

**“YOU’RE HIRED”**®



**—Ten Realities—**  
*for women never employed*  
**To “Unlock”**  
**A Successful Job-Search.**®



## **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.

# FOR WOMEN \* 10 REALITIES TO “UNLOCK” A SUCCESSFUL JOB SEARCH ©

Women—**never employed, divorced, and/or widowed**— consider the following. You may have had several years of paid job experience, perhaps even in management, **BUT** it was years ago. As a home-maker you may have had non-paid finance/budgeting experience (in the home), plus decision-making experience for children’s activities, meal planning/preparation, and other home organization. All of this experience may be valuable to a prospective employer. **HOWEVER** you must be aware of the “realities” noted below.

**1. You MUST—let’s repeat that—you MUST be realistic.**

**Example:** Any job you apply for, **MUST** be viewed from the perspective of the employer, **NOT** your perspective. What are **THEIR** needs, and **THEIR** wants. If you can, in fact, fulfill their needs and wants, you may get the job. If you are **NOT** realistic, and simply believe you **SHOULD** get the job because you “*need it, or want it*” most likely you will **NOT** get the job. So, prepare yourself. Make yourself a valuable candidate by **recognizing THEIR needs and telling THEM how you can help THEM fulfill them.**

**2. You need to be flexible and teachable in your expectations.**

**Example:** Be prepared to accept a lower starting salary. This can make you an especially attractive candidate. Be anxious to be taught/to learn new approaches, and techniques. Let the interviewer know these are motivating factors for you.

**Beware:** of thinking “I need to get a job earning at least “X” amount of dollars I can’t get by on less.” You may need to lower your salary expectations.

**3. Focus on your basic strengths.**

**Example:** Your work experience may have been from paid and/or non-paid employment, and/or volunteer service of some sort. First, you need to identify, then focus on your primary/generic work experiences and skills, such as:

- organizational skills,
- administrative skills,
- mechanical skills,
- sales skills,
- communication skills,
- technical skills,
- management skills,
- teaching/instructional skills,
- financial skills,
- creative skills, and/or other skills.

**4. Be willing to accept a “trainee” position, even if years before you had a similar job.**

**Beware:** Continual job changes, or unemployed periods may impact your value as a candidate for the job. Particularly if you have had **NO** paid employment for 4 or 5 years—and *especially*—if you have never been gainfully employed.

5. **Your age can be a positive, or a negative factor, depending on how you present yourself.**  
*Examples:* You won't be job-hopping, thus you will be a more stable employee. If your children are grown, then sick children will not be a problem. Perhaps you are able to learn more quickly than younger candidates. With age, comes wisdom from life's experiences. Talk about this in an interview, if appropriate. Be aware, that is against federal law for an interviewer to ask your age, or any type of question that may reveal your age. If asked, politely say something like "I'm wondering what my age has to do with my skills and ability to do the job?"
  
6. **If children, or other considerations are a problem for you, consider a job with flextime.**  
*Example:* Some employers may allow split-shifts, which means partnering with another employee who also wants to work splits. One works mornings, the other afternoons, or one works Mon/Wed/Fri, the other works Tue/Thur/Sat. Another version is working part-time at home and part-time at the office/store/shop/etc.
  
7. **Are you in the early-20s to late 30s age range? If so, you need to be aware of the following possible concerns of a prospective employer.**
  - A. It is generally assumed you may have "MOM PROBLEMS" such as sick children, no day-care, no sitter, or will be getting pregnant and need time off.
  
  - B. You cannot expect an employer to be sympathetic; they may, or may not be, but look at their needs this way. You have a plumbing problem. Water is an inch-deep on your floor. You call a plumber, who says, "Sorry, I can't come and fix your problem for a day-or-two, because I have a sick kid." Sure, you can be sympathetic and understand the plumber's problem, but YOU need to have the repairs done NOW. Likewise, your employer may also be sympathetic to your situation, BUT needs to have the work done NOW.
  
8. **Beware: DON'T let yourself think you are receiving "Feminist" discrimination.**  
*Example:* You are NOT being discriminated against when told, "As your experience was several years ago, we can only offer you an entry level position." The "reality" is with technology/equipment/management styles/ management philosophies and other dynamic changes—being away from the work place for just a few years really does put males & females alike behind the "Job curve."
  
9. **Do NOT think you can simply pick up your job skills where you left off years before.**  
*Beware:* Not only will this not be a realistic expectation, but most likely you will have to take a pay cut even if you find a job similar to one you had in the past. Simply stated recent/current experience has far greater value than past experience.
  
10. **NEVER GIVE UP. You DO have skills—and will get a job—just keep working at it.**

# Thank You

For reviewing the “Ten Realities”

you may wish to consider using other  
*Resume Winners.com*  
workbooks  
in the  
**“YOUR HIRED”**  
*Series*

Check out all the “Products”  
Including: *“Your ultimate 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*

—PLUS—

Check out all of the FREE information and guidance  
by clicking on “Free Stuff”

For example the incredibly informative “FAQs”  
or check out “About Us” and/or the “You’re Hired” Series  
to learn about other useful materials available for  
your job-search.