

Outline of Presentation

- •Coping with Layoffs and Unemployment •Career Plan •Owning strengths and abilities What

- -Owning strengths and abilities What employers expect
 -How to maintain your professional image
 -What clothing, gestures and nonverbal communication say about us
 -Organizing for the job search
 -Resumes/Cover Letters
 -Interviewing
 -Networking
 -Stay motivated



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Where to Begin	·
Assess: •Finances	ALLE CONTROL OF THE C
 Healthcare options 	
•Emotions and support	
Review:Resume/cover letter	
•References	***************************************
Interviewing Skills	
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taken pools wat the way trough life	
Develop a Plan	
•Organize	i
•Keeping track	
-Job applications -Networking contacts	
<u> </u>	
-Decide how you'll do it and follow through	

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Develop a Plan	
•Establish a daily routine	
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•Don't isolate yourself	
•Manage your anxiety	
-watings your anxiety	
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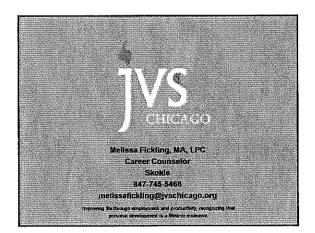
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What do you want?			
•Establish a career identity			
-Do your skills match what			
you want?			
-Elevator speech		***************************************	
•What do you need?			
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Assessing Skills]		
•What are your skills?			
•What needs to be updated?			
•Technology Skills!			
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her :			
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An Online Job Search		*****	
•Websites			
-www.indeed.com -Industry sites, professional -			
associations, company sites, LinkedIn			
•Keep track again!			
-Usernames, passwords, job numbers, -Contact information			
-Resume and cover letter sent -References			
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References	A SERVICE AND ADDRESS OF THE SERVICE AND ADDRESS
•Often required in online	
applications	
•Things you'll need -Name	
-Title, Current Employer -Phone Number	
-Е-таіl -Relationship to you	And the second s
) Neight garagie wast thus very through the.	
Resumes	
•Get your resume reviewed friends, family or career counselor	
•Keep it relevant and up-to-date	
•Chronological vs. Functional	
*Summary vs. Objective	·
•1-2 pages	
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Helphy Emble was they was directly go	
Networking	
Start with people you feel most comfortable with and then ask for	44444
introductionsGo online – Linkedin.com,	
Facebook, Twitter •Attend events	
•Elevator speeches	-
Keep track of your contacts and introductions	
•Help others!	

Interviewing

- •Know how to get there •Bring picture ID, extra resumes, Bring picture ID, extra resumes, and references
 Research the company
 Get cards of interviewers (for thank you notes)
 No perfume, flashy jewelry, food, gum, phones
 Shake hands firmly
 Appear confident and prepared
 Smile!!

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Getting Started and Creating a Plan

You wouldn't build a house without a blue-print nor should you start a job search without a plan. Successful job-hunting in today's market is a process that needs planning, organization, dedication and fearlessness.

In today's economy it takes 9-18 months to find a job. So "put down the mouse and pick up the phone" and Network! Network! Network! 85% of all jobs today are landed through networking.

Real	ity Check
	Do you have a career Identity?
	What are your transferable Skills?
	Can you indentify your interests and the type of work environment in which you will
	be successful?
	box Assessment
	Personal brand
	Elevator speech
	Resumes
	Cover letters
	Networking skills
	Social Networking
	Interviewing
Dive	rsified Job Search
	websites
	,
	Attend events/ workshops/presentations/lectures
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	r successful job search strategies
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	Focus your internet job search by only applying to one or two targeted, quality posit
Have	e a system to track jobs applied to, responses and your follow-up.
	o One folder for each job applied for that houses, job description, resume,
	cover, cover letter. Outside of folder use to track when and whom
	application was sent.

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