



Get the Job You Want !

OneSmartClick.Com

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1. Which job is best for you?

“Looking for the Job that is right for you”

Finding the best job that suits your personality and your lifestyle is never easy. It’s actually a full time job itself. To better understand your needs and increase your chance of succeeding in your chosen field, you need to conduct a personal evaluation. Is this the career you want? Is there room for growth? Are the salary and benefits good?

You can’t really evaluate a position unless you do the research. From a recent survey in the U.S., graduate degree holders earn an average of 35 to 50 percent more than just bachelor’s degree holders. This is a reason why more and more are taking their Masters. There could be an offer or two, all you have to do is make a concrete decision to ensure the right job for you in the present job market.

Know what you want

Knowing what kind of personality you have and your interests gives you an idea how you would like to spend your day on a job. The activities

you'd like to get involved in plays a great role in keeping you motivated. You could make a list of the kinds of people you would like to be working with. Say, people who like being told what to do or authoritative types; how about loud people or quiet types; and would you like a place where people love socializing or not? There are different sizes of companies as well, there are small, medium, large, overseas, local, and regional.

The Internet is a valuable tool that assists online job seekers in looking for a job they could fit in. Trim down the choices depending on your needs and wants to get the more possible pool of companies you can try submitting resumes.

2. Identifying your skills and getting that job

When applying for a job, it is ideal that you identify your strengths and weaknesses and get prepared to address them. By knowing your advantage, the chances of getting the job that you want will surely get easier. But you should not get too confident since this is one of the common mistakes that plague job applicants. Appearing too confident or as somewhat of a know it all person will only get you labeled by your interviewer as unfit for the job.

Identifying your skills

First thing's first. You should identify your skills. This is your ticket to get that job and you should be able to articulate your abilities and expertise as best as you can. Many people have a hard time telling their skills and abilities as this may seem to be bragging. But you should not be shy or afraid to discuss your skills. In fact, it is important that you convey to your potential employer what your talents are. You should be able to sell your abilities to your employer. That is how you will get the job that you want. It is important that you don't appear arrogant or condescending but you should also avoid selling yourself short. If the interviewer asks you about your strengths or what separates you from the other applicants, you should be able to readily give a good answer. But before you even go to the interview part, your resume should highlight your skills and talents for your prospective employer to see.

Type of skills

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 do like: 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.

The steps to follow

Making a list of your previous jobs and experience acquired

First thing to do is to make a list of all the companies that you had worked for and the things that you learned from these jobs. There will be a lot of things to list and you should be careful enough not to forget even the smallest things or activities that you were part of or organized. It is also a good idea to list the volunteer activities that you participated in.

Include a list of your hobbies

Although it might sound trivial at first, it is also very helpful to list all your hobbies. There are a lot of abilities that your prospective employer may get from your hobby list. This will also give an idea of your personality. For example, if you were part of the school's debating team, then your employer may deduce that you have good analytical skills. If you were a champion chess player, then your employer will have the impression that you are good at making critical decisions.

Think of your daily routine and the things that you do and often take for granted. Are you an organized person who always keeps your things in proper order? Are you an extrovert that can easily make friends in a matter of minutes? These may seem ordinary to normal things to you, but your future boss might think otherwise.



Deciding what career you want

After listing all your skills and all the things that you do well, you may now decide what field or career you want to take a crack at. Select the skills contained from your list and partner it with the employment you are seeking. 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.

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 and good luck!

Your major strengths and weaknesses will help indicate how well you will perform in the work you have chosen. Your progress dictates your maturity and enthusiasm at work. Finding the best job for you is a full time job itself. It requires time and passion to get positive results. No matter what you choose, it should always be a place where you can identify yourself and remain happy.

3. Job Hunting Tips

Hunting for jobs nowadays is a very competitive and sometimes cut-throat affair. Here are a few tips to help you get the edge in searching out and landing the job of your dreams.

The Curriculum Vitae

The CV is the first, and at most times the most important part of applying for a job. Since potential employers have to whittle down practically hundreds of applications to a few valid ones, they will have to base their narrowing down efforts using the CVs they have collected.

Studies have shown that about half of the employers decide to accept or reject job applications based on the related work experience listed in the CV. A third of the employers decide to reject or accept these job applications based on the layout design of these applications.



1. Make Your CV Stand Out

When preparing your CV, make sure your CV stands out among the rest. It should be the type that is appealing to the eyes, making the evaluating

personnel want to read the CV. Step two is for you to make sure your CV lists the related work experience you have had in relation to the job you are applying for.

2. Make Your CV Concise and Relevant

Avoid making your CVs too long. It may make it irrelevant to the evaluator. Remember that the employer is a person to whom time is important. If your CV shows that you value his/her time while showing the most relevant information in the least amount of time, you will have won one important battle.

3. Always tailor your CV to the job.

You may have had previous experience that may not be related to the job you are applying for. Some people keep many different versions of their CV for different job opening purposes. Make sure your CV is appropriate for the job. A one-size-fits-all CV may not be the best way to go since the employer will have the impression that your previous efforts have not been focused enough to produce any specialization on your part.

4. Write about your achievements

You may add your achievements, but make your statements factual and relevant. It does not do harm to advertise yourself, but make your advertisement matter-of-fact and not just hot air. You may want to skip on listing your weak points as the CV is not the avenue for such discussions.

5. Polish Your CV

Your employer will know if you have put enough time producing your CV. If he/she sees that you have put sufficient and thorough effort into your CV, he/she will assume that you will do the same in your work. This is a big plus for you. It is not uncommon for some people to spend days or even weeks polishing and buffing their CVs.

4. Online Job Hunting

There was a time when a person who wanted to find work had to buy newspaper and look through the classified ads section. The advent of the internet has changed that by creating opportunities for people to work either in a different state or in another country.

It has made the world a smaller place rendering it accessible for anyone with a computer to search for a job and apply to it.

There are many sites that offer such services. All the person has to do is open an account, fill up the necessary fields then submit your resume.

These sites usually ask for pertinent information such as the person's name, age, address, contact number and social security number.

Additional information that will be requested is educational background. Employment history is also another thing that has to be mentioned which includes the job description and highlights that one has experienced during that person's career.

A section in the account will also ask the preferred industry of work, if the person is willing to do field work or open to relocation and the expected salary should one be accepted for the job.

With all the information provided, these sites will then match your qualifications with the jobs available. This service is free and matches can be seen when the person logs on the account or gets a notice via email.

Some sites offer a service with a fee that will place the resume over other applicants giving that person more priority but even that is a not a guarantee that one will get the job.

Online job hunting is not just for professionals. It caters to anyone who wants to work either full time, part time or on a per project basis.

Applying online is not only done through job sites. You can also check the websites of companies that usually have a section on careers to see what openings are available. You simply have to go through the process of giving certain information and uploading your resume.

There are many jobs available in the market. The internet has made it easier for companies to make people aware that there are vacancies available. It has also made it convenient for applicants to apply online instead of walking to an office and dropping of a resume. With everything that is just a mouse click away, all it takes is a little effort on one's part to sit down in front of a computer and looking for a job.

Source	Description
Internet	<p>One of most widely used searching options is the Internet. Aside from the fact that browsing the Internet for available jobs is less time consuming than personal appearances to inquire at the offices, this can also be the least expensive form of job hunting.</p> <p>You would not need to buy newspapers to browse through the ads for vacancies nor spend gas money to go to the offices.</p> <p>Not only local or national vacancies can be browsed through the net, international job openings could likewise be easily accessed by the user, thus, offering one a much wider perspective in choosing the right job.</p>
Newspapers	<p>One of the most commonly used searching medium. Local newspapers advertise jobs that are within an applicant's commuting distance. Available jobs are usually printed on a regular basis.</p>
Career or Job Centers	<p>These usually offer jobs for ages 16-18 and rarely above 21 years of age. Though fully loaded with vacancies, it caters mostly to the younger applicants.</p>
Periodicals or magazines	<p>Job listings are frequently updated; therefore regular visits would ensure the applicants of new job postings.</p> <p>Professionals are best advised to look for jobs on magazines since employers that would want to hire the same would advertise on such journals.</p>
Offices	<p>Most offices have postings of job openings on their Vacancy Boards. Applicants may directly go to the office to look for vacancies and then directly submit the resume or other pertinent documents to the respective division that receives such documents.</p>

5. Stress-free Job Hunting Guide

Hunting for the perfect job for an individual requires time, effort and knowledge.

For stress free job-hunting, every individual must first consider the following pointers before starting your job hunting process:

1. Know what type of job you would like to apply for. Gate crashing job fairs that offer work not related to one's degree or work preference would be a waste of time.



Consider your interests, preference of work location and job shifts (to be especially considered by professionals who have family members to take care of). If all these fit the category of the job opening available, it would be best to proceed with the application process.

2. Prepare possible needed documents or career portfolio. Have several copies of your resume, transcript of records and any certifications ready for immediate submission if needed.
3. Know where to look for job postings. There are various forms that offer listing of jobs. Below are some of these sites:

6. Tips in a Job Interview

The second step in getting the job is meeting the potential employer for an interview. The first step that an applicant has successfully completed was sending your application and passing the screening process of the company.

The employer got the resume through a variety of sources that can be from an ad that was posted, a referral from a friend or a headhunter, or by a person who simply submitted an application by logging on the company's website.

Here are a few tips that will help in having a successful interview;

- Before going to an interview, it is best to do some research about the company one is applying to.
- It is also best to practice with a friend or family member mock up questions that the employer will likely ask so you do not choke during the real interview.
- When you go for an interview, it is best to always arrive 10 to 15 minutes ahead of time. This shows employers that the person is punctual and serves as a good attribute in a potential employee.

- When meeting an employer, you should bring an extra copy of the resume and other documents that are needed if asked certain questions. A good example is architects and photographers who are



professionals in the respective fields who have a portfolio of the works done which may impress the interviewer.

- It is always best to dress appropriately. This shows the employer sincerity on the part of the applicant applying for the job. One must have finger-nails and hair well groomed for the interview. The outfit worn should be professional. This would mean that shoes must be used to match the outfit. If you typically wear a lot of jewelry, it is advisable to remove and tone it down for the interview.
- When you are in front of the employer, smile and greet the interviewer with a firm (but not bone crushing) handshake which is always a good start to get the interview moving.
- During the course of the interview, listen very well to the questions asked. Each must be answered truthfully and confidently to be able to sell yourself to the potential employer.
- Afterwards, the applicant should thank the recruiter for the time that was given to meet for the interview.

7. The Ideal Resume

When one goes for an interview, the potential employer has no idea of who the applicant is. In some cases, the person applied to the ad while others used a headhunter or job site on the internet and matched their credentials for the position.

The first impression employers always look at is one's resume. Given the many that apply, this usually takes about 30 seconds and so with the limited words, one must be sure that the resume is well written and grammatically correct.

The resume must say almost everything about the person. This should always start with pertinent information such as the person's name, age, address, contact number and social security number. The details here are needed so if one is considered to be a potential employer, it will be easy for the company to get in touch with the applicant and be scheduled for an interview.



Next is the career objective which is the reason why the applicant wants to apply for the position. By putting a strong goal in mind and not a general one, the employer will see that this person has a direction which is why that person wants to work for the company.

The next section should include the relevant skills and knowledge one has had in the current and previous jobs as well as highlighting one's major accomplishments. By putting in detail the things one has done in that position and experiences learned from it, that information is already basis for the employer to see the potential the applicant has for that position. It shows the qualities one possesses and the benefits one can contribute to the further growth of the company.

After that, the resume should show one's educational background. Some companies prefer someone with a degree in a certain field, a licensed professional to do the job or one who possesses a master's degree. By showing one's credentials, it is a good indicator of the type of training one has possessed in school and the accomplishments one has achieved in the course of one's career.

The latter section should provide details such as hobbies, interests and character references. Employers look at potential applicants who not only have the qualifications for the job but also those who are well rounded.

Being active in a certain organization and be seen as a leader in a group shows one's social skills with others. Character references do the same and give people an idea how one performed working with that person.

There is no ideal resume. It depends on the job. It is an important step one must pass before being called for that first interview.

Wanted: Job Skills on the Loose

In today's competitive life, employers are more inclined to find people who can contribute to the growth of the company and not just boost its productivity.

Hence, most employers tend to look for people who are endowed with the most desirable job skills in order to match the expectations and necessities of the company.

Therefore, for people who wish to make it to the jobs that they have long been dreaming of, it is important to know the most sought after job skills of most employers.

Here's a list of the important job skills a job seeker must have in order to land a good job and keep it.

1. The ability to research

Job seekers should possess the ability to research not because they wanted to land a job in a research company but in order to do simple searches on the data needed by a particular activity.

2. Logical thinking

Most employers need people who are able to produce effective solutions and to make sensible solutions regarding a proposal or a probable activity.

3. Technologically literate

With the advent of information technology, most job openings require people who are computer literate or know how to operate different machines and office equipments.



Most employers do not necessarily need people who are technological graduates. The simple fact that job seekers know the basic principles of technology is already enough.

4. Communication skills

People who are able to land a good job are mostly those who are adept in speaking and writing. Employers hire people who are able to express their thoughts efficiently through verbal and written communications.

5. Organizational skills

No employer would like to hire somebody who is disorganized. Organization is extremely important to maintain a harmonious working relationship in the company. Hence, most employers find people who know how to arrange scheme and methods that would maintain the orderliness in the area.

6. Interpersonal skills

Because the working environment consists of various kinds of personalities, it is necessary, therefore, to acquire the skill to communicate to people from different walks of life.

7. Professional Growth

Employers hire people who are able to create a plan that will generate personal career growth. This means that the person is willing to improve him or herself professionally by learning new things he or she still does not know.

These are just some of the most wanted job skills by most employers. Hence, it is important for the job seekers to take note of these assets in order to be successful in every endeavor they make.

8. Better Job Search Engines

Job search engines use state-of-the-art technology to assist people in their job quest. Here you could enter all the relevant information to reduce the lists of sought after jobs to get more accurate results.

Because new jobs are being added daily or even hours after, the tendency to see the results you had yesterday may be different from what you see today. This is where job search engines come in handy.

After some trial and error there are a few job search engines that could yield better results. They allow searchers to see major job sites, companies and even its associations by entering a keyword and location. Results can be seen in different ways, it could be in a browser list and some sent thru e-mail.



SimplyHired.com, America's Job Bank, Jobster, and Indeed.com are just a few of the search engines that can give you more accurate results. These sites include over 500 job listings with job boards, prime newspapers, and numerous companies with career pages.

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

America's Job Bank let's you enter the job category you would like to search, then you can enter either the city or the zip code and state you would like to find the job and it gives the list of job openings. If you're lucky, you can even get the quoted salary from each of the companies you're eyeing on.

In SimplyHired.com aside from the list of jobs open, applicants are also given a short description of the job you're about to handle including the responsibilities to be met even during application. It also includes the type of company, location and date when the job was posted.

Jobster provides the latest job postings from today up to the last 7 days wherein you can also choose the distance you prefer. This site gives you the ability to see the list of the freshly posted jobs from a variety of sources.

How Well Are They?

These sites give listings that are relevant and timely, compared to other search engines that generate results a little longer than the others. Some would even provide results that are far from the location picked out.

So far the best among the search engines used is the Simplyhired.Com. It showed the job title, a link was also provided for posting, a summary of the job description, where the exact current location and where it originated. The produced results are easy to read, non-confusing with bits and pieces more of information plus the getting around is user friendly

9. Job Sites Top Five

Currently, there are 5 of the most sought after web sites being used by aspiring applicants on the web when job-hunting. These are:

5) *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.

4) *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.

3) *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.

2) *JobCentral.com*

JobCentral provides information about their member companies and assistance to new graduates and old time 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.

1) *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.

My Saved Jobs tab helps you search for the saved ones that interest you when you plan to come back and manage them in one convenient location.

My Resume tab help employers find you, you can upload an existing resume and even create a new one.

Career Tools assists applicants in preparing the resume as well to end up with a job-winning application letter, back you up with interviewing to prepare for a great impression, helps applicants make connections and create relationships, and lastly calculate to find out the effective way of negotiating with the starting and future salary.

10. Some Tips on How Not To Lose a Job

Nowadays, finding a job can be very tedious. However, some people contend that trying to keep a job to avoid the risk of losing it is in even harder. This is because they are trying whatever viable means there is, in order not to lose their jobs.

Unemployment is a devastating condition in the society. It wrecks dreams and ambitions, and the goal to have a happy and decent life. In fact, unemployment had such an effect in the United States in 1990, where it only recorded 45% of its population working and from here; only 24% are working full time. That is why it is extremely important for a person to find a job and try harder not to lose it.

Today, the percentage of people who are employed gradually increases and the wage that they earn escalates as well, according to the Bureau of Labor and Statistics. The families that only earn from \$10,000 to \$50,000 in a year are already less common because the others are earning a lot more.



For people who already have a job and desire not to be jobless again, here are some tips that they must follow in order to stay on track:

1. Employees should always try their best to improve their performance

This entails a chain reaction within the work force in the company. The employee should, by all means try harder to do their job well as well as improve their performance in order to increase productivity.

Once productivity has been improved, the income of the company will grow, meaning there will be more funds for remuneration and more probabilities that the company will adhere to its employees' cultivation and motivation.

2. Avoid procrastination

If a person does not want to lose his or her job, procrastination should be avoided. Making up lame excuses, even if there is the slightest truth in it, will never justify the work undone.

3. It is better for a person to find a job that he or she truly likes.

It would be harder to keep a job that a person does not like. This will only result to poor performance and everything. It is better for a person to find a job that would bring meaning to his or her life.

The main point here is that people should know how to turn failures into success in order to focus on one common goal: never to lose a job again.

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