions during the interview. These questions should be thought out before the interview so you will be ready to ask them at the appropriate time. Asking relevant questions is one way to demonstrate interest and knowledge and, most importantly, gain information about the position for which you are interviewing. Listed below are possible questions that you may want to ask during the interview. Choose about 5 – 8 from the list below. Do not ask them all.

I. APPROPRIATE QUESTIONS FOR THE FIRST INTERVIEW.

1. What would you like for the person in this position to accomplish for you in the next six months?
2. May I have a copy of the job description?
3. Could you describe the duties of the job?
4. Who would be my key associates? May I speak with some of them?
5. What do 'they' [current employees] like best about their jobs/positions?
6. To whom will I report?
7. Does your company encourage further education?
8. What are the main responsibilities of the position?
9. What objectives do you have in mind that you would hope the person who is hired can meet or surpass?
10. How much travel is involved in the job? How often?
11. Will there be relocation immediately or after a few years?
12. Could you describe the work setting--offices, machinery, resources, etc.?
13. Describe a typical day in the office.
14. What characteristics does a successful employee of your company possess?
15. How does the staff at "X" deal with overcoming challenges?
16. What are the goals of this department? Where do you see the department moving in the next 5-10 year?
17. What products (or services) are in the development stage now?
18. Could you tell me about your training programs for new employees?
19. Do you have a performance-review system? How is it structured? How frequently will I be evaluated?
20. What is the next step in the interview process?
21. Do you have plans for expansion?
22. Is this a new position or will I be replacing someone?
23. What is the largest single problem facing your staff (department) now?
24. What do you like best about your job/company?
25. Do you fill positions from the outside or promote from within first?
26. What qualities are you looking for in the candidate who fills this position?
27. What skills are especially important for someone in this position?
28. What characteristics do the achievers in this company seem to share?
29. Is there a lot of team/project work?
30. What is the next course of action? When should I expect to hear from you or should I contact you?

II. APPROPRIATE QUESTIONS FOR THE SECOND OR THIRD INTERVIEW.

1. What is the salary range for employees in this position?
2. Are single and/or family medical benefits provided? Dental insurance?
3. What is your vacation policy?
4. Are salary adjustments geared to the cost of living or job performance?
5. In what ways is a career with your company better than one with your competitors?
6. May I talk with the last person who held this position?
7. Has there been much turnover in this job area?
8. How much travel, if any, is involved in this position?
9. Who will my direct supervisor be (as well as anyone else I may have to report to regularly)? What is the style of supervision and leadership of that person?
10. Please describe the advancement opportunities that I might have.
 - a) What is the typical time frame for these advancements?
11. How will my performance be evaluated? By whom?
12. Will I have the opportunity to attend professional conferences?
13. What would be the extent of my authority in carrying out the job responsibilities?
14. How would I best learn the practices, policies, and expectations that will enable me to function successfully?
15. Am I being seriously considered for this position?
16. What are the main problem areas that need attention in the position?
17. Who sets the priorities for this position?

III. APPROPRIATE QUESTIONS WHEN INFORMATION HAS NOT BEEN DISCOVERED THROUGH RESEARCH PRIOR TO THE INTERVIEW.

1. Please describe the different types of products the company makes or services provided.
2. What is the organization's growth rate?
 - a) ...net worth?
 - b) ...profit margin?
 - c) ...market share?
3. How many people are employed by the company?
4. How has the company changed in the past 10 or 20 years?
5. What growth areas are expected?
6. Does the department/organization have a "mission statement"?
7. How is the company structured in terms of divisions, departments, etc.?
 - a) Where does this position fit into the company structure?
 - b) What is the department's relationship with other departments?
8. Where are the different departments/plants/offices located and which operations/manufacturing take place at each?
9. Who would you consider to be your major competitors?
 - a) How does your company compare to these?
10. What endeavors are you most excited about in the future?

THANK YOU LETTER/EMAIL EXAMPLE

JOHN A. STUDENT

1234 Main Street
Canton, GA 30114

404.555.1212
student56567@students.reinhardt.edu

September 22, 2013

Mr. Harry Baker
Accounting Manager
Georgia Power
10 Peachtree Street
Atlanta, GA 30310

Dear Mr. Baker:

Thank you so much for the interview for a Staff Accounting Position at Georgia Power. I was really impressed by the quality of teamwork and dedication your team has. My years of playing baseball at Reinhardt University have taught me the value of both attributes. I feel that I am highly qualified for the Staff Accountant position because:

- My two internships for accounting firms where I prepared individual tax returns and produced financial statements for two small companies.
- My GPA of 3.64 and graduating Magna Cum Laude
- Managing a budget of \$7,000 for six outdoor trips and workshops

I am very enthusiastic about the direction of the energy industry and the fact that the US is now the number one producer. I would love to become a member of your team and assist you with reaching the goal you mentioned of 10% expansion of the staff.

Sincerely,

John A. Student

Online Job Search Resources

<http://careertipster.com/?s=improve+your+job+search+with+these+online+resources>

Job Search Engines/Job Boards

- Indeed.com – Meta Search Engine with automated job alerts, salary calculator, & job trend data
- Simplyhired.com – Meta Search Engine with same tools as Indeed
- Jobgeni.com – Meta Search Engine and can set up job RSS Feeds
- Careerjet.com – U.S. Job Search Engine
- Justjobs.com – Search job boards, company websites & associations for all jobs in the U.S.
- Jobalot.com – Meta Search Engine
- Juju.com – Meta Search Engine that searches 15 different job sites in one search
- Linkup.com – Searches jobs within company websites
- Careerbuilder.com – National database in various fields
- Monster.com – National database in various fields
- Aftercollege.com - Job & Internships.
- Snagajob.com – Hourly & Part-time jobs.
- Jobing.com – National Database in Select Cities
- Jobcentral.com – National Employer Network
- Careers.Yahoo.com - National Database
- Collegerecruiter.com - Part-time, Full-time, entry level jobs across the U.S.
- Getthejob.com – Search jobs by keyword nationwide
- Employment911.com – Searches over 100 job sites
- Freshjobs.com – Job postings no older than 1 week

Social Media Job Search Sites & Tools

- Tweetmyjobs.com – Find Jobs posted on Twitter
- Twitjobsearch.com – Find Job ads posted on Twitter
- Twilert.com - Create an automated search of key terms on Twitter to get an email daily
- Tweetalarm.com – Create an automated search of key terms on Twitter to get an email daily
- Monitter.com - Search tweets for jobs or companies using key word search and specify location
- Inthedoor.com – Find job opportunities through your Facebook network
- Linkedin.com/studentjobs – Student jobs on the LinkedIn network
- Linkedin.com/jobs – Regular Job board for LinkedIn
- Jobfox.com – Job matching site for job seekers
- Jobster.com – Platform for finding jobs and networking with employers
- Craigslis.com – Classifieds site that includes posted jobs
- Oodle.com – Classifieds site that includes posted jobs
- Trovit.com – Classified site that includes posted jobs

Social Networking Sites & Branding Tools

- Linkedin.com – Largest professional network on the web
- Visualcv.com – Free multimedia online resume
- Rezscore.com – Grade your resume. Best resumes go on the Leadership board

- Vizibility.com – Optimize Your Google Search Results and Create your own “Google Me” button
- Peoplepond.com – Free professional profile tool connecting all your social profiles
- profiles.google.com – Create a profile that shows in Google searches
- About.me – Create Splash page that directs visitors to all your social profiles
- Gist.com - Manage all your network connections in one convenient place
- Identified.com – Facebook search engine. Gives employers access to work & education history

Infographic Resume & Profile Tools

- Vizualize.me
- Re.vu
- CVgram.me
- Kinzaa.com
- [Brazen Careerist App](#)

Free Portfolio Website Building Tools

- Toolswix.com
- Snappages.com
- Edicy.com
- Jimdo.com
- Moonfruit.com
- Yola.com
- Sauropol.com
- Thoughts.com
- Blinkweb.com
- 350.com
- Launchsplash.com
- Freeweb.com
- Tripod.com
- Clutterme.com

Personal Branding Measurement Tools

- Klout.com – Get your Klout score and see what you are influential about
- Plusclout.com – Influence Measurement Tool for Google Plus
- Brand-yourself.com – Paid service to improve online personal brand
- Peerindex.com – Get your Peerindex score and see what you are influential about
- Kred.ly – Get your Kred Score to measure your influence and outreach
- Mywebcareer.com – Get your career score to measure your online brand equity
- Socialmention.com – Find out the strength, sentiment, passion, and reach of your brand

Industry Specific Job Search

- Nicheboards.com – List of Industry Specific Sites
- InternetInc.com - Compiled list of 100 niche job boards categorized by industry

Creative/Technical Industries

- [Dice.com](#) – Technical/IT jobs
- [Creativehotlist.com](#) – Design
- [Productionhub.com](#) – Film & Video
- [Gamejobs.com](#) – Game Industry
- [Interiordesignjobs.com](#) – Interior Design.
- [Gamasutra.com](#) – Game Industry jobs/news/articles
- [Creativeheads.net](#) – Game Industry jobs
- [Gamedevmap.com](#) – Locates Game Companies
- [Interiortalent.com](#) – Interior Design
- [Entertainmentcareers.net](#) – Entertainment Industry
- [Mandy.com](#) – Film & Television Industry
- [Aidb.com](#) – Animation Industry Database
- [Coroflot.com](#) – Design/Multimedia jobs
- [Mediabistro.com](#) – Audio/Film/Multimedia
- [Getfashiondesignjobs.com](#) – Fashion & Interior
- [Computerjobs.com](#) – Tech/IT
- [Awn.com](#) – Animation Jobs
- [Media-match.com](#) – Film & T.V. jobs – Isn't Free
- [Itjobs.net](#) – IT/Tech Jobs

Career Related Internet Resource Sites

- [Bls.gov](#) – The Bureau of Labor Statistics offers the latest news on the economy and employment
- [Bls.gov/oco](#) – Occupational Outlook Handbook – Industry trends, earnings & working conditions
- [Doleta.gov](#) – The U.S. Department of Labor – Employment trends & research
- [Quintcareers.com](#) – Over 4,500 pages of free career advice content
- [www.symsdress.com](#) – Educates students on proper dress/gives tips to create great first impressions
- [Weddles.com](#) – Provides a list of professional association groups and websites

Resources Specifically for the LGBT Community

- [Human Rights Campaign's Worknet](#)
- [LGBT Career Link](#)
- [Federal Globe](#)
- [ProGayJobs.com](#)
- [Transgender Guide](#)
- [Transgender Law & Policy Institute](#)
- [Reaching Out MBA Conference](#)
- [Out For Work](#)
- [Gendersanity](#)

Resources for Ex-Offenders

- [H.I.R.E. Network](#) - Find Resources in your specific State

Salary Calculator Resources - Read [How and When to Discuss Salary During the Interview Process](#)
[Jobstart101.com](#) – Free course to train yourself to be a stellar job seeker

You may also want to read:

[10 Ways to Find a Job on Facebook](#)

<http://www.wikihow.com/Get-a-Job>

HOW TO GET A JOB

Whether you're looking for your very first job, switching careers, or re-entering the job market after an extended absence, finding a job requires two main tasks: setting and following through on your goals and using the latest tools to enter the job market. Assuming you've **chosen a career** objectives and are currently searching for jobs, here are several ways to actually *get a job*.

Part 1 of 4: Building Your Qualifications

Revise your resume. Before you start job hunting, make sure that your resume is as complete and up-to-date as possible. Your resume is an important distillation of who you are, where you come from, and what you can offer. Here are a few tips to consider:



- Never make up information on a resume; it can come back to haunt you later.
- Look at a variety of recent, relevant job descriptions. Use similar language to describe your skills and accomplishments on your own resume.
- Use active verbs. When describing what you did at your last job, make the sentence as tight and active as possible.
- Proofread. Review your resume several times for grammatical or spelling errors. Even something as simple as a typo could negatively impact your ability to land an interview, so pay close attention to what you've left on the page. Have one or two other people look at it as well.
- Keep the formatting classic and to the point. How your resume looks is almost as important as how it reads. Use a simple font (such as Times New Roman, Arial or Bevan), black ink on white or ivory colored paper, and wide margins (about 1" on each side). Avoid bold or italic lettering. Ensure your name and contact information are clearly and prominently displayed.

Prepare for the job interview: Develop your personal "elevator pitch". Many structured interviews, particularly those at large companies, start with a question like "Tell me about yourself." The interviewer doesn't want to hear about grade school or growing up. This is a work and experience related question with a right answer: in two minutes or so, the interviewer wants to understand your background, your accomplishments, why you want to work at this company and what your future goals are.

- Keep it brief — between 30 seconds and two minutes — and have the basics of it memorized so that you don't stammer when you're asked to describe yourself. You don't want to sound like recording or a robot, either, so only get the structure of it down, and learn to improvise the rest depending on who you're talking to. Practice your elevator pitch out loud on someone who can give you feedback.
- An elevator pitch is also useful for when you're networking, at a party or anywhere with a group of strangers who want to get to know you a little bit more. In a networking situation, as opposed to a job interview, keep the elevator pitch to 30 seconds or less.

Make a list of work-related skills you'd like to learn.

Your employer will be interested in hearing about how you intend to become a better employee. Think about which skills will make you more competent in the position you're applying for. Find some books and upcoming conferences that would significantly improve your abilities. In an interview, tell the employer what you're

reading and learning, and that you'd like to continue doing so. Here is a list of some of the most important job skills, wanted by employers, that a job-seeker must have to be sure of landing a good job and just as importantly, keeping it.



- **Logical thinking and information handling:** Most businesses regard the ability to handle and organize information to produce effective solutions as one of the top skills they want. They value the ability to make sensible solutions regarding a spending proposal or an internal activity.
- **Technological ability:** Most job openings will require people who are IT or computer literate or know how to operate different machines and office equipment, whether it's a

PC or multi-function copier and scanner. This doesn't mean that employers need people who are technology graduates — knowing the basic principles of using current technology is sufficient.

- **Communicating effectively:** Employers tend to value and hire people who are able to express their thoughts efficiently through verbal and written communication. People who land a good job easily are usually those who are adept in speaking and writing.
- **Strong interpersonal skills:** Because the working environment consists of various kinds of personalities and people with different backgrounds, it is essential to possess the skill of communicating and working with people from different walks of life.

Part 2 of 4: Doing Your Homework

Prepare for a behavioral interview. You might be asked to describe problems you've encountered in the past and how you handled them, or you'll be given a hypothetical situation and asked what you would do. You might also be asked questions **looking for negative information**. They'll basically want to know how you'll perform when faced with obstacles in the position you're interviewing for. Be able to give honest, detailed examples from your past, even if the question is hypothetical (e.g. "I would contact the customer directly, based on my past experience in a different situation in which the customer was very pleased to receive a phone call from the supervisor"). You might find yourself listing facts — if so, remember that in this kind of interview, you need to *tell a story*. Some questions you might be asked are:

- "Describe a time you had to work with someone you didn't like."
- "Tell me about a time when you had to stick by a decision you had made, even though it made you unpopular."
- "Give us an example of something particularly innovative that you have done that made a difference in the workplace."
- "How would you handle an employee who's consistently late?"

Research the company.

Don't just do an Internet search, memorize their mission, and be done with it. Remember that you're competing with lots of other candidates for a few or single position. You may not be able to change your natural intelligence, or the skills that you bring to the job, but you can always change your work ethic. Work harder than



everyone else by researching the company or companies you wish to work for as if your life depended on it.

- If it's a retail company, visit a few of their stores, observe the customers, and even strike up a few conversations. Talk to existing employees — ask them what it's like working there, how long the position has been open, and what you can do to increase your chances of getting it. Become familiar with the history of the company. Who started it? Where? Who runs it now? Be creative!

Part 3 of 4: Pounding the Pavement

Do informational interviews. An informational interview is when you invite a contact or a professional out to lunch or coffee, and ask them questions without the expectation of getting a job. Informational interviews are a great way to network, expand your list of contacts, and find out tips and tricks from professionals who are on the ground.

- Have lots of questions prepared — "What's a normal day like for you?" "What are the advantages of your job?" "What might you have done differently?" are all great — but be mindful of their time.
- When the interview is done, ask them politely for additional contacts. If you impress them enough, they could even hire you or refer you to someone who could hire you.

Network. The best companies to work for tend to rely heavily on employee referrals. Make a list of all of your friends, relatives, and acquaintances. Contact them one by one and ask them if they know of any openings for which they could recommend you. Don't be too humble or apologetic. Tell them what you're looking for, but let them know you're flexible and open to suggestions. Don't be picky about jobs at this stage; a connection can get your foot in the door, and you can negotiate pay or switch positions once you've gained experience and established your reputation.



- Touch base with all of your references. The purpose of this is twofold. You can ask them for leads, and you'll also be refreshing their memory of you. (Hopefully their

memories of you are good ones, or else you shouldn't be listing them as references.) If a potential employer calls them, they won't hesitate as much when remembering you. Offer all of your references a copy of your latest resume.

- Keep in mind that, as with dating, "weak" personal connections are often the best way to find a new job because they expand your network beyond options you're already aware of. You probably know all about your sister's company, and you know that if they were hiring she would tell you; but what about your sister's friend's company? Don't be afraid to ask the friend of a friend or another slightly removed acquaintance for recommendations during your job search.

Volunteer. If you aren't already, start volunteering for an organization that focuses on something you're passionate about. You may start out doing boring or easy work, but as you stick around and demonstrate your commitment, you'll be given more responsibilities. Not only will you be helping others, but you'll also be gaining references. Emphasize your volunteer experience on your resume, as companies that treat their employees well tend to favor candidates who help the community somehow.

- **Internships** may fall into this category, or they may be paid. An internship is a great way to get your foot in the door, as many companies prefer to hire from within. Even if you're far removed from your twenties or your college days, the willingness to work for little or no money shows companies that you're serious about putting in the work, learning the skills, and getting ahead.
- Believe it or not, volunteer positions and internships can lead to jobs. In today's economy, many companies are turning to internships as a cost-effective way to vet potential future employees. This is because many companies simply don't have the money or resources to take a stab in the dark and offer a job to someone who isn't tested. If you put in hard work, demonstrate your ability to solve problems, and keep your chin up, your value to the company might be too big for them to pass up on.

Cold call. Locate a specific person who can help you (usually the human resources or hiring manager at a company or organization you're interested in). Call that person and ask if they are hiring, but do not become discouraged if they are not. Ask what kind of qualifications they look for or if they have apprentice or government-sponsored work programs. Ask if you can send your resume indicating what field you want to go into. Indicate whether you would accept a lesser job and work up.

- Reflect after each phone call on what went well and what did not. Consider writing out some standard answers on your list of skills so you can speak fluently. You may need to get some additional training to break into your chosen field. None of this means you cannot get a good job, only that you need to become further prepared to do so.
- Visit the company or business in person. There's a saying among employers: "People don't hire resumes; people hire people." Don't underestimate the value of personal relationships. Go to the company or business where you think you might want to work, bring your resume, and ask to speak to the Human Resources manager about job opportunities. If you make an excellent personal impression on the HR manager, you've done your job: s/he will have connected your face to a resume, and will have a much better idea of your natural intelligence, your persistence, and your likability. People don't always hire the person best suited for the job; people often hire the person they like the best.

Part 4 of 4: Adjusting Your Mentality



Change your attitude. There's a difference between making phone calls and going to interviews thinking "I'm looking for a job" versus "I'm here to do the work you need to have done".^[1] When you're looking to *get* a job, you're expecting someone to *give* something to you, so you focus on impressing them. Yes, it's important to make a good impression, but it's even more important to *demonstrate your desire and ability to help*. Everything that you write and say should be preceded silently by the statement "This is how I can help your business succeed."

Settle down. If you've moved around a lot, be prepared to offer a good reason for it. Otherwise, you'll need to make a good case for why you want to stick around in the area where the job is located. A company doesn't want to hire someone with wanderlust who still wants to relocate.

- Be prepared to outline why you are where you are today, how long you intend to stay there, and why. Give specific reasons like, "This country has the best school systems in the entire continent, and I have a daughter who might find the cure for cancer" or "I was drawn to this area because it's at the cutting edge of innovation for this business and I want to be a part of that." The more details, names, and specifics, the better.

Fit the job to the skills rather than the other way around. Many people search for jobs, then try to see how they can tweak the way they present their own skills and experiences to fit the job description. Instead, try something different. Instead of this top-down approach, start from the bottom up.

- Make a list of all of your skills, determine which kinds of businesses and industries need them most (ask around for advice if you need to) and find businesses that will benefit from having you and your skills around. You might find that you get more satisfaction and enjoyment out of a career that wasn't even on your radar to begin with.
- It's important the nature of the job fits your personality and salary requirements, otherwise you'll have spent a significant amount of time to find a day job you dread getting up for every morning.^[1] So be realistic about what you expect, but be open to what you explore.
- Don't panic, and don't count yourself out just because you don't have 100% of the things in the job description. The job description may describe an idealized candidate, which may be a different set of qualifications than you have. While you should certainly choose job descriptions that best match your qualifications, sometimes the best you can do is to sell the qualifications you do have, and plan to learn and grow into the rest.

Job Networking Tips

How to Find the Right Job by Building Relationships



Finding a job in today's economy can be tough, but there are opportunities if you know where to look. The best way to find these opportunities is not through online job boards, the classifieds, or employment agencies—it's by talking to people around you. Your network of friends, relatives, colleagues, and acquaintances is a valuable job search resource. Networking may sound intimidating, but it can be rewarding and fun, even if you're shy or feel like you don't know many people.

What is networking?

The vast majority of job openings are never advertised; they're filled by word of mouth. That's why networking is the best way to find a job. Unfortunately, many job seekers are hesitant to take advantage of networking because they're afraid of being seen as pushy, annoying, or self-serving. But networking isn't about using other people or aggressively promoting yourself—it's about building relationships.

You already know how to network

Networking is nothing more than getting to know people. Whether you realize it or not, you're already networking every day and everywhere you go. You are networking when you strike up a conversation with the person next to you in line, introduce yourself to other parents at your child's school, meet a friend of a friend, catch up with a former co-worker, or stop to chat with your neighbor. Everyone you meet can help you move your job search forward.

Tapping the hidden job market may take more planning and nerve than searching online, but it's much more effective. Adopting a networking lifestyle—a lifestyle of connecting and helping others in good times and bad—will help you find the right job, make valuable connections in your chosen field, and stay focused and motivated during your job search.

Networking is the best way to find a job because:

- **People do business primarily with people they know and like.** Resumes and cover letters alone are often too impersonal to convince employers to hire you.
- **Job listings tend to draw piles of applicants,** which puts you in intense competition with many others. Networking makes you a recommended member of a much smaller pool.
- **The job you want may not be advertised at all.** Networking leads to information and job leads, often before a formal job description is created or a job announced.

Job networking tip 1: You know more people than you think

You may think that you don't know anyone who can help you with your job search. But you know more people than you think, and there's a very good chance that at least a few of these people know someone who can give you career advice or point you to a job opening. You'll never know if you don't ask!

Make a list of the people in your network

Your network is bigger than you think it is. It includes all of your family members, friends, neighbors, co-workers, colleagues, and even casual acquaintances. Start writing down names, and you'll be surprised at how quickly the list grows.

Think about people you know from former jobs, high school and college, church, your child's school, the gym, social media, or your neighborhood. Also think about people you've met through your close connections: your sister's co-worker; your best friend's boss; your college roommate's spouse; friends of your parents; your uncle's business partner. Don't forget to include people like your doctor, landlord, accountant, dry cleaner, or yoga instructor.

Yes, you *do* have a job network, and it's more powerful than you think:

- You already belong to many networks (family, friends, colleagues, fellow civic club members, etc.) and your job search network can be natural outgrowth of these primary contacts.
- Each network connects you to another network (e.g., your child's teacher can connect you with other parents, schools, and school suppliers).
- Each member of a network may know of an available job or a connection to someone who will know of one.

If you're nervous about making contact—either because you're uncomfortable asking for favors or embarrassed about your employment situation—try to keep the following things in mind:

- It feels good to help others. Most people will gladly assist you if they can.
- People like to give advice and be recognized for their expertise.
- Almost everyone knows what it's like to be out of work or looking for a job. They'll sympathize with your situation.
- Unemployment can be isolating and stressful. By connecting with others, you're sure to get some much needed encouragement, fellowship, and moral support.
- Reconnecting with the people in your network should be fun—even if you have an agenda. The more this feels like a chore the more tedious and anxiety-ridden the process will be.

Job networking tip 2: Reach out to your network

All the connections in the world won't help you find a job if no one knows about your situation. Once you've drawn up your list, start making contact with the people in your network. Let them know that you're looking for a job. Be specific about what kind of work you're looking for and ask them if they have any information or know anyone in a relevant field. Don't assume that certain people won't be able to help. You may be surprised by who they know.

Figure out what you want *before* you start networking

Networking is most effective when you have specific employer targets and career goals. It's hard to get leads with a generic "Let me know if you hear of anything" request. You may think that you'll have better job luck if you leave yourself open to all the possibilities, but the reality is this "openness" creates a black hole that sucks all of the networking potential out of the connection.

A generic networking request for a job is worse than no request at all, because you can lose that networking contact and opportunity. Asking for specific information, leads, or an interview is much more focused and easier for the networking source. If you're having trouble focusing your job search, you can turn to close friends and family members for help, but avoid contacting more distant people in your network until you've set clear goals.

Start with your references

When you are looking for a job, start with your references. Your best references—the people who like you and can endorse your abilities, track record, and character—are major networking hubs.

- Contact each one of your references to network about your possibilities and affirm their agreement to be your reference.
- Describe your goals and seek their assistance.
- Keep them informed on your job search progress.
- Prepare them for any calls from potential employers.
- Let them know what happened and thank them for their help regardless of the outcome.

Job networking tip 3: Improve your communication skills

Effective communication is a cornerstone of job networking. As simple as communication may seem, much of what we try to communicate—and others try to communicate to us—gets misunderstood.

Effective communication combines a set of learned skills: attentive listening, recognizing and using nonverbal cues, managing stress in the moment, and understanding your own emotions and those of the person you're communicating with.

Attentive listening

Effective listening means not just understanding the words or the information being communicated, but also understanding how the speaker feels about what they're communicating. To listen effectively:

- **Focus fully on the speaker** and his or her body language, rather than daydreaming, texting, or doodling. If you find it hard to concentrate, try repeating the speaker's words over in your head.
- **Avoid interrupting** or trying to redirect the conversation to your concerns. Listening is not the same as waiting for your turn to talk. You can't concentrate on what someone's saying if you're forming what you're going to say next.
- **Show your interest** in what's being said. Nod occasionally, smile at the person, and make sure your posture is open and inviting.

Nonverbal communication

Wordless communication, or body language, includes facial expressions, body movement and gestures, eye contact, posture, and the tone of your voice. The way you look, listen, move, and react to another person tells them more about how you're feeling than words alone ever can.

- You can enhance effective communication by using open body language—arms uncrossed, standing with an open stance or sitting on the edge of your seat, and maintaining eye contact with the person you're talking to.
- Body language can emphasize or enhance your verbal message—patting a friend on the back while complimenting him on his success, for example, or pounding your fists to underline your message.

Managing stress

Overwhelming stress can hamper effective communication by disrupting your capacity to think clearly and creatively, and act appropriately. When you're stressed, you're more likely to misread other people and send confusing or off-putting nonverbal signals.

To quickly deal with stress while communicating:

- **Recognize when you're becoming stressed.** Are your muscles tight? Are your hands clenched? Is your breath shallow?
- **Take a moment to calm down.** Take a few deep breaths, clench and relax your muscles, or take a break if possible. Stroll outside or spend a few minutes in a quiet place to regain your balance.
- **Bring your senses to the rescue.** The best way to rapidly and reliably relieve stress is through your senses: sight, sound, touch, taste, and smell. Wearing a favorite perfume or cologne, or keeping a photo of your family at hand may help to calm you.

- **Find the humor.** When used appropriately, humor is a great way to diffuse stress. Lighten the mood by sharing a joke or amusing story.

Emotional awareness

Developing emotional awareness provides you the tools for understanding both yourself and other people, and the real messages they are communicating to you. Although knowing your own feelings may seem simple, many people ignore or try to sedate strong emotions like anger, sadness, and fear. But your ability to communicate effectively depends on being connected to these feelings. If you're afraid of strong emotions or insist on communicating only on a rational level, it will impair your ability to fully understand others and build strong connections.

Job networking tip 4: Focus on building relationships

Networking is a give-and-take process that involves making connections, sharing information, and asking questions. It's a way of relating to others, not a technique for getting a job or a favor. You don't have to hand out your business cards on street corners, cold call everyone on your contact list, or work a room of strangers. All you have to do is reach out.

- **Be authentic.** In any job search or networking situation, being you—the real you—should be your goal. Hiding who you are or suppressing your true interests and goals will only hurt you in the long run. Pursuing what you want and not what you think others will like, will always be more fulfilling and ultimately more successful.
- **Be considerate.** If you're reconnecting with an old friend or colleague, take the time to get through the catching-up phase before you blurt out your need. On the other hand, if this person is a busy professional you don't know well, be respectful of his or her time and come straight out with your request.
- **Ask for advice, not a job.** Don't ask for a job, a request comes with a lot of pressure. You want your contacts to become allies in your job search, not make them feel ambushed, so ask for information or insight instead. If they're able to hire you or refer you to someone who can, they will. If not, you haven't put them in the uncomfortable position of turning you down or telling you they can't help.
- **Be specific in your request.** Before you go off and reconnect with everyone you've ever known, get your act together and do a little homework. Be prepared to articulate what you're looking for. Is it a reference? An insider's take on the industry? A referral? An introduction to someone in the field? Also make sure to provide an update on your qualifications and recent professional experience.

Slow down and enjoy the job networking process

The best racecar drivers are masters of slowing down. They know that the fastest way around the track is by slowing down going into the turns, so they can accelerate sooner as they're heading into the straightaway. As you're networking, keep this "Slow in, fast out" racing mantra in mind.

Effective networking is not something that should be rushed. This doesn't mean you shouldn't try to be efficient and focused, but hurried, emergency networking is not conducive to building relationships for mutual support and benefit. When you network, you should slow down, be present, and try to enjoy the process. This will speed up your chances for success in the job-hunting race. Just because you have an agenda doesn't mean you can't enjoy reconnecting.

Don't be a hit-and-run networker

Don't be a hit-and-run networker: connecting, getting what you want, and then disappearing, never to be heard from until the next time you need something. Invest in your network by following up and providing feedback to those who were kind of enough to offer their help. Thank them for their referral and assistance. Let them know whether you got the interview or the job. Or use the opportunity to report on the lack of success or the need for additional help.

Job networking tip 5: Evaluate the quality of your network

If your networking efforts don't seem to be going anywhere, you may need to evaluate the quality of your network. Take some time to think about your network's strengths, weaknesses, and opportunities. Without such an evaluation, there is little chance your network

will adapt to your needs and your future goals. You may not notice how bound you are to history, or how certain connections are holding you back. And you may miss opportunities to branch out and forge new ties that will help you move forward.

Taking inventory of your network and where it is lacking is time well spent. If you feel your network is out of date, then it's time to upgrade! Your mere awareness of your needs will help you connect you with new and more relevant contacts and networks.

Rate your network

Give yourself 1 point for each question you answer yes.

- Do you trust your network to give you the truth about the real you?
- Does your network challenge you as much as it supports you?
- Does your network feel vibrant and dynamic?
- Does your network represent your future goals as much as your past?
- Are the networks connected to your network strong?

5 pts – Your network is in great shape!

3-4 pts – You need to enhance your network.

0-2 pts – Your network needs a makeover.

Job networking tip 6: Take advantage of both “strong” and “weak” ties

Everyone has both “strong” and “weak” ties. Strong ties occupy that inner circle and weak ties are less established. Adding people to networks is time consuming, especially strong ties. It requires an investment of time and energy to have multiple “best friends.” Trying to stay in touch with new acquaintances is just as challenging.

But adding new “weak tie” members gives your network vitality and even more *cognitive flexibility*—the ability to consider new ideas and options. New relationships invigorate the network by providing a connection to new networks, viewpoints, and opportunities.

Tips for strengthening your job network

- **Tap into your strong ties.** Your strong ties will logically and trustingly lead to new weak ties that build a stronger network. Use your existing network to add members and reconnect with people. Start by engaging the people in your trusted inner circle to help you fill in the gaps in your network.
- **Think about where you want to go.** Your network should reflect where you’re going, not just where you’ve been. Adding people to your network who reflect issues, jobs, industries, and areas of interest is essential. If you are a new graduate or a career changer, join the professional associations that represent your desired career path. Attending conferences, reading journals, and keeping up with the lingo of your desired field can prepare you for where you want to go.
- **Make the process of connecting a priority.** Make connecting a habit—part of your lifestyle. Connecting is just as important as your exercise routine. It breathes life into you and gives you confidence. Find out how your network is doing in this environment, what steps they are taking, and how you can help. As you connect, the world will feel smaller and a small world is much easier to manage.

Job networking tip 7: Take the time to maintain your network

Maintaining your job network is just as important as building it. Accumulating new contacts can be beneficial, but only if you have the time to nurture the relationships. Avoid the irrational impulse to meet as many new people as possible. The key is quality, rather than quantity. Focus on cultivating and maintaining your existing network. You’re sure to discover an incredible array of information, knowledge, expertise, and opportunities.

Schedule time with your key contacts

List the people who are crucial to your network—people you know who can and have been very important to you. Invariably, there will be some you have lost touch with. Reconnect and then schedule a regular meeting or phone call. You don't need a reason to get in touch. It will always make you feel good and provide you with an insight or two.

Prioritize the rest of your contacts

Keep a running list of people you need to reconnect with. People whose view of the world you value. People you'd like to get to know better or whose company you enjoy. Prioritize these contacts and then schedule time into your regular routine so you can make your way down the list.

Take notes on the people in your network

Collecting cards and filing them is a start. But maintaining your contacts, new and old, requires updates. Add notes about their families, their jobs, their interests, and their needs. Unless you have a photographic memory, you won't remember all of this information unless you write it down. Put these updates and notes on the back of their business cards or input them into your contact database.

Find ways to reciprocate

Always remember that successful networking is a two-way street. Your ultimate goal is to cultivate mutually beneficial relationships. That means giving as well as receiving. Send a thank-you note, ask them about their family, email an article you think they might be interested in, and check in periodically to see how they're doing. By nurturing the relationship through your job search and beyond, you'll establish a strong network of people you can count on for ideas, advice, feedback, and support.

Helpguide thanks [John E. Kobara](#), Executive Vice President and Chief Operating Officer of the [California Community Foundation](#). This article is adapted from his blog, [Adopting the Mentoring and Networking Lifestyle](#).

Job Search Marketing Plan Sample

John Doe

1234 Main Street

404.555.1212

Lawrenceville, GA 30044

john.doe@gmail.com

Accomplished Mutual Fund Accountant and Incentive analyst with over 9 years experience in Commercial and Investment Banking. BS in Finance; Masters in Accounting and Financial Management in progress, expected graduation time is December 2008.

Accomplishments

| |
|---|
| Requested and was given increased responsibility in the Representative assignment process |
| Recognized for timely and accurate record keeping |
| Selected to train new teammates on processes, systems and procedures of mutual funds |
| Recognized for exceptional accuracy and timely turnaround on daily processing |

Industry Experience

| Company | Role | Location |
|-------------------------------|------------------------|-------------|
| SunTrust Bank | Incentive Analyst | Atlanta, GA |
| State Street Corporation | Mutual Fund Accountant | Boston, MA |
| Boston Financial Data Service | Control Specialist | Boston, MA |
| | | |
| | | |

Target Market Characteristics

| | |
|------------------------------------|---|
| <i>Location</i> | Metro Atlanta Area |
| <i>Company Size</i> | Small, Medium and large organizations |
| <i>Titles of Positions Desired</i> | Fund Accountant, Financial Analyst, Investment Analyst, Investment Accountant, Treasury Analyst, Accountant, Derivative Analyst, Financial Report Analyst, Finance and Accounting |
| | |

Target Company List

| Focus companies | Additional Companies | |
|--|----------------------------|--|
| Morgan Keegan | Suntrust Robinson Humphrey | |
| MadisonGrey | Bank of America | |
| Invesco | Wachovia | |
| US Trust (Bank of America) | | |
| Reliance Trust Company | | |
| Ridgeworth Capital Management (Trusco) | | |
| | | |
| Note: I am looking Any Company. | | |

JOB SEARCH MARKETING PLAN

Jane Doe, PMP

12345 Main Street

(404) 555-1212

Anywhere, GA 30075

JaneDoe@bellsouth.net

Career Summary

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Accomplishments

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Industry Experience

| Company | Role | Location |
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Target Market Characteristics

| | |
|--|--|
| <i>Location</i> | |
| <i>Company Size</i> | |
| <i>Titles of Positions Desired</i> | |
| <i>Titles of Potential Hiring Managers</i> | |

Target Company List

| Focus companies | Additional Companies | |
|-----------------|----------------------|--|
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