



Getting the Job You Want!

An action plan for the job
that's right for you.

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Intermediate Course

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ACTION PLAN

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Getting the Job You Want!

INTRODUCTION

Job searching is a science, not an inborn trait. It requires knowledge of our unique personality as well as the personalities of those we interact with, matching our personality with available jobs and company standards, marketing ourselves, planning comfortable and successful interviews, knowing how to succeed on the job, and enhancing our education to climb up the ladder of success.

This manual provides the particular facts needed to initiate a job search successful for each person's unique needs.

Getting the Job You Want!

Self-Assessment

First, you must find the job that's right for your unique personality. To do this, a self-assessment is needed to identify your personality. We are all different, and companies need differences to compete and succeed in our world. Not all jobs are right for us, so we need to choose a job that's a good match before we are told that it is not.

Many of us think we know ourselves and some may even believe they are perfect the way they are right now! But it's important for others to see us at our best and that means projecting the image we want!

Self-assessments are great in defining your personality and identifying your strengths and weaknesses. The Meyers-Briggs personality test is one of many that helps us to not only identify our uniqueness but also to learn how we get along with others and what to do to change if so desired. The self-assessment process enables you to pick the job that's best for you and to convince recruiters that you are right for the job before someone says, "This is not for you!" or "You are not what we need!"

If you've ever run into a situation in which you clash with someone (parent, sibling, classmate, someone you think is special) and are not really sure if it's you or them, the Meyers-Briggs personality quiz will help you resolve the conflict.

The exhibit entitled "Meyers-Briggs Personality Type" is a condensed version of the team's famous assessment. The excerpts were chosen specifically for choosing jobs, successful interviews, and getting along with others. Try it! It's confidential.

Marketing Yourself

Preparing a resume that will catch the recruiter's eye!

A resume of your experiences is vital and almost always requested because it also gives the recruiter something tangible to refer to later as a reminder of you and your skills and saves the person time in not taking notes.

As in the definition of its name, the resume should be a brief written account of your qualifications and experiences. Brevity is important because recruiters are receiving hundreds of resumes, some for one single job, and will be scanning applications in order to select the best person quickly. Therefore, you must elicit the recruiter's interest in a *short reading period of time*. It is also important to be brief so that you will have something to talk about at the interview.

It is possible that you may not get the job you applied for, but if your resume is good and your interview interesting, the Recruiter may keep your resume for other job opportunities at the company.

For job seekers, there is a sample resume design/format that meets the needs of an individual with job experiences as well as no job experiences. Just remember, even if you are a student and have not yet worked, you have extracurricular activities, in-school and out-of-school, that you can use as examples of your experiences.

Your resume should contain at least the following bullet points:

- Your contact information at the top (name, address, telephone, e-mail)
- Summary of Qualifications (school, after-school, home and work activities) such as:
 - honor student from 2008-2009
 - 2009 Honor Student
 - Boys & Girls Club Mentor or Assistant
 - Baby Sitter for two years
 - Tutor in mathematics, English, Spanish, etc.
 - Maintained a paper route for two years
- Work Experience, to include unpaid work (i.e. internship, apprenticeship, helping a family member or friend in their business). Omit this section if it does not apply.

- Education and Training: Middle and High School and pre-College Information (Name and address of School and Year of Graduation or Completion of Study)
- Awards and Achievement
- References

The attached exhibits “Resume Formats” and “Resume Samples” are guides to a concise and attractive *foot in the door* resume.

Succeeding at the Interview

Key to a successful interview is “Self Selling.” Three tools for self-selling are listening, communication, and self-confidence. I am currently testing a few self-assessments in these three areas, but you will find something similar on the Internet.

The first “Self-Selling Tool” is effective listening – the difference between “hearing” and “listening.” Without listening, there is no communication. Effective communication is using four forms of communication to send messages in the manner you wish and to influence others.

“Self-Confidence is the next tool. No matter how self-confident you are, when you’re competing for something very important to you, a little nervousness sets in, and your self-confidence takes a hit. Believe me, there are tools, tips, and techniques on all types of self-improvements and building self-confidence is one of them. There are self-study sections in libraries and bookstores such as Borders that include books and articles on this topic.

Self confidence is the difference between feeling unstoppable and feeling scared out of your wits. Your perception of yourself has an enormous impact on how others perceive you. Perception is reality – the more self confidence you have, the more likely it is you’ll succeed.

It is to your benefit to seek training or read books on self-selling or communication techniques.

Now, for other self-selling tips:

- Start with a Positive Attitude
 - Appear 5-10 minutes early
 - If you think you can’t, you won’t.
 - If you think you can, you will!

- Make positive statements such as:

I like myself!

They will hire me.

I know the interviewer will like me, too!

There is no such thing as luck.

I am qualified for the job.

I always achieve what I set out to

I am the best at what I do.

do.

- Five Steps to Self-Selling

- Plan ahead; first impressions count. Greet the interviewer with a handshake and a smile.
- Practice communication skills, especially nonverbal communications (i.e. facial expressions, body language, gestures, personal space). Remember, 50% of all communication is nonverbal.
- Listen to all you interact with during the interview process. Know the difference between listening and hearing.
- Rapport
Get the interviewer to like you within the first thirty seconds with the use of ice breakers such as:
A sincere compliment (friendly staff, artwork, etc.)
An interest question (When will your new building be completed?)
- Discovery questions
What skills in your opinion are necessary to be successful in this position?
- Problem Inquiries
What do you feel are the most difficult tasks of this position?
Is training available for new tasks or will I have to seek outside training?
- Solutions
I have skills that will help me complete these difficult tasks.
I am willing to learn new methods to help with difficult tasks.
- Close for Action (More than just “Good-bye, thank you very much.”)
Look act and speak from the first minute as if you have been the one selected for the job.

- Send a thank you letter to the interviewer

- Express appreciation for the interviewer’s time and consideration.
- Reconfirm your interest in the position
- Confirm your understanding of the next step.
- Enclose any new information or developments that may help get you hired.

Exploring the Job Market

Resources for types of employment from full-time, part-time, internships, tutoring, grants, etc. include:

Job Fairs & Job Announcements

Newspapers, magazines, e-mail, mail announcements, radio, television (MGM-TV, Channel 40, Linwood, NJ). Keep notepaper and pens nearby and in your car. Pull to the side of the road and jot down information and tips.

Internet Searches

Fortune 500 companies in your area/state.

Schools and college websites

Foundations (i.e. Milkin Family Foundation www.mff.org or type the word “foundations” in the search box)

Armed Forces

Government agencies (state, local, county)

State of New Jersey Job Announcements (<http://www.state.nj.us/nj/employ/>)

Telephone Directories (Index)

Corporations (Xerox, Kellogg's, Hershey's, Verizon, Apple, casinos)

Small Businesses (construction, restaurants, landscapers)

Government Agencies (state, local, federal – SBA, EEOC, NJ Civil Service at <http://www.nj.gov/csc/>)

Follow-Up Steps

During the Interview. Collect business cards and give them your card. If you are not employed, have a generic card printed with your contact information. Take notes related to job duties and major points discussed.

After the Interview. Critique your performance immediately after the interview. Make additional notes on important points and answers requiring strengthened explanations. Write the interviewer within the first twenty-four hours. You may fax or e-mail if appropriate, but also mail a hard copy on quality paper.

Follow-up Letter. One typed page expressing appreciation for their time and restating your interest in the job with a brief recap of how your qualifications meet the needs of the company. Close with another statement of your strengths, your belief that you can perform the job successfully and a statement that you will call at a specific time to follow-up on the process. Asking for the job is not only appropriate, it is a must.

Follow-Up FAX, E-Mail, or Telephone Call.

Must be done within 24 hours of the interview, but others may follow at appropriate intervals to determine progress.

Phone calls must be planned and organized just like a letter or an interview. Write a script and keep it short and business-like.

When you have not heard back from a follow-up for a week or two, a follow-up fax or brief note may generate some interest or an answer about whether you are still a candidate.

When you have received another job offer, and that company is your number one choice, a call will let that company know of another pending offer. Also, advise all your interviewers when you have chosen another position. This is good for your record should you need to approach the other companies again.

If something affecting your application has changed and you want the company aware, a telephone call or brief note should be sent.

On-the-Job Success

Ten Mandates for Success on the Job.

1. Ask for a copy of your job description so you will be in no doubt of your employer's major expectations. Read it carefully and request a meeting with your supervisor to discuss any items that are not clear to you.
2. Read your "employee handbook." Many companies will ask you to sign that you have read and understood the handbook, so be sure you do.
3. Know as much as you can about your company and what it does.
4. Treat everyone in a professional manner; as you would like to be treated. Always watch your nonverbal communication when you feel negative about something or someone. Discuss problem employees with your supervisors and let them handle the situation. Keep in mind that you will not like everyone you meet, cannot change them, but can manage to work with them to perform your job functions.
5. Review company announced openings and promotions to decide if it is something you may want to apply for or train for in the future. Inform your supervisor of positions in your department you would like to consider and ask what you need to do to qualify.
6. Competition is fierce, so don't let not winning a position devastate you. You need your strength to take on the next competition!
7. Take your time at performance reviews. Your supervisor or manager will have good ratings for you, and possibly not-so-good ratings. We are not all perfect, but we strive for perfection. Discuss your weaknesses as well as your strengths with your supervisor or manager and ask for their advice to improve your performance and career opportunities.
8. Continue your education. Whether it's a higher educational degree you seek, specific courses, or training to improve your skills, keep striving for self-improvement. Always send a copy of new educational and training certificates and efforts to your Personnel Office. When files are reviewed for advancement, your file will be up-to-date.
9. Join at least one club or association in your area of interest to keep abreast of career moves and enhancements.
10. Remember, if at first you don't succeed, try and try again!

EXHIBITS

Resume Format

Name
Street
City, State Zip Code
Telephone Number
E-mail

SUMMARY OF QUALIFICATIONS

-
-
-
-

WORK EXPERIENCE or EXTRACURRICULAR ACTIVITIES

Year (From – To)	Company (or School) Name
Position:	Company City, State, Zip Code
Job Description:	

Year (From – To)	Company (or School) Name
Position:	Company City, State, Zip Code
Job Description:	

EDUCATION/TRAINING

High School Diploma	Name of School
Year of Graduation	Address
	City, State, Zip Code

College	Name of School
Degree or Courses	Address
Year(s)	City, State, Zip Code

AWARDS AND ACHIEVEMENTS

REFERENCES

Available upon request (or “Attached”).

EXHIBITS

Cover & Thank You Letters

Your name
Street address
City, State, Zip

Date of letter

Recruiter/Interviewer
Company Name
Street address
City, State, Zip

Dear Mr./Ms. _____ :

Thank you very much for the opportunity to interview with you on _____ for the position of _____. Upon leaving your office, I thought about our discussion and I am sure that working at (company name) is where I can best use my talents and abilities.

From what I understand, you need to review my application with the department manager before getting back to me. I look forward to hearing from you at your earliest possible convenience (*or if true*: as another employer may be extending an offer soon). I am very interested in working with (company) and look forward to meeting you again once your decision to hire me has been made.

When can we finalize the details? I may be reached at (phone number).

Sincerely,

Your handwritten name

Your typed name

Exhibit B

Personality

We all come in different SHAPES and **SIZES**.
We all have **STRENGTHS** and WEAKNESSES.

What's right for one person may not be right for another.
There are things that are important to me, that you don't care about at all!

And sometimes, your behavior doesn't make any sense to me.

But I want for us to understand each other, and communicate well,
Because we live together in the same world.

I know I can't expect you to want the same things that I want.
We are not the same person, so we will not always see things the same way.

I have my own Thoughts and my own Ideas, that may or many not fit into your
Vision of who I should be.

By learning more about my own Personality, and about other Personality Types,
I can come to a better understanding of my strengths and weaknesses.

I can improve my interpersonal relationships, realign my expectations towards others,
And gain a better self-knowledge that will help me define and achieve goals.

Source: *The Personality Page*
<http://www.personalitypage.com>
February 2003

Personality Type Indicator

Name: _____

Part I. Circle the answer which comes closest to how you usually feel or act.

1. Are you more careful about:
A. people's feelings
B. their rights
2. When you have to meet a stranger, do you find it:
A. something that takes a good deal of effort
B. pleasant, or at least easy
3. Does following a schedule:
A. appeal to you
B. cramp you
4. Do you usually get along better with:
A. imaginative people
B. realistic people
5. Are you usually:
A. a good "mixer"
B. rather quiet and reserved in company
6. Is it harder for you to adapt to:
A. routine
B. Constant change
7. Is it a higher compliment to be called:
A. a person of real feeling, or
B. A consistently reasonable person.
8. Would you judge yourself to be:
A. more enthusiastic than the average person
B. less excitable than the average person
9. In doing something with many other people, does it appeal more to you:
A. to do it in an acceptable way
B. to invent a way of your own
10. Are you at your best:
A. when following a carefully worked out plan
B. when dealing with the unexpected.

PERSONALITY TYPE INDICATOR

11. Do you get more annoyed at:
 - A. fancy theories
 - B. people who don't like theories
12. It is higher praise to call someone:
 - A. a person of vision
 - B. a person of common sense
13. Do you more often let:
 - A. your heart rule your head
 - B. your head rule your heart
14. When you think of some little thing you should do or buy, do you:
 - A. often forget it until much later
 - B. usually get it down on paper before it escapes you
 - C. always carry through on it without reminders
15. Do you:
 - A. talk easily to almost anyone for almost as long as you have to
 - B. find a lot to say only to certain people or under certain conditions
16. Do you think it is a worse fault:
 - A. to show too much warmth
 - B. to be unsympathetic
17. If you were a teacher, would you rather teach:
 - A. fact courses
 - B. courses involving theory
18. When it is settled well in advance that you will do a certain thing at a certain time, do you find it:
 - A. nice to be able to plan accordingly
 - B. a little unpleasant to be tied down
19. Can the new people you meet tell what you are interested in:
 - A. right away
 - B. only after they really get to know you
20. In both your daily work, do you (for this item only, if two are true, mark both):
 - A. rather enjoy an emergency that makes you work against time
 - B. hate to work under pressure
 - C. usually plan your work so you won't need to worry about deadlines
21. In a large group, do you more often:
 - A. introduce others
 - B. get introduced

**Part II. Which word in the following pair appeals to you more?
(Circle A or B)**

- | | | |
|-----|----------------|--------------------|
| 22. | A. compassion | B. foresight |
| 23. | A. punctual | B. leisurely |
| 24. | A. justice | B. mercy |
| 25. | A. production | B. design |
| 26. | A. foundation | B. Spire (steeple) |
| 27. | A. gentle | B. firm |
| 28. | A. uncritical | B. critical |
| 29. | A. calm | B. lively |
| 30. | A. theory | B. experience |
| 31. | A. literal | B. figurative |
| 32. | A. imaginative | B. matter-of-fact |

Profile Scores

- Scoring:** On the following eight scales (E, I, S, N, T, F, P, J),
1. circle each response that matches your answers on the previous pages.
 2. total each column.
 3. place the column totals in the last row of boxes

E	I	S	N	T	F	P	J
2B: 1	2A: 1	4B: 1	4A: 2	1B male: 2 1B female: 1	1A: 0	3B: 2	3A: 2
5A: 2	5B: 2	9A: 1	9B: 1	7B: 1	7A: 1	6A: 1	6B: 1
8A: 1	8B: 1	11A: 1	11B: 1	13B male: 1 13B female: 2	13A male: 1 13A female: 2	10B: 1	10A: 1
15A: 2	15B: 2	12B: 1	12A: 2	16A: 1	16B: 1	14A: 1	14B: 1 14C: 0
19A: 1	19B: 1	17A: 1	17B: 2	22B: 2	22A: 1	18B: 1	18A: 1
21A: 2	21B: 2	25A: 1	25B: 0	24A: 1	24B: 2	20A: 1	20C: 1
29B: 1	29A: 1	26A: 0	26B: 2	27B: 2	27A: male: 1 27A: female: 0	20B: 0	23A: 1
		30B: 0	30A: 2	28B: 1	28A: 1	23B: 1	
		31A: 1	31B: 1	Add one point to the total if you are male.			
		32B: 2	32A: 0				

Scoring: After totaling each column on the above eight scales, match the correct response to the following statements on the line provided:

E if total in column E is greater than or equal to column I.
I if I is greater than E.

Letters:

N if N is greater than or equal to column S.
S if S is greater than N.

F if F is greater than T.
T if T is greater than or equal to F.

P if P is greater than or equal to J.
J if J is greater than P.

Your personality type is an ____ _ (the four letters you wrote above).

Myers-Briggs Personality Type

The Basic Model

1. Extraverts vs. Introverts

Where is your energy naturally directed?

Extraverts tend to be more naturally active, expressive, social, and interested in many things, whereas Introverts tend to be more reserved, private, cautious, and interested in fewer interactions, but with greater depth and focus.

Extraverts often:

- have high energy
- talk more than listen
- think out loud
- act, then think
- like to be around people a lot
- prefer a public role
- can sometimes be easily distracted
- prefer to do lots of things at once
- are outgoing and enthusiastic

Introverts often:

- have quiet energy
- listen more than talk
- think quietly inside my head
- think, then act
- feel comfortable being alone
- prefer to work “behind-the-scenes”
- have good powers of concentration
- prefer to focus on one thing at a time
- are self-contained and reserved

___ **Extravert (E)** or ___ **Introvert (I)**

2. Sensors or Intuitives

What kind of information do you naturally notice and remember?

Sensors tend to be practical and literal people, who trust past experience and often good common sense. Intuitives tend to be imaginative, theoretical people who trust their hunch and pride themselves on their creativity.

Sensors often:

- focus on facts and details
- admire practical solutions
- notice details and remember facts
- are pragmatic—see what is
- live in the here-and-now
- trust actual experience
- like to use established skills
- like step-by-step instructions
- work at a steady pace

Intuitives often:

- focus on ideas and the big picture
- admire creative ideas
- notice anything new or different
- are imaginative—see what could be
- think about future implications
- trust their gut instincts
- prefer to learn new skills
- like to figure things out for themselves
- work in bursts of energy

___ **Sensor (S)** or ___ **Intuitive (N)**

3. Thinker or Feeler

How do you decide or come to conclusions?

Thinkers tend to be cool, analytical, and are convinced by logical reasoning. Feelers tend to be sensitive, empathetic, and are compelled by extenuating circumstances and a constant search for harmony.

Thinkers often:

- make decisions objectively
- appear cool and reserved
- are most convinced by rational arguments
- are honest and direct
- value honesty and fairness
- take few things personally
- tend to see flaws
- are motivated by achievement
- argue or debate issues for fun

Feelers often:

- decide based on their values & feelings
- appear warm and friendly
- are most convinced by how they feel
- are diplomatic and tactful
- value harmony and compassion
- take many things personally
- are quick to compliment others
- are motivated by appreciation
- avoid arguments and conflicts

___ **Thinker (T)** or ___ **Feeler (F)**

4. Judgers or Perceivers

What kind of environment makes you the most comfortable?

Judgers tend to be organized and productive while Perceivers tend to be flexible, curious, and nonconforming.

Judgers often:

- make most decisions pretty easily
- are serious and conventional
- pay attention to time and are prompt
- prefer to finish projects
- work first, play later
- want things decided
- see the need for most rules
- like to make and stick with plans
- find comfort in schedules

Perceivers often:

- may have difficulty making decisions
- are playful and unconventional
- are less aware of time and run late
- prefer to start projects
- play first, work later
- want to keep their options open
- question the need for many rules
- like to keep plans flexible
- want the freedom to be spontaneous

___ **Judger (J)** or ___ **Perceiver (P)**

Source: Excerpts from “What’s Your Personality Type?” <http://www.personalitytype.com/quiz.htm>