



Christian Brothers

A U T O M O T I V E[®]

JOB SEARCH NOTES

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RESUME

1. Speak to what problem you solve, not just your job description. Situation (what problem did they assign you to solve?) + Task (what did you specifically, uniquely bring to bring about a good result) = RESULT.
2. Content that tells what problem you solve. What are you good at (professionally?) Everything else is secondary to the meat of the resume. Are you good at what you do and is it clear?
3. Summary statement guides your reader: Are you clear about the problem you solve?
4. English /grammar etc. Any visible stoppers?
5. Presentation – is it nice to look at? Easy on the eyes is better than not.

PERSONAL PRESENTATION:

1. Self-awareness. Do you talk too much? Are you all about you? Do you focus on others? Are you comfortable in your own skin?
2. Interview dress vs. networking dress? What do they wear? (mimicry is not bad thing.)

DESIRE:

1. Do you want a job? Do you really want a job? How many humans have you talked to today about your job search before you walked in this room?
2. Are you setting appointments? Are you working harder than everyone else you know?
3. The single biggest differentiator between a 6 week job search and a 6 month job search is how hard you are willing to network and make job search contacts.

EVERYTHING ELSE

1. Interview practice? Are you ready to answer interview questions?
2. LinkedIn? How is your profile? Have you thought about connecting with everyone you have ever met?
3. LinkedIn: once you connect, confirm the connection by LinkedIn, email or phone to introduce yourself.
4. LinkedIn: Who do you invite? Make a list. Realtors group their various circles of influence. You have them too. Think about each “circle” as a column on a spreadsheet. Job, church, school, team, committee, group, neighborhood, etc.

Nice difference.[®]