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## Useful articles to help you in your career

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### How To Get A Job Fast

#### Overview

In today's unpredictable economy, the idea of job security with any company would seem to be a thing of the past. Large company layoffs, golden handshakes, mergers, leveraged buyouts, company acquisitions and similar business moves have left people of all ages out of a job they need to live.

While there may be some compensation upon being let go from the firm you work for, this money won't last forever. Or, if eligible for unemployment benefits, this also has a finite period of time attached to the check. Sooner or later, job hunting will be necessary.

But it's not only individuals who have been turned out of jobs that this booklet can help. How happy are you in the business you're in? Do you long to do something else with your career? If so, you're not alone. You have plenty of company in wanting to change one's goals and focus in life.

Perhaps you've just turned 40 and realize that you're into the second half of a working career you've never really liked. Studies have shown that working in a job because you have to, not because you like it, can have some effect on an individual's life span. Why take years off your life when you don't have to?

The problem for most people in these situations is that they're not sure where to start. They've either been tossed into this situation unexpectedly and are trying to make decisions on the run or they know that they at least have a paycheck, so they postpone thinking about trying to focus in on a job hunt for something they truly like to do.

Well, cheer up! This booklet will help you re-focus, identify the skills you have, narrow down the type of work you like to do and give you a number of outlets to gather information from in prospects of landing that job that will take you through contentedly into your retirement years. The best news is that this doesn't have to be a long, drawn out process. You can label your transferable skills and acquire helpful data within a few days! It's not a year or two effort we're talking about.

The secret is knowing where to look, what to ask and how to narrow down the type of job you'd not only enjoy, but be pretty good at, too! So much of this is understanding what makes you tick! Who better to identify this than you?

This booklet will give you some pointers in doing it, but it will be up to you to take the time to really analyze what it is you like and want to do. Knowing your strengths and weaknesses will give you the power to change your life!

## Identifying Your Skills

What are you good at?

Have you ever thought about it? In a truly critical, analytical way? Have you actually sat down and listed your skills and capabilities?

This may seem basic, but it's not. Even if you've attempted to start a list, it is very likely you didn't go far enough or deep enough and thus missed a few outlets for your skills that might very well unlock the key to your career future.

The following exercise can help you truly identify the skills you currently use (or maybe not use) and this will set the stage to see if they're transferable to another industry.

There are three major categories of skill identification. You deal with people, things and information everyday. In each category, this requires a skill or combination of several skills. You might not even realize the extent of your ability in an area. You probably know what you're not good at or what you don't like doing, but pinpointing exact skills is not necessarily easy.

People. Let's divide your skills at dealing with people into working with individuals and working with groups.

Individuals: In working with individuals singly, are you good at:

- \* communicating in direct conversation or on the phone?
- \* communicating well by the written word?
- \* helping, serving or receiving and carrying out instructions?
- \* referring people, or helping put two people together?
- \* advising, monitoring, coaching or counseling?
- \* teaching, instructing, training or tutoring?
- \* persuading, motivating or selling?
- \* assessing, evaluating or interpreting others?
- \* diagnosing, healing or treating?

Groups: In working with organizations, companies or associations, are you good at:

- \* making presentations?
- \* communicating by written word like a newsletter?
- \* public speaking?
- \* leading or moderating a group discussion?

- \* preparing seminars or other educational events?
- \* training large groups?
- \* consulting or giving advice?
- \* leading or taking the lead?
- \* coaching others in recreation or exercise?
- \* performing, acting, singing, amusing or inspiring?
- \* motivating, persuading or selling?
- \* negotiating a settlement of some kind?
- \* following through, getting things finished, producing?
- \* managing or running a business?
- \* supervising?
- \* initiating or beginning a concept, idea or business?

Think carefully about each of these items. Answer fairly and honestly. There's no reason to try and fool anyone. This is not a personality test! You're simply attempting to frame your likes and dislikes about dealing with individuals, singly or in groups.

Compile your list of definite yes and no answers and write them down. Keep them handy for future reference.

Things. There are, essentially, six major categories of working with various things. These things are identified as objects (tools, instruments), equipment and machinery or vehicles, materials like cloth, wood and clay, your body, buildings or homes and raising or growing things.

Objects. Do you have specific skills in dealing with food, tools, instruments or the like in:

- \* handling?
- \* washing?
- \* preparing?
- \* maintaining?
- \* producing?
- \* creating?
- \* repairing?
- \* cleaning?
- \* knowledge?
- \* cooking?
- \* preserving?

Equipment. Are you good at working with some type of machinery or vehicle in:

- \* driving?
- \* controlling?
- \* assembling?
- \* repairing?
- \* cleaning?
- \* disassembling?
- \* maintaining?
- \* operating?

Materials. What is your skill level with items such as clay, jewelry, metal, wood, stone and cloth as far as:

- \* cutting?
- \* painting?
- \* crafting?
- \* restoring?
- \* weaving?
- \* sewing?
- \* carving?
- \* molding?
- \* shaping?
- \* refinishing?
- \* sculpting?

Your Body. Are you good at using:

- \* your hands?
- \* motor coordination?
- \* physical coordination?
- \* your fingers?
- \* your eyes?
- \* your eyes and hands in coordination?
- \* your strength?
- \* your stamina?

Buildings. Do you have a particular affinity and capability for:

- \* constructing?
- \* remodeling?
- \* decorating?
- \* designing?

Raising or Growing. Are you able to successfully:

- \* train animals?
- \* treat animals?
- \* garden?
- \* landscape?
- \* raise plants or animals or other vegetable or mineral?

This is the hands-on category. Do you have manual skills and, if so, what specifically can you do well? More importantly, do you enjoy it? Many people have turned hobbies they love into full-time, paying work. List the skills you have as associated with any of these categories. Also list the things you dislike doing, too. Finding that job you love is as much avoidance of things you hate as things you love to do.

Information. The final category in this part of the evaluation process is seeing how good you are and how much you enjoy working with ideas, concepts, information, specific data and technology. There are four categories to concern yourself with. Do you like creating, storing, managing or putting this information to good use?

Creating. Are you particularly good at:

- \* gathering information by observation?
- \* gathering information through research?
- \* searching for data?
- \* imagining ideas or concepts?
- \* inventing?
- \* sensory feelings?
- \* designing?

Storing. Once you've assembled the information are you good at:

- \* storing or filing records in file cabinets, microfiche, audio or video cassette?
- \* bookkeeping?
- \* computer storage?
- \* retrieving the information once stored?
- \* helping others retrieve the information?
- \* keeping track of details?
- \* memorizing?
- \* filming or recording?

Managing. You must do something with the data or information you've assembled and stored. Are you good at:

- \*analyzing your data?
- \* organizing?
- \* classifying?
- \* planning?
- \* accounting?
- \* writing?
- \* painting?
- \* drawing?
- \* problem solving?
- \* evaluating your data?
- \* programming?
- \* prioritizing?
- \* decision-making?
- \* dramatizing?
- \* comparing with other data?

Using The Data. Once you've decided to use the information, are you good at:

- \* disseminating the information?
- \* demonstrating?
- \* putting it to some use?
- \* showing it to individuals or groups?
- \* publishing?
- \* reporting?

At this point, you should total up your positives and negatives (what you don't like or aren't very good at) in this category. You now have three categories and you should combine the lists of advantages and disadvantages to see what your strong suit(s) are. You may find that you

like observing people and taking this information and writing a script and then putting it on video or film. This comes from seriously analyzing each of these categories and finding a consistency in what you love and what you're good at. Your next step would be to look at more specifics rather than generalities.

Specifics: It's time to look at items you specifically like to work with. The following list should help you check yes or no to a number of things. Keep in mind that this is by no means a complete list and you should add your own thoughts to this of items you either like or dislike to make it more complete. Remember, this is your list, your career, your life, so make it as close to what fits you as possible. We're merely giving you suggestions to help your frame of reference.

Office Products: Clothing:

- desk - all types of clothes
- computer - dyes
- switchboard - shoes and boots
- word processor - sewing machine
- pen or pencils - umbrella, raincoat, poncho
- printers - buttons or zippers
- software - patterns
- office machines - knitting

Household Goods: Material:

- furniture - paper
- appliances - stone
- dishes - aluminum
- laundry - cement
- blankets - pottery
- wallpaper - plants
- clocks - bricks
- pots and pans - wood
- burglar/fire alarms - bronze
- chimneys - pewter
- carpet - cloth
- paint - steel
- tools - brass
- tents - papier-mGchT

Electronic: Financial

- television - calculator
- camera - money
- stereo - adding machine
- videotape recorders - money market accounts
- radios - cash register
- radar equipment - ledgers
- movie equipment - financial records
- tape recorder - stocks
- records, CDs, cassettes - futures

Recreation:

- musical instrument
- games
- gambling
- board games
- sporting events
- kites

Communication:

- telephone
- short-wave radios
- telegraph
- answering machines
- fax machines
- printers

Transportation:

- bicycles
- automobiles
- trains
- airplanes
- hot air balloons
- boats
- subways
- motorcycles
- RV's

Medical:

- x-ray machines
- lab testing
- medicine
- prosthetics
- dental equipment
- anesthetics
- vitamins
- hearing aids
- eyeglasses

Equipment:

- guns
- gym apparatus
- fishing rods
- lawnmowers
- garden tools
- rakes
- traps
- axes
- pesticides
- plows
- harvesters
- threshers
- shovel or pick
- tractor
- handtrucks
- sander
- drill

Miscellaneous:

- books
- newspapers
- videos
- magazines
- overhead transparencies
- candles
- batteries
- lasers
- engravings
- lithographs
- paintings
- silk-screens
- microscope
- telescope
- toys
- food
- wine or beer making

Your list should be fairly complete. If you've followed your true nature, you should begin to see a pattern; similarities indicating the type of work you were destined to do. If your interest is in film and cameras and filmmaking, that will be clear as you review your likes, dislikes, strengths and weaknesses from these lists. Now you need to refine and focus.

### Cutting Down the Territory

Next, let's look at specific knowledge you might possess. Run through the following list, add to it and list the knowledge you currently have. Second, go through the list again and identify the knowledge you would like to have.



This will give you two current snapshots: what you know now and what you'd like to know in the future. The latter will define your future educational goals. It may be in areas you believe you'd enjoy if only you had a little more education.

No problem. It may be that a little more learning is needed to advance into what you truly want to do. There's no reason you can't take classes in those specific disciplines. There's no reason you can't work at an entry-level position in that industry and learn as you go. Often, a company may pay for your future education if it is in the skill areas of their field. So list the desires as well as your current expertise.

- \* psychology
- \* chemistry
- \* physics
- \* cinema
- \* foreign language
- \* management
- \* personnel recruiting
- \* insurance benefits
- \* geography
- \* history
- \* art
- \* broadcasting
- \* accounting
- \* taxes
- \* marketing
- \* sales
- \* computer programming
- \* aerobics
- \* graphic arts
- \* religion
- \* horticulture
- \* government contracts
- \* politics
- \* teaching
- \* interior design
- \* architecture
- \* vehicle repair
- \* travel
- \* systems analysis
- \* astronomy
- \* research
- \* packaging and distribution
- \* import/export
- \* merchandising
- \* machine operation
- \* graphic arts
- \* photography

List all of the fields you like in priority arranged by most knowledge of and likes. List the fields you are interested in and believe you'd like but need more training and education. Keep these lists handy and separate.

Now, it's time to decide location. Are you tired of where you live? Would you like to live somewhere else? Is this the town you grew up in but have never seen any other place? Have you gone somewhere on vacation and thought about how great it would be to live there?

Part of cutting down the territory and focusing your job search efforts is to select the area you'd like to practice your skills and talent and apply them to a wage paying job. There's not much progress made if you find work you like but you still dislike everything else about your living situation. Finding a good job also means finding it in the location you like best.

So, get out to the library and consult a couple of publications like Places Rated Almanac and identify your top five places to live. Narrow down an area and then specific towns. Then, find out the number for the local Chamber of Commerce and see how you can get more information about not only the place itself but the businesses located in the area that are in the field(s) you've narrowed down for yourself. These local chambers are glad to send out information and would be equally happy to see you move in and become a member of the community. There are lots of tremendous places to live in this country. Take advantage of it!

You say you're interested in Arizona? Where? Phoenix? Tucson? Kingman? Bullhead City? Pick an area and start to accumulate information. If it's possible to visit, by all means get out and see it.

Now you have areas and locations and lists of businesses in those areas. Now's the time to narrow it down. Select the top two areas and hone in on finding work.

Update your resume. There are dozens of books out there on this subject. Craft it the way the experts suggest. Do it by skills if that tells more about you than where you've actually worked. Find out about local schooling programs in the areas of your choice in the event you need further education in the areas you want to do more with. Don't move anywhere that doesn't have jobs in the areas you like and are good at or intend to improve your skills.

Finally, begin to make contacts with personnel. Find out if there are local job hot-lines and other employment identification features. Certainly make contact with specific businesses that you've already identified as possibilities.

As you start to accumulate your information with which to narrow down the territory in terms of location, skills and interest, there are a number of resources you can tap, the majority of which are either free or have a nominal cost to obtain the information that can help you decide your

future.

#### Free Career and Job Opportunity Information

There is plenty of assistance out there in the marketplace to obtain information about careers and finding jobs and similar data. You are often only a phone call away from obtaining details of specific fields of your interest. One of the problems with job assessment and reevaluation is that once you know what you want to do and where you want to go, your run out of ideas for information search.

Peruse the following list. As you can see, there is a substantial amount of information available to you. It's simply a matter of knowing when to look.

#### Airline Jobs Bank

Office of Labor Management Programs  
Bureau of Labor-Management Relations  
U.S. Dept. of Labor

200 Constitution Ave. NW Room N5416  
Washington, D.C. 20210  
(202) 219-4473

#### Art Conservation and Museum Careers

Office of Museum Programs  
Smithsonian Institution  
900 Jefferson Dr. SW  
Washington, D.C. 20560  
(202) 357-3101

#### Aviation Careers

Aviation Education Officer  
Federal Aviation Administration  
U.S. Dept. of Transportation  
800 Independence Ave. SW  
Washington, D.C. 20591  
(202) 267-3469

#### Careers In Dozens of Fields

Superintendent of Documents  
Government Printing Office  
Washington, D.C. 20402  
(202) 783-3238

Publications cost anywhere from \$1.50 to \$3.00 and include information about business, managerial and legal occupations; clerical and administrative occupations; communications, computer and construction occupations; education, engineering, nursing, dietetic, health technology and medical careers, etc. There is also a book called The Bottom Line: Basic Skills in the Workplace and Career Opportunities in Art Museums, Zoos and other Interesting Places.

Coast Guard Training  
U.S. Coast Guard  
U.S. Dept. of Transportation  
Aeronautical Center  
MPB 237, P.O. Substation 18  
Oklahoma City, OK. 73169-6999  
(405) 680-4265

Creative Writers Publishing Grants  
Literature Program  
National Endowment for the Arts  
1100 Pennsylvania Ave. NW Room 723  
Washington, D.C. 20506  
(202) 682-5451  
Grants range from \$2,000 to \$50,000.

#### Criminal Justice Career Opportunities

Order the guidebook Criminal Justice Careers from the  
Superintendent of Documents, Government Printing Office,  
Washington, D.C. 20402, (202) 783-3238. Cost is \$7.00.

Dental Health Professions  
Division of Associated and Dental Health Professions  
Health Resources and Services Administration  
5600 Fishers Lane Room 8-101  
Rockville, MD. 20857  
(301) 443-6854

Disease Control & Environmental Health Training  
Training and Laboratory Program Office  
Centers for Disease Control  
1600 Clifton Road  
Atlanta, GA. 30333  
(404) 639-2142

Displaced Homemakers Job Network  
1625 K.St. NW Suite 300  
Washington, D.C. 20006  
(202) 467-6346

Employment in Transportation  
Central Employment Office  
Office of Personnel  
U.S. Department of Transportation  
400 7th Street SW Room 9113  
Washington, D.C. 20590  
(202) 366-9417

Epidemic Intelligence Service  
Epidemiology Program Office  
Centers for Disease Control  
Atlanta, GA. 30333  
(404) 639-3588

#### Experimental Job Training Opportunities

Office of Strategic Planning and Policy Development  
Employment & Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N5637  
Washington, D.C. 20210  
(202) 219-7674

Fish Husbandry Training Academy  
National Fisheries Center  
U.S. Fish & Wildlife Service  
Box 700  
Kearneysville, WV 25430  
(304) 725-8461, ext. 5333

Foreign Service Career Counseling  
Personnel Office  
Special Services Branch  
United States Information Agency  
301 Fourth Street, SW Room 525  
Washington, D.C. 20547  
(202) 619-3732

Health Professions & Training Programs  
Division of Public Health Professions  
Health Resources and Services Administration  
5600 Fishers Lane, Room 8-101  
Rockville, MD. 20857  
(301) 443-6854

Highly Skilled Jobs Apprenticeship  
Bureau of Apprenticeship and Training  
Employment and Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4649

Indians and Job Training  
Office of Tribal Services  
Bureau of Indian Affairs  
U.S. Department of the Interior  
18th and C Streets, NW  
Washington, D.C. 20240  
(202) 208-2570

Information and Records Management Training  
Records Administration Information Center  
National Archives and Records Administration  
8th Street and Pennsylvania Ave., NW  
Washington, D.C. 20408  
(202) 501-6015

International Trade Commission Jobs  
Office of Personnel  
U.S. International Trade Commission  
500 E St. SW Room 314  
Washington, D.C. 20436  
(202) 205-2651

Jobs for Senior 55 and Up

Office of Special Targeted Programs  
Employment & Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4643  
Washington, D.C. 20210  
(202) 219-5904

Job Training and Employment Services

Office of the Assistant Secretary for  
Employment & Training  
U.S. Department of Labor  
200 Constitution Ave. NW Room S2321  
Washington, D.C. 20210  
(202) 219-6236

Literature Translators Opportunities

Literature Program  
National Endowment for the Arts  
1100 Pennsylvania Ave. NW Room 723  
Washington, D.C. 20506  
(202) 682-5451

Local Help for Job Seekers

Employment and Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4470  
Washington, D.C. 20210  
(202) 219-0157

Matching Yourself with the Workworld

Superintendent of Documents  
Government Printing Office  
Washington, D.C. 20402  
(202) 783-3238  
\$1.00 publication.

Medical/Scientist Training

Medical Scientist Training Program  
National Institute of General Medical Sciences  
Westwood Building Room 905  
Bethesda, MD. 20892  
(301) 496-7301

Migrant & Seasonal Farmworker Opportunities

Employment & Training Administration  
U.S. Dept. of Labor  
200 Constitution Ave. NW Room N4641  
Washington, D.C. 20210  
(202) 219-5500

Modern Archives Management Training

Office of Public Programs  
National Archives and Records Administration  
8th Street and Pennsylvania Ave. NW Room 505

Washington, D.C. 20408  
(202) 501-6017

National Computerized Job Bank  
United States Employment Service  
Employment and Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4456  
Washington, D.C. 20210  
(202) 219-4389

Nursing Research Training  
National Center for Nursing Research  
National Institutes of Health  
Building 31, Room 5B25  
9000 Rockville Pike  
Bethesda, MD. 20892  
(301) 496-0207

Oceanographic Corps Jobs  
Commission Personnel Division, NOAA Corps  
National Oceanic and Atmospheric Administration  
U.S. Department of Commerce  
11400 Rockville Pike  
Rockville, MD. 20852  
(301) 443-8905

Securities and Exchange Commission Jobs  
The Director of Personnel  
U.S. Securities and Exchange Commissions  
450 5th Street, NW  
Washington, D.C. 20549  
(202) 272-2550

Special Help to Workers Laid Off  
Office of Trade Adjustment Assistance  
Employment and Training Administration  
U.S. Department of Labor  
601 D St. NW, Room 6434  
Washington, D.C. 20210  
(202) 219-5555

Tomorrow's Jobs In 250 Industries  
Office of Economic Growth  
Bureau of Labor Statistics  
U.S. Department of Labor  
601 D. St. NW Room 4000  
Washington, D.C. 20210  
(202) 606-5700

U.S. Merchant Marine Academy  
Maritime Administration  
U.S. Department of Transportation- Kings Point  
Long Island, N.Y. 11024  
(516) 773-5000

Veteran's Employment and Training Help

Veteran's Employment and Training Service  
U.S. Department of Labor  
200 Constitution Ave. NW Room S1315  
Washington, D.C. 20210  
(202) 219-9116

Women's Jobs in Highway Construction  
Women's Bureau  
U.S. Department of Labor  
200 Constitution Ave. NW Room S3309  
Washington, D.C. 20210  
(202) 219-6652

Work-Based Learning  
Employment & Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room S2322  
Washington, D.C. 20210  
(202) 219-6871

#### Temporary Work

With more than 10,000 temporary employment offices around the country, these agencies provide individual workers and services to thousands of businesses every day. With the cost of employee benefits rising dramatically in the last few years, employers have become far more interested in the temporary worker.

This is a great place to catch on with for a while as you're learning a new field. You're paid by the temporary service and you may work at a job for one day, one week or one month or longer. It all depends on the job and the amount of work associated with it. You may be just helping a company get a big mailing program done. Or you may come in to help with office duties due to extended illnesses or vacations. It may be a temporary overload situation that needs workers.

Some of the temporary agencies specialize; others are more general and recruit all types of workers. You don't have to be tied down to a regular job. You don't have the pressure normally associated with full-time work. You can work locally or you can sign way to travel for free and earn money at the same time!

If you've made up your mind to move to a new location, but don't yet have a job, the temporary agency may be the place for you to start while you're looking or working on your education. Don't overlook the value of a temporary agency.

#### Small Business Assistance Centers

Your dream may be to start your own business. All of the



indications from the tests you've taken point to a specific career. You don't want to work for anyone. You believe you have the determination and desire to succeed. All you need is to know where and how to get started.

There are ample opportunities for both personal and financial assistance from the Small Business Administration. A new loan program called the "Low Documentation" plan has a simplified procedure for applying for \$50,000 or less in SBA loans to get that venture off the ground. These loans are now often underwritten by large banks as well as some of the traditional small banks the SBA has long favored.

The following is a list of starting places by state to contact to discuss launching your own business. If this has long been your dream -- and you have the idea and the ambition to make it happen -- there has never been a better time to go into business for yourself. Good luck!

#### Alabama

Alabama Development Office  
State Capitol, 135 S. Union St.  
Montgomery, AL. 36130  
(205) 263-0048

Small Business Advocate  
State Capitol, 135 S. Union St.  
Montgomery, AL 36130  
(205) 263-0048

#### Alaska

Division of Business Development  
Alaska Dept. of Commerce  
3601 C Street Suite 722  
Anchorage, AK. 99503  
(907) 563-2165

Small Business Advocate  
Alaska Dept. of Commerce  
P. O. Box D  
Juneau, AK 99811  
(907) 465-2018

#### Arizona

State Small Business Advocate  
Arizona Department of Commerce  
4th Floor, Capitol Towers  
1700 West Washington  
Phoenix, AZ. 85007  
(602) 255-5371

## Arkansas

Small Business Clearinghouse  
Arkansas Industrial Development Comm.  
One Capitol Mall  
Little Rock, AR 72201  
(501) 682-7500

## California

Office of Small Business  
California Dept, of Commerce  
1121 L Street Suite 501  
Sacramento, CA. 95814  
(916) 445-6545

## Colorado

Colorado Office Of Small Business  
Office Of Economic Development  
1625 Broadway, Suite 1710  
Denver, CO 80202  
(800) 323-7798

## Connecticut

Office of Small Business Services  
Dept. of Economic Development  
210 Washington Street  
Hartford, CT. 06106  
(203) 566-4051

## Delaware

Small Business Advocate  
Delaware Development Office  
P. O. Box 1401  
Dover, DE 19903  
(302) 736-4271

## District of Columbia

Office of Business & Econ. Dev.  
District Bldg., 1111 E St. NW  
Washington, D.C. 20004  
(202) 727-6600

## Florida

Small Business Advocate  
Florida Department Of Commerce  
G-27 Collins Building  
Tallahassee, FL 32399  
(904) 487-4698

#### Georgia

Georgia Small Business Assoc.  
1280 South CNN Center  
Atlanta, GA. 30355  
(404) 223-2285

#### Hawaii

Small Business Information Service  
Dept. Of Business & Economic Development  
P. O. Box 2359  
Honolulu, HI 96804  
(808) 548-7645

#### Idaho

Small Business Advocate  
Department of Commerce  
State House  
Boise, ID. 83720  
(208) 334-2470

#### Illinois

Small Business Assistance Bureau  
Illinois Dept. of Commerce & Comm. Aff.  
100 West Randolph St. Suite 3-400  
Chicago, IL 60601  
(800) 252-2923

#### Indiana

Small Business Advocate  
Office of Business Reg. Ombudsman  
Indiana Dept. of Commerce  
One North Capitol Suite 700  
Indianapolis, IN. 46204-2243  
(317) 232-5295

#### Iowa

Small Business Division  
Iowa Dept. Of Economic Development  
200 East Grand Avenue

Des Moines, IA 50309  
(515) 281-8324

#### Kansas

Small Business Advocate  
Director, Existing Business  
Dept. of Commerce  
400 SW 8th St. Suite 500  
Topeka, KS. 66603  
(913) 296-3481

#### Kentucky

Small Business Division  
Dept. Of Economic Development  
Business Information Clearinghouse  
22nd Floor, Capitol Plaza Tower  
Frankfort, KY 40601  
(502) 564-4252

#### Louisiana

Small Business Advocate  
Community Development Div.  
Louisiana Dept. of Commerce & Ind.  
Box 94185  
Baton Rouge, LA. 70804  
(504) 342-5359

#### Maine

Small Business Advocate  
Maine Dept. Of Econ. & Community Dev.  
193 State Street, Station 59  
Augusta, ME 04333  
(207) 289-2658

#### Maryland

Maryland Business Assistance Ctr.  
217 East Redwood St.  
Baltimore, MD. 21202  
(800) OK-GREEN

#### Massachusetts

Mass. Office Of Business Development  
100 Cambridge Street  
Boston, MA 02202  
(800) 632-8181

## Michigan

Small Business Advocate  
Michigan Dept. of Commerce  
P.O. Box 30225  
Lansing, MI. 48909  
(517) 335-4720

## Minnesota

Small Business Assistance Office  
500 American Center  
150 Kellogg Blvd.  
St. Paul, MN 55101  
(612) 296-3871

## Mississippi

Small Business Advocate  
Miss. Dept. of Economics  
P.O. Box 849  
Jackson, MS. 39205  
(601) 982-6518

## Missouri

Small Business Advocate  
Dept. Of Economic Development  
P. O. Box 118  
Jefferson City, MO 65102  
(314) 751-4982

## Montana

Business Assistance Division  
Dept. of Commerce 1424 9th Ave.  
Helena, MT. 59620  
(406) 444-4380

## Nebraska

Small Business Division  
P. O. box 94666  
Lincoln, NE 68509  
(402) 471-3742

## Nevada

Small Business Advocate

Nevada Office of Commun. Services  
1100 East William Suite 116  
Carson City, NV. 89710  
(702) 885-4602

#### New Hampshire

Small Business Advocate  
Dept. Of Resources & Econ. Dev.  
Division of Economics  
105 Loudon Road  
Concord, NH 03301

#### New Jersey

Office of Small Business Assistance  
200 S. Warren St. CN 835  
Trenton, N.J. 08625  
(609) 984-4442

#### New Mexico

Small Business Advocate  
P. O. Box 20003  
Santa Fe, NM 87503  
(505) 827-0300

#### New York

Business Opportunity Ctr.  
NY State Dept. of Econ. Dev.  
Albany, NY 12245  
(800) STATE NY

#### North Carolina

Small Business Advocate  
Small Business Development Center  
North Carolina Dept. Of Commerce  
Dobbs Bldg. Room 2019  
430 N. Salisbury Street  
Raleigh, NC 27611  
(919) 733-7980

#### North Dakota

Small Business Advocate  
North Dakota Dev. Commission  
Liberty Memorial Building  
Bismarck, N.D. 58501

(701) 224-2810

#### Ohio

Small Business Advocate  
Small & Developing Business Division  
P. O. Box 100  
Columbus, OH 43266  
(614) 466-2718

#### Oklahoma

Teamwork Oklahoma  
6601 Broadway Extension  
Oklahoma City, OK. 73116  
(800) 522-OKLA

#### Oregon

Small Business Advocate  
Dept. Of Economic Development  
595 Cottage St. NE  
Salem, OR 97310  
(503) 373-1200

#### Pennsylvania

Business Resource Network  
Forum Bldg. Room 404  
Harrisburg, PA. 17120  
(717) 783-5700

#### Rhode Island

Small Business Advocate  
1664 Cranston Street  
Cranston, RI 02920  
(401) 277-2601

#### South Carolina

Enterprise Development Dept.  
P.O. Box 927  
Columbia, S.C. 29202  
(803) 737-0400

#### South Dakota

Small Business Advocate  
Governor's Office Of Econ. Dev.

711 Wells Avenue  
Pierre, SD 57501  
(605) 773-5032

#### Tennessee

Office of Small Business  
Dept. of Econ. & Comm. Dev.  
320 Sixth Avenue North  
Nashville, TN. 37219  
(615) 741-2626

#### Texas

Small Business Division  
Texas Dept. Of Commerce  
P. O. Box 12728  
Austin, TX 78711  
(512) 472-5059

#### Utah

Small Business Advocate  
Utah Small Business Devel. Ctr.  
660 S. 200 East Suite 418  
Salt Lake City, UT 84111  
(801) 581-7905

#### Vermont

Small Business Advocate  
Vermont Agency of Dev. & Comm. Aff.  
Montpelier, VT 05602  
(800) 622-4553

#### Virginia

Small Business Advocate  
Office of Small Business & Fin. Serv  
Virginia Dept. of Econ. Dev.  
1000 Washington Bldg.  
Richmond, VA. 23219

#### Washington

Business Assistance Division  
Dept. of Trade & Econ. Development  
101 General Admin Bldg. AX-13  
Olympia, WA 98504  
(206) 586-3021



## Useful articles to help you in your career

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### How To Write A Job Winning Resume That Puts Yours On Top

Many people would love to get a better job. And most of these same people have the proper training and skills to achieve this goal. Unfortunately, so many job hunters have very poor communication skills. They are unable to clearly tell potential employers about their job qualifications. In short, they do not have good job seeking skills. In many cases, this prevents them from getting a high paying job that they could easily do. Often, the job will go to someone who is less skilled but who has written a eye-catching resume.

Often, job seekers have a few mistaken opinions about potential employers. They believe that employers are able to easily separate the qualified job applicants from the less qualified applicants. But this is likely not true. Sometimes there are from 30 to 300 resumes for the same job. So the interviewer first does a fast screening of all the resumes to eliminate as many as possible. The "good" resumes usually make it through the screening process. Many times the best job candidate is screened out due to a poor resume.

In today's business world there is often many qualified applicants applying for the same job. What if, out of all of those who apply, one job seeker turns in a skillful resume? Who do you think stands the best chance of getting the job? It's the one with the "best" resume, of course. This is so often true even through some of the other applicants may be better qualified for the job.

In order to get a good job you must communicate to the employer that you are ready, willing, and able to do the job. So if you are capable of producing a top notch job resume, you definitely increase your chances of getting a better job.

Virtually every potential employer will want to see a resume from you. The resume will determine who gets a job interview. Your resume is a mini-statement about yourself. After reading your resume the employer should have a better "feel" for you as a person and as a potential employer. It serves to get acquainted with the employer so that they can decide if they want to know more about you.

The resume is the first step, your introduction to an employer. First impressions really do count. If you make a poor first impression, you'll never get to step two -- the job interview.

To the purpose of your resume is to make a good first impression. In effect, your resume should tell the employer that you have

good abilities and are truly interested in working. This report will help you make that good first impression. And it could very well help you to get the better job you're looking for.

## RESUME BASICS

All good resumes follow the same general basic guidelines. While there is some flexibility in these guidelines, you don't want to stray too far from them. You want a resume that is bold, exciting, and enticing. But not too much so. You also want a resume that is somewhat conservative. In other words, it must be bold. Not flashy. You must show that you have confidence in your abilities, but not sound like a braggart. You must sound eager to do the job, but not desperate. So there is a fine line that you must walk in order to produce the best possible resume.

You want to use intelligent language. However, you don't want to try and impress the employer with long, flowery, or uncommon words or phrases. Use everyday language whenever possible. Of course, if you are applying for a highly technical position, it's acceptable to use some of the special terms used in that particular profession. But as a rule you should keep it simple and straight to the point.

The word resume comes from the French word "resumer" which means to summarize. So the exact purpose of a resume is to summarize your experience, knowledge, and accomplishments. Therefore, you must avoid being too wordy. Say exactly what you mean in the least number of words possible.

The length of your resume is important. Resumes should be from 1 to 3 pages long. Don't be tempted to make your resume longer than 3 pages, even if you have a lot to tell. Remember, a resume is supposed to be a summary. A resume that is too long simply will bore the reader. There will be so much material that nothing will stand out and be remembered.

## RESUME APPEARANCE

The overall appearance of your resume is also important. A sloppy looking resume will greatly lessen your chance of getting a job interview. The first thing that an employer, or personnel manager, evaluating your resume will notice is it's appearance. There are several different things that can be easily done to increase the overall appearance of your resume.

The first of these appearance factors is the paper that your resume is printed on. There are many different kinds of paper other than regular typing paper. You could make an improvement by using a colored paper. I suggest a subdued color like brown, off-white, or gray.

Next, you could use a better grade of paper. Go to a local office supply store and examine the different types of writing paper. You'll notice some big differences. Pick out a nice looking, more expensive grade of paper for your resume.

The next thing to consider is the quality of the material that is typed onto the resume. Never use a low quality typewriter to type your resume. If necessary, rent a good quality typewriter. Then make certain that it has a fresh ribbon in it. It's very important that you make sure the writing on your resume looks good. This means clean, crisp, and sharp looking letters.

Another good way to produce a top looking resume is by having it typeset. If your resume was produced using a computer and saved on a disk, you can hire a commercial typesetter who can use this file. Or, you can locate another computer user who owns a laser printer. Laser printers can produce a good grade of typeset documents. The other alternative is to find a local word processing service that can typeset your resume for you.

You can use the typeset master copy of your resume to make more copies. But be certain that you use a top notch copying machine. Otherwise, you'll still end up with poor looking resumes. Another alternative is to have the typesetter produce as many original copies as you need to ensure that they all look good.

A third aspect of your resume's appearance is more subjective. It takes into account such things as the letter spacing, how each section is arranged, and it's overall appearance. Some resumes simply look better because of the way they have been designed. At the end of this report, you'll see an example of a properly prepared resume.

Never overcrowd the resume. Leave some "white space" so that important points can appear to pop out. Never submit a resume with handwritten corrections. You can highlight sections of a resume by using a different typeface or size or by using "bullets." If possible, use larger letters for the headings used in the separate sections of the resume.

Never try to be too fancy by using wild colors, cute graphics, and so forth. Don't be overly creative. A simple, straightforward, factual resume will do nicely. Make it stand out, but stay conservative.

Another phase of your resume's appearance is it's accuracy. Make sure there are no misspelled words! Mistakes will create the wrong image.

Make sure that the punctuation is correct. And make sure that all of your columns line up. See that all of your facts are correct. Don't say you attended 3 years of college, but only show two years worth of grades. Potential employers will note all inaccuracies and wonder why they appear in your resume.

OPTIONAL DATA

There is a variety of personal data that may be somewhat controversial if included in your resume. In the past it was acceptable to include all kinds of personal data, but times and laws have changed. Affirmative Action laws have made it illegal to discriminate based on such things as age, sex, marital status, race, religion, and so forth. Therefore, most experts recommend against placing this kind of personal data into your resume.

Your salary requirements should not be listed in the resume, if you can avoid it. The reason is that if you put too low of a salary, you might be paid less than the real value of the job. If you put down a figure that's too high, you may not get considered for the job. If an employer likes you, it may be possible to negotiate a higher salary during the interview stage.

Another thing that your resume doesn't need is your photograph. Potential employers can decide if they are interested in you after reading your resume. They can see what you look like during the interview.

## RESUME STYLES

There are several styles of resumes along with numerous variations. Your experience and the kind of job you are applying for will help to determine the style of resume you use. The two basic styles are: Chronological Resumes and Functional Skills Resumes. Some of the variations include the main themes of business, academic, general, student, standard, professional, or engineering.

A Chronological Resume lists work experience in reverse chronological order (the most recent experience first). It includes some descriptive text about each position, usually described in about one paragraph.

This type of resume offers several advantages: it is widely accepted, they are easy to read, and they show a clear pattern of your development. The disadvantages include: it does not highlight your major accomplishment(s), nor do they effectively show your other skills.

Functional Skills Resumes highlight your skills and accomplishments rather than providing a chronological record of your job history. Your accomplishments and skills are listed at the beginning. Your job history is listed at the end of the resume.

This type of resume allows you to call attention to your achievements. The major disadvantage is that employers may find it difficult to follow your work experience.

Many people discover that a combination of these two kinds of resumes is the best way to go. You may want to try several different types of combinations before settling upon a final design.

## WRITING YOUR RESUME

Some specific topics that your resume should cover are:

(1) Job Objective -- lets the employer know that you are interested in a specific type of work. This can be done in 2 or 3 sentences.

Example: work in an analytical chemistry laboratory that focuses on environmental samples. Oversee and coordinate the activities of other lab technicians.

(2) Summary of Qualifications -- is a short paragraph that summarizes your experience and skills. Example: I have 8 years experience working on all p samples for metals C. Used CLIP and SW846 methods hases of analytical chemistry. Including work with a wide variety of instruments and computers. Was second-in-command of a lab with 8 technicians.

(3) Professional Skills -- is the section where you give specific details about your qualifications. Example:

### INSTRUMENTS OPERATED

- A. Atomic Absorption Spectrometer
- B. Microwave Digestion System
- C. Polarograph
- D. Laser Fluorimeter
- E. IBM Computers

### ADMINISTRATION

- A. Supervised 8 technicians when the Department head was absent.

### ANALYSIS

- A. Waste oils for metals
- B. Water and soil

(4) Work Experience -- in this section you give a one paragraph summary for each of your previous jobs. This should include starting and ending date, reason for leaving, job title and duties, and any special accomplishments for each of the jobs.

(5) Education -- gives a summary of all schools attended, degrees earned, and special seminars or training courses that you have attended.

(6) Honors and Awards -- it's a good idea to list any special awards you have received.

(7) Personal -- information about your hobbies and activities should be included.

(8) Others -- professional organizations that you belong to, computer or programming skills, articles or books published.

(9) References -- you can state something like, "references

available upon request," or list at least 3 on your resume.

It's important to include all of the basic information on your resume. But, what is also important, is the way you say it. Don't use dull, lifeless statements. Instead use action words. Here are some typical action words:

Accelerated, achieved, advised, approved, assisted, built, calculated, completed, conceived, controlled, coordinated, created, decreased, defined, designed, developed, directed, earned, edited, engineered, evaluated, found, generated, implemented, improved, invented, managed, operated, organized, planned, proved, revised, scheduled, tested, trained, verified, wrote.

These words give the correct impression that you have been responsible for do different kinds of jobs tasks. In other words, you weren't just a follower. Of course, you should always be truthful. Don't try to oversell yourself by claiming you did things that you didn't do.

As you can see, a resume is really a very simple document. It is not that difficult to produce a good resume, if you follow the simple steps outlined in this report. By dividing it into sections it becomes a much easier job. These different sections also help you to stay organized. If you have worked on a special project or had a lofty responsibility on a previous job, you may want to include that in a section all by itself. Example: "I organized a training department for AMCO Scientific and was responsible for overseeing the production of training lessons."

Another good way to get familiar with proper resume writing techniques is to review a good resume. There's an example included in this report. You can use it as a model. Then produce several different resumes for yourself until you find the best possible combinations for your specific skills. You may also want to have a friend to read your resume and point out any problems.

## UNCOVERING JOBS

Many people do not have good job hunting skills. They are not experts at locating job openings for which they may be qualified. Here are some ideas to help you uncover those jobs.

NEWSPAPER ADS -- usually draw the greatest number of applicants, so you'll end up with a lot of competition. If you have no geographic restrictions, you may want to check out of state newspapers.

Find a way to make your resume stand out so that it isn't lost among the many applicants. Here are a couple of ideas:

- (1) Send a customized cover letter with your resume.

(2) Call before you send the resume in. If possible, talk to the person who will be doing the interview or who you'll be working for. If this isn't possible, talk to the personnel director about the job and let them know that your resume is coming. This will help them to remember your name and may help you get through the resume screening process.

PRIVATE EMPLOYMENT AGENCIES -- these are agencies that try to match employees and employers. These agencies vary in the way they work. Some can be very helpful. Others are somewhat unscrupulous.

Your best chance is to go with an agency that specializes in your field. Beware of agencies that continually run the same ad because, often, they are just trying to build a list of candidates. I recommend that you only use agencies that don't require you to pay a fee.

TRADE JOURNALS AND PERIODICALS -- Are often the best places to look. This is one of the primary means of job advertisement for some types of professions. Example: The magazine Environmental Science continually carries ads for environmental professionals.

Other good places to look include: trade shows and professional conventions, personnel offices, college placement offices, friends you have who are in the same profession as you.

Another method is to simply go through the yellow pages and look for companies which may need a person with your skills. Then contact these companies by phone and follow-up by sending in your resume.

Job seeking is a skill that requires persistence. You must not become discouraged. Keep making plenty of contacts. Sooner or later, you'll find the job that's right for you.

#### THE JOB INTERVIEW

Most people are nervous when they go to a job interview. However, by preparing beforehand you won't have anything to worry about. Believe it or not, occasionally the person conducting the interview is nervous, too!

Most interviewers will make a decision within the first 5 to 10 minutes of the interview. There are a number of steps that you can take that will greatly improve your chances of getting the job.

The first (and perhaps the most obvious) thing to consider is your appearance. No matter what type of job you apply for, you should dress appropriately. A nice suit is your best bet. Dark blue or a gray pinstripe are the best colors. Don't wear a loud tie. Make sure all of your clothes are wrinkle free and that your shoes are polished.

Women should wear a conservative suit dress. Avoid excessive jewelry, make-up, perfume and bright nail polish.

Interview do's and don'ts:

- (1) Arrive early. If you arrive late, you'll be rushed and the interviewer may consider you unreliable.
- (2) Walk briskly, with purpose, and stand up straight.
- (3) Don't smoke, chew gum, slouch, read a novel, or other similar activities while you are waiting in the lobby. If some of the company's literature is available, read that instead.
- (4) Give the interviewer a firm handshake, and don't be afraid to look him or her in the eye.
- (5) Be prepared. Carry an extra copy of your resume and academic record.
- (6) Don't talk too much ... or too little.
- (7) Above all, try to be natural and relaxed. Be yourself.

Questions that the interviewer may ask you include: what are your career goals? How many sick days have you taken in the past two years? What are your strong points? Do you have any hobbies? Why do you want this job? Tell me about yourself. What did you like most or like least about your last job? Do you have any questions? She or he may also ask you some specific questions that relate to equipment or procedures you'll need to use on the job. This is a way of determining your overall knowledge and skills.

Before and during the interview ...

- (1) Be positive and enthusiastic.
- (2) Try to focus upon your accomplishments and achievements in past jobs.
- (3) Find out as much as possible about the job duties and requirements of the position you are applying for. This will help you to be able to ask further questions.
- (4) Find out as much as possible about the company.
- (5) If you are really interested in the job, let the interviewer know about it.
- (6) Questions you need to ask include: when will the job start? To whom do I report? What would a typical day be like?
- (7) Don't be too concerned about salary and benefits at first. If you are selected, they will make you a salary offer. Toward the end of the interview you can ask about benefits.



## AFTER THE INTERVIEW

There are a number of things that you can do after the interview that will make you an even more attractive job candidate. Here are a few tips:

(1) Write a thank you letter. If you really want the job, say so in the letter.

(2) If you have not heard anything within 8 to 10 days, you may want to call. Assure them that you are not trying to be pushy, but that you are just interested.

If you aren't hired, you can still send a thank you letter to the company and ask them to keep you in mind for any other similar job openings. Also, you may want to ask the interviewer for a specific reason as to why you weren't hired. This information will help you as you search for other jobs.

## CONCLUSION

Getting a good job that you want is not always easy. There are many qualified people after every top paying position that is available. But if you use the strategies described in this report, you'll stand a much better chance of success. Be persistent and don't sell yourself short. You could end up with a much better job in a very short period of time.

## SAMPLE RESUME

Jerry Jobseeker  
12345 Main St.  
Anytown, U.S.A.  
555-5555

## SKILLS

Professional Skills: Experienced in operating a wide variety of analytical instruments including, Flame and Furnace AA, Microwave digestion, Laser flourimeter, and more.

Familiar with the full range of EPA and CLIP methods and protocols for inorganic analysis

Expert with IBM-PC computers and have over ten years of computer experience.

## BUSINESS EXPERIENCE

1971 to 1977	Austin Powder Company, McAuthur, Ohio Chemistry
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## Useful articles to help you in your career

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### Get An Extra Hour Out Of Every Day

How can you get an extra hour from each day? This is a basic challenge for all of us. I've discussed this challenge with action and results-oriented people I know. Together, we've come up with many practical ways to secure one more precious hour from each day. (Remember that each of these tips is probably adaptable to your particular situation.) Here they are. I hope you'll find them helpful and useful to you...

- Make up and follow a detailed, daily schedule.
- Get up earlier.
- Do less passive reading, TV watching and the like.
- Avoid allowing others to waste your time.
- If you commute to work, use the time to study or plan.
- Organize your work; do it systematically.
- Make creative use of lunchtime.
- Delegate authority if possible.
- Spend less time on unimportant phone calls.
- Think first; then do the job.
- Do instead of dream.
- Work hardest when you're mentally most alert.
- Eliminate activities which make little contribution to the best results for your life.
- Always do the toughest jobs first.
- Before each major act, ask: Is this REALLY necessary?
- Choose interesting and constructive literature for spare-moment reading.
- Learn how to sleep. Sleep soundly, then work refreshed.
- Skip desserts.
- Stop smoking.
- Write notes or letters while waiting for others.

- Always carry an envelope with paper in it, stamps and a few postcards.
- Combine tasks which are done in the same area.
- Be prompt for all appointments.
- Lay out your clothes the night before.
- Relax. Ready yourself for the important jobs in life.
- Concentrate on the specific task you're doing.
- Make constructive use of those five- or ten-minute waiting periods. Carry with you magazine article clippings on helpful subjects.
- Always carry a pencil and paper to capture important-to-you ideas.
- Learn to do other "unnecessary things" while watching TV or listening to the radio.
- Call on specialists to accomplish work you cannot do efficiently.
- Learn to read more rapidly.
- Nap an hour after dinner. Then take a shower. Begin the evening hours relaxed and refreshed.
- Avoid making a "production" out of small tasks.
- Avoid interruptions.
- Tackle only one job at a time.
- Search out job short-cuts.
- Know your limitations.
- Work to your top capacity.

#### MAKE YOUR DAYS HAPPIER

Here are some tested ways to make your days fuller and happier.

- Mend a quarrel
- Search out a forgotten friend
- Dismiss suspicion

- Write an overdue letter
- Share some treasure
- Give a soft answer
- Encourage youth
- Keep a promise
- Find the time
- Forego a grudge
- Forgive an enemy
- L-I-S-T-E-N
- Apologize if wrong
- Think first of someone else
- Appreciate
- Be kind
- Be gentle
- Laugh a little more
- Express your thanks
- Worship your God
- Gladden a child's heart
- Enjoy earth's beauty
- Speak your love for mankind

And here's another tip for peace-of-mind living - Tomorrow, say this short prayer as you start your day: "Lord, please help me to remember that nothing is going to happen to me today that you and I together cannot handle."

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Source : free reports from [solongboss.com](http://solongboss.com)

## Useful articles to help you in your career

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### HOW TO PREPARE FOR JOB HUNTING

#### Know What You Want

You should be perfectly clear of what you want. Don't give yourself vague objectives such as "any job that pays." Make your objectives and goals very definite and specific. Your first step to getting a successful job is knowing precisely what you want. Ask yourself this question and write down the answer on a sheet of paper.

#### Expect The Best But Prepare For Adversity

Always expect success, but prepare for the bad things in life. Adversity happens to the best of us. Our challenge is to conquer adversity. Adversity is a great teacher; learn its lessons well. Remember, if you haven't been through bad times, you are far from success.

#### Be Positive

When you create a "win,win, win" attitude, you will start to win. When you start to think positively, everything around you will be positive. Whatever you expect to take place will take place. If you want things to be good, they will be good. You are the master of your destiny. Destiny DOES NOT rule you.

#### Be Confident

You must have confidence in yourself. If you are not confident in yourself, people will not be confident in you. People admire and respect confident people. You will even admire and respect yourself more. If you have doubts about yourself, other people will have doubts about you, also.

#### Action Is The Key

Do whatever you have to do to get where you want to. Commit yourself to action. Don't put off your plans, start today. The only way you will achieve success is if you act now. You must act now with full force if you want to achieve your dreams. Plan to act out your ideas today.

#### Visualize Your New Job

Look ahead and visualize the job you want. Tell yourself how much you want the job and what you are willing to do for it. Your dreams will become your reality if you let them. Know what your

dreams are. Visualize success in your mind so well that it is almost real.

#### Be Persistent

Be persistent to do better. Anything worth doing is worth doing again and again and again. Don't let rejection stop you from reaching your goals. Keep trying and you will succeed. Nobody makes it the first time. Try over and over again and don't stop until you get what you want. There is no going back.

#### It's Going To Cost You

Nobody gets a free ride. If you want something, you must pay for it. It is going to be hard to get what you want, but it will be well worth it when you are successful. The best things in life are the hard things.

#### Other People Can help You

People will help you to get where you want to go. You will never make it alone easily. People can teach you and help you become a better person. Listen to other people--you will learn from them. If someone helps you, don't forget to reward him.

#### Demand A Lot

When you demand a lot, you get a lot. Your expectations of others and yourself will become a reality if you expect them to be real. What you expect to happen, will happen. If you push yourself hard, you will start to see results. demand and you will receive.

#### WHERE TO LOOK FOR A JOB

Look through the help and want ads of newspapers and professional and trade journals. Find out where government jobs are listed and then try out for a state, local or federal job. Check with your state employment center--it may be able to get you a lead. Most schools have job placement centers, check with them. The secretaries of civic organizations and the Chamber of Commerce may have some leads for you. You may be able to get a job by going to a job fair. If you are a minority or need special assistance, you may be able to get help finding a job from special interest groups. Check at your public library for further information.

#### Where You Can get Job Leads

Trade conventions and organizations that relate to your field may be able to get you job leads. Ask relatives and friends if they can furnish you with any leads in your field. Place a job ad in newspapers or professional journals.

#### YOUR RESUME

A resume is helpful for any type of professional job you are trying out for. A good and effective resume will lead you to personal interviews.

## Preparing Your Resume

You must write down a collection of all the information about yourself on a sheet of paper. After all of this information is organized, transfer it to a resume. Only use the training and experience that are relevant to the job which you are applying. Write down all the information that relates to your goal on your data sheet. When you are mentioning jobs that are unrelated to the job you are applying for, be brief. Tell your prospective employer anything and everything that's in your favor and will interest him. Arrange the information so it catches your prospective employer's attention.

To determine what you should put in the beginning of your resume, think of what your potential employer will feel is important. You can organize your experience by job or by function. Your resume should be detailed enough to give an employer all the important facts on you, but it should not be too long or an employer may not read it. Employers are busy people and they want the facts in a few words as possible. When writing out your resume, don't mention anything negative about yourself. If you have never had any work experience and the job calls for work experience, should you put "none" in that section of your resume? No. If you have never had any previous work experience, don't even include work experience.

## Make Your Resume Impressive

Your resume must be typed on a good typewriter. Remember, when a prospective employer looks at a resume he subconsciously relates the quality of your resume with the quality of your work. It is the only thing he sees of you. The most impressive resumes are not five-color jobs on 20-cent paper. If your resume is too flashy, your prospective employer may not be too impressed. Don't pass out carbon copies of your resume because they look cheap and they tell an employer that you gave the original to someone else. Research has shown that resumes printed on yellow paper with brown ink are the most effective. If you don't want to print your resumes, just photocopy them on fancy yellow paper to give them that quality touch.

## THE INTERVIEW

### What You Should Bring To The Job Interview

Organize and prepare all the papers you will need with you at your job interview. Your main document is your resume. If you don't have a resume, take instead your school records, Social Security card, work records, licenses, military records, dates of employment and names of your employers.

### Your References

It is also important to create a list of references. Be prepared to give an employer the names and addresses of three people who are familiar with you and/or your work. You should ask your references for the use of their names in advance. If you think it appropriate, ask a professional friend or former employer to write you a letter of reference, and include it with your resume. If your work is the type of work you can show, take samples of what you have done in the past.

#### Know The Company And The Employer

Learn all you can about the company that is interviewing you. Go to the library or your Chamber of Commerce to find out all you can about it. Try to find out exactly what they do and what they have in store for you as far as jobs are concerned. Find out who you will be working for. The person you will be working for will be very influential in your life. Make sure you really want to work for this person. If your future boss doesn't tell you about himself at the interview, don't ask.

#### Know How Much You Should Earn

Know how much you should earn with your talents and skills. Make your estimate a little higher so the company benefits when they bid you down. Don't go too high or you won't get the job. Know approximately what the salary scale is for the job and be ready to negotiate the salary.

#### Know Yourself

It is important that you know yourself. Evaluate what you can offer this company, whether it is education, training or special skills. Always tell them what you can do, not what you can't do. Know exactly what type of job you are applying for and what type of job you want.

#### Know Your Interviewer

Prepare yourself for the questions for the questions the interviewer is going to ask you. You should rehearse answers to the most commonly asked questions. Have some one ask you these questions to practice your answers:

Why do you want to work here?  
how long do you want to stay with this company?  
Why did you leave your last job?  
Tell me about yourself.  
Why aren't you working now?  
How long do you think you would stay in this present job without a promotion?  
Why should we hire you?  
What is your greatest strength/weakness?  
What did you like/dislike about your last job?  
How much did you earn?  
How much do you want to earn?  
Why do you think you can do this job without experience?



## Your Time

Make sure you are at least 10 minutes early for the scheduled appointment. Don't come too early or too late. Give yourself enough time to spend with the interviewer--don't arrange another appointment 15 minutes after the first appointment. Your time with the interviewer should be uninterrupted.

## Your Appearance And Dress

Don't wear too casual or too formal clothing to the interview. Dress conservatively without flashy colors. Be well groomed and shave for your interview. Women should make sure they look very neat. Hair should not be in the face, it should be up or tied back. Makeup should be subtle. The way you look is very important to your interviewer. If your appearance is bad for the interview, that is the impression an employer will have of your job performance. Neat appearance is always a must.

## What To Do At The Interview

When you shake an employer's hand, shake it firm, solid grip. Don't shake his hand passively. Be businesslike but pleasant and friendly. Smile throughout the whole interview. Make sure your smile does not look fake. Good eye contact is very important. If you can't look into his eyes, look at the bridge of his nose. This will seem as if you are looking into his eyes. Sit straight up but toward the interviewer. This will make it seem as if you are very interested in what the interviewer has to say. Don't smoke or have poor posture during the interview. If you are under stress, try to act calm.

## What To Say At The Interview

Let the employer take charge of the interview. Answer his questions briefly but completely. Don't ramble on about unimportant things and waste his time. Dogmatic statements should be avoided. Tell the employer exactly what you expect from your job and from him. Also tell him exactly what he can expect from you. Stress your qualifications in a positive, affirmative tone. When the employer tells you what type of person is wanted, use this information when telling the employer about your qualifications. It is very important to tell him what he wants to hear. When you tell people what they want to hear, they start to agree with you. Don't over do it and exaggerate with lies. Use your resume or records to support any claim you make about yourself. If you don't understand a question the interviewer asks you, repeat it back to him to see if you understand it. Try to see what the interviewer wants to find out about you. If you know what he wants to find out, make your answers fit his needs.

## What Not To Say And Do At The Interview

Talk about previous jobs if they are in your favor. Don't say anything bad or criticize previous employers or fellow workers. If you say anything bad about anyone, your future employer can

expect trouble from you. Don't say anything negative about yourself. Try not to discuss anything personal, financial or domestic unless you are specifically asked. If the interviewer questions you at a quick pace with confusing questions, he is doing this to put you under stress. Stay in control and answer calmly. Don't be overly impatient when an employer asks you a question. Wait for him to finish the question and then answer it completely and in a relaxed manner. You don't want an employer to think you are desperate for the job. Don't take anyone with you to the interview--this makes you seem insecure.

#### At The End Of The Interview

If the employer does not offer you the job at the end of the interview, ask him when you will hear from him or when you can call to find out his decision. If you are asked to come back, write down the time and place you are to attend. After the interview thank the employer for spending his time with you. Ask him if he knows of any other company that may need a person with your qualifications. A good practice is to also thank the employer by mail with a "thank you" letter. Many applicants don't do this, so this may give you an edge on the job.

#### If You Are Hired At The Interview

Make sure that you understand what your duties will be. A good understanding of what your employer expects from you and what you expect from your job will prevent conflicts in the future. Make sure that you are very clear on both of them. You should also find out what advancement opportunities are open for you. Tell the employer what salary you want, but only bring up money when the employer brings up your salary.

If, at the end of the interview, you are not offered the job, tell the interviewer that you really want the job. Follow up with a thank you letter to the interviewer. Tell the interviewer again in the note that you really want the job. If you forgot to mention something in the interview that you thought was important, don't hesitate to mention it in the letter. If the company hasn't contacted you in a week or two, call. If somebody else is hired for the job ask the interviewer if he has any other openings in his company or if he can give you any leads.

#### WHAT YOU NEED TO GET THAT RAISE

##### Make The First Move

Don't wait for someone else to tell you what to do. Upper management admires an individual who takes initiative. Develop your individual talents. Educate yourself with new skills and knowledge. Show them that you are a real "go getter."

##### Make Quick Decisions

Teach yourself to make quick, intelligent decisions. Being indecisive will hurt you. Anyone can make good, quick decisions--it is just a matter of training yourself. Intuitive

instincts must be developed.

#### Seek More Responsibility

Take on the tougher assignments. Actively seek more difficult work with added responsibility. Take on all the responsibility you can handle. Try to take the added responsibilities in addition to your assigned work, The greater your responsibilities, the more you are an asset to management.

#### Increase Your Interests

The more you know, the more valuable you are to the company you work for. Go to night classes or just read books that will give you that added education. Increase your interest in things that will help your company. Specializing in as many things as you can will help you move up in a company.

#### Take The Risk

Nothing comes easily. Moving up in a company is going to be hard but rewarding. If you expect to move up, you must take chances. It is the little risks in life that give us the most advancement. If you don't stick your neck out, your chances of moving up are slim.

#### Know Your Company

Find out everything you can about the company you work for. Understand and know your company. Study and learn the jobs of your fellow workers. Understand what they do and why they do it. Always try to increase your knowledge.

#### Know Your Boss

Find out what type of qualities your boss and upper management are looking for in employees. Try to develop those qualities.

#### Be Good At Your Job

Management always admires people who are efficient at their jobs. Keep the highest possible level of production and quality every day. Be so good at your job that you can do it without close supervision. Don't fool around on the job, regardless of what other employees do.

#### Know Your Goal

You Should know exactly what position you want. Be the person they want if you want that position. Make sure you can do all that is required.

#### Devote Yourself To Your Company

You should have a strong sense of loyalty and devotion toward

your company. Show the company that you care about its well being. Don't disagree with company policies. Even if you disagree with them, obey them. The best that you can do is to agree with the policies and tell management diplomatically how you feel about them.

#### Be Reliable

Being reliable is very important. A company wants to feel secure with your contribution to the company. Don't be late or absent from work without a very good reason.

#### Make Sure Your Accomplishments Are Seen

There is nothing wrong with letting others know what you have accomplished, as long as long as you don't brag. If the opportunity arises for recognition, take it. Make sure others know what you have done. A good suggestion is to jot down your accomplishments in a diary. When you asks for raise, refer to your diary. Keep all your recommendations and awards in a file.

#### Be A Problem-Solver

Look for problems in your company. Devise practical and intelligent solutions to these problems. Bring the problem to the attention of your boss only after you have solved it and have all the details of the solution.

#### After-Work Activities

If overtime work is needed, don't ever decline or avoid it. Volunteer for committees, and then work hard for them so they meet their objectives.

#### Voice Your Opinion

When you speak up, make sure that your opinion is well thought out. Don't whine to your boss. Talk things out with him. Tell him what you have to say and then listen to him. Speak to your boss loudly, clearly and specifically. Don't voice a vague opinion--tell him in specific terms exactly what is bothering you.

#### Ask For A Raise

When you feel you are ready for a raise and you have fulfilled all the requirements I have pointed out, ask for one.

#### HOW TO GET A RAISE

##### Know Company Policies

Understand your company's policy on salaries and raises. You may have to be with the company a specified length of time to get a raise. Find out how long and act at the right time. If you are getting the maximum salary for your position, you may ask for a

promotion or a re-classification. Do everything you can after studying the company policy book.

#### Know The Decision-Maker

You have to convince the person who has the authority to give raises that you deserve one. If that person is above your boss, prepare to convince your boss and his superiors that you deserve a raise.

#### Do You Deserve A Raise?

You must find out if you deserve a raise. Only after you are sure you deserve one will others be sure you do. Rate yourself. Try to look at yourself through your boss's and your fellow workers' eyes. Do they think you deserve a raise?

#### How To Justify A Raise

Tell them about your accomplishments that helped the company. Show them how much you saved the company through your actions. Get to know what your skills are worth for another company in the same area. Present your company with that information. Present it to them in a very non-aggressive manner. Tell the company what you will be able to do for them in the future. Tell them how you will benefit the company with your new raise. Tell them how your value has increased since you have been with the company. Don't mention anything about your personal needs for the money.

#### Be Able To Handle Rejection

If you are rejected for a raise, be able to cope with it. Deal with the rejection before you ask your boss for a raise so you will know how to handle the situation. Remember, expect the best prepare for the worst.

#### Know What You Want

Before you speak to your boss know exactly how much more money you expect, both in terms of dollars and percentage. If you know your boss will negotiate with you, ask for more than you actually want. In this way you will get what you want or more.

#### When Should You Ask For A Raise?

Make an appointment with your boss. Don't ask him for a raise as he is passing in the hallway. Don't ask to see your boss on busy Mondays or Fridays.

#### Be Prepared For Criticism

You may be criticized for not performing "up to par" now. Don't let this criticism upset you, let it help you. You can learn from this criticism by asking for more feedback from your boss. Ask your boss how you can improve yourself. Ask him for suggestions. Always be willing to negotiate with your boss. He may only give you a bonus instead of a raise. Take it and ask for a raise

later.

#### Handling Your Boss's feedback

Get an immediate answer from your boss if he has the power to give you the raise. If he can't give the answer to you now, ask him when he can. If he tells you he can't give you a raise ask him why. Ask him what he would require from you before you got a raise, his suggestions, what needs improvement, etc. Do what he tells you to do for a raise and, when you have satisfied his needs, ask him again. If you plan to quit if you don't get a raise, don't threaten your boss. You want your boss's good reference later if and when you do quit.

#### HOW TO MASTER THE ART OF COMPROMISE

In many cases all you will be able to get by being persistent is a compromise. Compromises are good. They get you one step further that you were in the first place. If for some reason, such as self-respect, you can't accept a compromise, then don't. Give whatever you can offer. If you do this you may not get any type of settlement in your favor. Here are steps that will show you how to compromise so that you get the best of the bargain:

#### Tell The Person Exactly What You Want

Tell the person exactly what you want in terms he will understand: "I want more..."

#### Persist

You must get past the other's person's excuses and alibis. You must be persistent until you feel you have hit the other person's bottom line. You may find that the other person is trying to manipulate you. Be persistent until that person has stopped all his manipulation.

#### If You Are Unsure

If you don't know what they want, then don't make a decision. You must think the situation over before you make a compromise. If you need more time, tell the other person that you need more time. Make sure that you can live with the compromise you have made before you make it.

#### HOW TO DEAL WITH USELESS CRITICISM

Some criticism you get is in poor taste. We must know how to deal with criticism such as: "You look terrible today" or, "You left this in my way, you idiot." Make sure this kind of criticism useless, follow these steps.

#### Agree With The Facts

Agree with the facts the other person presents. For example, in

response to "You look terrible today," say, "I haven't been feeling too well lately"; in response to "You left this in my way you idiot," say, "Yes, I did leave it in your way." Answer only what was actually said, not what was implied.

#### How To Answer

Stay calm and collected during the whole conversation. Don't lose your temper. The only way a person will make you feel degraded is if you degrade yourself. You don't want to waste your time with this type of person, so don't defend yourself or attack him.

#### If You Made A Mistake

If you made a mistake, accept that fact. Don't accept the guilt for the mistake. If you were in error, then apologize. If you apologize, don't make a big thing out of it. Don't tell them how dreadfully sorry you are, etc. Just give them a plain "I'm sorry."

#### HOW TO DEAL WITH IMPORTANT CRITICISM

When you get important criticism, you want to know how to get the best out of it. Useful criticism is one of the best ways to make yourself into a better person. Follow these steps to get the most out of useful criticism.

##### Ask For Feedback

Find out exactly what others object to about you. If someone tells you "You are bad," that's not good enough. Find out exactly why that person thinks that way. Be very persistent--find out why the other person feels the way he does. Vague criticism is worthless to you.

##### Guess At Reason

If a person refuses to give you reasons for criticizing you, keep guessing at your faults until you get the right one. This may be the only way to find out what displeases the other person.

##### Don't Be Defensive

If you act defensively, you may not be able to benefit from useful criticism. Don't be sarcastic or intimidate the other person. You want to learn how to become a better person from the criticism.

Ask the person how you can change your objectionable behavior; be open to reasonable suggestions.

#### HOW TO GET YOUR CO-WORKERS AND YOUR SUPERIORS TO LIKE YOU

Good relations with your co-workers and your superiors will not

only help you but will make work more enjoyable. Every employee wants to be liked by other employees. If you treat people the way they want to be treated, they will like you. Some of us don't know if what we do is objectionable to others. I am going to give you a list of things that attract other people to you and things they find objectionable. When you move up in the company, you will need all the support you can get.

#### Praise People

Everybody enjoys being praised. People look for approval of themselves in others. But you should praise people only when they deserve it. If you praise people when they don't deserve it, or if you praise too much, you lose your credibility. Don't exaggerate your praise. Make the praise as warm and sincere as you can.

#### Don't Put People Down

Putting down a person can be very damaging to you and the other person's relationship with you. People don't want to feel degraded by being called stupid, crazy, weird, etc. Don't put down anyone even if they are not present. If you do, the word will get back to them and you will look bad. Always talk positively about people. Even if you don't like them, still speak highly of them--you will be amazed at what this does. If you must say something bad, don't say anything at all.

#### Don't Be Concerned With Your Interests ONLY

There is nothing wrong with caring and looking out for yourself. Just don't make it noticeable to other people. You will be resented by other people if you seem selfish. Make sure others know you look out for them as well yourself.

#### Share The Credit

When others have helped you accomplish something, share the credit with them. Even if their contribution was not as great as yours, still share the credit with them. You will be surprised

#### Don't Ask Others To Do For You What You Won't Do For Them

If you are unwilling to go out of your way for people, don't expect them to go out of their way for you. Set the first example--if you help them, they will help you.

#### Always Show Appreciation

Everyone wants approval and recognition for what they have done. If someone helps you in any way, tell him how much you appreciate his actions. If you don't, he may not help you again. This is what you should tell people when you show your appreciation: "I really appreciate the way you..."; "Thank you very much for...";



"You are very good at...": "I really want to tell you how much I appreciated..."; "You were very nice to..." Don't show too much approval and recognition or it will lose its credibility.

#### Don't "Show Up" Others

When you "show up" others you do it at their expense. "Showing up" people in front of others takes away their self-respect. If you are better than others, they will know it--you don't have to degrade them.

#### Treat Small Things With Importance

Some things that seem small to you mean a great deal to others. Don't ignore small problems; help people solve them. Treating small problems with importance shows other people you care.

#### Care About People

Everybody is concerned about themselves and it is important for them to have someone to care for them. They are touched when you care about them. Helping people cope with life makes people feel that you care about them.

#### Don't Criticize A Person In Front Of Others

If you criticise someone in front of others, he will always resent you. It is one of the most degrading things you can do. If you criticize someone, criticize him constructively and privately.

#### Give People Your Undivided Attention

All people want to feel important. To make a person feel important you must give him your undivided attention when communicating with him. Get rid of all interruptions. Make sure you have good eye contact and that you are not playing with objects.

#### Be Courteous, Tactful, Polite and Diplomatic

Everyone appreciates people who are courteous, tactful, polite and diplomatic. The best way to learn these qualities is from others. Study someone you would like to be like and learn how he conducts himself.

#### Be Confident

If you don't have confidence in yourself, others will not have confidence in you, either. People admire and respect confident people. If you show others doubt, they will treat you with doubt. Be sure of yourself and play down your insecurities.

#### Conclusion

Getting a job can be very easy if you look for it the right way. Knowing exactly what you want and then going after it will always

get you what you want. Be positive, determined and persistent so that you will benefit, be rewarded and prosper.

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[JobChina.Net. <http://hop.clickbank.net/?garyt/jobchina>](http://hop.clickbank.net/?garyt/jobchina)

a job site for bilingual candidates & joint ventures in China.

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Helps freelance and work-at-home professionals find work and make money online.

[Global Contractor Jobs . <http://hop.clickbank.net/?garyt/hourglassd >](http://hop.clickbank.net/?garyt/hourglassd)

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Formating resumes for electronic distribution to recruiters and headhunters.

[HNB Resources. <http://hop.clickbank.net/?garyt/hnbco1>](http://hop.clickbank.net/?garyt/hnbco1)

Legitimate home employment sources, bad credit financial services, marketing software, online business tools, etc.

[The Internet Site for Serious Job Seeker <http://hop.clickbank.net/?garyt/wfci1>](http://hop.clickbank.net/?garyt/wfci1)

This site provides essential information for anyone who is looking for a job. Resumes. Interviews.

[Career Site. <http://hop.clickbank.net/?garyt/barry >](http://hop.clickbank.net/?garyt/barry)

Careers and jobs with travel and vacation benefits.

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