

Tips For Finding A New Job

START WITH SELF-ASSESSMENT

Take time to reflect on your strengths and weaknesses.

CONDUCT CRITICAL RESEARCH

Information is the true secret of a successful job-search.

WRITE, EDIT, AND REVISE YOUR RESUME — AND NOT JUST ONE TIME.

Your resume is still the most critical tool of a job-search, one that can easily derail an otherwise smart job-search.

GET ORGANIZED

Take a moment to develop a system that works for you in organizing your job-search.

DON'T DO IT ALONE

Try to keep in touch with people in your circle who are also job-hunting.

DEVELOP ANECDOTES AND STORIES THAT SHOWCASE YOUR SKILLS

Develop a set of anecdotes you can use in interviewing situations that clearly demonstrate your skills, accomplishments, and passion for your work..

PREPARE FOR ALL JOB INTERVIEWS

Develop responses for common interview questions, and then practice them.

EXCEL IN THE JOB INTERVIEW

Research the employer and interviewers, know your route for getting to the interview, dress appropriately, arrive about 10 minutes early, greet everyone warmly, use positive body language (firm handshake, strong eye contact, attentive posture, and friendly smile).

WRITE THANK YOU NOTES AFTER INTERVIEWS TO ALL INTERVIEWERS

A quick note (by email and/or postal mail) of thanks that emphasizes your interest and fit with the job and employer will not get you the job.

CONTINUE FOLLOWING UP WITH HIRING MANAGERS

Following up with the hiring manager regularly shows your interest and enthusiasm for the job.

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<http://www.twc.state.tx.us/jobseekers>
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