

# How and Where to Search for Jobs

*"The Practical Solution When Job Hunting"...*



**Best Tips & Advice**

# Table of Content

1. Searching for an Accounting Job
2. Job Search Tips
3. Best Jobs
4. Entry-Level Jobs 101: 4 Must-Know Tips
5. Must-know Tips on Executive Job Search
6. Seize the Opportunity and the Job: The Interview
7. Health Care Job Search Tips: Health is Wealth Indeed!
8. Tips For a Stress-Free IT Job Search
9. Job Descriptions: Why Effective Job Descriptions Make Good Business Sense
10. Jobs and over aged applicants
11. Stress-free Job Hunting Guide
12. Online Job Hunting
13. Tips in a Job Interview
14. Facts about Searching Jobs Abroad
15. Better Job Search Engines
16. Quo Vadis, New Graduate
17. Job Sites Top Five
18. Looking for the Job that is right for you
19. How to Make the Best Out of Job Fairs
20. Tips on Optimizing Job Listings
21. The Best Medical Job Search Tips Ever
22. Wanted: Job Skills on the Loose
23. Some Tips on How Not To Lose a Job
24. Wage for the New Grad
25. Jobs Available Online
26. Extra Dough
27. The Ideal Resume
28. Seven Basic Salary Negotiation Tips
29. Job Search Tips for Sales Professionals
30. Importance of Skills Emphasis on Job Interviews

31. Matching Your Skills to Find Appropriate Jobs
32. Tips for a Successful Local Job Search
33. Searching for Perfect Teen Jobs
34. How to Create a List of Warm Contacts
35. How to Follow Up on All Contacts
36. How to be Invited for Interviews
37. Getting Started for a Cold Call
38. Identifying your skills and getting that job
39. 7 Easy Steps to Improve Your Interviewing Skills
40. Hot Tips on How to Job Scout
41. Positively Thinking Out of the Box
42. Jobseeker FAQs on Thank You notes
43. Setting Clear Objectives
44. Dressing up for the Success Interview
45. How to Get Referrals from Warm Contacts
46. Tips on Using Your Warm Contact List When Networking

## Resources

## Searching for an Accounting Job

Accounting graduates, have broader choices and specific paths to follow with their careers. Accounting requires a lot of skills when it comes to business and that is why every company has an employee that is an accounting graduate. If you are an accounting graduate, you can apply in any kind of firm. Areas may include tax, audit, financial analysis and management accounting.

It is best that you apply for a job that matches your interests and expertise. There are careers that have been proven by most accounting graduates to bring them to the top of the success ladder and you may want to consider entering these fields.

If you are an accounting graduate who excel in public accounting, the entry-level positions that best fit this skill are Tax Staff, Consulting/ Management Services and Staff Auditor. With these positions you will do your duties reporting to a senior. Once you have acquired three to six years of experience in any of these positions, you may then want to consider applying for the higher levels like Tax Senior, Senior Auditor, and Consulting Senior where the position entails reporting directly to a Manager. After six years of excelling with these positions, then you may consider the positions Partner level and Senior Partner.

Having an edge with corporate accounting, one to three years of experience will qualify you to become a staff member in Internal Audit, Tax Accounting, Management, and Financial Accounting. Moving up the higher level after three to six years, you will be eligible for the Senior Level for Internal Audit, Tax Accounting and Management Accounting. Six years thereafter, you may want to consider aiming for the positions like the Tax Manager, Internal Audit Manager and Financial Accounting Manager.

Expertise in Financial Management, Staff for Financial Planning, Cash Management, and Credit Analysis are options for entry-level positions. Once you have gained the enough experience, you may aim for the Treasury Operations, Credit Analysis and Senior Financial Planning. Higher positions will include Treasurer, Manager for Credit Analysis and Financial Planning.

These career options are traditional paths that were found to fit best for accounting graduates. However, it does not mean that they are the only way to climb up the success ladder. You should go beyond not just limit your skills to accounting. It is still recommended that you gain enough work experience, acquire knowledge in different aspects of education, and continue to improve your character to be a step ahead with other job seekers.

Job Search Tips

If you're not sure what to do, here's a list that might help.

1. Know thyself.

Identify what really interest and excites you. Understand that these traits define you and use it to explore career choices and opportunities.

2. Take a career assessment test.

There are a lot of career assessment tests available online. Find the time to take one. The test gives you a lot of insights about your core competencies and work preferences.

3. Ask others.

It's actually quite difficult to see yourself as others do. It would be to your advantage to ask friends and family on your traits and skills. Your co-workers are also a good source of information. Knowing how they perceive you, what they like and don't like about you and what skills or traits need to be changed can be helpful in determining your professional profile.

4. What moves you?

Would you be more interested in status or a six figure salary? Do you want to make a difference in your community and the world or just on your company's net worth?

5. Take charge.

In the '80s, when you worked for a large company, you usually could conclude that you would be working there for your entire career. In those days, the corporation drove your career path, advancing as it saw fit.

At the turn of the century, times have changed. In the span of your career, you would probably work for at least five companies. In most cases, you will probably work for more

than five. Know which career track you desire, and make sure that track brings you to where you wish to go.

#### 6. Determine the company fit.

With the current emphasis on streamlined and productivity-focused companies, the cultural and company fit are just as important as the professional goals. Consider the values and principles of the company and compare them with your own. It is important that you feel comfortable and fit in with company.

#### 7. Free your mind.

The career path you choose is about change and more change. It includes expansion and new opportunities. All of these changes require a desire to journey and discover.

#### 8. Balance is the key.

A huge amount of time is devoted to your career when you are in your 20s and 30s. When you reach your 40s, your personal life might take precedence and maybe more important to you. Find a corporation that will provide you with a balance in your work and your life.

#### 9. Don't hang around.

If you're not satisfied with the way your career is going, go do something. Always be in control of your career path to have a satisfying career.

### Best Jobs

Employers have said that they are more likely to be 12 percent more graduates this year than last year. It is the first projected increase since the year 2000.

In another study, a projected 60 percent of US business plan to employ the same number of graduates this year as with

last year. That is an increase of fifty-five percent from last year, according to the CERI (Collegiate Employment Research Institute) at MSU.

According to recent studies, US Corporations and businesses will employ more graduates with a bachelor's degree in business, biological and physical sciences. Those with construction management, engineering degrees, health care and accounting will also experience an increase in hiring. Other fields will have a slight decline.

On the average, companies are hiring forty three percent of its interns to fulltime and regular status. The expected increase in the hiring of graduates coincides with an expected growth forecast of the economy next year according to a recent survey by the Federal Reserve Bank.

A lot of companies are coming out of a slump and are now hiring their interns and looking for more. A lot of companies are posting jobs and coming into different campuses.

Most experts advise that during the holidays, whether you're looking for permanent employment or internship, it is time to step up your search.

Take advantage of the holiday events you're going to, discuss what you're looking for and your goals. Businesses don't want to be flooded with calls and faxes of resumes. They will probably rely on word-of-mouth to get a handful of candidates The holidays are a perfect time to network.

What to expect:

Companies will hire more students earning bachelor's degree in business and management, physical and biological sciences. Engineering, health care and accounting degrees also would experience an increase. Other degrees will experience a decrease in hiring

Businesses expect to employ about the same volume of MBAs this year as last year. Businesses have found employees with bachelor's degrees being able to do some work being done by MBAs.

It will be harder for graduates with computer science degrees to find work.

Companies are more likely to employ students who have undergone internships. The work experience, they say, makes a lot of difference. Federal agencies will employ more graduates but not nearly enough to offset the decrease in hiring by the state and local government agencies.

On average, starting salaries will increase by 1 to 2 percent.

### Entry-Level Jobs 101: 4 Must-Know Tips

For most people, aiming for a higher position at once is the key to job search success. However, for some people who know that in order to succeed in the job market, they have to, literally, start from scratch. This means that people who want to grow positively in the working world; they have to learn the basics and fundamental principles of working, how it is to love the work most people do, and how to establish a good working relationship with his or her colleagues.

In order to enjoy all of these, one must submit himself or herself to an entry-level type of job. This refers to a job that requires minimal skills and expertise with no experience requirement needed.

Because of its nature, entry-level jobs are characterized by low salary, require physical work, and sometimes need field work.

Most often than not, people who are into entry-level jobs have very low hourly rates and may or may not entail insurance. This would mean that any hospital expenses caused by accidents that happened while the worker is at work may or may not be compensated by the employer, meaning there is no guarantee or whatsoever.

What's more, most entry-level jobs are on a part-time basis. Examples of entry-level jobs are receptionist, apprenticeship, those who are working in a fast food restaurant, customer service, cashiers, etc.

Contrary to popular belief, entry-level jobs should not be ignored. What people do not realize is that entry-level jobs offer more than just low wages. These jobs are the foundation of all other positions available in the job market.

In most cases, people who start to work on higher positions right after they graduate from college are easily bored from their work. What is even worse, there is no room available for personal growth and career advancement.

Entry-level jobs are the stepping-stone to success in careers. So, for people who wish to grow and be promoted to a higher position, here are some tips that they can use:

1. Workers who are in the entry-level position should show enthusiasm, efficiency, caring, and love for his work.

2. They should master their skills and hone their craft.

3. They should be an expert on customer service.

4. They should know how to impress a customer who happens to be seeking an employee who knows optimum customer service.

These are just a few of the qualities that must be employed by an entry-level worker in order to advance to a higher position. And once he reaches the top, he knows that work is definitely something worth valuing for.

### Must-know Tips on Executive Job Search

It is normal for every person to strive for career advancement and growth. It makes them feel that all of their hard work has paid off and that a promotion is, indeed, the best reward they can get.

However, for some whose luck seems to be so illusive, they have to find their own growth somewhere else. That is why most of them opted for executive job searches, where they hope that someday they would be lucky enough to find the executive job that they have long been dreaming for.

But is it really just luck? Or are there some factors that need to be considered when searching for that executive job of their dreams?

Landing a good executive job is not dependent on luck. For people who wish to learn some tips regarding executive job searches, here are some pointers on how to get that dream job:

### 1. Killer looks

The saying, "Looks could kill" is not an understatement. Though the word kill is only used literally and the word look is sometimes associated with stares. But what is being pointed out here is that looks can definitely kill a person's chances on landing his or her executive job if the applicant had missed one great factor: appearance.

As the saying goes, first impressions last, so it would be better to make that first impression by looking just right for the job. After all, if a person wants to have an executive job, then, he should dress appropriately for the position. In this way, the executive job he had been searching for might just become a reality.

### 2. Show some mastery

For an executive position, most employers would want to hire those who are already an expert in their own field. This means that the applicants should be adept in the areas concerning their chosen careers. This will show that the applicant has already started a coherent career track and is already knowledgeable in the field.

It will do no good to an applicant who claims to be a "jack of all trades but a master of none." Six out of 10 applicants are hired because of their expertise on a certain field. This only means that employers are more concerned with people who have already mastered their career and have established continuous career growth.

Finding an available executive job could be one thing but actually getting that dream executive job is another thing. Looking and acting the part is a must to landing that dream

job!

### Seize the Opportunity and the Job: The Interview

So, you've submitted a killer Curriculum Vitae and supporting documents. You're ahead of the pack and have just received a call for an interview. What do you do next?

The interview is the most stressful and important part of job hunting. This is where the employers make a decision based on his or her impression of whether to hire you for their job. You will want to do your best in this part because here lays the culmination of all your job hunting efforts. Flub it here and all your efforts from application to examinations will go down the drain.

#### 1. Make a Great Impression

Always dress in your best attire for the interview. Your attire should be appropriate. No matter what the company may require for their employees, the first impression for applicants should be conservative business attire.

## 2. Do a Little Research

One of the best ways to make a good impression on your interviewer is to do a little research on the company you are applying for. This will equip you with material to answer many of the questions the interviewer will ask. One of the main points of the questions you will be asked is how your skills can benefit the company. If you know a thing or two about the company, you will find it a lot easier to answer this question. Plus, dropping a few meaty tidbits about how much you know about the company will go a long way in impressing the interviewer.

## 3. Watch Your Body Language

Many of the interviewers are well versed in body language, and you will find that, throughout the interview, they will be looking for hints about your personality from the way you act, talk, and move. It would be abnormal to assume a different set of body language during the interview. What you should do is to take note of your body language so that at least it communicates openness and honesty.

Avoid telling lies or embellishing your answers.

Experienced interviewers will notice this in an instant. Always keep your palms open and avoid crossing your legs or your arms together. Do not be afraid to make eye contact while speaking; just make sure that you do not come across as intimidating.

## 4. Confidence

Walk in with a purpose. Answer with a purpose. Try not to be too self-conscious. Make sure you are confident in what you say. If you hit a snag and find yourself in a compromising situation, make sure you handle the situation confidently – even when saying that you do not know an answer to a question.

Confidence reflects competence. Employers always look for competent people to fill their ranks.

## Health Care Job Search Tips: Health is Wealth Indeed!

Nowadays, jobs falling under the health care category are one of the most in demand jobs. This is because more and more countries fall short with regards to their employees and staff in the health care industry.

In fact, aside from computers and information technology, health care jobs are the ones that are greatly sought after by both the employers and applicants.

Aside from the increasing demand, health care jobs are also one of the best paying jobs all over the world. For example, in the United States alone, physical therapist assistants get to earn \$27,500 to \$ 41,780 in a year. It is also expected to grow by 46% in the years to come.

For people who are dreaming to go abroad and land a job in the health care category, here are some tips that that can help:

### 1. Know your craft

The problem with most people who are looking for health care jobs is that they do not know the fundamental skill needed

in this kind of job: care for others.

There are many instances wherein health care jobs do not necessarily require people who have a higher education diploma in health care. So, people who have a "caring" attitude, can have a lucrative job in the health care industry.

2. Health Information technicians and Medical Records rank six on United States' 10 hottest jobs of 2005.

These positions can work well for people who are looking for health care jobs. These positions pay \$19,700 to \$27,400 annually.

3. Success is in the keywords, For people who are searching for specific health care jobs on the Internet, it is best to narrow down their searches with some more detailed keywords. In this way, health care job searches will reap better results.

4. Aim for the best positions in the health care industry

For people who wish to land a good job in the health care industry, it would be better to do some homework first. In this way, they can get an overview on which position has the most demands for employees and which job entails higher salaries.

In the United States' 10 hottest job of 2005, medical assistants are the top positions in demand in the health care industry today. In fact, surveys show that the demand for medical assistants will continue to grow and will increase by 69% in 2014.

Indeed, the health care industry continues to saturate the market with a continuous growth for the demands of its services. No wonder why most people are into health care jobs!

### Tips For a Stress-Free IT Job Search

The best source to look for jobs related to Information Technology (most commonly known as IT) is, obviously, the Internet.

Various sites offer listings of job openings for specific fields. The key for a fruitful search is to know how and where to look for the best possible jobs available.

To have access on a certain site's listing, an individual must first accomplish the following:

1. Register at the chosen site
2. After registration confirmation (via an email from the moderator of the site), the individual may now have access to the list
3. In searching for the preferred or suitable job vacancy, you may be asked to fill out a form (online) that states an individual's profile.

This is usually used for easier browsing of related work since IT has various fields of specialties. Other sites automatically match an individual's profile with the available or suited vacancy based on the information given by the person.

## Thank You for previewing this eBook

You can read the full version of this eBook in different formats:

- HTML (Free /Available to everyone)
- PDF / TXT (Available to V.I.P. members. Free Standard members can access up to 5 PDF/TXT eBooks per month each month)
- Epub & Mobipocket (Exclusive to V.I.P. members)

To download this full book, simply select the format you desire below

