

My Career Transitions Participant's Orientation Guide

WELCOME AND INTRODUCTION

- Meet your facilitators
- MCT "No Solicitation Policy"

PREPARATION

Before you even begin looking for a job ...

- Let go and move on
- Know yourself
- Job search is a process

JOB SEARCH TOOLKIT (Refer to the New Member Toolkit on www.mycareertransitions.com for examples)

All outplacement services recommend a set of tools. What are the most important tools for job search?

- Basic Tools
- Value Proposition
- Positioning Statement/Elevator Speech
- Departure Statement
- Testimonials
- References
- Accomplishment Stories
- LinkedIn

TIME MANAGEMENT

How to spend your time most wisely while in job search:

- Plan your work and work your plan
- Sharpen the saw: use this time as an opportunity to update your professional skillset

NETWORK, NETWORK, NETWORK

Embrace it - Don't dread it! Networking is easier than you imagine and more fun. Most importantly, it is generally the most effective path to job transition success.

- Networking happens everywhere
- Rely on your toolkit
- Professional development provides dual benefits; networking & professional growth
- Don't be shy about approaching others
- You have to give to get
- Say thank you

STAY STRATEGIC

- Networking newsletter
- Keep track of your contacts and conversations

Information Sources for Your Job Search

Do's and Do Not's for Your Resume:

- **Do Not** have more than two pages. Your resume should contain just enough information to whet their appetite.
- **Do Not** list any schooling prior to your college experience.
- **Do** make sure to use bullets to highlight your accomplishments under each job you list.
- **Do** make sure your formatting is lined up and all of your indents (if you have them) are the same spacing.
- **Do** make sure to apply for the right job. You do not have to master 100% of the requirements; however, if the position is for a Proposal Manager, being a Broadcast Journalist is not going to get you the job.
- **Do** not use the word "Objective" at the top of your resume, it's outdated. It is now called a "Professional Summary." It should be in a brief paragraph form, not a list of bullets.
- **Do** make sure your resume is easy to read. Use appropriately sized fonts, preferably Arial 10 or 11, or another sans serif font. Serif fonts are more difficult to read, such as Times New Roman.
- **Do** make sure you also have a professional biography. If you don't, search for a template on-line and create one. A resume tells employers **what** you have done; a bio tells them **who** you are.

LinkedIn Etiquette:

When it comes to connecting with people on LinkedIn, **DO NOT** use the standard invitation, "I'd like to add you to my professional network on LinkedIn." This gives people the impression that you do not care about creating the relationship or explaining the reason WHY you want to connect with them. Unless the person is a LION (LinkedIn Open Networker), most people will not accept invites using the standard invitation. It takes less than a minute to compose a personal message, which will help you build a positive impression.

Sites to check out

Matt Levy's blog: Matt's blog is an amazing resource for all things LinkedIn and networking. Check out his blog at <http://blog.cornerofficecoach.com/>. You can also connect with Matt, but make sure you personalize your invite. He will ignore your invite if you use the standard invite. You can tell him his friends at MyCareerTransitions recommended his blog.

You will want to check out some free webinars on LinkedIn Search Engine Optimization (SEO). This is basically learning how to optimize your LinkedIn profile so that you are more easily found by recruiters and hiring managers. Some sites to check out are: www.ilostmyjob.com, www.getajobtips.com, and www.befoundjobs.com.

Check out Toastmasters International:

Not only is Toastmasters a great place to build your confidence in communicating, speaking, and standing in front of a room full of people, it is a great group to network with! Many corporations have their own Toastmaster group, and it looks great on your resume! It is also reasonably priced!