



September 2010 Newsletter

Finding Your Dream Job

Happy September! Most professionals in the job market have their “dream job” in the back of their minds. Many are willing to settle for less because of the sheer need to work which I can appreciate and understand. We all have families to feed and/or bills to pay.

My father, who was a cattle rancher for over 40 years, always told me, “If you love what you do the money will come”. After college I started a job that paid well but was not what I was passionate about. It is only now that I am doing what I love- sorry dad, it took me 15+ years to get here! So, that brings me to my message this month which I hope will help each of you get closer to finding your dream job and/or doing what you love and are passionate about while also being able to support yourself and your families if necessary.

Step 1: DISCOVER – discover your strengths, understand what options you have and determine how you're going to stand out from the other possible candidates. This step involves being honest with yourself and also being able to ask others around you “what is it that you think I am good at?” My strengths are implementation, sales and leadership but put me in a job that requires strong attention to detail and accuracy (i.e. spelling etc.) and I fail!

Step 2: INTEGRATE – this is where you should create an online identity such as a LinkedIn account or [Twitter](#). You should be building a powerful [resume](#) at this point as well as preparing your "elevator pitch" which is a short introduction about yourself and why you deserve the job, if you ever happen to get stuck in an elevator with your possible future boss. I am continually amazed at how many professionals do not access social media. I kicked and screamed before we implemented our facebook page, linked In and Twitter account. However, now they are incredible recruiting tools for Part-Time Pros and it allows me to always stay in contact with candidates about our process. Open communication is hard but important!

Step 3: ENGAGE – you should be developing productive relationships with the recruiters and, at this point, getting more interviews to go on. Be an active participant in your job search. Follow up appropriately, take courses, volunteer and then let the recruiters you are working with know what you are doing.

Step 4: PREPARE- have a great resume and cover letter that presents you professionally and illustrates the skills you would contribute to a company. Highlight successes, tout statistics about what you accomplished in each job. Resumes are the one document recruiters have to assess you as a person and as a professional. If you were asked to be on national television- would you show up in your PJ's without showing in 2 weeks—NO, so make sure your resume reflects you as a professional.

PART-TIME PROS

PROVIDING TALENTED PROFESSIONALS

Step 5: **DECIDE** – Know what you want to do and clearly communicate that to recruiters. So often recruiters are mistaken for outplacement counselors and/or resume advisors. They are neither- they are deal makers and match makers. A recruiter's job is to find the best suitable match for a professional and a company. If the recruiter does not have a sense of what the professional is looking for, or the professional applies to a myriad of jobs that are so different in nature it appears the professional is willing to take anything – it makes it near impossible to find a match for them. Decide what it is you want to do (and base it on your strengths) go for it!

I hope these tips help you get closer to landing your dream job. As always, if you find employment on your own please let us know so that we can update our database!

Sincerely, Carey