

A Simple Job-Search Plan

Identify the "right stuff"

Go to a job board like Monster. com or CareerBuilder.com. Read the help-wanted advertisements for your occupation. Make a list of the five or six top requirements needed in those ads. That's the "stuff" today's hiring managers are looking for.

2. Use the "right stuff" to craft your resume

Build a resume that includes examples from your past to show that you can perform each of those requirements. That will give you a job-focused resume—a resume that focuses on the needs of the job.

3. Let hiring managers know you are available

Every employer isn't hiring today, but some are. You have to find the ones who are hiring. If you send your resume to 5 employers every day—that's 25 employers a week, 100 a month—you'll find more than a few employers who would like to meet you. Here's how to get started:

 Make a list of all the people you know who work in your field. Contact them. Ask if they would give your resume to their managers and arrange a job interview for



you. Eighty-eight percent of employers prefer to hire the friends of their employees.

- Make a list of employers who hire people in your field. Call, visit, or send them your resume. Ask for an interview. If you know someone who works for an employer, ask if you can mention his or her name.
- Apply for jobs posted on an employer's own website. Attend job fairs and employer open houses too. Again, if you know someone who works for an employer, ask if you can mention his name.

4. Steer the hiring manager's phone conversation

When a manager calls, be friendly and polite. Have a good reason why you want to work for her company. Explain how your skills and abilities match the requirements of the job. Ask for a job interview.

5. Ace the interview

Google, "questions hiring managers ask" for your occupation. Come up with a good answer for each question. Practice your answers with a friend. Be sure to explain your skills and show that you can do the job. Let your personality show that you are friendly and easy to work with. Don't forget to ask for the job.

6. Follow-up

After your interview, send the manager a thank-you note. One week after your job interview, call to see if you got the job. If you got the job, congratulations!

If you didn't get the job, continue reaching out to five new employers every day. Reaching out will help you get interviews and interviews will help you get job offers.

© Copyright 2012, Harry Dahlstrom

