



5 Quick
Steps
to a
New Job

Atul Mathur

5 Quick Steps to a New Job

Atul Mathur

Click: <http://www.atulmathur.com>

Copyright © 2006 by Atul Mathur. All rights reserved.

No part of this ebook may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission from the author.

Limit of Liability/Disclaimer of Warranty

While the author has used his best efforts in writing this ebook, he makes no representations or warranties with respect to the accuracy or completeness of the contents of this ebook and specifically disclaims any implied warranties of merchantability or fitness for a particular purpose. The advice and strategies contained herein may not be suitable for your situation. You should consult with a professional where appropriate. The author shall not be liable for any loss of profit or any other commercial damages, including but limited to special, incidental, consequential, or other damages.

Viewing this ebook

To view this ebook, you will require Adobe's Reader for PDF documents. In addition to the links provided in the Table of Contents, this ebook has been bookmarked for easy access to the information.

Printing

Your ebook has been designed for easy reading on your computer screen. You can also print it out. It has been formatted to print on **A4** size paper.

Live Web links

The ebook contains links to outside resources, which are underlined in blue and look like this:

Click: <http://www.atulmathur.com>

You need to be connected to the Internet and click on the links to access these resources.

To

Dear Anmol

Contents

1. Introduction	5
2. Play by the rules	9
3. Smart job search	21
4. Compelling resume	40
5. Impressive cover letter	74
6. Successful interview	81
7. The ultimate	91
Author	92

1

Introduction

There is no future in any job. The future lies in the man who holds the job.

Dr. George W. Crane (1861 - 1928), American clergy & journalist

ON the face of it, getting a new job appears to be a straightforward affair: Just look for job opportunities in the newspapers or on the Internet, prepare resumes, send applications, appear at interviews and accept job offers. The process is indeed simple; it's not rocket science. Yet, as you probably know, job search can sometimes extend to painfully long periods of time, going up to months or even years. And when a new job doesn't come by after repeated attempts, it's common for job seekers to point fingers in various directions.

Some people blame their inadequate qualifications. Some see the economy and general scarcity of jobs as the main problems. To those who have many years of experience, the age appears to be the main barrier. There is no doubt that economy, market demand, qualification, experience, age and luck—all play a part in making it easier or difficult for you in the job market. But unfortunately, what most people don't realise is that a completely different set of factors could be more responsible for their long, inconclusive job search. These factors are about how you conduct yourself in the job market and include:

- Knowing and playing by the rules that govern the hiring process
- Applying proven and productive job search methods
- Ability to write compelling resumes and cover letters
- Knowing what it takes to be successful in interviews

If you look closely, you would realise getting a job is like surviving a multi-round game of elimination, which begins with spotting job opportunities and ends at interviews. Some people don't use the right job search methods and thereby fail to even spot job opportunities. They get eliminated even before the real game begins. Some do see the job opportunities, but their weak and unacceptable resumes fail to open doors for interviews. Out of those who survive up to the interview stage, many bow out of the race because they fail to project their own value to the employers. Finally, the winner is someone who survives all through and proves to be the best among fellow survivors.

Scores of highly capable, sincere and hardworking people stay stuck in their jobs or suffer unemployment just because they lack the skills to survive and play this game of elimination. You need not be among them.

If you have been looking for a new job for quite some time and are in the mode of blaming lack of opportunities, education, past experience, luck, age, etc. for your current situation, it's time you stopped doing that. You can't change any of those factors, at least not in near future. And they may not be even responsible for what's happening with you. The best option is to turn the focus on the way you are trying to play the game. Follow the step-by-step approach as described in this ebook, and you might find it is after all not that difficult to get a new job.

5 QUICK STEPS

Before you get into the game, first know the rules. The step no. 1 is to understand the rules that govern the hiring process. If you play by them, you are more likely to win.

Next comes a key step: spotting job opportunities. If you apply the right search methods to look for job opportunities, you will begin to see them, otherwise you will keep missing them, assuming there are none. The step no. 2 is to learn how to conduct a "smart" job search.

Once you see a job opportunity, it boils down to your resume. If your resume is good, you will be called for interviews, otherwise you will exit the game. The step no. 3 is to learn how to prepare a compelling resume that opens doors for interviews.

Resumes have to be accompanied by cover letters, which help you to connect with people on the other side and leave first impressions. An impressive cover letter can arouse a recruiter's interest in your resume. Similarly, a poor cover letter can unnecessarily weaken your case. The step no. 4 is about preparing impressive cover letters.

If everything goes well, you will reach the final stage—interview. How you conduct yourself, not just during the interview, but also before and after it, decides your ultimate fate. The 5th and the last step is about ensuring success at interviews.



5 Quick Steps

READ, REFLECT AND ACT

Let's face it: Nothing happens by simply reading books. A book is nothing but a collection of ideas. As such, ideas are of little use unless we digest and then act on them.

As you will turn the pages of this ebook, you will come across many ideas. Each time something interesting strikes you, take some time off to reflect on it. Ask yourself: What's the benefit of implementing this idea? Will I lose anything if I try it? How is this

idea related to my current situation? Reading accompanied by reflection will help you to digest and make greater sense of the ideas presented here.

Once you're convinced that a particular idea is worth trying, do not hesitate and act on it. Nothing else, but only your actions will lead you to a new job.

To enjoy tangible results out of this ebook, don't just read, but also reflect. Don't just reflect, but also ACT!

*Action is the
foundational key
to all success.*

Pablo Picasso


