

# A Step-by-Step Guide on How to Find Your Dream Job Today

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## Introduction

In today's job market, more and more we are required to utilize cutting-edge resources and tools to get the job we desire. Competition is stiff and you never know where and when your next job opportunity will show up. You must be able to put your best foot forward at all times and wow employers with WHO YOU ARE and WHY THEY SHOULD HIRE YOU.



This guide was created to help you do exactly that. We will begin with evaluating what you want your next career opportunity to be, setting your short and long term career goals, developing your elevator speech, customizing your weekly job search model, polishing up your online presence and, of course, networking.

In each section you will receive a brief introduction, and easy steps for you to start today on getting to where you want to be tomorrow. Go through the entire guide twice. Once to understand the structure and content. For the second time, start implementing and taking action.

As you can see, we are big believers that taking action is key. More of these guides will be available over the next year that will be specializing in the categories listed in the table of contents and many many more. We wish you the best of luck in your career path, and never give up on your hopes and dreams.

## **Know What You Want**

**Knowing what you want is one of the most important aspects in your job search. It will help guide you to find the best type of job and career that suits your personality and desires. Truly knowing what kind of personality you have and your interests gives you an idea how you would like to spend the majority of your work day.**



### **What do you do now?**

1. Make a list of what really interests you.
2. Make a list of what really excites you.
3. Ask yourself “What kind of job am I really after”?
4. Make a list of what really moves you?
5. Would you be more interested in status or a six-figure salary?
6. Do you want to make a difference in your community and the world or just on your company’s net worth?
7. Make a list of the kinds of people you would like to work with; Do you prefer working with loud people or quiet types; would you like a place where people love socializing or not?

8. Are you after a small, medium, or large organization? What about an overseas, local, or regional company?
9. Ask others what they think of you. Email 10 of your closest family and friends and ask them what about your traits and skills. You might be most surprised to hear the answers, and learn a few things about yourself.
10. Take a Career Assessment / Aptitude Test.  
Ask others what they Go online and do a Google search for “assessment test”. You will find many websites that will offer these tests for free. For a small fee, they often will also give some career planning advice and more in-depth information on how to achieve your career goals.

**REMEMBER**

Assessment tests are great tools in the career planning process and should be used especially if you are confused as to which career path you should take. Use them to formulate some goals and then make a plan toward achieving those goals. There's no reason why you have to stay in a career you're not satisfied with.



## HELP IN CHOOSING A CAREER

There are career planning resources that will help guide you along the path to a new career by offering information about different areas you can work in and what it takes to get there. They will give job descriptions along with the qualifications that you have to have to work in that specific field.

### **What do you do now?**

1. Check your local community college or university departments that specialize in choosing a career for career and job searching resources.
2. One great free online career counseling website is [www.careerplanner.com](http://www.careerplanner.com).
3. Set up two informational interviews per month with industry experts to learn about your area-of-interest.



## **REMEMBER**

[www.careerplanner.com](http://www.careerplanner.com) offers you a free career test that can show you which careers are best suited for you. Tests such as these are great if you aren't really sure which career you want to get into or see if you are missing a career that you never considered getting into in the first place.

Take a look at job descriptions that are available for various careers. This will allow you to know exactly what work is expected of you in specific jobs. These descriptions include tasks, work activities, required knowledge, skills, and abilities. When making a career change, you will want to be sure and do your research on your intended career so that you don't get involved in a job that you either can't do, or won't enjoy doing.

## **REMEMBER**

Try something new!!! If you are stuck in a job search rut, add a new strategy to your repertoire. Diversity is key. Instead of only job searching online, try working with a recruiter, or set up informational interviews with industry contacts to help you learn more about the area of interest and the hands-on daily job duties.

## **SET GOALS**

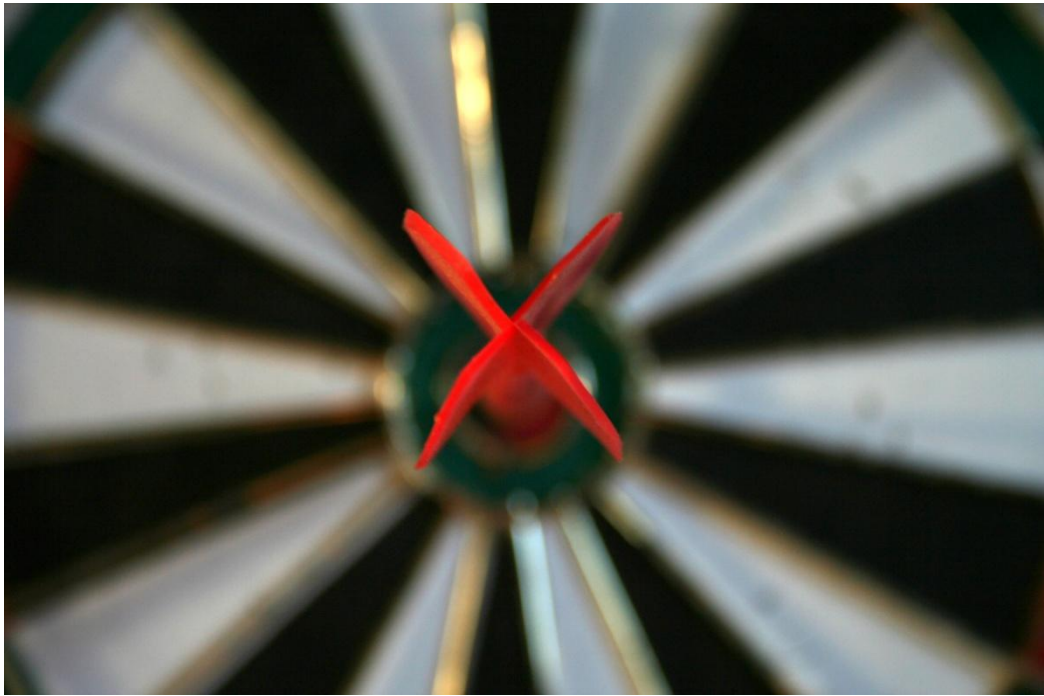
**Goal setting – just like with all the things you are after in life, goal setting can help keep you focused and realize what you need to accomplish for your career goals. Setting SMART goals will facilitate you achieving your dream job sooner rather than later.**

### **What do you do now?**

1. Set your short-term 3, 6, 9 month career goals.
2. Your short-term, specific job goals for the year will help you grow and force you to continuously evaluate your progress. A short term goal might be to improve your networking skills, and communication skills. For example this can be achieved by making January's goal to join a professional organization and February's to attend a college alumni event.
3. Set your long-term 1, 3, 5, 10, 20, 30 year career goals.
4. Holding yourself accountable for achieving these goals will boost your self-esteem and motivate you to continue searching by providing you with new leads, information, and feedback.

## REMEMBER

There are many available resources on the internet. Google SMART GOALS, and start setting your career **short** and **long term** goals today.



## **REEVALUATE YOUR JOB SKILLS**

**If you feel like you've looked at every job posting on earth and you still can't find one that match your skills, then it's time to get some new skills. The good news for those who are unemployed is that it's the perfect opportunity to go back to school. You won't have to divide your time with your job obligations, and there's also the possibility that the economy will have recovered a bit by the time you graduate school - giving you a double leg up. There are even government funding and programs available for out-of-work job-seekers that want to enroll in training or continue their education.**



**Skills refer to the things you do well. The key to finding the most appropriate jobs in the industry is recognizing your own skills and communicating the significance written and verbally to a probable employer.**

**The majority of skills are those that are used in a variety of work settings. What are these skills? Would matching your skills to find the right job be successful?**

### **What do you do now?**

1. What skills can I offer an employer? If you're unsure of the answer, make one list of the job skills you excel at and one of the skills you like to use most. Print out these lists and have them in front of you during your daily job search. Use these skills as search terms in your job search.
2. Make a list of things you are interested in. Then you can make a note of all the job openings in that field. Assess each job you find and see what works for you.
3. Make a list of your previous jobs and experience acquired in each job. There will be a lot of things to list and you should be careful not to forget even the smallest things or activities that you were part of.

4. Include any volunteer, part-time, freelance, summer and full time jobs in your lists. Once you have listed all your past employment, examine the skills you were required to perform for each work duty.
5. Make a list of your hobbies. These include all of your hobbies, activities you have been involved in the past, and all the things that interest you. By listing all of these down, you could examine the skills it takes to achieve each item.

### **REMEMBER**

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 physically do. For example, 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.



### **REMEMBER**

*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 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.



**REMEMBER**

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.

**REMEMBER**

Hobbies can include: homemaking, playing basketball, fixing cars and many more. All of these items could determine if you are capable of working with a team, able to handle multiple tasks, have viable knowledge of human development, knowledge of electronics and ability to diagnose mechanical and numerical problems. The list goes on, but make sure to consider the skills that would be beneficial for a working environment.

## **“My Elevator Pitch”**

A “My Elevator Pitch” is a short description of yourself presenting to someone else a balanced understanding of who you are. It showcases you at your very best in under a minute, when prompted by the question “Tell me a little about yourself”. It provides a brief and compelling answer to the question “Why should I hire you?”



### **Craft your “Elevator Pitch” Now**

1. On a piece of paper, write down your career objective or the type of position you want.
2. List three or four specific accomplishments that prove you meet or exceed the requirements for the position you want.
3. List a few character traits or adaptive skills that set you apart from typical applicants.

## **REMEMBER**

When networking, finish your “Elevator Pitch” in under a minute with probing questions that cannot be answered with a “yes” or “no” in order to initiate a conversation that may lead to referrals or job opportunities. For example:

WHO do you know who works in \_\_\_\_\_?

WHAT businesses are in the area that \_\_\_\_\_?

WHO do you know who knows a lot of people?

## **OTHER POINTS TO CONSIDER**

Keep your “Elevator Pitch” statement brief. People generally listen effectively only 30 to 60 seconds, and they appreciate concise responses to questions. This indicates that you are clearly focused and waste no time getting to the point.

- Remember to maintain eye contact and speak slowly and clearly.
- Speak in the present tense to show that your skills are current and applicable in today’s market.
- Remember your audience. Adjust the level of detail and industry jargon you use according to the interest and experience of the person you are addressing.

- Avoid common claims such as: “I’m trustworthy, loyal, helpful, courteous, kind,” and so on. Not only are these claims made by most job seekers, but without detailed examples, they don’t convey your value to a potential employer.
- Make your “Elevator Pitch” statement natural. It is a genuine form of communication that will help you organize everything you are into brief, coherent thoughts

## **WEEKLY JOB SEARCH MODEL**

**To achieve job-searching results as quickly as possible, plan your daily and weekly job search. Below you will find some actions and tips to get started. Customize this plan and keep yourself accountable.**

### **What do you do now?**

1. Write down the websites you need to visit every day and the people you need to speak to, then check them off as you get them done.
2. Contact at least 5 people or resources per day. Try to get an additional 2 new referrals from each contact.
3. Set up at least 2 face-to-face meetings or interviews each week.
4. After contacting companies and employers, be sure to follow up within a few days to maintain momentum.
5. Word-of-Mouth Referrals - Make at least 8 networking contacts per week.
6. Contacting Companies Directly - Make at least 5 direct contacts with companies per week.



7. Keep a record of contact names, addresses and phone numbers can save time and will help you project a professional manner when contacting potential employers. Write down for each contact points that came up in conversation, so you can reference them in future conversations.
8. Record your daily activities. Over time, you will see how well your search is progressing and how long the search might take. Evaluate your experiences with a job coach to determine what works well and what you might do to improve.

### **REMEMBER**

Employers suggest you also include the following in your job search: Maintain a neat appearance, including good hygiene. Body piercing and shorts can give employers a negative impression. Be complete, honest, and accurate on applications and résumés or curricula vitae. Exhibit a good attitude (be polite and eager, maintain good eye contact, smile, and so on). Prepare for meetings by researching companies, practicing interviewing, and bringing your personal information.

Remember to be confident without being arrogant, you bring **value** to the table and it is important you realize that!

## **REMEMBER**

Finding a new job is a full-time job. Plan to work at it with the same discipline you would if you were working full-time. For example, keep regular working hours. It is important that family members and others support your efforts. Help them understand that if you work half-time on your job search, you will be unemployed twice as long. Your job search is expensive. Just to make the math easy, assume you will be making \$50,000 yearly at your next job. Since most people work 50 weeks per year, your job search is costing you approximately \$1,000 per week, so try to make it as quick and efficient as possible.

## **ONLINE PRESENCE & STAYING CURRENT**

**When a Human Resource manager searches your name online (and they will do it using Facebook and LinkedIn) you can either take control of what they see, or you can leave it to the powers of the crawl search gods. Search results that are professional, consistent and that establish you as an expert in your field will be far more impressive than Facebook pictures from your last vacation.**





**Things like a Facebook or LinkedIn profiles, and a Twitter feed will all show up on the first searched page, so signing up for these sites and populating the accounts with up-to-date, professional content will make a great impression.**

**What do you do now?**

1. Update your Facebook, LinkedIn profiles by populating up-to-date, professional content. This will help make a good online impression.
2. You should always be in the loop, even if you're out of work.
3. Read trade publications
4. Comment on industry blogs.
5. Stay on top of any emerging technologies or policies that may impact your career path. This will not only help you have a great conversation with an interviewer and keep your professional edge, but it may also give you new ideas about where and how to look for a job.



6. Understand Job Descriptions. 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.

**REMEMBER**

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.

## NETWORK NETWORK NETWORK

The key to a successful job search is networking. With more than half of all hiring done through referrals, it's critical for job seekers to leverage their professional and social networks to get an inside track on a job.

### What do you do now?

1. Leverage your professional and social networks today, to get an inside track on a job.

2. Take advantage of social sites such as **Facebook**, **LinkedIn**, and **Twitter** to connect with industry leaders and recruiters, and to show off your unique skills and experience.



These online tools are great resources for connecting with hiring decision-makers, or those who can put you in touch with them.

3. Recruit your relatives and friends. If they will introduce you to some of their contacts, they can provide honest information to you regarding the person you are going to associate with.



4. Reach out to former classmates, officemates or neighbors who may belong to your warm contact list.
5. Reach out to members of the church, political party, social club or fraternity or sorority that you belong to.
6. Reach out to former employers, colleagues or co-workers.
7. Reach out to members of your professional organization.

**REMEMBER**

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.

**REMEMBER**

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.

## **JOB SEEKING WEBSITES**

[Computerjobs.com](http://Computerjobs.com)

[Indeed.com](http://Indeed.com)

[Juju.com](http://Juju.com)

[Jobs.com](http://Jobs.com)

[Monster.com](http://Monster.com)

[Careerbuilder.com](http://Careerbuilder.com)



[SimplyHired.com](http://SimplyHired.com)

Users who log in to Facebook or LinkedIn can discover jobs based on their friends' companies, interests, current or previous work titles and location--making it easier than for job seekers to personalize their job search experience and network with friends and colleagues.

[3to30.com](http://3to30.com) & [greatlance.com](http://greatlance.com)

For part time or online jobs refer to these sites for alternative professional positions.

[Indeed.com](http://Indeed.com)

Indeed has an advance search option that could be used to search company names, positions, and even the distance for commuters.

[Net-Temps.com](http://Net-Temps.com)

This site provides job openings at one click. Just enter a keyword, specify the location and it will give you over a hundred results. It provides help in posting resumes including tutorial on how to make one. It allows searchers to use a job search assistant that searches thousands of contracts and direct jobs to store up to three cover

letters/resumes for you. It's helpful as it gives advices for interviews and tips in making impressive resumes.

### [CareerShop.com](http://CareerShop.com)

This is actually a company that delivers products and services that help organizations in acquiring human resources by means of improving the power and effectiveness of the Internet. They offer a hiring management system, which is focused on recruitment, and staffing management.

### [TrueCareers.com](http://TrueCareers.com)

This caters to job hunters as well as employers looking for someone to fill positions in the company. It gives a list of jobs available, resume posting, employers currently in need of applicants, hot openings, and even advice to small business owners.

### [JobCentral.com](http://JobCentral.com)

JobCentral provides information about their member companies and assistance to new graduates and traditional job seekers. The site also provides a salary calculator for average salary, including information and premium salary data depending on the state or kind of company being applied to.

### [Hotjobs.com](http://Hotjobs.com)

Yahoo!!! HotJobs has all the tools you need in order to complete any job search. It has a complete set of tabs of workflow that provides assistance: Home and Job Search tabs provide the basic assistance in order to search different related job categories; location, and descriptions. The Job Search tab more specific My Searches tab gives you the complete list of your saved searches. This way you won't have to do the same run around in trying to look for the site or job you have seen days before, as you know, job search engines' data changes daily.

[Job-Hunt.org](http://Job-Hunt.org)

This web site has a section on making your resume "Cyber Safe". A useful tool for any modern job hunter.

[Jobguideweb.com](http://Jobguideweb.com)

Advanced Job Search aggregator. It includes job opening from indeed.com and simplyhired. All openings are segmented by job titles. A user doesn't have to type a keyword; he just need to choose the right web page according to his favorite title. It also has the function of user comments and book recommendation.

[Linkedin.com](http://Linkedin.com)

- 1) There are some job discussions in the group newsletters
- 2) It has a job search function, though the openings are limited

A LinkedIn search on the company should turn up a list of employees and their titles, from which you can select the most appropriate person. Then, search the company website or press releases for the company's e-mail format.

[Craigslislist.com](http://Craigslislist.com)

for local jobs from small companies.

[webjobguide.com](http://webjobguide.com)

for Internet industry.

[Dice.com](http://Dice.com)

for IT and Engineering type positions.

[efinancialcareers.com](http://efinancialcareers.com)

for finance related positions



[Google.com](https://www.google.com/alerts)

Google Alert also can provide some job information.

[jibberjobber.com](https://jibberjobber.com)

Are you overwhelmed managing your job posts, contacts, resumes and targeted companies. This site is great for all that and will help you be organized in your job searches, and keep you sane.

[Uvisor.com](https://uvisor.com)

It's only for US residents right now, so if you're not living in the US it won't help, but it's helpful for uploading your resume and segmenting it into a printable and shareable online profile on all the different social media sites and via email.

[Hound.com](https://hound.com)

Jobs are directly from employer websites, and not from recruiters.

## **THINK OUTSIDE THE BOX**

**In this job market it is all about being able to differentiate yourself from other job seekers. Get a leg up on the competition. If you come across a job that seems perfect for you, do something that will subtly help you stand out from the crowd. When you find a job posting you want to apply to, find out the name of the hiring manager or someone who works in the same department, and send the person an e-mail directly.**

**A job search will always have its frustrating moments, because things don't always happen when or how we want them to happen. But instead of letting setbacks ruin your motivation, take them as lessons.**

**Your lack of interviews may mean it's time to re-evaluate your career path or skill set, which could lead you to a more fulfilling career. This type of positive attitude will be much more productive in helping you find your next job.**

**The bottom line is that job searching can be tough, but landing a job -- even your dream job -- can still be a reality. A proactive job search is your best bet, so take the necessary steps to ensure you get the job you want.**

