

How to Get a Good Paying Job Fast Best Job Hunting Strategies That Will Get You Hired

By BizMove Management Training Institute

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1. Introduction

You need a job. And you feel that somewhere, some employer has precisely the job you want -one that fully utilizes your knowledge and abilities and provides challenges and opportunities for advancement.

To find that job, you need to carry out a well-planned job search. You have a product to sell - your knowledge, skills, and experience. What you need to know is how to market it most effectively. Whether you are just out of school and ready to start your career or looking for a new position after 20 years' experience, some of the techniques presented in this section may help you. It offers suggestions on:

- Where you can find out more about the kinds of jobs you are qualified to hold.
- How to present your background in a resume that will convince an employer that you are the person for the job.
- How to write a letter of application that catches an employer's interest.
- Where to go for information on job opportunities in your field.
- How to present your qualifications to the best advantage in a job interview.

And it offers tips on planning your time, taking tests, and learning to profit from your job interviews.

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2. Self-Appraisal

As the first step in merchandising your job talents, draw up a detailed inventory of your background and work experience. This will be both a summary of what you can offer employers and your expectations as to earnings and working conditions.

No matter what kind of job you seek, your inventory will be a basic tool in your job search. If pursuing a professional or managerial job, it will be the basis for preparing a resume. In addition, the inventory will provide all the details you need in filling out job applications with accuracy and consistency.

To prepare your inventory, list all the data you think might help in your job search. Later, depending on the particular job you are after, select certain facts and leave out others, as you think best. Here is a suggested outline:

Work history

List all your previous jobs, including part-time, summer, and freelance. For each, give employer's name and address, your job title, duties, dates employed, and earnings. Note what you liked about each job and why, and what you disliked and why. Also, why you left each job.

Skills and abilities

List personal qualities that make you good at certain work. Think back over your school and volunteer activities as well as your work and list your strong points, such as initiative, imagination, leadership, ability to organize, willingness to follow orders, interest in details, and ability to work with people. Write what you learned on the job that you can use in another position.

Education

List the schools you attended, dates, principal courses, and degrees or certificates earned. Then, business, vocational, military, on-the-job training, and other special courses you have taken, the dates, and the certificates, if any, received.

Ask yourself what courses or training you liked best and why, and what courses or training you disliked and why. Now list your honors, awards, and extracurricular activities. If you are a recent graduate, your activities may be a significant part of your job qualifications. For example, you may have worked for the campus newspaper or radio station, been the treasurer of a club, or won an award for a scientific achievement.

Even if your activities don't appear to be job-related, put them down anyway: Serving as captain of a team sport can indicate leadership; handling props for a theater group shows organizational ability.

interests and aptitudes

In addition to school activities, list all your hobbies, leisure pursuits, and other special aptitudes. It can be significant to a prospective employer that you can fix complex electronic equipment, repair cars and trucks, play a musical instrument, speak a foreign language, draw and paint, or operate a ham radio. Analyzing your talents can also give insight into the kind of job to seek.

Physical condition

List any disabilities that could significantly impair job performance. Also, list your strong points.

Career goal

What kind of work do you think you want to be doing 5 or 10 years from now? What sort of job should you be seeking now to meet this goal?

Jobs for which best qualified

Analyze carefully all information in your inventory, then figure out the kinds of jobs you are best qualified for and want. Put them down in order of preference.

When you have completed your inventory of work experience, you are ready to push ahead in your quest for a job. You will be tracking down the various sources of job

information, preparing a resume, and filling out applications for jobs as you follow up the leads you develop.

What if you're still not sure? Suppose you have carefully considered all the factors in your inventory and find you are still not ready to answer the key question:

What kind of job do I want? You may have just completed school or left military service and know little about the sorts of jobs that are open to you. You may have decided that you are on the wrong track vocationally and want to switch to a new field. Perhaps you have been out of the labor force for years because of family responsibilities. Or for other reasons you are not sure what your job goal should be.

You need to learn more about different types of jobs. A good place to go is a local office of your State Job Service. It has information about jobs and the qualifications needed to fill them. You may be given an appointment with a career counselor who will help you decide what sort of work is best suited to your abilities and interests.

Another good source of information about various types of jobs is your local public library. You can find books that tell you about specific careers.

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3. Preparing a Resume

If you are seeking a professional or managerial job, you will need a resume. An effective resume "gets your foot in the door." It often leads to job interviews you might not otherwise get. Your inventory should contain all the information you need to prepare your resume. You now have to select, arrange, and organize this raw material in the way that best relates your background to the job you seek.

Your first task is to select the data you want to use. Ask yourself: Which parts of my training and experience are relevant to my job goal? Which parts, if any, are unrelated? Give all pertinent details about the positions that relate to your goal. But be brief in listing unrelated jobs; they are of little interest to a prospective employer.

Next, you must arrange the information you have selected. To catch an employer's attention, plan to list your best qualifications early in your resume. Ask yourself: Is my work experience the most important part of my resume? Or will an employer be more interested in my education and training?

You can organize your experience in one of two ways - by job or by function. The following outline and sample resumes can help you decide which one presents your work experience better.

Your resume should be detailed enough to give an employer the information needed to assess your qualifications. At the same time it should be concise. A busy employer wants the pertinent facts in as few words as possible. For example, in your work history the full sentence, "I was responsible for analyzing the cost sheets from the production

department," can be condensed into a short phrase starting with an action verb: "Analyzed production cost sheets." If you have more than one job objective, you have two alternatives in preparing your resume:

One, you can list in order of preference all the jobs you are qualified for, giving back-up data for each, thus producing an all-purpose resume you can use for whatever job opening turns up. Or,

Two, before applying for a specific job, you can prepare a resume that shows your skills and experience in the best possible light for that particular employer. This, of course, takes more time and effort but you may decide it's worth it if:

- Your job goals are in separate fields, for example, Sales Manager, Personnel Manager, etc.; or
- You are approaching several employers and each is apt to put value on different aspects of your background, such as formal education, job experience, or your personal traits.

It is generally wise not to include anything in your resume about the salary or wages you have been paid and that you expect in future. Instead, wait until you know the duties and responsibilities of a specific job before deciding what the pay ought to be.

Your resume should be typed, even if you have to pay someone to do it. Have enough copies duplicated so you can distribute them widely to potential employers and key contacts who may know of possible openings.

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4. Suggested Outline for Your Resume

Personal data

Begin with your name, address, and telephone number. Other personal data, such as your date of birth (optional) and your marital status and dependents, may follow or appear at the end of your resume.

Employment objective

Indicate the kind of job you are seeking. If you are qualified for several jobs and are preparing one all-purpose resume, list them in order of your preference.

Work history

You can organize this in two ways, by job or by function. Choose the one that presents your work experience better

By job

List each job separately (even if the jobs were within the same firm), starting with the most recent one and working backward. For each job, list:

- Dates of employment,
- Name and address of employer and nature of the business,
- Position you held,
- Specific job duties, including any special assignments and use of special instruments or equipment,
- Scope of responsibility - your place in the organization, how many people you supervised, and in turn, the degree of supervision you received, and
- Accomplishments, backed up by concrete facts and figures.

By function

List the functions (fields of specialization or types of work, such as engineering, sales promotion, or personnel management) you performed that are related to your present job objectives. Then describe briefly the work you have done in each of these fields, without breaking it down by jobs.

Education

If this is your main selling point, put it before your work history. List your formal education, giving:

High school (can be omitted if you have a higher degree), college, graduate school, and other courses or training,

- Dates of graduation or leaving school,
- Degrees or certificates received,
- Major and minor subjects and other courses related to your job goal,
- Scholarships and honors, and
- Extracurricular activities (if you are a recent graduate and your activities pertain to your job goal)

Military experience

List your military service if it is recent or pertinent to your job goal, indicating:

- Branch and length of service,
- Major duties, including details of assignments related to the job you seek, and
- Any pertinent military training (here or under your education).

Miscellaneous

If appropriate to your field of work, give such information as:

- Knowledge of foreign languages,
- Volunteer or leisure activities,
- Special skills such as ability to operate special equipment,
- Membership in professional organizations, and
- Articles published, inventions, or patents.

References

Give the names, positions, and addresses of three persons who have direct knowledge of your work competence. If you are a recent graduate, you can list teachers who are familiar with your school work. When possible, you should obtain the permission of the persons you use as references.

The following examples show some of the ways that a job seeker can organize a resume. They are for use only as general guides.

John W. Doe

304 Amen St., San Francisco, Calif. 94102

Tel: 778-0000

Employment Objective: Sales executive

Experience:

Sales Promotion

Devised and supervised sales promotion projects for large business firms and manufacturers, mostly in the electronics field. Originated newspaper, radio, and television advertising and coordinated sales promotion with public relations and sales management. Analyzed market potentials and developed new techniques to increase sales effectiveness and reduce sales costs. Developed sales training manuals.

As sales executive and promotion consultant handled a great variety of accounts. Sales potentials in these firms varied from \$100,000 to \$5 million per annum. Was successful in raising the volume of sales in many of these firms 25 percent within the first year.

Sales Management

Hired and supervised sales staff on a local, area, and national basis. Established branch offices throughout the United States and developed uniform systems of

processing orders and sales records. Promoted new products as well as improving sales of old ones. Developed sales training program. Developed a catalog system involving inventory control to facilitate movement of scarce stock between branches.

Market Research

Devised and supervised market research projects to determine sales potentials, as well as need for advertising. Wrote detailed reports and recommendations describing each step in distribution, areas for development, and plans for sales improvement.

Sales

Retail and wholesale. Direct sales to consumer, jobber, and manufacturer. Hard goods, small metals, and electrical appliances.

Order Clerk

Received, processed, and expedited orders. Trouble shooter. Set up order control system which was adopted for all branches.

FIRMS:

2006-2013 B. B. Bowen Sales Development Co., San Francisco, Calif. - **Sales Executive**

2004-2006 Apex Sales Research Corp., Oakland, Calif. - **Sr. Sales Promotion Mgr.**

2003-2004 Dunnock Brothers Electronics, Co., San Francisco, Calif. - **Order clerk, Sales-worker, Sales Mgr.**

Education

University of California, B.S.2003; Major Business Admin.

Personal data

Birth date, January 4,1982. Married, three children.

Jane D. Jones

593 Ninth Avenue, Anytown, Ala. 35204

Tel: 422-2824

Age: 22

Marital status: single

Employment Objective: Reporter, copy editor

Education

Standard State University, University City, Ala. B.S., cum laude,2013

Major: Journalism, Minor: Psychology, other courses: Beginning and advanced photography

Honors: Phi Kappa Phi

Extracurricular activities: Editor of college newspaper. Served earlier as copy editor and reporter.

Experience

2011-13 school year. Correspondent in University City for Anytown Gazette, Anytown, Ala.

June-August 2010. Anytown Gazette. Although working as a copy runner, I received a number of editorial assignments. Besides covering meetings and writing obituaries, I did a feature series with photographs on the county arts group. (Attached is a photocopy of stories I wrote.)

Summers 2008 and 2009. Wilder Dress Shop, 215 Main Street, Anytown, Ala. Sales clerk.

References

Prof. J. W. Wynn, School of Journalism, Standard State University, University City, Ala. 34205

Mr. William T. Ryan, editor, Anytown Gazette, Anytown, Ala. 35204

Mrs. Dora Cohen, assistant professor of journalism, Standard State University, University City, Ala. 34205

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5. Letter of Application

In many fields of work, writing a letter of application is the customary way to ask for a personal interview. This is particularly true in the following cases:

- When the employer you wish to contact lives in another city or town.
- As a cover letter when you are mailing resumes.
- When you are answering an ad.

The following guidelines may help you write a letter of application:

- Type neatly, using care in sentence structure, spelling, and punctuation.

- Use a good grade of letter-sized white bond paper.
- Address your letter to a specific person, if possible (use city directories or other sources).
- State exactly the kind of position you are seeking and why you are applying to the particular firm.
- Be clear, brief, and businesslike.
- Enclose a resume.

Letters of application will vary considerably depending on the circumstances in which they are used. The sample below illustrates one way of writing such a letter.

(date)

Mr. Wilbert R. Wilson

President, XYZ Company

3893 Factory Boulevard

Cleveland, Ohio 44114

Dear Mr. Wilson:

Recently I learned through Dr. Robert R. Roberts of Atlantic and Pacific University of the expansion of your company's sales operations and your plans to create a new position of sales director. If this position is open, I would appreciate your considering me.

Starting with over-the-counter sales and order service, I have had progressively more responsible and diverse experience in merchandising products similar to yours. In recent years I have carried out a variety of sales promotion and top management assignments.

For your review I am enclosing a resume of my qualifications. I would appreciate a personal interview with you to discuss my application further.

Very truly yours,

John W. Doe

Enclosure.

(This letter refers to the above resume for sales executive)

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6. Job Interview

A job interview is your showcase for merchandising your talents. During the interview an employer judges your qualifications, appearance, and general fitness for the job opening. It is your opportunity to convince the employer that you can make a real contribution.

Equally important, it gives you a chance to appraise the job, the employer, and the firm. It enables you to decide if the job meets your career needs and interests and whether the employer is of the type and caliber you want to work for.

Before each interview, though, you should assume that the job you are applying for is precisely the one you want - because it may be. To present your qualifications most advantageously, you will need to prepare in advance. You should have the needed papers ready and the necessary information about yourself firmly in mind; and you should know how to act at the interview to make it an effective device for selling your skills.

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7. Preparing for the Interview

Assemble all the papers that you may need. The main item will be your background and work experience inventory. It contains all the facts and figures you could possibly be asked - either in filling in the job application form, or in the job interview. Don't forget to take copies of your resume, even though you may have already submitted one. Take your recent school records and military separation papers. If your work is the sort you can show in an interview, (such as technical drawings, artwork, publications, or procedures), take along a few samples. Be careful not to leave your only copy of something, as it could get lost.

Learn all you can about the company where you are going for an interview - its product or service, standing in the industry, number and kinds of jobs available, and hiring policies.

Know what you have to offer, what education and training you have had, what work you have done, and what you can do. Review your inventory.

Know what kind of job you want and why you want to work for the firm where you are applying.

Bring along the names, addresses, and business affiliations of three persons (not relatives) who are familiar with your work and character. If you are a recent graduate, you can list your teachers. Ask references for permission to use their names.

As you are filling in the job application be aware that it in itself offers an excellent opportunity to convince an employer that you are a valuable person to hire. It is not only a chance to describe your accomplishments but it also shows how clearly you can think and write, and how well you can present important details.

Learn the area salary scale for the type of work you are seeking. If you have the required skill and experience, don't hesitate to state your salary expectations in filling in the application blank. On the other hand, if for any reason you don't want to commit yourself then, simply write "Open" in the space for salary desired. If asked, say you prefer to wait until the job interview to discuss salary. Never take anyone with you to the interview.

Allow as much uninterrupted time for the interview as may be required. (For example, do not park your car in a limited-time space.) Dress conservatively. Avoid either too formal or too casual attire.

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8. You and the Interview

Let the employer control the interview. Your answers should be frank and brief but complete, without rambling. Avoid dogmatic statements.

Be flexible and willing but give the employer a clear idea of your job preferences.

Stress your qualifications without exaggeration. The employer's questions or statements will indicate the type of person wanted. Use these clues in presenting your qualifications. For example, if you are being interviewed for an engineering position and the employer mentions that the job will require some customer contact work, use this clue to emphasize any work, experience, or courses you have had in this kind of skill.

If you have not sent your resume in advance, present it or your work records, references, personal data, work samples, or other materials to support your statements when the employer requests them.

In discussing your previous jobs and work situations, avoid criticizing former employers or fellow workers.

Don't discuss your personal, domestic, or financial problems unless you are specifically asked. Answer only what relates to the job.

Don't be in a hurry to ask questions unless the employer invites them. But don't be afraid to ask what you need to know. If the employer offers you a job, be sure you understand exactly what your duties will be.

Also find out what opportunities for advancement will be open. A definite understanding about the nature of your job will avoid future disappointment for either you or your employer.

Be prepared to state the salary you want, but not until the employer has introduced the subject. Be realistic in discussing salary. But don't sell yourself short. If the employer does not definitely offer you a job or indicate when you will hear about it, ask when you

may call to learn the decision. If the employer asks you to call or return for another interview, make a note of the time, date, and place.

Thank the employer for the interview. If the firm cannot use you, ask about other employers who may need a person with your qualifications.

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9. Testing

Many firms require a psychological test, or a series of such tests, as part of the application procedure. The tests most commonly used are those that indicate intelligence or general aptitude. In addition, some firms use tests that give them information on specific aptitudes, personality traits, and interest patterns.

If you are a recent school graduate, you are probably used to taking tests. But if you have been away from school for some years, you may be apprehensive about the testing process. You may fear that your test scores will not reflect your real ability to do a job. Don't let tests scare you off. None of the commonly used tests require advance preparation; you need not feel concerned over not having "crammed" the night before.

Many tests have time limits. When they do, you will be told how much time you will have. Listen carefully to the instructions you receive. If you do not clearly understand what you are expected to do, be sure to ask questions. The time for questions, however, is before the test begins. If the test is timed, seconds lost in asking questions after it starts could seriously affect your score. After you start the test, work steadily and carefully. Do not light a cigarette or do anything else that interrupts your work. In taking most tests, you should not spend too much time on any one question; instead come back to difficult or time-consuming ones after you complete the others.

Once the test is over, do not reproach yourself for not doing better. If the test is well constructed, you probably would make a similar score if you took it again. Remember; too, that employers do not regard your score as an infallible measure of your abilities - but as only one indication of them.

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10. After the Interview

Make each interview a learning experience. After one is over, carefully analyze what went on by asking yourself questions such as these:

What points did I make that seemed to interest the employer?

Did I present my qualifications well?

Did I overlook any that are pertinent to the job?

Did I pass up any clues that might indicate the best ways to "sell" myself?

Did I learn all that I needed to know about the job I was trying to get? Or did I forget or hesitate to ask about aspects that are important to me?

Did I talk too much? Did I talk too little?

Was I too tense? Or too relaxed?

Was what I wore appropriate?

Was I too aggressive? Not aggressive enough?

Based on your answers, draw up a list of specific ways you can improve performance in your next interview.

Count on the fact that your skill in this crucial phase of the job search process has been steadily improving.

If you plan carefully and keep up your enthusiasm you will eventually succeed in "merchandising your job talents" - landing a job that uses your abilities and pay you well.

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