JOB SEARCH SUCCESS

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On behalf the ACPE Academy
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

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

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

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

R - Reach (Realistic) – pushing yourself to stretch

T - 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

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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