



## Simple rules to land that “Dream Job”

### **Maintain a positive attitude**

A positive attitude is the catapult for motivating you to put all your energy into your job search. It means taking chances and investing time and energy in work that may not pan out. That’s part of the job hunting process. But just when things seem bleak, suddenly all your efforts will start to pay off. You’ll get interviews and possibly a couple of job offers.

### **Lack of discipline**

Job hunting is hard work. Tedious, boring and frustrating. When you are at it from sunrise to sunset seven days a week it can seem like an endless process. It is something you must do every day. It is not easy, especially when things are not going well but this is when you need to ratchet up your search and go at it with a renewed sense of purpose and focus.

### **Poor Resume**

Your resume is the gateway to further communication with the company you are pursuing. It needs to be a sharply focused sketch of your job history and accomplishments. Tailor your resume to the job you are seeking instead of the 98% of resumes Recruiters and HR Managers receive every day that are generic. You can guess what happens to those.

### **Poor Communication Skills**

Even a Computer Nerd working in a cubicle, with no communication with the outside world other than electronic, needs communication skills. We are in an electronic age and your ability to communicate succinctly with focus and clarity is a must. If you are a weak communicator, uncomfortable with your speaking and writing skills, you must constantly improve them to compete in today’s competitive business environment.

### **Inadequate Networking**

Networking is a continuing process during your entire career. You never know when a person you have met and maintained contact with over the years will lead you to that “Dream Job”. The vast majority of executive placements involve knowing someone “Inside” the company you are considering or utilizing the assistance of a well connected executive recruiting firm.

### **Follow Up**

Follow up is what set’s the winners apart from the whiners. Acknowledging every encounter, whether it be personal, written or electronic, is an absolute must. As tedious as it may be, one day your consistent follow up will pay off when an employer notices that you went the extra mile to demonstrate your continuing interest by staying in contact.

- Good follow up will eventually pay off with an interview for that “Dream Job”.