

**“YOU’RE HIRED”** ©



**—YOUR—**

*ultimate guide to the creative*

**Job-Seeker’s**

**“Tool-Box”** ©



## **Mission Statement**

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

### A Commitment To Our Clients

We are committed to continually provide our clients with the latest developments, findings, and computer trends, relating to career-information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.



### **Web-site Security Statement**

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

# “YOU’RE HIRED”

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# Job-Seeker's “Tool-Box”



## INTRODUCTION

—and—

*Welcome to “Dr. Résumé’s”  
Job-Seeker’s  
“Tool-Box”*

### ***How does this “Tool-Box” relate to my career goals?***

Webster’s Unabridged Dictionary defines it this way:

**tool** (noun) – 1. anything used as a means of accomplishing a task, or purpose. (i.e.: *Education is a tool for success.*)

**tool-box** (noun) – 1. a box, or case in which tools are kept.

This workbook is a “tool-box” of EDUCATIONAL “*tools for success*” in YOUR job-search. However, tools are only useful—if *they are used*. Some tools are used improperly, while other tools are neglected even when they could make your job easier to accomplish. Don’t let that happen with your tools. Use them and they will make a difference in what you accomplish—in your job-search. Be a “winner.”

### ***What does “Dr. Résumé” say about this “Tool-Box”?***

“Dr. Résumé” says, “*Using the ‘Tool-Box’ is a formula for success, for job-seeker’s*” He has coached hundreds of job-seekers, for more than 2-decades with *American Marketing Associates (AMA)*, and virtually every client who has pondered and practiced (meaning put these tools into play) found the concepts and guidelines provided in this workbook, dramatically helped to make THEM “winners.”

Two very important fundamental-truths apply to every job-search:

**FIRST**, there is NO magic formula for success. Quite simply, you must NEVER, EVER GIVE UP.

**SECOND**, you are ALWAYS in competition, when you are a job-seeker. This fundamental-truth means there will be “winners” and “losers.” The steady principle is that YOU want to be a “winner.”

The numerous “Tools” detailed in this creative *Job-Seeker’s “Tool-Box”* need to be read and underlined, then PUT INTO PRACTICE to gain the maximum edge, in your job-search and ultimately to help ensure that “You’re Hired.”

### ***How do I use the “Tool-Box” guidelines and concepts?***

A quick review of the “tool-box” may give you the impression some of the “tools” are lists of things to do. Well, that is exactly correct. Some of the “tools” are “to-do-lists” and, unfortunately, a problem with “to-do-lists” is—some folks *do-NOT-do*. The key to success with the “tools” in this box, to use them.

According to the “Dr.” the tools in this book, while not magic, can have a *magic-like* impact on your job-search, IF YOU TOO, ponder and practice these “prescriptions written for you by “Dr, *Résumé*.” Just like following advice, or using any prescription you receive from a medical Dr., it’s entirely up to you. Are you self-reliant? Do you want to be a “winner?” Then follow “Dr, *Résumé’s* prescriptions” provided in this “tool-box” Do your research, chase down your job-lead sources, go the extra mile, perhaps even two, yet NEVER, EVER GIVE UP until you too are a “winner.”

### ***Where do I begin?***

Do you have a well-prepared résumé, that clearly identifies your skills, interests and your commendable accomplishments and activities. If so, the next step is to target specific businesses, professions, industries, services, trades, agencies, etc., with your résumé and a cover-letter.

### ***How do I plan my “Attack-Strategy?”***

#### **Are you currently employed? “NO!”**

Then you need to commit—NOW—to spending about 6-hours each day, Monday through Friday, in your job-search activity. Let NO other thing, activity, event, interest, telephone call, etc. detract from these hours. Stay committed to success and you WILL be a “winner.”

#### **Are you currently employed? “YES!”**

Are trying to make a job, or career change? Great. Then you too need to commit—NOW—to setting aside blocks of time, on specified evenings and Saturdays.

As noted above, let NO other thing detract you from these committed hours, until you ARE a “winner.”

To plan YOUR—*Attack-Strategy*—following are some of the techniques detailed in this “Tool-Box.” These are action-steps to help you accomplish your goal of having a hiring manager say “You’re Hired.” They have consistently proven to be effective for achieving this goal—and are detailed in the “Tool-Box.”

- Develop a Network and identify prospects for Direct Solicitation & Cold Calling.\*
- Contact career oriented organizations—listed in this “tool-box”—for more assistance.
- Use the research “tools” (described), to discover job-lead sources for sending your résumé to.
- Learn techniques for effective follow-up telephone calls to person’s you have sent résumés to.
- Prepare for job-interviews by researching the company. Using the “tools” in this “box” can help.

*\* Statistically, above all other job-seeking techniques, Networking, Direct Solicitation and Cold-Calling, combined, secure 55% to 65% of all jobs gotten and that’s the objective of these “Tools.” Do you want to be a “winner?” Then you should use these methods.*

**NOTE:** See Table of Contents, page #3 above, for a descriptive list of the “Tools” provided to help you be a “winner.”

# *The Last Word*

Now that you have been exposed to the  
“Tool-Box”  
your next step is to USE these “tools”  
to help you be a  
“WINNER”

That’s what the  
*Resume Winners.com*  
**“YOUR HIRED”**  
*Series*

workbooks were developed for,

*including: Your ultimate do-it-yourself (DIY) guide to creative...*

- *Résumés*
- *Cover-Letters*
- *Job-Leads – “Treasure Chest”*
- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired Kid—résumés for 14-19 year old youth (teens, teenagers)*

—**PLUS**—

Check out **other** job-information and job-guidance at

**“Free Stuff”**

where you can, select and review

**“Top 10-Keys”**

**“Reference Lists”**

**“Certifications”**

**“Internet Links”**

all free

and you will discover,--still other--useful materials for

**YOUR**

**job-search.**