



Have you been in a career field for years and don't know how to get out?

Do you need to be reminded of how to prepare before the interview?

This e-book includes 6 must do things that will help you make a career change and get the job.

IT'S TIME FOR A CHANGE

CORY MINTER

The author of "Handbook to Getting Hired in Today's Recession" and President of Trinity Employment Specialists offers a quick read e-book to help you quickly prepare for and be successful in interviews.



5 Action Steps You Can Take

Moms Getting Back Into the Workforce

1. Meet Recruiters & Agencies

- Get in front of an employment agency/recruiter
- They can represent you to hiring managers and talk about your character while connecting the dots of your past experience with the job they are recruiting for.

2. Don't Hide It

- List on your cover letter why you have been out of work

3. Update or Maintain Your Licenses

- Example: CPA's, RN's, LPN's etc.,.
- Keep up your licenses
- Take evening classes and list them on your resume

4. Get Connected or Stay Connected

- Stay connected to other professionals through social media avenues such as LinkedIn, Facebook and Twitter
- Make sure that those you are connected with know your background and specialty
- You can write an article and share it
- Find your industry specific article and share it with some informative comments etc.

5. You only need one yes

- Don't focus on all of the no's

Finding Your Dream Job

3 Reasons Many Americans Are Turning To Staffing Firms (For Candidates)

1. All the Right Friends In All the Right Places

- Many people say it's all about who you know and that's 50% right
- When it comes to landing a job it really comes out to who you know and what you know; staffing companies connect your skills to employers

2. Avoid Big Mistakes

- Most job seekers have some accidentally false information on their resume or blatant typos and format errors
- Staffing companies help you look your best and to avoid being rejected for technical reasons by helping you to refine your resume

By Cory Minter, President of Trinity Employment Specialists

3. More Opportunities To Choose From

- Because staffing companies work with a variety of businesses within a given industry, they will know what you are worth based upon what the market is paying.
- Staffing companies have the inside track into who is hiring, and who is going to be hiring soon

Tips For Landing Your Dream Job

5 Tips For Filling Out An Application The Right Way

1. Know which position you are applying for

- Many candidates who apply for jobs don't know what positions they are applying for which potentially disqualifies them for the right positions to best match their skills set

2. Check it once, check it twice and then check it again

- Before filling out the application - read it over first
- This is your first impression to many employers and it has to be a great one

3. Bring the Info You Need

- Don't go in hoping that you have all of the information that you need
- Dates of employment
- Names and addresses of your past employment
- Bring proper personal identification
- Information for your references

4. Make sure you fill in all blanks

- Employers want to know that you can follow directions
- Don't write "please see resume"

5. Learn to sell yourself if you are given the chance

- Master your 60 second elevator pitch
- Be able to clearly explain why you are uniquely qualified for the position

Don't Send In Your Resume Without This...

5 Things To Include On Your Resume To Get The Job

1. State your objective

- Clearly state what your objective is for sending your resume to them.
- What kind of position do you want?
- Don't make the recruiter guess

2. Focus on your strengths

- Do not only list the duties that you performed on the job, list the things that you did well!

3. Focus on your successes

- Lead with provable and verifiable successes
- Show proven statistical information if/when possible. Statistical language using numbers sounds impressive and is factual. Employers love to hear how you improved your last company's statistics (ex...Improved production by 70%).

4. Do not use misrepresentation

- Do not use puffery - Do not ever lie
- Always be truthful while at the same time, selling the things that you did. When you lie, it will only get you into trouble later on.
- Example: What if someone hired you for a position you were simply not qualified for and as a result you are terminated. Your work history will be damaged.

5. Compare & Contrast

- Take time to look at other resumes that have been developed in your field to see how others have explained their skill-sets.
- They may give you some good ideas. You can look up resume examples on Google (type in: sample legal assistant resume)

It's Time For A Change

5 Steps to Take If You Want to Change Careers

1. Look For Transferable Skills

- Try to move into a position where your past career has some transferrable skills into the new desired career field.

2. Focus On Skills Over History

- Change resume to a functional style resume that focuses on your job skills rather than your past work history. Direct the recruiter's attention to your skills rather than your last job title.

3. Grow Your Network

- Start growing a network of other people in that field personally through LinkedIn, Facebook and other social media outlets. Join any professional organizations that have monthly meetings about field related topics.

4. Don't Let the Cat Out of the Bag

- Until you land your ideal job in your new industry don't share that you are looking for a new job with current employees

Let the Interrogation Begin

How To Thrive While Answering The Common Job Interview Questions

1. Study common interviewing questions

- In my book "Handbook to getting hired in today's recession" I have listed a long list of general interviewing questions as well as behavioral interviewing questions. Know how you would answer each of them.

2. Know your own work history

- Know your resume and background well. Some jobs are months in the past.
- Make sure you refresh your memory on your past job duties/skills

3. Know Your Audience

- Know and study the company that you are interviewing with
- Know what they do, who their customers are and know what you can bring to the table from day one

4. Know Your Numbers

- Know how you are going to handle the salary questions
- Know a range of salary that you are seeking
- Make sure it is not too high or low for the position

5. Sell Yourself First

- Don't just mention what you did on each job
- Share with the interviewer the results you achieve and list specifically what successes you achieved and what you did well at your last job

Land That Job

5 Ways To Hit A Homerun And Land That Job During Your Next Job Interview

1. Dress better than the person interviewing you

- Dress to impress
- Make your first impression the best it can be

2. Interview the Interviewer

- People's favorite topic is themselves, ask the interviewer appropriate questions about their job and the company
- People like to hire people they like

3. Study the company

- Research their customers, what they do and know about anything that is in the news recently
- Know more than anyone else that they will meet with for that position

4. Know ways to sell yourself

- Know what you do well and be able to communicate it clearly
- Good leaders are able to communicate with clarity
- Study how you can be clear and impressive with many different kinds of interviewing questions

5. Study Interviewing Questions

- Don't be surprised by interviewing questions. In my book: "Handbook to Getting Hired in Today's Recession" there is a section listing possible interview questions
- Study all of the interview questions and know how you will answer clearly for each one. If you know all of these questions and how you will answer them, you will be able to answer almost anything. Study general and behavioral questions.