

JOB SEARCH PRIVATE LABEL



EXCLUSIVE REPORT

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Introduction

Prior to looking for the specific job that would be the best fit for you, learn how to effectively market your talents. This will help you gauge the possibility of landing on the job you want. First, skills and interests should be evaluated personally. Jotting down a list would definitely be the best way to define your capabilities; second, to know your limitations.

There are jobs that are too demanding that might not work for you, or jobs that you may be overly qualified for; and third, planning the time as soon as there is an inner instinct that tells you that you are ready and qualified.

Once this has been done, go to companies and prospective employers early in the morning for this will give them a good impression and for the applicant, a time to complete the process the application if lucky. Remember, the early bird catches the worm.

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

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

Where else to look for job openings?

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



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when opportunities come.

How to look for jobs that are not announced?

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

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

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

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

After submitting application forms and resumes to the respective companies, keep track of the progress by creating a chart where you can jot down the name of the company and when the application was submitted.

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

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

Positively Thinking Out of the Box

How can one person "think out of the box?" This should be done independently, but how? Here's an example: Cut a cake into eight slices but you have to make no more than three cuts. Most people will have trouble coming up with a way to cut the cake. But to solve this, you have to change the way you look at the cake



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and how to cut it. One perfect solution is to cut the cake into two equal sizes and put the other half on top of the other. Cut it again in half then stack the other half pieces on top of one another and cut them again. There you go, that's thinking out of the box.

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

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

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

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

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

Letting go of the question will release the stress you are undergoing by trying to "squeeze" the creativity. Once you let it go, all the power of the universe is free



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to find a solution and the solution will come to you when you least expect it.

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

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

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

Improve Your Interviewing Skills

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

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

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

Finally, you show up for the interview.

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



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will eventually get you hired.

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

1.) Prepare for the interview.

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

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

2.) Research.

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

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

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

3.) Be cool.

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

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

4.) Do not sell yourself short.

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

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



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

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

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

5.) Ask questions.

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

6.) Wrap it up.

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

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

7.) Follow up.

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

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

First, you make a schedule for the interview.

Then, you are there in the office and you are seen by the interviewee. The interview itself then transpires.

Next is the closing, then you follow-up with a thank-you-note. You eventually get accepted and you discuss, negotiate for and sign-up the job offer.

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



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getting that dream job.
Wage for the New Grad

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

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

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

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

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

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

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

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

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

Best Jobs

Employers have said that they are more likely to be 12 percent more graduates



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this year than last year. It is the first projected increase since the year 2000.

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

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

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

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

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

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

What to expect:

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

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

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

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



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

Entry-Level Jobs

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

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

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

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

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

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

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

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

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



employee who knows optimum customer service.

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

Job Descriptions

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

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

1. Knowledge of Duties

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

2. Prevent Being Taken Advantage Of

There will be instances when as an employee you will be asked to do specific duties that are not in your job description. It is perfectly legal to point to your job description and say that the particular job does not fall under your job description. You will, of course, have to do this politely. You may, of course, choose to do these duties. However, make it clear that what you are doing is not within your job description. You and your manager may then choose to talk about whether these duties should be included and the proper remuneration for such.

3. What Matters to Your Employer is Paper

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



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description or else it will not make any sense to your employer.

Job Search Tips for Sales Professionals

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

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

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

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

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

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

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

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

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

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

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

* Create a presentation by researching the products and services of the



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company. Be prepared to speak directly and intelligently about the company's field.

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

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

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

Tips For a Stress-Free IT Job Search

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

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

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

1. Register at the chosen site
2. After registration confirmation (via an email from the moderator of the site), the individual may now have access to the list
3. In searching for the preferred or suitable job vacancy, you may be asked to fill out a form (online) that states an individual's profile.

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

4. The applicant has the option to choose from contractual, full-time, part-time, trainee or temporary jobs category.
5. If the individual prefers work that is currently not listed on the site, he or she may have the option of posting his or her resume, from which prospective employers may browse through at some other time.

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

1. Determine the following:



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

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

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

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

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

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

Submit resume based on the predetermined priorities.

Searching for an Accounting Job

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

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

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

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



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consider aiming for the positions like the Tax Manager, Internal Audit Manager and Financial Accounting Manager.

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

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

Health Care Job Search Tips

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

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

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

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

1. Know your craft

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

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

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

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

3. Success is in the keywords, For people who are searching for specific health



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care jobs on the Internet, it is best to narrow down their searches with some more detailed keywords. In this way, health care job searches will reap better results.

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

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

In the United States' 10 hottest job of 2005, medical assistants are the top positions in demand in the health care industry today. In fact, surveys show that the demand for medical assistants will continue to grow and will increase by 59% in 2012.

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

Must-know Tips on Executive Job Search

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

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

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

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

1. Killer looks

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

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



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the executive job he had been searching for might just become a reality.

2. Show some mastery

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

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

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

Online Job Hunting

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

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

There are many sites that offer such services. All the person has to do is open an account, fill up the necessary fields then submit your resume.

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

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

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

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

Some sites offer a service with a fee that will place the resume over other



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applicants giving that person more priority but even that is a not a guarantee that one will get the job.

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

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

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

How to Make the Best Out of Job Fairs

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

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

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

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

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

1. Advance research can be very helpful.

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

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

2. Job seekers should have enough resumes.



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

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

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

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

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

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

Successful Local Job Search

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

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

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

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

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

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

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

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

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

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

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

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

Identifying your skills and getting that job

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

Identifying your skills

First thing's first. You should identify your skills. This is your ticket to get that job and you should be able to articulate your abilities and expertise as best as you can. Many people have a hard time telling their skills and abilities as this may seem to be bragging. But you should not be shy or afraid to discuss your skills. In fact, it is important that you convey to your potential employer what your talents are. You should be able to sell your abilities to your employer. That is how you will get the job that you want. It is important that you don't appear arrogant or condescending but you should also avoid selling yourself short. If the interviewer asks you about your strengths or what separates you from the other applicants, you should be able to readily give a good answer. But before you even go to the interview part, your resume should highlight your skills and talents for your prospective employer to see.

Type of skills

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

The steps to follow

Making a list of your previous jobs and experience acquired

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

Include a list of your hobbies

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

Deciding what career you want

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

Stand by what you write

You should be realistic about your skills and the level of expertise that you have with it. For example, if you indicate that you are a very organized person, then



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you should be able to show this to the interviewer by being able to organize your thoughts and effectively use the time that was given for your interview.

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

The Ideal Resume

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

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

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

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

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

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

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



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

Getting Started for a Cold Call

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

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

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

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

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

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

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

Nothing can be as uncomfortable as prospecting someone for your cold call. The fear of being shouted at or making a fool out of yourself, are roadblocks and keep you from selling. This can be overcome with the right attitude together with



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guarded planning, preparation and if possible - Training. Believe it or not, salesmanship is possible for everyone.

Take these simple tips on how to Cold Call

Always be Positive

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

Prepare to be Prepared

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

I am what I am

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

Calm Down

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

The Art of Questioning

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

It's possible that the little Girl Scout on the street asked the same question and



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left the doorway with 2 less boxes of cookies at hand!

Setting Clear Objectives

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

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

MBO consists of 5 steps:

1. It should be SPECIFIC. It is better to accomplish one goal at a time rather than thinking of several different plans at one time. A single objective cannot be derived if there are two or more results expected. What's important is that there is a need to clarify what is to be achieved and should have your full attention. This must be taken as seriously as possible.

2. It should be MEASURABLE. A lot of things that are not tangible are hard to measure and there are things that are really measurable for the mere fact that it includes numbers or ratings. Take the service crews for example, it is hard to measure how the service was delivered but if the number of complaints is counted then there is a specific number that can be used to rate the effectiveness of the service.

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

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



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

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

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

How to be Invited for Interviews

Once the application has been sent and the resume received the next thing that should happen is that the employer will be calling to test communication skills by means of an interview. Allowing yourself to be given the option on which employer is best fitting the applicant is one characteristic of being pro-active. Consider being called by multiple employers for a job interview in a day a good sign. This means that they were really impressed with the documents you submitted, therefore, deserving a personal communication on how most likely an applicant would land the job.

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

1. The position that an applicant is interested in should be placed right at the start of the resume. Having this as an objective shows that an applicant is really focused and career oriented tells that he or she knows what is exactly the perfect career for him or her.
2. One of the best significant ways to get the employers' attention is by using words that are really powerful that denotes strong capabilities of the applicant. An example of this is, instead of writing, "assigned to be", write instead "in-charge of," indicating that the applicant has active leadership skills that can be a step to the management position if there is any.

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

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

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

Aside from preparing an impressive resume carefully follow and read all the special instructions like how many spaces are provided for a specific answer or the number of words for the answer. Keep in mind that this is also a test to see how well an applicant can follow simple rules. Not only does it have to follow the steps, the application form should also be neat. Handwriting is also being considered and using a black pen will greatly add to the formality of the answer. As much as possible, never use a liquid paper or fold and bend the application form and paper.

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

Choose references that can provide the applicant an objective description and information. Teachers, friends, and previous employers can be willing and honest enough to provide that information. The application form must be consistent with the resume.

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the resume. Since many of these employers standardize and gauge the information the applicant is providing in his application form and resume, these must be full of complete and honest information.

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

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How to Create a List of Warm Contacts

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

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

Who may be included in your warm contact list? Here are a number of selections.

* Relatives and Friends

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

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

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



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

* People who sell you things

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

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

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

* Former employers, colleagues or co-workers

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

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

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

* Members of your professional organization

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

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



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

Follow Up on All Contacts

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

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

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

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

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

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

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

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

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

- * Some companies do take a look at your character references so alert the



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people on your list that they might receive a call from your prospective employers.

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

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

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

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

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

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

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

Tips on Using Your Warm Contact List When Networking

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

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



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job.

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

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

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

* Prepare your warm contact list

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

* Calling a warm contact

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

* Assess yourself before calling your contact

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

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



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

* Ask for referrals

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

* Contact referrals immediately

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

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

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

How to Get Referrals from Warm Contacts

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

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

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

* Nurture your warm contacts.

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

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



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* Be polite.

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

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

* Listen to them.

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

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

* Ask for at least two referrals.

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

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

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

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

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

* Just ask for two referrals.

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



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your job search. So, unless they volunteer the information, don't ask for more than 2 referrals.

* Contact referrals as soon as possible.

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

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

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

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



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