

JOB SEARCH SUCCESS

Presented by

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On behalf the ACPE Academy



WELCOME AND INTRODUCTION

Job Search Success

**Preparation is the
foundation for a
successful job search**



WHERE TO START

Goal – what do you really want from your career

Gap – what resources are needed, challenges to overcome, or what limiting beliefs may prevent you from getting there

Get There – mapping out an action plan, developing tools, structures and support to get there from here

SETTING SMART GOALS

Specific – able to be clearly stated in one or two sentences

Measurable – defines (quantifies) a specific outcome to be achieved

Acceptable – meets the criteria of what you value; it's useless to set
a goal you don't believe in

Reach (Realistic) – pushing yourself to stretch

Target – says when the goal will be achieved

MANAGE YOURSELF AND YOUR TIME WELL

Acknowledge and manage your apprehension

Acknowledge and take action to change behaviors that threaten your job search

Practice self-control, self-discipline and set boundaries

Track target dates

Do the most important activities first

Surround yourself with support

ACQUAINT YOURSELF WITH YOURSELF



**KEEP
CALM
AND
KNOW
THYSELF**

Know what makes you unique and may be attractive to potential employers

Know how to clearly and concisely describe what you do to others

Know what's changed because of what and how you do your job

YOUR BACKGROUND WORKSHEET

This is an information “DUMP!” Editing will come later.

- Summary of work experiences
- Summary of Qualifications
- Education
- Work History
- Organization description
- Duties/Responsibilities
- Accomplishments

Then, ask yourself, “what else?”

Consider, if you were a hiring manager, what it is you’d want to know about someone you were considering hiring

**Become increasingly familiar with
what you’ve done and take full credit for it!**

Q & A

Contact Information

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