

A Step-by-Step Guide on How to Find Your Dream Job Today

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Table of Contents

Page: 5	Introduction
Page: 7	Know What You Want
Page: 9	Help in Choosing a Career
Page: 11	Set Goals
Page: 13	Reevaluate Your Job Skills
Page: 18	“My Elevator Pitch”
Page: 21	Weekly Job Search Model
Page: 24	Online Presence & Staying Current
Page: 27	Network Network Network
Page: 30	Job Seeking Websites
Page: 34	Think Outside the Box

Introduction

In today's job market, more and more we are required to utilize cutting-edge resources and tools to get the job we desire. Competition is stiff and you never know where and when your next job opportunity will show up. You must be able to put your best foot forward at all times and wow employers with WHO YOU ARE and WHY THEY SHOULD HIRE YOU.



This guide was created to help you do exactly that. We will begin with evaluating what you want your next career opportunity to be, setting your short and long term career goals, developing your elevator speech, customizing your weekly job search model, polishing up your online presence and, of course, networking.

In each section you will receive a brief introduction, and easy steps for you to start today on getting to where you want to be tomorrow. Go through the entire guide twice. Once to understand the structure and content. For the second time, start implementing and taking action.

As you can see, we are big believers that taking action is key. More of these guides will be available over the next year that will be specializing in the categories listed in the table of contents and many many more. We wish you the best of luck in your career path, and never give up on your hopes and dreams.

Know What You Want

Knowing what you want is one of the most important aspects in your job search. It will help guide you to find the best type of job and career that suits your personality and desires. Truly knowing what kind of personality you have and your interests gives you an idea how you would like to spend the majority of your work day.



What do you do now?

1. Make a list of what really interests you.
2. Make a list of what really excites you.
3. Ask yourself “What kind of job am I really after”?
4. Make a list of what really moves you?
5. Would you be more interested in status or a six-figure salary?
6. Do you want to make a difference in your community and the world or just on your company’s net worth?
7. Make a list of the kinds of people you would like to work with; Do you prefer working with loud people or quiet types; would you like a place where people love socializing or not?

8. Are you after a small, medium, or large organization? What about an overseas, local, or regional company?
9. Ask others what they think of you. Email 10 of your closest family and friends and ask them what about your traits and skills. You might be most surprised to hear the answers, and learn a few things about yourself.
10. Take a Career Assessment / Aptitude Test.
Ask others what they Go online and do a Google search for “assessment test”. You will find many websites that will offer these tests for free. For a small fee, they often will also give some career planning advice and more in-depth information on how to achieve your career goals.

REMEMBER

Assessment tests are great tools in the career planning process and should be used especially if you are confused as to which career path you should take. Use them to formulate some goals and then make a plan toward achieving those goals. There's no reason why you have to stay in a career you're not satisfied with.

HELP IN CHOOSING A CAREER

There are career planning resources that will help guide you along the path to a new career by offering information about different areas you can work in and what it takes to get there. They will give job descriptions along with the qualifications that you have to have to work in that specific field.

What do you do now?

1. Check your local community college or university departments that specialize in choosing a career for career and job searching resources.
2. One great free online career counseling website is www.careerplanner.com.
3. Set up two informational interviews per month with industry experts to learn about your area-of-interest.



REMEMBER

www.careerplanner.com offers you a free career test that can show you which careers are best suited for you. Tests such as these are great if you aren't really sure which career you want to get into or see if you are missing a career that you never considered getting into in the first place.

Take a look at job descriptions that are available for various careers. This will allow you to know exactly what work is expected of you in specific jobs. These descriptions include tasks, work activities, required knowledge, skills, and abilities. When making a career change, you will want to be sure and do your research on your intended career so that you don't get involved in a job that you either can't do, or won't enjoy doing.

REMEMBER

Try something new!!! If you are stuck in a job search rut, add a new strategy to your repertoire. Diversity is key. Instead of only job searching online, try working with a recruiter, or set up informational interviews with industry contacts to help you learn more about the area of interest and the hands-on daily job duties.

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