

# Part 5: Eleven Secrets to Get a Job Fast

## **Part 5 Checklist – Eleven Secrets to Get a Job Fast**

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is left unchecked, you will know where to spend more of your energy and time. The checklist corresponds to the actions needed for this section.

This action plan will help you stay accountable. It's an overview of the exercises from this section and a review of what you will accomplish.

- Read and understand the ten secrets to finding the job you need fast
  - Assess yourself
  - Prepare and organize yourself to stay focused
  - Research work that interests you through informational interviews
  - Prepare a targeted resume
  - Develop successful interview skills
  - Contact potential employers
  - Post interview steps
  - Send a follow-up letter
  - Network yourself into a job
  - Develop support for your job search
  - Research existing organizations
- Finding information about a company
  - Annual reports
  - Current or former employees who work at the company
  - Chamber of Commerce local chapter
  - 10-K Filings
  - Company web sites
  - Public libraries
  - Hoover's Online, <http://www.hoovers.com>
  - NASDAQ, <http://www.nasdaq.com>
  - Newspaper archives
  - Trade publications catering to the industry you're interested in
  - Multi-indexed research web sites
  - Better Business Bureau, <http://www.betterbusinessbureau.org/>
  - Annual reports
- Part 5 summary

## **Eleven Secrets To Finding The Job You Need Fast**

*Tentative efforts lead to tentative outcomes. Therefore give yourself fully to your endeavors. Decide to construct your character through excellent actions and determine to pay the price of a worthy goal. The trials you encounter will introduce you to your strength. Remain steadfast ... and one day you will build something that endures; something worthy of your potential.*

– EPICTETUS, ROMAN TEACHER, PHILOSOPHER 55–135 A.D. –

Job searching is mostly an overwhelming experience. Here are ten ways to break down this process into a series of steps.

### **Step 1 – Assess Yourself**

Understand who you are and what you most enjoy. Look at your values, preferences, interests, strengths, past accomplishments and find the activities where you had flow.

### **Step 2 – Prepare and organize yourself to stay focused**

Treat your job search as a full-time position in which you set a daily and weekly schedule and spend at least eight hours a day toward finding it. Be prepared for rejection. Looking for work can be hard and take over six months or more. Utilize a record-keeping system of your job search contacts and progress. Offer yourself a reward system for achieving daily and weekly goals.

### **Step 3 – Research work that interests you through informational interviews**

Make a list of all the various types of work for which you are interested in doing. Conduct informational interviews, which will help in gathering information, knowledge and reliable facts about the passionate work you want to be doing.

### **Step 4 – Prepare a targeted resume**

Develop a resume that targets the type of work you are most interested in.

### **Step 5 – Develop successful interview skills**

It's important to demonstrate to the interviewer your self-confidence, your interest and enthusiasm for the work you are applying for and your positive attitude. This is the time to bring your best self to your potential opportunity.

### **Step 6 – Contact potential employers**

Arrange job interviews by contacting the employers you are most interested in.

### **Step 7 – Post interview steps**

Take notes and evaluate how well the interview went. Look at what went well, what you need to improve upon, the skills you need to highlight more next time and how well the interview went.

**Step 8 – Send a follow-up letter**

After the interview, send a follow-up letter thanking them for the time and consideration. This is an opportunity to reiterate your desire for the position and why you are most qualified for the job.

**Step 9 – Network yourself into a job**

Networking is giving and receiving information, ideas, referrals, recommendations, leads and support. It's about utilizing the sources of information and resources available for you and being one yourself. Everyone you meet is a potential source of contacts. Basically bringing people together in any form is networking.

**Step 10 – Develop support for your job search**

The job search can be one of the most discouraging and challenging times to work through. You need to create a group of people who can support you, motivate you and keep you moving forward until you land the job you want. They can help you clarify decisions and ideas about what is best for you. They can become a network of people helping you create more contacts, places to research and ways to get what you want.

**Step 11 – Research existing organizations**

As you learn more information about the companies you want to work for, you begin to see how you can stand out from other job searchers. See the next section on where to find out information about a company.

List three action steps you will take based on the above section.

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## **Finding Company Information**

*Our prayers are answered not when we are given what we ask,  
but when we are challenged to be what we can become.*

– MORRIS ADLER –

Below is a list of resources to help you research a company.

### **Annual reports**

If there's time, call and ask to be sent an investor package in the mail.

Annual reports online, visit this site <http://www.annualreportservice.com/>

Or use search engines such as Investor Relations Information Networks: [www.irin.com](http://www.irin.com).

### **Current or former employees who work at the company**

### **Chamber of Commerce local chapter**

### **10-K Filings**

You can also use the Internet to search for companies' 10-K filings with the SEC. To search for 10-K filings, visit InvestQuest: [www.investquest.com](http://www.investquest.com).

### **Company web sites**

If you don't know it, call reception at the company and ask for it.

### **Public libraries**

You can often get a real, live person to direct you to the most productive areas. Many are online now, too.

### **Hoover's Online, <http://www.hoovers.com>**

Full access to this site requires a subscription, but there is a lot of information you can access for free.

### **NASDAQ, <http://www.nasdaq.com>**

You're restricted to only publicly traded companies here, but the information is invaluable.

### **Newspaper archives**

These are often found on the Internet now. Or head to your public library.

### **Trade publications catering to the industry you're interested in**

**Multi-indexed research web sites**

Brint, <http://www.brint.com/interest.html>

CEOExpress, <http://www.ceoexpress.com/>

**Better Business Bureau**, <http://www.betterbusinessbureau.org/>

Here are the resources from *Zen and the Art of Making a Living* by Laurence Boldt:

- **Career Employment Opportunities Directory: A Guide to Career Employment Opportunities, Volume 1: Liberal Arts and Social Sciences, Volume 2: Business Administration, Volume 3: Engineering and Computer Science, Volume 4: Sciences.** Renetzky, Alvin, ed. Santa Monica, Calif.: Ready Reference Press, 1985.
- **Career Guide to Professional Associations: A Directory of Organizations by Occupational Field, Second Edition.** Staff of Carroll Press. Cranston, R.I.: Carroll Press, 1980.
- **Community Jobs: The National Employment Newspaper for the Non-profit Sector.** A monthly publication providing a monthly listing of socially responsible jobs and internships. Available from Networking in the Public Interest, 1001 Connecticut Ave., NW, Washington, DC 20036, (212) 785-4233.
- **Company Information: A Model Investigation.** Washington, D.C.: Washington Researchers Publications, 1983.
- **Directories in Print.** Desjardins, Dawn Conzett. Detroit: Gale Research Co. Published annually in January.
- **The Directory of Business Information Resources: Associations, Newsletters, Magazines, Trade Shows, Directories, Databases.** MacKenzie, Leslie. Lakeville, Conn.: Grey House Publishing, 1998.
- **Encyclopedia of Business Information Sources.** Woy, James. Detroit: Gale Research Co. Published biennially in November.
- **The Foundation Directory.** Tuller, Michael, ed. New York: The Foundation Center. Published biennially in March.
- **Guide to Careers in World Affairs.** Foreign Policy Association, ed. Manassas, Va.: Impact Publications, 1993.
- **How to Find Information about Private Companies.** Washington Researchers Publishing, Washington, D.C.: Washington Researchers Publications. Published annually in March.
- **Information U.S.A.** Leske, Matthew, and Sharon Zarozny. New York: Penguin, USA. 1986.

- **International Employment Hotline.** A monthly survey of the international job market, listing international job openings available to U.S. citizens. Published by Direct Communications, 24 Wales Street, PO Box 6628, Rutland, VT 05702-6628. (802) 747-3376. Email: [info@direct-com.com](mailto:info@direct-com.com).
- **Jobs '98.** Petras, Kathryn, and Ross Petras. New York: Fireside, 1996.
- **National Trade and Professional Associations of the United States.** Downs, Buck R., Wilson Hardy, and Nathan L. Cantor, eds. Washington, D.C.: Columbia Books, Inc. Published annually in March.
- **Peterson's Job Opportunities for Engineering and Computer Science Majors.** Peterson's Guides. Princeton: Peterson's Guides. Published annually in August.
- **Places Rated Almanac.** Savageau, David, and Geoffrey Loftus. New York: Macmillan, 1997.
- **The Service Edge: 101 Companies that Profit from Customer Care.** Zemke, Ron. New York: New American Library, 1990.
- **Taft Foundation Reporter.** Yvette, Henry, ed. Washington, D.C.: The Taft Group, 1990.

**BUSINESS REFERENCE WORKS**

- **Annual Reports of Corporations.** Ask your reference librarian for access to these reports. You may find more complete information in a business library than a regular public library. All the business and finance libraries in the United States are listed in: Subject Directory of Special Libraries and Information Centers, Vol. I, Business and Law Libraries. Labash-Young, Margaret, et al., eds. Detroit: Gale Research Co. Published annually in November.
- **Dun & Bradstreet Million Dollar Directory.** New York: Dun & Bradstreet. Published annually in February/March.
- **MacRae's Blue Book.** Deydo, Harry P., ed. New York. Published annually in March/April.
- **Moody's Manuals.** New York: Moody's Investor's Service, Inc. Published annually.
- **Poor's Register of Corporations, Directories and Executives.** New York: Standard and Poor's, Subsidiary of McGraw-Hill. Published annually in January.
- **Thomas Register of American Manufacturers.** New York: Thomas Publishing Company. Published annually.
- **Ward's Directory.** Detroit: Gale Research Co. Published annually.

List two action steps you will take based on the above section.

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
\_\_\_\_\_

**Part 5 Summary – Eleven Secrets to Get a Job Fast**

*If you are clear about what you want, the world responds with clarity.*

– LORETTA STAPLES –

**CONGRATULATIONS ON COMPLETING PART 5 OF THE JOB SEARCH PROCESS!**

The final step for part 5 is to summarize the key points you learned from this section and jot them down below.

These notes will serve as a foundation to see your monumental progression throughout the 15 sections.

Here are some ideas for you to write below:

- Insights
- Actions
- Celebrations
- Obstacles
- Inspiration
- Support
- Strengths
- Weaknesses
- Where to focus?

**Capture your thoughts below:**

1. \_\_\_\_\_
2. \_\_\_\_\_
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6. \_\_\_\_\_
7. \_\_\_\_\_
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9. \_\_\_\_\_
10. \_\_\_\_\_

# Part 7: What Are You Looking For?

### **Part 7 Checklist – What Are You Looking For?**

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is left unchecked, you will know where to spend more of your energy and time. The checklist corresponds to the actions needed for this section.

This action plan will help you stay accountable. It's an overview of the exercises from this section and a review of what you will accomplish.

- Read and understand the beginning steps to the job you want
  - Make a list of a handful of occupations that interest you
  - For each area of interest, write down any contacts
  - Write a summary of each industry you're preparing to explore
  - Zero in on the companies that are candidates for your employment
  - Figure out and write down what these companies need
  - Get some feedback from a contact in the industry
  - Narrow your target down to one or two industries
  - Set up an informational meeting with a decision-maker
  - Honestly review your strengths, accomplishments and shortcomings
  - Write a career objective for each industry in which you are interested
- Read and understand what is the job I am searching for
  - Type of environment you want to work in
  - Type of people you want to work with and enjoy being around
  - Number of hours you want to work each day
  - Type of responsibilities you want to assume
  - Who you want to report to
  - Type of company you want to work for
  - The location where you want to work
  - Type of compensation (salary, benefits)
  - Type of fulfillment
  - Type of achievements
  - Type of balance
  - Type of support and mentoring
  - Type of pace at work daily
- Part 7 summary

# **Beginning Steps To The Job You Want**

*Wherever you are is the entry point*

– KABIR –

The first steps in job searching are to figure out where you want to go. To help you decide where you want to be, even if you think you know, you can write down everything you've ever thought about doing.

## **Step 1 – Make a list of a handful of occupations that interest you.**

Use the Internet, library or informal interviews to get a clearer idea where that industry is and where it's going. Once you start writing, you may see a pattern. Look for things that you love, not just things you "should" be doing.

## **Step 2 – For each area of interest, write down any contacts.**

(or people who can lead you to contacts)

You're going to be networking, or developing relationships with these people. Keep written records in one place of these names, addresses and phone numbers. Also note the dates you made contact and any pertinent info.

## **Step 3 – Write a career objective for each industry in which you are interested.**

A potential employer needs to know where you fit in his industry. A resume, your success stories, your target companies will all be determined by your career objective. This statement needs to include the type of job you want, your strengths and what you can offer this company as an employee.

## **Step 4 – Zero in on the companies that are candidates for your employment.**

What's important is not whether or not they have a position open, but if you want it. This is the stage where you have no limitations. Let your imagination run.

## **Step 5 – Figure out and write down what these companies need.**

(and what you could contribute)

Writing things down is a powerful process that is going to help you mold the job that is right for you. You can always regain your focus and confidence by referring back to a strong statement you wrote for yourself.

## **Step 6 – Get some feedback from a contact in the industry.**

You've done some research, so it's pretty likely that you're on target. Be certain. If you don't already have a contact in that industry, you're going to need one. Use the phonebook if necessary, but do a little research so you know you're getting someone who knows his/her stuff.

**Step 7 – Narrow your target down to one or two industries.**

Once you've done this preliminary legwork, you should feel pretty comfortable that you are looking in the industry that's right for you.

**Step 8 – Set up an informational meeting with a decision-maker.**

(or personal contact in your target company)

Go through the proper channels to get an interview. Never pop into a decision-maker's office or stalk him at lunch.

**Step 9 – Honestly review your strengths, accomplishments and shortcomings.**

We're all human with positive and negative aspects. You'll make the best impression if you have a true evaluation of who you are and how you work. And you'll find yourself in a position that is a better fit for you as well.

**Step 10 – Write your elevator speech**

If you were in an elevator with the “person who has the power to hire you” for the ideal company you want to work for, could you communicate clearly what you can do for him before he gets off of the elevator? You must communicate your carefully constructed message in a brief and clear way. In one minute you will be informing the other person the most important information about yourself before the elevator reaches the ground floor. Summarize your top achievements/skills/experience that are most relevant to the job you are being asked about.

List two action steps you will take based on the above section.

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2. \_\_\_\_\_  
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## What is the Job I am Searching For?

*If you are clear about what you want, the world responds with clarity.*

– LORETTA STAPLES –

DESCRIBE THE FOLLOWING –

### Type of environment you want to work in

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*Examples: I want to work in a fast-paced setting where something new happens all the time; I want to work in a controlled, steady environment where I know what to expect.*

### Type of people you want to work with and enjoy being around

What characteristics do they exhibit?

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*Examples: People who are creative, enthusiastic, excitable, calm, methodical, unemotional, organized, detail-oriented, free-thinking, wild, focused, young, mature, experienced.*

### Number of hours you want to work each day

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*Examples: I want to work 4 hours a day to allow plenty of time for creative activities; I want to work 8 hours a day to achieve my goals faster.*

### Type of responsibilities you want to assume

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*Examples: I want to be responsible for those areas I am experienced with; I want to be responsible for all decisions.*

**Who you want to report to**

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*Examples: I want to report to the person in charge of my specialized area; I want to report to the top person; I want to be the top person and report only to myself.*

**Type of company you want to work for**  
(culture, size, integrity, reputation, or entrepreneur etc.:)

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*Examples: I want to work for a small company that allows creativity; I want to work for a large company that has an established reputation; I want to work for myself.*

**Where you want to work**

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*Examples: I want to work in a corporate office surrounded by other professionals; I want to work in an office that has few restrictions; I want to work from home.*

**Type of compensation (salary, benefits)**

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*Examples: I want a salary based on my contributions with the option to choose what benefits I need; I want a guaranteed set salary with a full benefits package.*

**Type of fulfillment**

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*Examples: I want to feel I've made a difference in the world; I want to make a difference in the field that is important to me; I want to know my family respects me.*

**Type of achievements**

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*Examples: I want to create new tools; I want to find new solutions to society's problems; I want to make a difference to the world.*

**Type of balance**

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*Examples: I want my day to be an even mix of play, work and creativity; I want most of my time dedicated to the goals I want to achieve; I want most of my time free to be creative.*

**Type of support and mentoring**

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*Examples: I want to have a close-knit support group of people and mentors whom I admire and respect; I want to have a large extended association of like-minded professionals I can contact as needed.*

**Type of pace at work daily**

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*Examples: I want a fast-paced day filled with something new and challenging; I want a steady pace that allows me time to process work as I get to it.*

**Part 7 Summary – What Are You Looking For?**

*Nothing is particularly hard if you divide it into small parts.*

– HENRY FORD –

**CONGRATULATIONS ON COMPLETING PART 7 OF THE JOB SEARCH PROCESS!**

The final step for part 7 is to summarize the key points you learned from this section and jot them down below.

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