

## **FREE JOB HUNTING TIPS**

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If you are currently unemployed, here are six things NOT to do ... and a little bit more

1. The important thing during a job transition is how you manage the grief and the loss so as to improve your position. Once you have learned this, you will gain new confidence in your ability to buffet life's surprises.
2. Don't call friends and acquaintances about the terrible injustice you have suffered and ask them to help you find a job. These are your "golden nuggets" and they are too important to your future success. Wait until you have a well-planned strategy to ask them for help in the right way.
3. Don't just add a paragraph to your old resume to update and send it to everyone you can think of. Your new job search will require new adjustments and your new resume needs to be properly focused.
4. Don't send off responses to every internet and newspaper ad you can find. Your disappointment from rejections will begin to undermine your emotional stability.
5. Don't decide to take a long awaited vacation or become involved in remodeling your home. Save your vacation and your remodeling project until after you have found your new job. Then you can truly enjoy it. If you defer your job search, you will spend that time worrying and not building up your confidence.
6. Don't go on a shopping spree to make major purchases. Wait until your finances are evaluated and you know where you stand.
7. Don't go into isolation to contemplate your woes. Being by yourself and gathering self-pity will not get you started. You will lose a lot of valuable time. Be pro-active and get help to expand your network and make your search as easy as possible.
8. Get competent professional help to assist you in putting your best foot forward. There is no charge for the first visit to evaluate your job search. Call 503-252-3495 or 1-800-245-1108 for a visit appointment. For out-of-city inquiries, a telephone visit is recommended. The consultation time is free; you pay only for the phone call.

Contact our office at 503-252-3495 or 1-800-245-1108 for a free introductory visit to evaluate your job search and resume.