

“YOU’RE HIRED”[®]



—“Top-10 Keys”—

**For “Unlocking”
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.

TOP-10 ‘KEYS’ FOR UNLOCKING A SUCCESSFUL JOB-SEARCH

1. Identify your “Primary” or “Generic” skills—AND—write them down.

Example: You have a college degree. The primary, or generic aspect of this is:

- you are teachable,
- you are flexible, and
- you started a project (education) AND finished that project.

Example: You have work experience. The primary/generic aspects, you have:

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

2. Using “Non-Paid” experiences can also be useful —AND—write them down.

Example: If your only jobs have been unpaid experience working in a family business, as a community volunteer, and/or even in-depth hobby experience? These experiences can also be, if you have a mix of paid and unpaid jobs.

IT IS STILL WORK EXPERIENCE

3. Identify your “strongest, hands-on” skills—whether paid, or not.

Example: skills required for selling, computers, mathematics, managing, etc.

4. Spend lots of time developing a résumé—get professional help unless you are an expert.

Example: This is the most important document you will ever write, so:

- allow absolutely—NO SPELLING ERRORS, and
- keep to just one, or a maximum of two pages. Ideally, only one (1) page.

5. Think “BROCHURE” Like a brochure, your résumé needs to capture attention.

Example: Avoid listing DETAILED job duties, keep points more general

- Use bullet-point style formatting with each bullet a maximum of 2-lines.
- Use a format that emphasizes your job title in bold, all caps, underlined.

6. Create “Achievement Statements” —But—use only one point per bullet-point.

Example: Develop statements of examples of actions you have taken that made a difference in the job, company, department, team, project, or?, such as:

- measurable in dollars (\$s), time (hours), percentages (%), or etc., and
- note “Special” accomplishments versus day-to-day duties/responsibilities.

7. Understand the three (3)—DIFFERENT résumé formats NEEDED today.

Example: The traditional, standard résumé format is #1, but you ALSO need:

- a Faxable/Scanable format, plus
- an E-mail format.

8. Prepare an “ORAL SUMMARY” a 30 to 60 seconds summary of your experience.

Example: There are several places this is can, and should, used, include:

- when making telephone contacts, while networking,
- at the beginning of interviews to answer, “*Why do you want to work for our company*” or “*Why should we hire you?*” type questions, and
- at the end of interviews, possibly using different points to summarize by saying “*Let me tell you why you should hire me for this position.*” then tell them your summary—even if you are repeating yourself.

9. Send a “Thank you” letter.

Example: Keep this letter to 3 paragraphs, including:

- “Thank you (and your colleagues...)...,”
- Repeat back to them, some strong point they made during the interview, and tell them how important that is to you as well, and
- lastly, saying, “I have a serious interest in this position, and look forward to hearing from you...” lets them know you DO think you want the job.

10. NEVER, NEVER, EVER GIVE UP and you will be successful.

Thank You

For reviewing the “Top 10-Keys”

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.