



Job Description: Job Hunter (aka Salesperson)

Requirements: Must be well-organized individual totally dedicated to securing the best job match to your skills, field of interest and occupation. Must be able to handle rejection and persist in achieving the objective.

Reports to: A board of advisors made up of knowledgeable family members, friends, business associates, community and church advocates, and your career coaches (facilitators).

Hours: 8am to 6pm, Monday through Friday, plus some weekend hours.

Specific Duties:

Career Development

1. Identify your transferable skills in order of priority.
2. Determine the field where you want to apply these skills.
3. Identify the occupation your field that matches your transferable skills.
4. Clearly describe your career values.
5. Define the job(s) you would like in the occupational field you selected.
6. Make a list of at least three people doing that job.
7. Talk to people doing that job to be sure it is a match to your skills and values (relevant when considering a career change).
8. Narrow your job search to the specific one or two jobs that best match your interests.

Resume

9. Create a resume that highlights the transferable skills you would bring to the job. List the contributions to past employers that provide evidence of your transferable skills.
10. Be sure to be ready with an electronic and scanner friendly resume should you be asked to provide one.

Networking

11. Research and decide on the companies you will apply to in the geographic area you select.
12. Develop a powerful 30-second commercial” about your skills, abilities and work habits.
13. Use your network of friends, colleagues, former bosses, competitors, family, friends, church acquaintances, teachers and others to identify people who work for these companies, and/or make cold calls. Make at least 100 calls per week.
14. Ask the people you are introduced to for an introduction to the hiring manager.
15. Call and follow up on the introduction and arrange a meeting. If you send your resume in advance, always send a cover letter.
16. Within 24 hours of the contact, send hand-written thank you notes to everyone who helps you.

Interview

17. Prepare your experiences (remember STARR) for interviews. Write out at least 15 examples that can be presented within two minutes. Each one should show how you successfully applied key skills required for your target job.
18. Research the company prior to the interview. Identify at least one clear and compelling reason the company should hire you. Plan to communicate that message in the interview.
19. Dress in the professional uniform of a job seeker.
20. During the interview, ask the employer about their needs. Write them down. Discuss how you would meet those needs. Do not ask about or discuss salary.
21. Within 24 hours of the interview, send a hand-written or typed thank you letter on high quality, conservative stationary.
22. Within 72 hours of the interview, mail a follow-up letter describing how you would address the employer's priority needs if you were selected.
23. Prepare for a second interview by writing a detailed description of how you would address the employer's needs.
24. Present the document at the second interview.
25. Prepare for and negotiate salary, benefits.

Persistence

26. Keep all of this activity going even if it looks like the job you want will come through.

Job Hunting

27. Review the classified ads at least every Sunday (possibly Wednesday). Respond to open jobs with targeted resumes within 24 to 48 hours. Be sure to research the company and job first.
28. Review the online ads at least every other day (possibly daily). Respond to open jobs with targeted resumes within 24 to 48 hours. Be sure to research the company and job first.
29. Use the yellow pages, chamber directories and professional club/association membership directories, etc. to cold call or write potential employers. Be sure to avoid a broadcast letter, particularly if it does not appear at all targeted to the employer or possible job. Always address a letter to a person.

Accountability

30. Keep track of all job hunting activity. Report status weekly to the board of advisors.