

10 Tips for a Successful Job Search

1. Do one thing a day that pleases you!

Looking for work can be a full time job in itself. By doing something that makes you feel good, you'll rejuvenate yourself on a regular basis, and uplift your spirits at the same time.

2. Network authentically.

You don't have to 'work a room' if you don't want to. Do what is comfortable for you, be yourself and I bet the contacts you make will be more meaningful than the quick swapping of business cards so many do. Be interested, not interesting.

3. Connect with others.

Now that you've met them, call them. Jobs are found through building relationships.

4. Call all your friends, family, acquaintances.

Include EVERY aspect in your life, from the letter carrier to your community associations. Let them know what type of work you are seeking. People like to help.

5. Forget the classifieds.

Only 25% of jobs available are listed here. Go to your nearest Government Career Centre. They have plenty of free resources for all aspects of your job search.

6. Have a coffee, grab a pen and paper and write down all aspects of your ideal workday. What are you doing? Are you by yourself or in a team? Self employed? In a corporation? Outside? Inside? Planning, Selling? Create a vision of what you want, and watch how life can unfold toward it.

7. Research the companies that appeal to you. Know what environment you can thrive in.

8. Start calling the companies that best match number 6 & 7. Get appointments with the hiring managers. Have a prepared outline of what you want to accomplish before each call.

9. Hire a Career Coach!

Make it easy for yourself. Those tips you have received regarding resume writing, interview skills, jobs search and negotiating will be worth it when you land the job of your dreams, right?

10. Be where you are.

Sounds simple, doesn't it? Where ever you go, who ever you talk to, and whatever task you are doing, BE where you are. Quit thinking about all the other things, and just focus. It will calm you, and you will naturally be more appealing to others.