

MCGRAW-HILL NOT FOR RESALE
DONATION 09ASAD9

The Job Search

Your Guide to Success

Second Edition

Barbara Zarna

The Job Search

Your Guide to Success

Second Edition

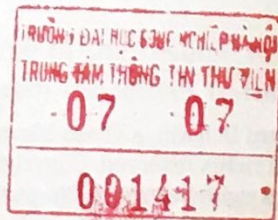
The Job Search

Your Guide to Success

Second Edition

Barbara Zarna

Director of Education
Sawyer School of Business



GLENCOE

McGraw-Hill



PREFACE

I am grateful that many thousands of students have benefited from the first edition of *The Job Search: Your Guide to Success*. My objective in preparing the second edition is to preserve the basic structure, approach, and features of the the first edition, while adding important new coverage and updating existing material. Some of the changes you will find in the new edition are as follows:

- The Internet is such a widely used method of advertising job openings throughout the country and I felt it important to include this resource to facilitate the job search process. I have given specific Web sites that should prove useful to students.
- To make my directions for producing resumés, reference sheets, and cover letters more universal, I have added a separate appendix for each of the leading software programs in use today—WordPerfect 6.0 (DOS), WordPerfect 6.1 (Windows), and Microsoft Word 6.0.
- I have included an appendix covering how to use the mail merge feature from all three of the programs above to produce envelopes to accompany cover letters.
- Casual dress is becoming more and more accepted in the workplace today and I felt it important to address this issue in Chapter 9. It is necessary to understand what is acceptable casual dress in the workplace.
- I have changed some of the resumé formats and broadened the scope of the career objectives to touch a wider cross-section of career paths.

Whether we like it or not, it's a fact that most people will change jobs, and even careers, several times. Gone are the days when people would be employed by the same company in their hometowns and retire with 30–40 years of service. Today's graduates will likely extend their job search nationally through the internet and face possible relocation. Evolving technology, advances in manufacturing processes and computer applications, and corporate restructuring are just some of the factors influencing the trend toward job and career mobility.

In my 28 years of teaching experience, I've never found a book that offers concrete, realistic guidance which truly prepares students for the job search that lies ahead. Many courses and career

CONTENTS

INTRODUCTION

CHAPTER 1

ASSESSING YOUR SKILLS AND EXPLORING YOUR OPTIONS 6

Evaluating Your Interests and Skills 7

Mastering the Obstacle Course 13

Exploring the Job Field 17

Helpful Hints 17

CHAPTER 2

DEVELOPING YOUR PROFESSIONAL PORTFOLIO 20

Organizing Your Portfolio 21

Preparing Your Portfolio 22

Developing A Resumé 22

Establishing the Contents 22

Preparing the Document 25

Preparing A Letter of Recommendation 33

Developing A Reference Sheet 44

Work References 44

Educational References 44

Personal References 44

Presenting Your Portfolio 47

CHAPTER 3

FINDING A JOB 48

Where To Get Information 49

Networking/Personal Contacts 49

Your School's Placement Department 53

Classified Ads 54

The Internet 54

State Employment Services 54

Telephone Directory 55

Company Visits 56

Employment Agencies 56

Libraries 57

How To Research A Company 58

Planning Your Strategy 59

Tracking Your Progress 61

CHAPTER 4

APPLYING FOR A JOB 66

How To Write a Cover Letter 67

How to Writer a Letter of Application 73

How To Complete An Application Form 76

CHAPTER 5

PREPARING FOR THE INTERVIEW 84

Arranging the Interview 85

Dressing the Part 85

Hints for Women 86

Clothing 86

Accessories 86

Personal Grooming 87

Hints for Men 87

Clothing 87

Accessories 88

Personal Grooming 89

Getting Psyched 89

Understanding the Interviewer 90

Practicing for the Interview 92

CHAPTER 6

SUCCEEDING AT THE INTERVIEW 94

Answering Typical Questions 99

Get-Acquainted Questions 101

Previous Work Experience Questions 105

Education Questions 112

Interest Questions 113

What-Can-You-Do-For-Me Questions 113

Personality Questions 115

Salary Questions 116

Work Styles, Habits, and Preferences Questions 118

Human Relations Questions 121

Responding to Illegal Questions 123

Asking Questions During the Interview 125

Handling Committee Interviews 127

CHAPTER 7

FOLLOWING UP THE INTERVIEW 128

Writing Your Thank-You Letter 129

Interviewing a Second Time 129

Inquiring about the Job Status 130

Evaluating Job Offers 136

Negotiating a Higher Salary 136

Accepting, Declining, or Delaying a Decision 137

Accepting the Offer 137

Declining the Offer 137

Delaying Your Decision 137

Handling Rejection 140

CHAPTER 8

KEEPING YOUR JOB—AND YOUR SANITY 142

Do or Die: The First 90 Days on the Job 143

The Business of Personalities 145

Identifying Your Own Personality 145

The Organizer 146

The Developer 146

The Communicator 146

Making Self-Improvements 148

The Organizer 149

The Developer 149

The Communicator 149

Dealing with Different Personality Types 150

The Organizer 150

The Developer 150

The Communicator 151

Managing Your Time 152

Ten Ways to Get More Out of Your Time at Work 154

Handling Stress 155

Twenty Stress-Busting Strategies 156

Maintaining Your Ethics 158

Understanding Your Rights 158

Disability in the Workplace 158

INTRODUCTION

Sexual Harassment 159
Tackling the First Year 160

CHAPTER 9

MOVING BEYOND YOUR FIRST JOB 162

Workplace Trends 163
Downsizing and Restructuring 163
Corporate Culture 164
Teamwork 165
Do's and Don'ts for Executives Climbing
the Success Ladder 166
Total Quality Management 168
Professional Development 169
Networking 169
Increasing Your Worth 170
Maintaining Your Portfolio 170
Ending on a Good Note 171

CHAPTER A

**TYPING YOUR RESUMÉ USING WORDPERFECT 6.1
(WINDOWS) 172**

CHAPTER B

**TYPING YOUR RESUMÉ
USING WORDPERFECT 6.0 (DOS) 214**

CHAPTER C

**TYPING YOUR RESUMÉ USING MICROSOFT WORD 6.0
(WINDOWS) 258**

CHAPTER D

TYPING YOUR REFERENCE SHEET 302

CHAPTER E

TYPING YOUR COVER LETTER 320

CHAPTER F

PREPARING ENVELOPES 340

CHAPTER G

TESTING PROCEDURES 346

CHAPTER H

**USING THE INTERNET TO FACILITATE
YOUR JOB SEARCH 358****BIBLIOGRAPHY 362****INDEX 366**