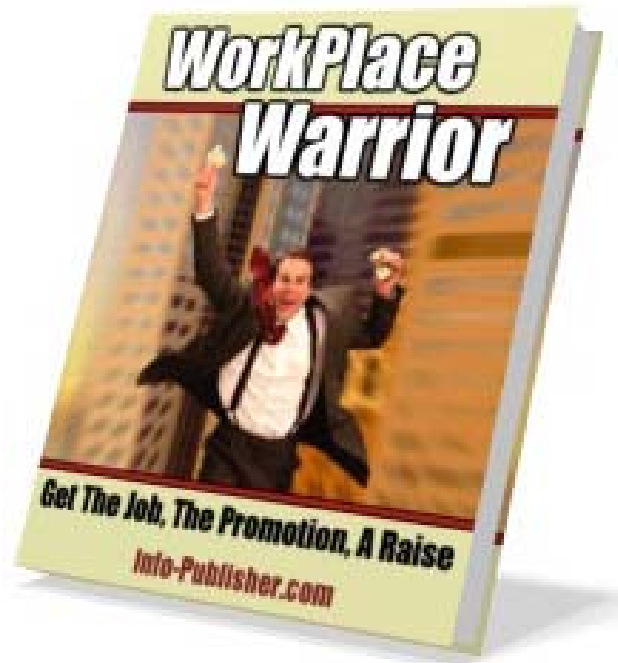


***How To Become A***

# **Work Place Warrior**



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# Work Place Warrior

## How To Mentally Prepare Yourself For Job Hunting.

### **Know What You Want:**

You should be perfectly clear of what you want.

Don't give yourself vague objectives such as "any job that pays." Make your objectives and goals **very definite and specific**.

Your first step to getting a successful job is knowing precisely what you want. So ask yourself the question and write down the answer on a sheet of paper.

### **Expect The Best But Prepare For Adversity:**

Always expect success, but prepare for the bad things in life. Adversity happens to the best of us. Our challenge is to conquer adversity. Adversity is a great teacher; learn its lessons well. Remember, if you haven't been through bad times, you are far from success.

### **Be Positive:**

When you create a "win,win, win" attitude, you will start to win. When you start to think positively, everything around you will be positive. **Whatever you expect to take place will take place**. If you want things to be good, they will be good. You are the master of your destiny.

Destiny **DOES NOT** rule you.

### **Be Confident:**

You must have confidence in yourself. If you are not confident in yourself, people will not be confident in you. People admire and respect confident people. You will even admire and respect yourself more. If you have doubts about yourself, other people will have doubts about you, also.

### **Action Is The Key:**

Do whatever you have to do to get where you want to. Commit yourself to action. Don't put off your plans, start today. The only way you will achieve success is if you act now. You must act now with full force if you want to achieve your dreams.

Plan to act out your ideas today.

### **Visualize Your New Job:**

Look ahead and visualize the job you want. Tell yourself how much you want the job and what you are willing to do for it. **Your dreams will become your reality if you let them.** Know what your dreams are. Visualize success in your mind so well that it is almost real.

### **Be Persistent:**

Be persistent to do better. Anything worth doing is worth doing again and again and again. Don't let rejection stop you from reaching your goals. Keep trying and you will succeed. Nobody makes it the first time. Try over and over again and don't stop until you get what you want. There is no going back.

### **It's Going To Cost You:**

Nobody gets a free ride. If you want something, you must pay for it. It is going to be hard to get what you want, but it will be well worth it when you are successful. The best things in life are the hard things.

## **Other People Can help You:**

People will help you to get where you want to go. You will never make it alone easily. People can teach you and help you become a better person. Listen to other people you will learn from them. If someone helps you, don't forget to reward them.

## **Demand A Lot:**

When you demand a lot, you get a lot. Your expectations of others and yourself will become a reality if you expect them to be real. What you expect to happen, will happen. If you push yourself hard, you will start to see results. demand and you will receive.

## **WHERE TO LOOK FOR A JOB:**

Look through the help and want ads of newspapers and professional and trade journals. Find out where government jobs are listed and then try out for a state, local or federal job. Check with your state employment centre it may be able to get you a lead. Most schools have job placement centres, check with them. The secretaries of civic organizations and the Chamber of Commerce may have some leads for you. You may be able to get a job by going to a job fair. If you are a minority or need special assistance, you may be able to get help finding a job from special interest groups. Check at your public library for further information.

## **Where You Can get Job Leads:**

Trade conventions and organizations that relate to your field may be able to get you job leads. Ask relatives and friends if they can furnish you with any leads in your field. Place a job ad in newspapers or professional journals.

## **YOUR RESUME:**

A resume is vital for any type of professional job you are trying out for.

A good and effective resume will lead you to personal interviews. In this chapter we have a breif overview but we'll look at Resumes in more detail a little later.

## **Preparing Your Resume:**

You must write down a collection of all the information about yourself on a sheet of paper. After all of this information is organized, transfer it to a resume.

Only use the training and experience that are relevant to the job which you are applying. Write down all the information that relates to your goal on your data sheet. When you are mentioning jobs that are unrelated to the job you are applying for, be brief. Tell your prospective employer anything and everything that's in your favour and will interest him.

## **Arrange the information so it catches your prospective employer's attention.**

To determine what you should put in the beginning of your resume, think of what your potential employer will feel is important. You can organize your experience by job or by function. Your resume should be detailed enough to give an employer all the important facts on you, but it should not be too long or an employer may not read it.

Employers are busy people and they want the facts in a few words as possible. When writing out your resume, don't mention anything negative about yourself. If you have never had any work experience and the job calls for work experience, should you put "none" in that section of your resume? **No. If you have never had any previous work experience, don't even include work experience.**

## **Make Your Resume Impressive:**

Your resume must be typed on a good typewriter or better still with a word processor on a PC. If you have neither see if a friend or neighbour will allow you to use theirs.

Remember, when a prospective employer looks at a resume he subconsciously relates the quality of your resume with the quality of your work. It is the only thing he sees of you. The most impressive resumes are not five colour jobs on 20 cent paper. If your resume is too flashy, your prospective employer may not be too impressed.

Don't pass out carbon copies or photocopies of your resume because they look cheap and they tell an employer that you gave the original to someone else.

Research has shown that resumes printed on yellow paper with brown ink are the most effective. If you don't want to print your resumes, just photocopy them on high quality yellow paper to give them that quality touch.

## **THE INTERVIEW**

### **What You Should Bring To The Job Interview**

Organize and prepare all the papers you will need with you at your job interview. Your main document is your resume. If you don't have a resume, take instead your school records, Social Security card, work records, licenses, military records, dates of employment and names of your employers.

#### **Your References:**

It is also important to create a list of references. Be prepared to give an employer the names and addresses of three people who are familiar with you and/or your work. You should ask your references for the use of their names in advance. If you think it appropriate, ask a professional friend or former employer to write you a letter of reference, and include it with your resume. If your work is the type of work you can show, take samples of what you have done in the past.

#### **Know The Company And The Employer:**

Learn all you can about the company that is interviewing you. Go to the library or your Chamber of Commerce to find out all you can about it. Use the Internet and check out the company's web site.

Try to find out exactly what they do and what they have in store for you as far as jobs are concerned. Find out who you will be working for.

The person you will be working for will be very influential in your life. Make sure you really want to work for this person. If your future boss doesn't tell you about himself at the interview, don't ask.

### **Know How Much You Should Earn:**

Know how much you should earn with your talents and skills. Make your estimate a little higher so the company benefits when they bid you down. Don't go too high or you won't get the job. Know approximately what the salary scale is for the job and be ready to negotiate the salary.

### **Know Yourself:**

It is important that you know yourself. Evaluate what you can offer this company, whether it is education, training or special skills. **Always tell them what you can do, not what you can't do.** Know exactly what type of job you are applying for and what type of job you want.

### **Know Your Interviewer:**

Prepare yourself for the questions the interviewer is going to ask you. You should rehearse answers to the most commonly asked questions. Have someone ask you these questions to practice your answers: Why do you want to work here? how long do you want to stay with this company? Why did you leave your last job? Tell me about yourself. Why aren't you working now? How long do you think you would stay in this present job without a promotion? Why should we hire you? What is your greatest strength/weakness? What did you like/dislike about your last job? How much did you earn? How much do you want to earn? Why do you think you can do this job without experience?

### **Your Time:**

Make sure you are at least 10 minutes early for the scheduled appointment. Don't come too early or too late. Give yourself enough time to spend with the interviewer don't arrange another appointment 15 minutes after the first appointment. Your time with the interviewer should be uninterrupted.

## **Your Appearance And Dress:**

Don't wear too casual or too formal clothing to the interview. Dress conservatively without flashy colours. Be well groomed and shave for your interview. Women should make sure they look very neat. Hair should not be in the face, it should be up or tied back. Makeup should be subtle. The way you look is very important to your interviewer. If your appearance is bad for the interview, that is the impression an employer will have of your job performance. Neat appearance is always a must.

## **What To Do At The Interview:**

When you shake an employer's hand, shake it firm, solid grip. Don't shake his hand passively. Be businesslike but pleasant and friendly. Smile throughout the whole interview. Make sure your smile does not look fake. Good eye contact is very important. If you can't look into his eyes, look at the bridge of his nose. This will seem as if you are looking into his eyes. Sit straight up but toward the interviewer. This will make it seem as if you are very interested in what the interviewer has to say. Don't smoke or have poor posture during the interview. If you are under stress, try to act calm.

## **What To Say At The Interview:**

Let the employer take charge of the interview. Answer his questions briefly but completely. Don't ramble on about unimportant things and waste his time. Dogmatic statements should be avoided. Tell the employer exactly what you expect from your job and from him. Also tell him exactly what he can expect from you. Stress your qualifications in a positive, affirmative tone. When the employer tells you what type of person is wanted, use this information when telling the employer about your qualifications. It is very important to tell him what he wants to hear. When you tell people what they want to hear, they start to agree with you. Don't over do it and exaggerate with lies. Use your resume or records to support any claim you make about yourself. If you don't understand a question the interviewer asks you, repeat it back to him to see if you understand it. Try to see what the interviewer wants to find out about you. If you know what he wants to find out, make your answers fit his needs.

## **What Not To Say And Do At The Interview:**

Talk about previous jobs if they are in your favour. **Don't say anything bad or criticize previous employers or fellow workers.** If you say anything bad about anyone, your future employer can expect trouble from you. **Don't say anything negative about yourself.** Try not to discuss anything personal, financial or domestic unless you are specifically asked. If the interviewer questions you at a quick pace with confusing questions, he is doing this to put you under stress. Stay in control and answer calmly. Don't be overly impatient when an employer asks you a question. Wait for him to finish the question and then answer it completely and in a relaxed manner. You don't want an employer to think you are desperate for the job. Don't take anyone with you to the interview this makes you seem insecure.

## **At The End Of The Interview:**

If the employer does not offer you the job at the end of the interview, ask him when you will hear from him or when you can call to find out his decision. If you are asked to come back, write down the time and place you are to attend. After the interview thank the employer for spending his time with you. **A good practice is to also thank the employer by mail with a "thank you" letter.** Many applicants don't do this, so this may give you an edge on the job.

## **If You Are Hired At The Interview:**

Make sure that you understand what your duties will be. A good understanding of what your employer expects from you and what you expect from your job will prevent conflicts in the future. Make sure that you are very clear on both of them. You should also find out what advancement opportunities are open for you. **Tell the employer what salary you want, but only bring up money when the employer brings up your salary.**

If, at the end of the interview, you are not offered the job, tell the interviewer that you really want the job. Follow up with a thank you letter to the interviewer. Tell the interviewer again in the note that you really want the job. If you forgot to mention something in the interview that you thought was important, don't hesitate to mention it in the letter. If the company hasn't contacted you in a week or two,

call. **If somebody else is hired for the job ask the interviewer if he has any other openings in his company or if he can give you any leads.** Also, you may want to ask the interviewer for a specific reason as to why you weren't hired.

This information will help you as you search for other jobs.

# How To Discover Great Jobs

Many people do not have good job hunting skills. They are not experts at locating job openings for which they may be qualified.

**Here are some ideas to help you uncover those jobs.**

## **NEWSPAPER ADS**

Usually draw the greatest number of applicants, so you'll end up with a lot of competition. If you have no geographic restrictions, you may want to check out of state / national newspapers.

Find a way to make your resume stand out so that it isn't lost among the many applicants.

Here are a couple of ideas:

- (1) Send a customized cover letter with your resume.
- (2) Call before you send the resume in. If possible, talk to the person who will be doing the interview or who you'll be working for.

If this isn't possible, talk to the personnel director about the job and let them know that your resume is coming. This will help them to remember your name and may help you get through the resume screening process.

## **PRIVATE EMPLOYMENT AGENCIES**

These are agencies that try to match employees and employers. These agencies vary in the way they work.

Some can be very helpful. Others are somewhat unscrupulous.

Your best chance is to go with an agency that specializes in your field. Beware of agencies that continually run the same ad because, often, they are just trying to build a list of candidates.

**I recommend that you only use agencies that don't require you to pay a fee.**

## **TRADE JOURNALS AND PERIODICALS**

Are often the best places to look. This is one of the primary means of job advertisement for some types of professions.

Example: The magazine Environmental Science continually carries ads for environmental professionals.

Other good places to look include: trade shows and professional conventions, personnel offices, college placement offices, friends you have who are in the same profession as you.

## **THE SELDOM USED BUT OFTEN EFFECTIVE METHOD**

Who says a job has to be advertised or vacant - no one so another method is to simply go through the yellow pages or the Internet and look for companies that you'd like to work for and that may need a person with your skills.

Then contact these companies by phone and follow up by sending in your resume. It's amazing the number of positive results this can bring. You'll have no competition - Hey no one else knew they were looking - your first, you showed initiative and genuine interest in the company. It puts you in an incredibly strong position when or if a job becomes available.

Job seeking is a skill that requires persistence. You must not become discouraged. Keep making plenty of contacts.

Sooner or later, you'll find the job that's right for you.

## **CONCLUSION**

Getting a good job that you want is not always easy. There are many qualified people after every top paying position that is available. But if you use the strategies described in this report, you'll stand a much better chance of success.

Be persistent and don't sell yourself short. You could end up with a much better job in a very short period of time.

# How to land a Higher-paying Job

There's probably more potential in your present job.

Most people don't realize that they can get more out of their present job-by putting more into it! You may think that the only way to get a big money job is by going to another job somewhere, but the truth is that if the fault is in you, changing jobs won't help!

So before you go looking for that pot of gold at the end of the rainbow, take a good look at yourself. **Are you really doing all you could to help your employer right now?** Or are you stuck in a rut, just doing whatever you have to do to get by?

If the latter, it's no wonder the boss isn't giving you any raises, or only those token 5% raises that don't keep up with inflation.

If you have the possibility to make a substantial difference in your output, whether of quality or quantity, then do it. NEVER take the attitude "well, why should I put out for what he's paying me?" because, that way, he never will pay you any more.

## **You've got to take the first step.**

He's got to see that you're worth more. And don't think that you ought to get it because you've got five hungry kids at home, while Bill has only one skinny wife to take care of. That is totally irrelevant.

You're not paid because you need it, but because the boss needs you.

And if you ever do get more than Bill, it'll only be because you worked for it.

## **Do you really have the cards in your hand?**

Now if your objective appraisal makes it clear to you that you are already doing a super job for your employer, and that you are vitally needed to do that job, then you may hold the cards in your hand right now to get a really good raise, a longer vacation, better medical coverage, etc., etc. But even if you hold the hand, don't overplay it.

If you back the boss up against a wall, or are offensive about it, his natural defensive instincts will come into play immediately, and he may decide to get rid of you even though he knows you're good, and that your dismissal will cause him considerable loss, agony and delay.

Make it easy for him to say "yes", but leave him a graceful way to say "no", at least temporarily, without severing relations. Both of you have got to "save face", in the oriental sense, which is more applicable to the U.S. than we usually realize or admit.

Don't tell him you've got another job offer if you haven't (unless you're the kind of reckless poker player who likes to go for broke), because that doesn't leave you any way to retreat and keep your present job if your boss refuses to meet the theoretical new boss's offer. You just can't lose that much face-to grovel in the dirt and admit you were bluffing.

### **If you quit a job, quit gracefully!**

If, on the other hand, you do have a new job offer at more money (and, we must assume, at better or equivalent benefits), then don't just quit your present job right off without notice or in any sort of impolite way.

The only person you hurt by doing that is yourself. Because if you handle it properly, explain that you're leaving because you have a much better offer, and that you'll be glad to stick around until your replacement's hired, and help him get acquainted, etc., not only will you leave a pleasant taste in everyone's mouth, assure yourself of a good reference if you should need one later, and not screw up your final check or your accrued vacation pay and sick leave, etc., but, **and this is the important** but, your boss will have time to think it over without feeling threatened or blackmailed by you, and he may decide that you're just too valuable to lose, and make you a counter-offer of even more than the raise the new job offered you.

### **What to do if you're in a no-future job!**

But if, on the other hand, your objective appraisal leads you to the conclusion that there isn't any future for you with your present employer, and assuming you don't have another job offer right in

your hand, then don't sit back and wait to be offered one, because you know that won't happen in a thousand years-instead, go out and get one for yourself. Get moving!

Start, of course, by reading the classified ads, not only in your hometown paper, but also in out-of-town papers from cities you wouldn't mind relocating to (these newspapers can always be purchased at some major downtown newsstand in your own city).

If you don't see the job you want advertised, try placing your own ad, classified, or even, if you are ambitious, display. Tell them about yourself, not only your official and/or technical qualifications and/or achievements, but also the special qualities which make you especially good for the job you are seeking.

**Sell yourself-you're the only one that can do so.**

### **Invent a job for yourself**

And once you've considered what it is that you really like doing, think about creating your own job, uniquely suited to your skills or interests. You would be much happier selling model railroads to hobby shops if you're a model buff than you would be selling bathroom fixtures. **Think about a niche that no one is filling, in an area that you know about or have worked in before.**

Then try to interest companies along those lines in your abilities. If they don't have a job opening...but you can show them how hiring you can save them money, double their sales, or dramatically improve a money-losing department, you may wind up doing what you like, and getting paid for it!

### **The right resume is very important!**

Early on in your job campaign, in fact the first thing before you start, is the preparation of a resume. Too few people know the proper way in which to set about this, or even that it is a desirable thing to have. But really, for any job but the most menial, it is almost a necessity.

It is your representative when you apply for any position by mail, and it is a most useful aid to leave behind, as a summary and reminder, when you apply for a job in person.

Always orient your resume to your future, not your past.

Of course, however, you must include your education, your past work experience, and any special honours, awards, prizes or other trophies you may have won. Most importantly, you must list your job objective. Keep in mind that **any future employer wants to know what you can do for them; not what they can do for you.**

This means that **they will evaluate your past experience in view of their own future needs**, so you should do that too.

A list of your responsibilities in your past job might not mean anything to your future employer if he's in a different business, but your skills in managing people, or saving the company money, or creating a new product or selling method might be the most important thing you could put on your resume-**even if those things were not part of your past job but things you come up with on your own time!**

**You need not tell everything!**

What if parts of your background might not look good on your resume? You have a gap of one year when you were unemployed, for example, that you don't want your resume to include. There are several ways to deal with this, depending on how you want to orient your resume! If you want to stress your independence and go-getting ability, you might want to "invent" your own consulting firm, or neighbourhood service company, or other business of your own that you "worked for" during that time gap. (But be prepared to have letterheads or business cards printed up to make this seem real, in case potential employers want proof.) Or if your uncle owns a company, ask him to give you a reference stating what a valuable employee you were for him during that period.

Remember that the point of your resume is to present you in the best way possible, and unless you need to be bonded or get a security

clearance for your new job, many companies don't check job histories very thoroughly, except for perhaps your most recent one.

### **Looking your best**

Just as you want to look your best on your job interview, so too your resume must look its best. A carefully laid-out, typeset resume, with the most important information about you set up in easy-to-read blocks of space, is like a gift to a personnel director.

**Remember that as many as a hundred people may be applying for the same position that you seek, and a favourable remembered resume gives you a head start over the other applicants.**

One point that I want to stress that is often omitted in manuals on the subject is that you should not let your local copy centre or printer do the resumes on the cheapest lightest paper they have around, or have the original typed on an old beat-up manual typewriter. The presentation affects the reception given to your facts. Perhaps it should not, but, let's face it, it does. That's why manufacturers of consumer goods spend so much money on packaging! As the old proverb says, "Put your best foot forward!"

### **Make \$10,000 a year more with this idea!**

So put your best foot forward, and don't save \$25 in printing your resume, it may cost you \$10,000 in the salary you are offered (if indeed they want to hire you at all, after they see your "sleazy" resume).

### **Go all out in your job hunt!**

Make looking for the new job a real challenge to your creativity. Come up with new and different way in which to present yourself and/or your qualifications.

Lift yourself above the heap, let your resume be the one that attracts their attention, and gets you that job!

## **Your guaranteed job where you can't be fired!**

If you'd like to have a guaranteed job where you can't get fired, you have several ways of doing about this. The simplest, if you are really valuable to your boss (as we have discussed before), is to ask for an employment contract next time you're negotiating with him over your salary and terms of employment.

Time periods of two, three, or even five years are not uncommon. But remember, while the security may be something you want, you are giving up something too, your freedom to move around and or negotiate, and binding yourself to agreed salaries (whether escalating or remaining static) for those years, disregarding both potential inflation and possibly greater performance and productivity on your part.

Another way of achieving that non-firing status, aside from being the boss, is being a partner in the business, or a major stockholder, with the clout to make your job firing-proof.

# HOW TO WRITE A JOB WINNING RESUME THAT PUTS YOURS RIGHT AT THE TOP OF THE STACK!

Many people would love to get a better job. And most of these same people have the proper training and skills to achieve this goal.

Unfortunately, so many job hunters have very poor communication skills. They are unable to clearly tell potential employers about their job qualifications. In short, they do not have good job seeking skills. In many cases, this prevents them from getting a high paying job that they could easily do. Often, the job will go to someone who is less skilled but who has written a eye catching resume.

Often, job seekers have a few mistaken opinions about potential employers. They believe that employers are able to easily separate the qualified job applicants from the less qualified applicants. But this is likely not true. Sometimes there are from 30 to 300 resumes for the same job. So the interviewer first does a fast screening of all the resumes to eliminate as many as possible. The "good" resumes usually make it through the screening process. **Many times the best job candidate is screened out due to a poor resume.**

In today's business world there is often many qualified applicants applying for the same job. What if, out of all of those who apply, one job seeker turns in a skilful resume? Who do you think stands the best chance of getting the job? It's the one with the "best" resume, of course. This is so often true even through some of the other applicants may be better qualified for the job.

In order to get a good job you must communicate to the employer that you are ready, willing, and able to do the job. So if you are capable of producing a top notch job resume, you definitely increase your chances of getting a better job.

Virtually every potential employer will want to see a resume from you. The resume will determine who gets a job interview. Your resume is a mini statement about yourself. After reading your resume the employer should have a better "feel" for you as a person and as a potential employer.

It serves to get acquainted with the employer so that they can decide if they want to know more about you.

The resume is the first step, your introduction to an employer. First impressions really do count. **If you make a poor first impression, you'll never get to step two the job interview.**

To the purpose of your resume is to make a good first impression.

In effect, your resume should tell the employer that you have good abilities and are truly interested in working. This report will help you make that good first impression. And it could very well help you to get the better job you're looking for.

## **RESUME BASICS**

All good resumes follow the same general basic guidelines. While there is some flexibility in these guidelines, you don't want to stray too far from them. You want a resume that is bold, exciting, and enticing. But not too much so.

You also want a resume that is somewhat conservative. In other words, it must be bold. Not flashy. You must show that you have confidence in your abilities, but not sound like a braggart. You must sound eager to do the job, but not desperate. So there is a fine line that you must walk in order to produce the best possible resume.

You want to use intelligent language. However, you don't want to try and impress the employer with long, flowery, or uncommon words or phrases. Use everyday language whenever possible. Of course, if you are applying for a highly technical position, it's acceptable to use some of the special terms used in that particular profession. But as a rule you should **keep it simple and straight to the point.**

The word resume comes from the French word "resumer" which means to summarize. So the exact purpose of a resume is to summarize your experience, knowledge, and accomplishments. Therefore, you must avoid being too wordy. Say exactly what you mean in the least number of words possible.

The length of your resume is important. Resumes should be from 1 to 3 pages long. Don't be tempted to make your resume longer than

3 pages, even if you have a lot to tell. Remember, a resume is supposed to be a summary.

A resume that is too long simply will bore the reader. There will be so much material that nothing will stand out and be remembered.

## **RESUME APPEARANCE**

The overall appearance of your resume is also important. A sloppy looking resume will greatly lessen your chance of getting a job interview. The first thing that an employer, or personnel manager, evaluating your resume will notice is its appearance. There are several different things that can be easily done to increase the overall appearance of your resume.

The first of these appearance factors is the paper that your resume is printed on. There are many different kinds of paper other than regular copy paper. You could make an improvement by using a coloured paper. I suggest a subdued colour like parchment yellow, off white, or light grey.

Next, you could use a better grade of paper. Go to a local office supply store and examine the different types of writing paper. You'll notice some big differences. Pick out a nice looking, more expensive grade of paper for your resume.

The next thing to consider is the quality of the material that is typed onto the resume. Never use a low quality typewriter to type your resume. If necessary, rent, borrow or steal a good quality typewriter. Then make certain that it has a fresh ribbon in it. It's very important that you make sure the writing on your resume looks good. This means clean, crisp, and sharp looking letters.

Another good way to produce a top looking resume is by having it typeset. If your resume was produced using a computer and saved on a disk, you can hire a commercial typesetter who can use this file. Or, you can locate another computer user who owns a laser printer. Laser printers can produce a good grade of typeset documents. The other alternative is to find a local word processing service that can typeset your resume for you.

You can use the typeset master copy of your resume to make more copies. But be certain that you use a top notch copying machine. Otherwise, you'll still end up with poor looking resumes.

Another alternative is to have the typesetter produce as many original copies as you need to ensure that they all look good.

A third aspect of your resume's appearance is more subjective. It takes into account such things as the letter spacing, how each section is arranged, and it's overall appearance. Some resumes simply look better because of the way they have been designed.

At the end of this section, you'll see an example of a properly prepared resume.

Never overcrowd the resume. Leave some "white space" so that important points can appear to pop out. **Never submit a resume with handwritten corrections.** You can **highlight sections** of a resume by using a different typeface or size or by using "bullets." If possible, use **larger letters** for the headings used in the separate sections of the resume.

Never try to be too fancy by using wild colours, cute graphics, and so forth. Don't be overly creative. A simple, straightforward, factual resume will do nicely. **Make it stand out, but stay conservative.**

Another phase of your resume's appearance is it's accuracy. **Make sure there are no misspelled words!** Mistakes will create the wrong image.

Make sure that the punctuation is correct. And make sure that all of your columns line up. See that all of your facts are correct. Don't say you attended 3 years of college, but only show two years worth of grades. Potential employers will note all inaccuracies and wonder why they appear in your resume.

## **OPTIONAL DATA**

There is a variety of personal data that may be somewhat controversial if included in your resume. In the past it was acceptable to include all kinds of personal data, but times and laws have changed. Affirmative Action laws have made it illegal to discriminate based on such things as age, sex, marital status, race, religion, and so forth. Therefore, most experts recommend against placing this kind of personal data into your resume.

Your salary requirements **should not** be listed in the resume, if you can avoid it. The reason is that if you put too low of a salary, you might be paid less than the real value of the job. If you put down a figure that's too high, you may not get considered for the job. If an employer likes you, it may be possible to negotiate a higher salary during the interview stage.

Another thing that your resume doesn't need is your photograph. Potential employers can decide if they are interested in you after reading your resume. They can see what you look like during the interview.

## **RESUME STYLES**

There are several styles of resumes along with numerous variations. Your experience and the kind of job you are applying for will help to determine the style of resume you use. The two basic styles are: Chronological Resumes and Functional Skills Resumes. Some of the variations include the main themes of business, academic, general, student, standard, professional, or engineering.

A Chronological Resume lists work experience in reverse chronological order (the most recent experience first). It includes some descriptive text about each position, usually described in about one paragraph.

This type of resume offers several advantages: it is widely accepted, they are easy to read, and they show a clear pattern of your development. The disadvantages include: it does not highlight your major accomplishment(s), nor do they effectively show your other skills.

Functional Skills Resumes highlight your skills and accomplishments rather than providing a chronological record of your job history. Your accomplishments and skills are listed at the beginning. Your job history is listed at the end of the resume.

This type of resume allows you to call attention to your achievements. The major disadvantage is that employers may find it difficult to follow your work experience.

Many people discover that a combination of these two kinds of resumes is the best way to go. You may want to try several different types of combinations before settling upon a final design.

## **WRITING YOUR RESUME**

Some specific topics that your resume should cover are:

(1) **Job Objective** lets the employer know that you are interested in a specific type of work. This can be done in 2 or 3 sentences.

**Example:** work in an analytical chemistry laboratory that focuses on environmental samples. Oversee and coordinate the activities of other lab technicians.

(2) **Summary of Qualifications** is a short paragraph that summarizes your experience and skills. Example: I have 8 years experience working on all p samples for metals C. Used CLIP and SW846 methods hases of analytical chemistry. Including work with a wide variety of instruments and computers. Was second in command of a lab with 8 technicians.

(3) **Professional Skills** is the section where you give specific details about your qualifications.

**Example:** INSTRUMENTS OPERATED A. Atomic Absorption Spectrometer B. Microwave Digestion System C. Polarograph D. Laser Fluorimeter E. IBM Computers

ADMINISTRATION A. Supervised 8 technicians when the Department head was absent.

ANALYSIS A. Waste oils for metals B. Water and soil

(4) **Work Experience** in this section you give a one paragraph summary for each of your previous jobs. This should include starting and ending date, reason for leaving, job title and duties, and any special accomplishments for each of the jobs.

(5) **Education** gives a summary of all schools attended, degrees earned, and special seminars or training courses that you have attended.

(6) **Honours and Awards** it's a good idea to list any special awards you have received.

(7) **Personal information** about your hobbies and activities should be included.

(8) **Others** professional organizations that you belong to, computer or programming skills, articles or books published.

(9) **References** you can state something like, "references available upon request," or list at least 3 on your resume.

It's important to include all of the basic information on your resume. But, what is also important, is the way you say it. Don't use dull, lifeless statements.

**Instead use action words. Here are some typical action words:**

*Accelerated, achieved, advised, approved, assisted, built, calculated, completed, conceived, controlled, coordinated, created, decreased, defined, designed, developed, directed, earned, edited, engineered, evaluated, found, generated, implemented, improved, invented, managed, operated, organized, planned, proved, revised, scheduled, tested, trained, verified, wrote.*

These words give the correct impression that you have been responsible for do different kinds of jobs tasks. In other words, you weren't just a follower. Of course, you should always be truthful. **Don't try to oversell yourself by claiming you did things that you didn't do.**

As you can see, a resume is really a very simple document. It is not that difficult to produce a good resume, if you follow the simple steps outlined in this report. By dividing it into sections it becomes a much easier job. These different sections also help you to stay organized. If you have worked on a special project or had a lofty responsibility on a previous job, you may want to include that in a section all by itself.

**Example:** "I organized a training department for AMCO Scientific and was responsible for overseeing the production of training lessons."

Another good way to get familiar with proper resume writing techniques is to review a good resume.

There's an example included below.

You can use it as a model. Then produce several different resumes for yourself until you find the best possible combinations for your specific skills.

You may also want to have a friend to read your resume and point out any problems.

## ***SAMPLE RESUME***

Jerry Jobseeker 12345 Main St. Anytown, U.S.A. 555 5555

### **SKILLS:**

Professional Skills: Experienced in operating a wide variety of analytical instruments including, Flame and Furnace AA, Microwave digestion, Laser flourimeter, and more.

Familiar with the full range of EPA and CLIP methods and protocols for inorganic analysis

Expert with IBM PC computers and have over ten years of computer experience.

### **BUSINESS EXPERIENCE**

1971 to 1977 Austin Powder Company, McAuthur, Ohio Chemistry Chemist: Performed a wide range of chemical analysis on raw materials, finished products and competitor's samples. Used classical wet chemistry methods.

1977 to 1982 Mead Paper Company, Chillicothe, Ohio Mead Research Paper Technologist: Worked to improve paper formulations, solve problems, and improve quality using pilot plant and mill studies. Performed a wide range of paper tests, wrote reports, and evaluated results.

1982 to Present Martin Marietta, Piketon, Ohio Senior Chemist: Performed a full range of analytical methods for metals on all types of samples (soil, water, air, waste samples). Responsible for quality control and in charge of department supervising 14 technicians when supervisor was absent.

### **EDUCATION**

Ohio University, Athens, Ohio BS in Chemistry, 1971 Minor: History, Math GPA: 2.4 Concentrated in inorganic chemistry

### **PROFESSIONAL SOCIETIES**

1975 to Present American Chemical Society

**PERSONAL DATA** I am very active with a number of hobbies including: golf, gardening, baseball, computers, and writing. I have authored a number of books about computers and various chemical related subjects.

**REFERENCES** Available upon request.

# HOW TO GET A RAISE

## **Know Company Policies**

Understand your company's policy on salaries and raises. You may have to be with the company a specified length of time to get a raise. Find out how long and act at the right time. If you are getting the maximum salary for your position, you may ask for a promotion or a reclassification. Do everything you can after studying the company policy book.

## **Know The Decision Maker**

You have to convince the person who has the authority to give raises that you deserve one. If that person is above your boss, prepare to convince your boss and his superiors that you deserve a raise.

## **Do You Deserve A Raise?**

You must find out if you deserve a raise. Only after you are sure you deserve one will others be sure you do. Rate yourself. Try to look at yourself through your boss's and your fellow workers' eyes. Do they think you deserve a raise?

## **How To Justify A Raise**

Tell them about your accomplishments that helped the company. Show them how much you saved the company through your actions. Get to know what your skills are worth for another company in the same area. Present your company with that information. Present it to them in a very non aggressive manner. tell the company what you will be able to do for them in the future. Tell them how you will benefit the company with your new raise. tell them how your value has increased since you have been with the company. Don't mention anything about your personal needs for the money.

**Be Able To Handle Rejection** If you are rejected for a raise, be able to cope with it. Deal with the rejection before you ask your boss for a raise so you will know how to handle the situation. Remember, expect the best prepare for the worst.

## **Know What You Want**

Before you speak to your boss know exactly how much more money you expect, both in terms of dollars and percentage. If you know your boss will negotiate with you, ask for more than you actually want. In this way you will get what you want or more.

## **When Should You Ask For A Raise?**

Make an appointment with your boss. Don't ask him for a raise as he is passing in the hallway. Don't ask to see your boss on busy Mondays or Fridays.

## **Be Prepared For Criticism**

You may be criticized for not performing "up to par" now. Don't let this criticism upset you, let it help you. You can learn from this criticism by asking for more feedback from your boss. Ask your boss how you can improve yourself. Ask him for suggestions. Always be willing to negotiate with your boss. He may only give you a bonus instead of a raise. Take it and ask for a raise later.

## **Handling Your Boss's feedback**

Get an immediate answer from your boss if he has the power to give you the raise. If he can't give the answer to you now, ask him when he can. If he tells you he can't give you a raise ask him why. Ask him what he would require from you before you got a raise, his suggestions, what needs improvement, etc. Do what he tells you to do for a raise and, when you have satisfied his needs, ask him again. If you plan to quit if you don't get a raise, don't threaten your boss. You want your boss's good reference later if and when you do quit.

# **WHAT YOU NEED TO GET THAT RAISE**

## **Make The First Move**

Don't wait for someone else to tell you what to do. Upper management admires an individual who takes initiative. Develop your individual talents. Educate yourself with new skills and knowledge. Show them that you are a real "go getter."

## **Make Quick Decisions**

Teach yourself to make quick, intelligent decisions. Being indecisive will hurt you. Anyone can make good, quick decisions it is just a matter of training yourself. Intuitive instincts must be developed.

## **Seek More Responsibility**

Take on the tougher assignments. Actively seek more difficult work with added responsibility. Take on all the responsibility you can handle. Try to take the added responsibilities in addition to your assigned work, The greater your responsibilities, the more you are an asset to management.

## **Increase Your Interests**

The more you know, the more valuable you are to the company you work for. Go to night classes or just read books that will give you that added education. Increase your interest in things that will help your company. Specializing in as many things as you can will help you move up in a company.

## **Take The Risk**

Nothing comes easily. Moving up in a company is going to be hard but rewarding. If you expect to move up, you must take chances. It is the little risks in life that give us the most advancement. If you don't stick your neck out, your chances of moving up are slim.

## **Know Your Company**

Find out everything you can about the company you work for. Understand and know your company. Study and learn the jobs of your fellow workers. Understand what they do and why they do it. Always try to increase your knowledge.

## **Know Your Boss**

Find out what type of qualities your boss and upper management are looking for in employees. Try to develop those qualities.

## **Be Good At Your Job**

Management always admires people who are efficient at their jobs. Keep the highest possible level of production and quality every day. Be so good at your job that you can do it without close supervision. Don't fool around on the job, regardless of what other employees do.

## **Know Your Goal**

You Should know exactly what position you want. Be the person they want if you want that position. Make sure you can do all that is required.

## **Devote Yourself To Your Company**

You should have a strong sense of loyalty and devotion toward your company. Show the company that you care about its well being. Don't disagree with company policies. Even if you disagree with them, obey them. The best that you can do is to agree with the policies and tell management diplomatically how you feel about them.

## **Be Reliable**

Being reliable is very important. A company wants to feel secure with your contribution to the company. Don't be late or absent from work without a very good reason.

## **Make Sure Your Accomplishments Are Seen**

There is nothing wrong with letting others know what you have accomplished, as long as long as you don't brag. If the opportunity arises for recognition, take it. Make sure others know what you have done. A good suggestion is to jot down your accomplishments in a dairy. When you asks for raise, refer to your dairy. Keep all your recommendations and awards in a file.

## **Be A Problem Solver**

Look for problems in your company. Devise practical and intelligent solutions to these problems. Bring the problem to the attention of your boss only after you have solved it and have all the details of the solution.

## **After Work Activities**

If overtime work is needed, don't ever decline or avoid it. Volunteer for committees, and then work hard for them so they meet their objectives.

## **Voice Your Opinion**

When you speak up, make sure that your opinion is well thought out. Don't whine to your boss. Talk things out with him. Tell him what you have to say and then listen to him. Speak to your boss loudly, clearly and specifically. Don't voice a vague opinion tell him in specific terms exactly what is bothering you.

## **And The Magic Key . . . . . Ask For A Raise!**

When you feel you are ready for a raise and you have fulfilled all the requirements I have pointed out, **ask for one.**

# **SUCCESS ON THE JOB**

## **The Insider's Guide To Getting Along With Your Boss**

Understand, the fact that your boss, like yourself, is a human being. Like everyone else, bosses come in all shapes and sizes. Like you, he has ambitions, aspirations, and dreams. Some he will achieve, others he won't. Some bosses are good managers, others bad, but most fall somewhere in the middle range.

Unless you're working for a very small company, your boss probably has superiors of his own - that no doubt can, and do, drive him crazy at times. What it boils down to more than anything else is, how well you and your boss can deal with the emotional roller coaster of everyday life, and perhaps most importantly, how each of you view your job.

To get along with you boss, or other people for that matter, you have to know how to understand and react to personality traits, get inside your boss's head. In short, you need to develop your human relations skills.

This does not mean becoming a ""yes" man and always siding with your boss no matter how dumb a mistake he makes, or how big a fool he makes of himself. Your boss may appreciate such blind devotion, but unless you are willing to drop anchor and never advance up the corporate ladder, you also need to know when to put some distance between you immediate supervisor, and the powers that be, because if your boss really goofs-up - you may be shown the door at the same time your boss is!

Back to getting along with the boss, you of course need to get on and stay on his "good side," in short become a team player That means becoming the type of an employee everyone would like to have work for them. Someone with a positive outlook, someone who's also friendly, loyal, tolerant, compassionate, understanding, courteous and supportive. Someone who can take, and follow orders. Someone who can get the job done. Someone who knows when to speak-up, and when to keep his mouth shut.

Regardless of what you think of your boss, the first thing you should learn, is his style of supervising. The two extremes of management style, are a boss who enjoys playing the part of a military leader, where he, or she barks orders that must be followed exactly without question, or the boss who maintains a very low profile, giving employees broad guidelines and then disappearing. Fortunately, most bosses fall somewhere in between the two extremes, or little actual work would ever get done!

If you have the type of personality that demands you must have very specific orders or you're "afraid you won't do it right," you better have a boss who is willing to spend the time watching your every step.

On the other hand, if you must be left to your own devices to make things work to get the job done and resent the boss looking over your shoulder or constantly "picking on you," you better have the type of boss who is willing to give you enough room to do your own thing.

Either way, if you are stuck with the "wrong kind" of boss it will be a real source of irritation that frequently ends in you not seeing eye to eye with your supervisor.

If you can't change, or at least try, you would be better off finding employment elsewhere - because the boss isn't going to change his management style to please you!

It also pays dividends to learn what your boss likes and dislikes, and then adapt what you do to suit his personality and management style. All bosses expect their workers to know how to do their job, and to get it do it correctly, and on time, but problems are bound to come up in any business. One thing that can really "set off" your boss is not handling problems like "he thinks" they should be handled.

Remember, he's the boss, so be sure to learn how he wants you to communicate problems. Does he prefer you put it in writing, arrange a meeting, or just drop-in his office anytime you have a question? Use common sense. If the boss is in a bad mood, or otherwise having a bad day, he's probably not in the proper frame of mind to listen to any new suggestions, or for you to ask to go home early, take a day off, or get a raise.

Besides consideration for the boss's mood, and receptiveness on any particular day to listen to new ideas, the employee who thinks he has a good idea for changing an operating procedure, should always re-think his idea through from every angle before presenting it to the boss.

You should give your boss the feeling of confidence that you're a team player and you want to be the one he or she can depend on to make his or her job easier. You should try to figure out what your boss's goals are, then help him to reach those goals through your contributions as a good employee.

Basically, the good employee is the one who is ready and in the mood to go to work at the designated time.

- A good employee knows his job, inside and out, and if faced with something new, puts in the necessary time on his own, to try and figure things out, then presents options to the boss, who decides if any changes in policy or procedures are needed.

- A good employee doesn't take time off except for real illness or emergencies. He's the one who does his work, gets the job done, and is proud of his contribution to the overall success of the company he works for. He's one who's ready to help a fellow employee or newcomer without having to be asked to do so.

- A good employee lets the boss know that he's completed his work, and is free to assist him or her with special projects. He's the one who doesn't camp out at the water cooler or coffee machine engaging his fellow workers in idle gossip.

He's the one who sets up his work area either for the person on the next shift, or so that he'll be able to go right to work when he comes in the next day.

All of these things and more, are the basic ingredients to the definition of a good employee, and being a good employee is the best way of getting along with the boss! The practice of good human relations and displaying the virtues of the ideal employee, requires the constant use of one's common sense for ultimate success. One needs to be aware of the boss's sensitivities, and eccentricities. If he bristles at any hint of criticism of how he does things, he needs a

subordinate who'll be willing to work under less than ideal conditions.

So, the bottom-line to getting along with any boss is first be a good employee yourself. Master human relations. Understand that your boss is a human being just like yourself - with a job to do, and bosses of his own to answer to. So do everything you can to make his or her job easier. It will go a long way to making your job easier and having a good working relationship with the boss!

**If you can master the all important "people skills," someday you may enjoy the power and prestige of being the boss, and enjoying all the perks and other trappings of being in charge!**

**Good Luck and Success!**



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