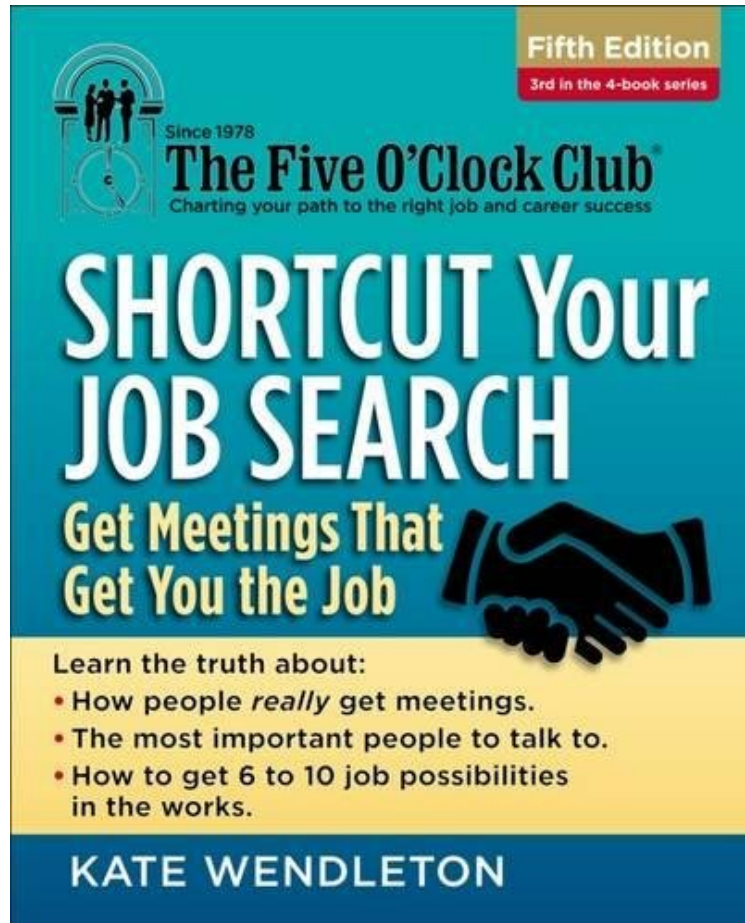


(Free pdf) Shortcut Your Job Search: Get Meetings That Get You the Job (The Five O'Clock Club)

Shortcut Your Job Search: Get Meetings That Get You the Job (The Five O'Clock Club)

Kate Wendleton

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before purchasing it in order to gauge whether or not it would be worth my time, and all praised Shortcut Your Job Search: Get Meetings That Get You the Job (The Five O'Clock Club):

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class in terms of practical advice combined with creating the right mind set for a job search.

Okay, so you've figured out what you want to do with your life, identified the most appropriate job targets, and developed the resume that positions you perfectly. What do you do now? **SHORTCUT YOUR JOB SEARCH** tells you how to find out whom you should be talking to (see our massive bibliography inside), and how to get those people to agree to meet with you. You'll learn the most effective techniques for getting meetings - and it's not the way you think! You'll learn how to market yourself--to plan a whole campaign that runs the gamut from personal contacts to phone, email, social media and targeted direct mail efforts. This book will teach you how search firms and ads really work, how to develop a list of people and organizations to contact, The Five O'Clock Club approach to cover letters--a winning formula, how to handle the telephone--and make those calls, how to develop an effective Two- Minute Pitch that tells who you are and what to offer, and how to get informational meetings with important decision-makers.

Preface. Introduction. PART I: FINDING GOOD JOBS: THE CHANGING JOB-HUNTING PROCESS. 1. 11 Hints for Job Hunting in a Tight Market. 2. When You've Lost the Spirit to Job Hunt. 3. An Overview of the Job-Search Process. 4. A Systematic Job Hunt. 5. What to Do If You Are about to Be Fired. 6. How Long Will It Take to Find a Job? PART II: DECIDING WHAT YOU WANT: HOW TO SELECT YOUR JOB TARGETS. 7. Targeting the Job You Want: An Introduction to the Assessment Process. 8. Preliminary Target Investigation: Jobs/Industries Worth Exploring. PART III: KNOWING THE RIGHT PEOPLE: HOW TO GET MEETINGS IN YOUR TARGET AREAS. 9. Precampaign Planning. 10. Conducting a Campaign to Get Meetings in Your Target Markets. 11. Sample Targeting Map. 12. Research: Developing Your List of Organizations to Contact. 13. Campaign Checklist. 14. Getting Meetings and Building Relationships. 15. Discovering Spot Opportunities to Advance Your Career. 16. Electronic Resumes, Online Company Applications, Answering Ads Online, and 17. 18. Having Your Own Website. 19. Using the Internet as a Job-Search Tool. 20. Social Media: Using LinkedIn to Advance Your Career. 21. How to Work with Search Firms. 22. What to Do When You Know There's a Job Opening. 23. Following Up When There Is No Immediate Job. 24. Following Up after a Networking/Direct-Contact Meeting. 25. How to Handle Rejection Personally and Professionally. PART IV: MANAGING YOUR CAMPAIGN: ARE YOU CONDUCTING A GOOD SEARCH?. 26. How to Handle the Phone: A Life Skill. 27. How to Control Your Campaign. PART V: CAREER AND JOB-SEARCH BIBLIOGRAPHY. PART VI: WHAT IS THE FIVE O'CLOCK CLUB?. 28. How to Join the Club. 29. Questions You May Have about the Professional. 30. Career-Coaching Program. 31. When Your Employer Pays. 32. The Way We Are. 33. Lexicon Used at The Five O'Clock Club. 34. Application for Club Membership and Subscription to The Five O'Clock News. Index.About the AuthorThe Five O'Clock Club -- where your professional success gets personal attention. Started in 1986, our mantra is that "we always do what is in the best interests of the job hunter." Our founder, Kate Wendleton, has been a career coach since 1978, when she founded The Five O'Clock Club and developed its basic methodology to help job hunters and career changers of all levels in job-search strategy groups headed by senior Five O'Clock Club-certified coaches. Kate, Five O'Clock Club coaches, and members of our management team have appeared on the Today Show, CNN, CNBC, Larry King, National Public Radio and CBS, and in The New York Times, The Economist, The Chicago Tribune, The Wall Street Journal, Fortune magazine, Business Week and other national media.