

Landing the next job

First impressions: Looking, speaking and acting professionally help to make a terrific first impression.

Interviewing: Be on time for the interview. On time means 5 to 10 minutes early. If need be, take some time to drive to the office beforehand, so you know exactly where you are going and how long it will take to get there.

Job fairs: Periodically attend these events even when you are not really looking for a job to see what opportunities are out there, and to gain a perspective on where you might fit in the job marketplace.

Keep track: One of the most useful things to do is keep track of everything you are doing. Use a simple spreadsheet, like Excel. Have one file where you enter all the information from any job sites that you join.

Meaningful work: Explore your passion, identify a new direction and take action to create a career that leaves you energized and excited.

Say thank you: Try to send your thank-you note within 24 to 48 hours of your interview or meeting. The note may be handwritten on a small, professional, thank-you note card (if you have extremely neat handwriting and only a brief message to convey), word-processed, or e-mailed.

Follow the headlines: Be aware of the latest business news in your community or the city where you want to work. Read local business journals to find out who is on top in your industry. These resources will give you a sense of which employers are “hot” as well as often contact information to send your résumé.

Your résumé: Write it until it's right. Think, write, think some more, rewrite, proofread, get feedback and rewrite.

Don't give up: Last, but not least, do not give up. Job searching is never easy and it is even harder when the job market is difficult. Keep plugging away at your job search and eventually, though it may take more time than you expected, the right position will come along.

Source: Sarasota Herald-Tribune, 13 Oct 2008
http://www.heraldtribune.com/article/20081013/ARTICLE/810130299?Title=Landing_the_next_job
(Adapted from www.about.com)