



10 Steps to Employment By Cory Wint

1. Know what you want

Where is your job search headed? If this feels like a struggle, start by creating a list of your passions and your skills. Donald Trump says, “without passion you don’t have energy; without energy, you have nothing.”

2. Be focused

Looking for work is a full time job; behave as you would if looking for work was paid employment. Get up early every day and make a plan for the day in terms of dropping of resumes, visiting agencies, placing follow up calls, etc.

3. Do your research

Research your chosen industry. Go on the internet, seek advice/info from those working in your industry of choice - get as much information about the industry, its trends, and the company you are applying to as you can. Preparation is a key to success.

4. Present yourself well in your resume

Tailor your resume (and cover letter) to suit the job you are applying for. The purpose of this is to highlight how your strengths, skills and experience match up with the job you are after. Your resume is the thing that gets you in front of the employer! If you drop off your resume in person, don’t just drop it at the front desk in your casual clothes. Dress up nice and always ask to speak to the supervisor or human resource contact. This gives you a chance to make a memorable impression and potentially, an on the spot interview!

5. Resume tracking

Always, always, always follow-up faxed or emailed resumes with a phone call. I am reminded of a story from a resource centre where an individual faxed over 100 resumes without receiving even one nibble from a prospective employer. It wasn’t until I watched him faxing one day that I (and he) discovered the reason why - he was putting his resume in the fax machine the wrong way up; in other words, he was faxing blank pages! So, always follow up a fax or an email to ensure it made it to the intended receiver.

6. Prepare for the interview

Congratulations on making it this far - now, the real work begins. First, be on time. Some eager beavers actually take a dry run prior to the interview to get the timing down pat. Second, presentation. It is better to be over-dressed, rather than under-dressed. If nothing else, dressing up usually has the effect of helping us feel good about ourselves. Third, if a fellow, make sure you are clean shaven. Women, be careful of fragrances - too much isn’t good. And, for everyone, shower, brush your teeth and wear clean clothes.

7. Let yourself shine

Be bold. When competing with multitudes of other job seekers you can’t afford to be timid. If ever there were a time when it is appropriate to “toot your own horn,” this is it. If you don’t sell yourself, nobody else will.

8. Follow up

Few people do it, but a follow-up email or hand written note after an interview can be a very effective way to distinguish yourself from others. Something like, “Thank you for the interview on (date). I am impressed with all your company has to offer and I look forward to hearing from you!” Sincerely, (name)

9. Transitioning

If you have to resign from a present job, tell your supervisor first (supervisors don’t like to hear news of your pending departure from others). Have respect and give appropriate notice (usually 2 weeks).

10. Welcome to your new job

Congratulations on securing your new position. You’ve worked hard to make it a reality. Reward yourself with a small gift or a meal at your favourite restaurant.