



# Job Power

# **Master**

# **the Job**

# **Search**

by Jurg Oppliger

illustrated by Mike Gorman



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## Preparing for the Job Search

You are planning one of the most important steps in your life: looking for a full-time job. You wonder what your chances of finding a good job are.

If you go about your job search in the right way, your chances are much better than you think. Every day, many thousands of men and women find a job in the United States. Every day, thousands of men and women start in a new workplace. This book will help you become one of them.

This is not a book to read, this is a **Work Book**, a how-to kit. In it I will help you write a good résumé, and show you how to use it for each of the four proven ways to find a job.

Action sheets are for you to write in. You will fill them in with your ideas, conclusions, and drafts. You will find that writing helps you develop clear, well-formulated ideas.

To get started, read quickly through the whole book. This will tell you what to expect. Then go through it in detail, filling in all the action sheets.

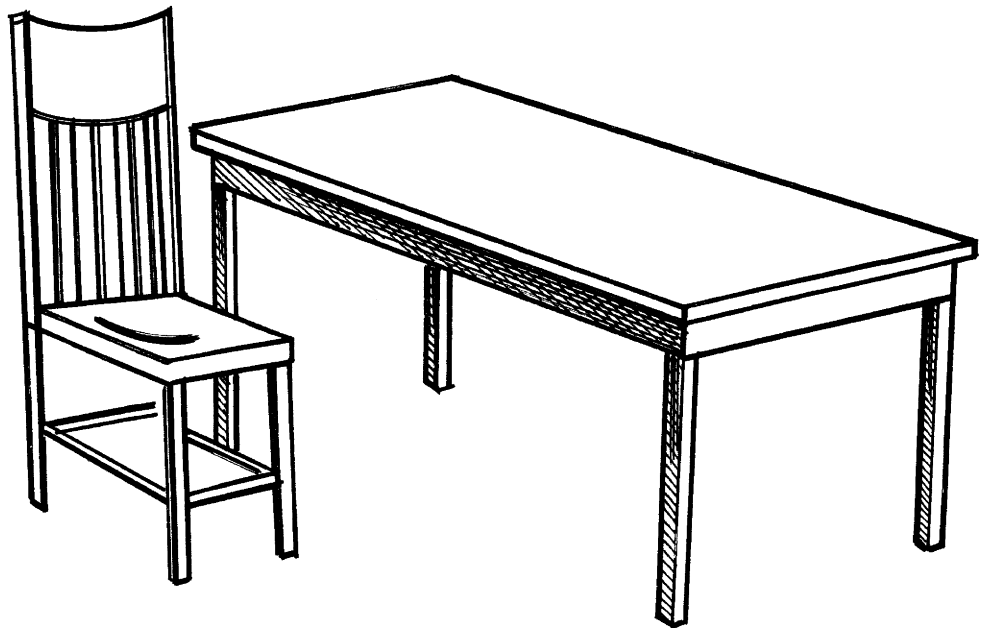
I was a top manager in two very different industries, and personally hired a lot of men and women, managers, office workers, and manual workers. I organized some takeovers and mergers, and had to let a number of employees go. Realizing the problems these people faced, I left my job and started a career transition company. In the last 10 years I have helped hundreds of men and women decide what kind of a job they should be looking for, and have shown them how to find it. This book is the outcome of my experience. It will not try to psychoanalyze you or teach you any fancy theories. It will just teach you how to master the job search process.



## Laying the Groundwork

Before you start looking for a job, you should know what kind of job you want. If you're not sure about this, you're not really ready to begin the job search yet. You should be able to describe your ideal job. That way, you will be able to decide whether or not a particular job is right for you.

As soon as you have that ideal job description, you need to start making lists of places that might need someone like you, and a list of people you can contact to talk about work. You should also study the Help Wanted ads in the local newspaper and cut out any ads that look interesting. Don't answer the ads for the time being, just keep them. You may want to answer them when you have worked your way through this book.



**Action Sheet 1: The Ideal Job**

**The Company**

**Location**

First priority: \_\_\_\_\_

Other acceptable areas: \_\_\_\_\_

Acceptable commuting distance: \_\_\_\_\_

**Kind of Company**

Big corporation or small company? \_\_\_\_\_

Local, national, worldwide? \_\_\_\_\_

**Type of Industry**

Manufacturing? Trading? Service? Government? \_\_\_\_\_

**Company Culture**

Management style, structure, etc: \_\_\_\_\_

Kind of direct superior: \_\_\_\_\_

What kind of person do I work best with? \_\_\_\_\_

**My Job**

**My Activity**

Accounting, administration, data processing, manufacturing, selling, other:  
\_\_\_\_\_

**My Level of Responsibility**

Assistant to somebody, clerical job, shop floor worker, supervisor, other:  
\_\_\_\_\_

**Working Hours**

Shift worked: \_\_\_\_\_

Days worked: \_\_\_\_\_

**Compensation**

I want to earn \$ \_\_\_\_\_

I need to earn at least \$ \_\_\_\_\_

I am/am not willing to have part of my pay as commission or bonus.

**Benefits**

List employee benefits that are important for you to have.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**The Company**

Using the criteria you identified above, and any other thoughts you have, describe the ideal company.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My Job**

Using the criteria you identified above, and any other thoughts you have, describe your ideal job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Your Target List

A list of possible employers will be your Target List. Start by listing any employers you already know who match your focus. Develop a list of key words that describe the target industry. For example, if your ideal job was working as a cook, you might list:

- restaurants
- diners
- resorts
- retail food service
- corporate food service
- hotels

**Your Key Words:**

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Use these key words to find employers to add to your Target List. If you worked before, think about competitors, customers, suppliers, or other companies in the same field. Look in the Yellow Pages, using your key words. Read the business section of the newspaper. Whenever you see a company that may be of interest, add it to your Target List.

**Sample Document 1: Target List**

| <b>Company Name</b>               | <b>Contact</b>                              | <b>Remarks</b>   |
|-----------------------------------|---|--|
| <i>Private Practice Institute</i> | <i>Amy Laughlin,<br/>events coordinator</i> | <i>organize and present workshops around the country</i> |
| <i>Decorous Decor</i>             | <i>Jorge Diaz</i>                           | <i>small import firm</i>                                 |
| <i>Odd Man Out</i>                |   | <i>Retail—toys and games</i>                             |



## Your Networking List

The other list that you will need to start now is a list of contacts—your Networking List. Networking is simply talking to people. Your networking list will include names of people you can talk to. These people do not need to be friends, or even acquaintances. They just need to be people you have enough of a connection with to start a conversation. If you can pick up the phone and call them, for any reason, they are possible networking contacts.

Start your Networking List with the names of personal contacts: family, friends, acquaintances, classmates, teachers, club members. Then list professional contacts: employers, supervisors, colleagues, customers.

For each person, write the person's name, telephone number, and any information that you think might be helpful—the name of the person who introduced you, the names of the contact's children, and so forth. As you work through this book, keep adding to your list of contacts. You will see how to use it later on.

### Sample Document 2: Networking List

| <b>Name</b>          | <b>Phone (home/office)</b> | <b>Remarks</b>                  |
|----------------------|----------------------------|---------------------------------|
| <i>Jim Buzzell</i>   | <i>home 987-6543</i>       | <i>Wife Heidi, son Peter</i>    |
| <i>Tom Bardolino</i> | <i>office 456-7890</i>     | <i>Rotary, insurance broker</i> |
| <i>Bill Warney</i>   |                            | <i>Met at Uncle Joe's</i>       |



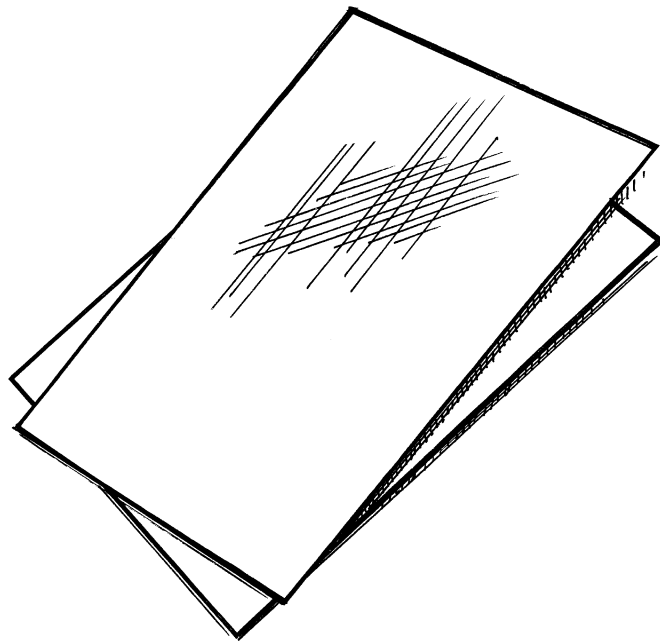
## **Success Stories**

To gain the self-confidence you need to go out and get a good job, you have to think about past successes, and write about them. We are all measured and judged by our actions, much more than by our words. To have your future employer judge you by your actions, you have to tell him or her about them, about your successes. This chapter prepares you to talk about the things you have done well in the past.

What is a success story? A success can be

- Something you were complimented on—by a teacher, a friend, your boss, or a colleague
- Something that nobody else commented on, but you were proud of
- Something you went home and proudly told your parents and friends about

When you're looking for success stories, don't just look for big things. You may not have had any major successes. But you have certainly had some triumphs and achievements, be it in school, in sports, at work, with your friends or with your family.



In order to keep your success stories short and concise, structure them in three parts:

- the problem, situation, or circumstances
- what you did to change it
- the result of your action

First, describe the problem, the circumstances, or the situation. Try to do it in one sentence. Then write down what you did to change the situation or solve the problem. Finally, in one or two sentences, describe the result. Let me give you an example:

### **Sample Document 3: Success Stories**

*Problem: My math grades were consistently poor.*

*Action: During the summer vacation, despite holding down a summer job, I went through all the math tests from the last semester. I found a colleague strong in math who helped me see where I went wrong. The first day in class I saw my math teacher and told her that I had worked hard and that I wanted to improve my math grades.*

*Result: The teacher was sympathetic and helpful. When I received a good grade on the first test she complimented me in front of the whole class.*

This is a good example with a visible and quantifiable result. Not all successes can be quantified. Try to include as many concrete success stories as you can.

**Action Sheet 4: My Success Stories**

Write up at least four success stories. If you have more, write them on a separate sheet of paper.

**1. Problem**

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**Action**

---

**Result**

---

**2. Problem**

---

**Action**

---

**Result**

---

**3. Problem**

---

**Action**

---

**Result**

---

**4. Problem**

---

**Action**

---

**Result**

---

### **Action Sheet 5: What Are My Skills?**



Through school, work, home, and volunteer activities, we all develop certain skills. These can include very specific skills—able to operate a forklift, able to perform CPR—and more general skills—excellent writing skills, good at math. What are your skills? List at least 10 skills that you have developed.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_  
\_\_\_\_\_
10. \_\_\_\_\_  
\_\_\_\_\_



## The Next Step

If you have followed the advice in this book, you will soon be invited for job interviews. But do not go on a job interview unprepared. Try to learn as much about the company as possible.

An interview serves to exchange information. The company wants to know more about you, and you want to know more about the company and the job. Be prepared to answer tough questions, and be prepared to ask questions yourself, so that you have all the information you want to have when you come out of the interview.

And now, I wish you, both in your job search and on the job,

Success!

