

CHAPTER

17

Job Search and Advancement

- 1 Analyze Your Skills, Abilities, and Interests
- 2 Adopt a Job Search Plan
- 3 Prepare Employment Documents
- 4 Interview Successfully
- 5 Job Advancement and Changes

Analyze Your Skills, Abilities, and Interests

- Evaluate your skills.
- Identify your abilities.
- Determine your interests.
- Set goals.
- Look for mentors.

Adopt a Job Search Plan

- Traditional job search
- Targeted job search
- Part-time or temporary work



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Adopt a Job Search Plan

- Develop networks.
- Search online.
- Read newspapers.
- Visit employment agencies.
- Work with your college or university.

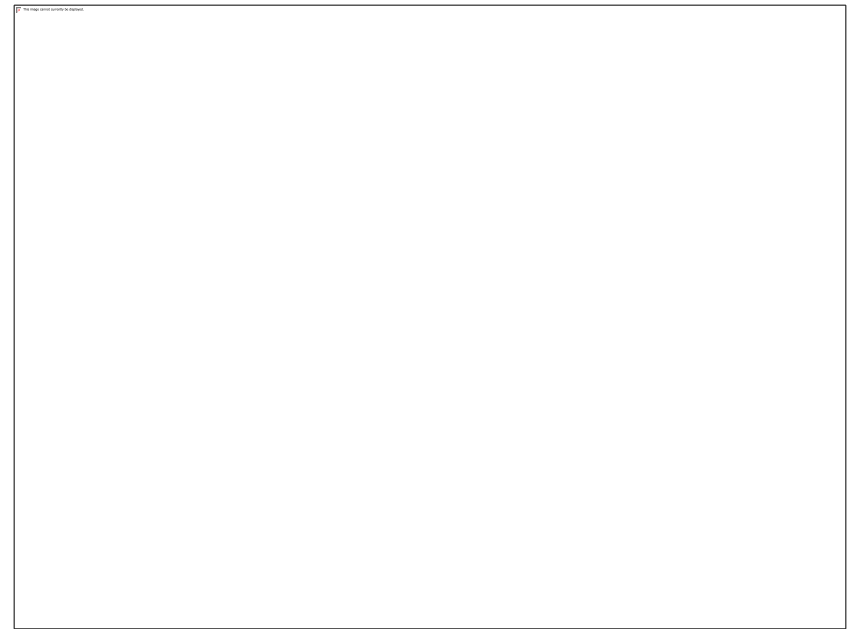


Image Source/Getty Images

Research Organizations

- Periodicals or websites that profile organizations
- Company websites
- Search engines
- Chambers of commerce
- College placement office
- Friends, relatives, and acquaintances

Prepare Employment Documents

- Chronological resume
- Functional resume
- Electronic resume
- Letter of application

Chronological Resume

Whipple Park Dental Association
www.whippleparkdental.com

Professional major; key software applications in two organizations.

CAREER OBJECTIVE To obtain an office management position.

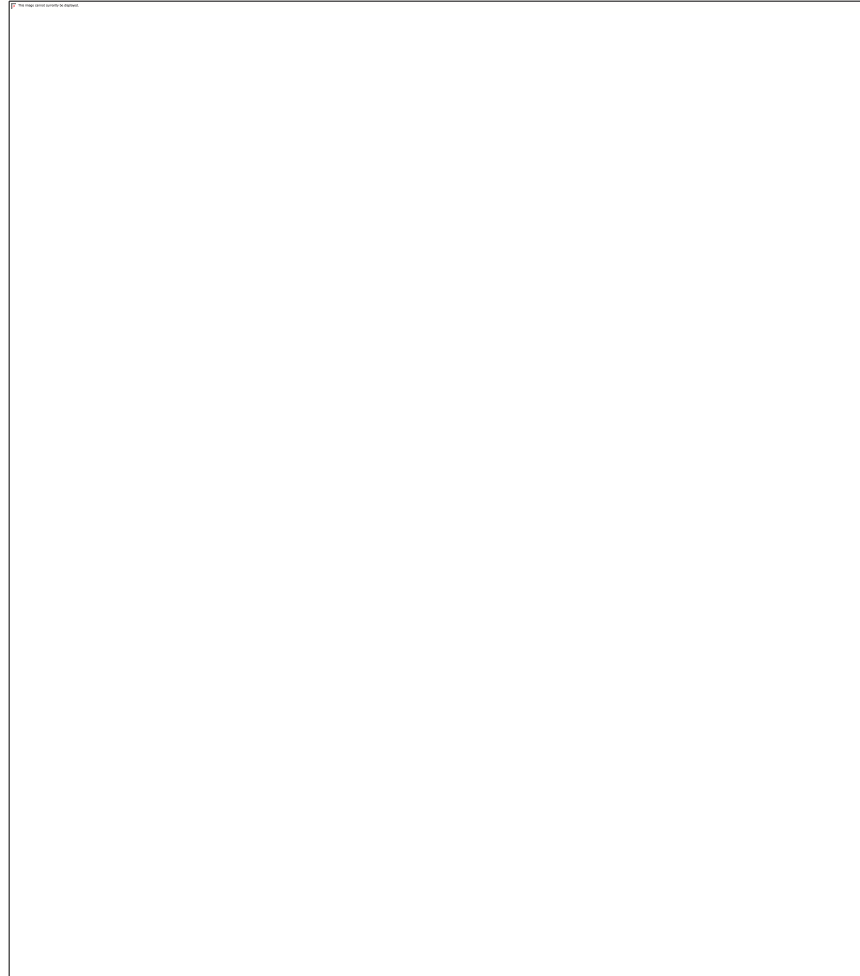
SUMMARY OF ACHIEVEMENTS Associate's degree with Administrative applications. Relevant work experience:

- Manage patient and business records.
- Handle confidential and secure information.

Office Assistant, June 2011 to April 2011. Duties: Input patient insurance data and new patient information. Scheduled and billed for appointments. Filed and pulled documents.

REFERENCES References available on request.

Functional Resume



Electronic Resume

PATRICIA LAFAVER**PERMANENT ADDRESS**

212 Ann Street
Savannah, GA 31401-0583
Telephone: 912-555-0119

TEMPORARY ADDRESS

340 Ross Avenue, Apartment 3G
Euless, TX 76060-0743
Telephone: 817-555-0189
E-mail: plf@adm.net

CAREER OBJECTIVE

To obtain a position as an administrative assistant with the opportunity to use my technology skills, communication skills, and human relations skills.

SUMMARY OF ACHIEVEMENTS

Associate's degree in Administrative Professional and Office Technology; Microsoft Office applications. Relevant work experience.

PROFESSIONAL EXPERIENCE

While employed in the Business Division of Oakwood Community College, I performed these duties:

- * Communicated in writing and verbally with students, faculty, administrators, and the public.
- * Used Microsoft Office to prepare and work with documents, spreadsheets, databases, and electronic presentations.
- * Employed human relations skills while working with 15 faculty and 50 students.
- * Assisted students with schedules and degree plans.
- * Keyed syllabi, tests, and general correspondence for faculty.
- * Set up computer and paper filing systems and maintained files.
- * Researched curriculums at other colleges.
- * Handled confidential and secure information.

EDUCATION

Associate of Applied Sciences, Administrative Professional and Office Technology, Oakwood Community College, Fort Worth, Texas. August 201-. GPA: 3.4/4.0.

EMPLOYMENT HISTORY

Business Division of Oakwood Community College. Fort Worth, Texas. Intern, September 201- to August 201-.

Brandon Bookstore. Fort Worth, Texas. Salesclerk, October 200- to August 201-.

HONORS AND ACTIVITIES

Member, International Association of Administrative Professionals; volunteer, Volunteer Center of North Texas.

REFERENCES

References available on request.

Prepare Employment Documents

- References
 - Use supervisors, teachers, or other professionals.
 - Ask permission first.
 - Generally, do not list references on a resume.
- Portfolios
- Personal websites

Letter of Application

- State your interest in the position.
- Give general information about your skills.
- Sell your skills.
- Transmit your resume.
- Request an interview.

Letter of Application

Patricia LaFaver

340 Ross Avenue, Apt. 3G ▪ Euless, TX 76040-0743 ▪ 817-555-0189 ▪ plf@adm.net

July 7, 201-

Mr. Alberto Rodriguez
Trimart Industries, Inc.
1001 East Eighth Street
Fort Worth, TX 76102-5201

Dear Mr. Rodriguez

Your job announcement for an administrative assistant came to my attention through your posting on the Employment Opportunities page of your website. I am eager to talk with you about joining Trimart Industries in this capacity.

I believe my skills and experience make me a strong candidate for this position. My qualifications include the following:

- An associate's degree in the Administrative Professional and Office Technology program at Oakwood Community College
- One year of work experience in the field
- Excellent human relations and communication skills
- Proficiency in *Microsoft Office*

The enclosed resume gives further details about my experience and skills. Also, please feel free to examine my online portfolio (www.plafaver.pro-portfolio.com), which provides evidence of the quality of work of which I am capable. May I have the opportunity to discuss the position and my qualifications with you? Please call me at the number above to arrange a time when we can meet.

Sincerely

Patricia LaFaver

Patricia LaFaver

Enclosure

Interview Successfully

- Online prescreening
- Telephone prescreening
- Organization research



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Practice for the Interview

- Make a list of likely questions.
- Prepare responses that show strongly you are a good match for the position.
- Choose solid, specific examples of work and school accomplishments.
- Think of what to say to show your goals and objectives match the organization's.

Practice for the Interview

- Practice by yourself.
- Do a mock interview with someone.
- Practice until you're sure you're prepared.
- Prepare for stress questions.
 - Answer in a way that highlights your abilities.
 - Be honest.
 - Steer your answer to something positive.
 - Do not say more than you need to say.

During the Interview

- Stand to greet the interviewer.
- Smile, make eye contact, and shake hands.
- Show genuine interest in what is said.
- Try to learn more about the employer's needs.
- Shape your remarks to show strongly you can fill them.

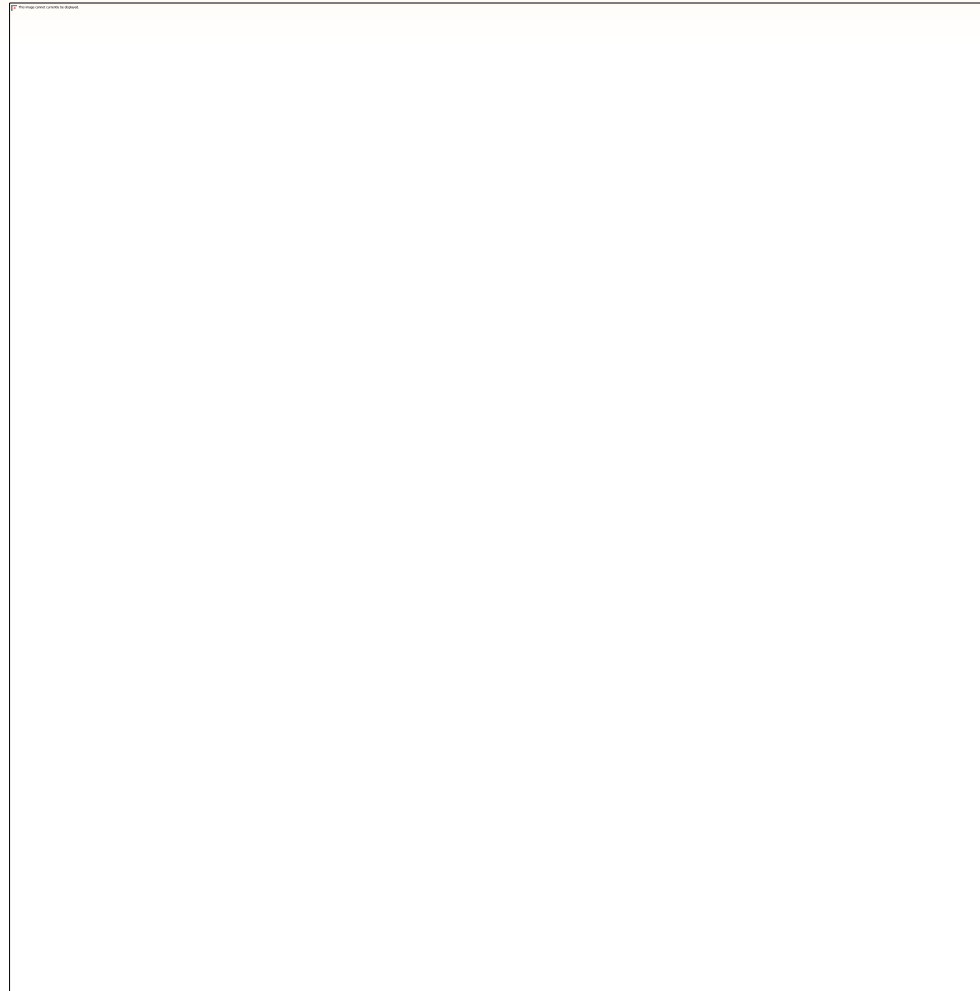
During the Interview

- Listen carefully.
- Answer the question that was asked.
- Answer thoroughly but concisely.
- Demonstrate pride in your skills and abilities.
- Do not criticize past employers or others.
- Be aware of your body language.

Interview Successfully

- Close professionally.
- Follow up.
- Do a self-assessment.
- Prepare for a job offer.

Follow-Up Letter



Job Advancement and Changes

- Maintain your enthusiasm.
- Listen to coworkers and supervisors.
- Learn from them and your experiences.
- Ask questions when you don't understand.
- Accept feedback gracefully.

Job Advancement and Changes

- Exit interview
- Layoff or termination
 - Listen to what your employer tells you about your job performance.
 - Determine that you will learn and grow from it.