



Dear Job Seeker,

Most job changers usually just need a fresh new resume and cover letter to market their skills and accomplishments in the most effective way, which is the first step in tackling the job search process. If you would like to create your own Resume and Cover Letter, I have written comprehensive instructions available free of charge on my website to help you in the process. I have also created a Resume and Cover Letter Template (in Word Document format) for your use. Just click onto these free templates and save to your computer. If you would like me to format and edit your current resume, or if you would like a cover letter written for you, please refer to the rates on my website www.angelmccormack.com

*If a new resume and cover letter is just the tip the iceberg of what you need to conduct a successful job search in this challenging market, I have created this “**Job Search Guide to Career development**” which is a compilation of the most effective tools you can use for this intensive yet rewarding process. I have taken the most relevant information gleaned from over a decade of experience as an Executive Career Counselor and have synthesized it down to the most effective tools and resources for your personal use.*

I hope you find this very useful and pivotal in your job search or job change process!

Sincerely,

Angel McCormack

Job Search Guide to Career Development

By: Angel McCormack

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SELF ASSESSMENT - MBTI

The **Myers Briggs Type Indicator** is not an assessment that is meant to be taken over and over as a means to 'verify' type. Verification happens through studying each dichotomy coupled with thorough introspection, to determine your best fit type; and/or talking them over with somebody certified in MBTI and determining your best fit type together. Keep in mind that as we grow, it is natural to seek to develop the other side of our personality, *even while maintaining our original verified personality type* (this is referred to as 'type-development' over time).

You can take a FREE VERSION at www.16Personalities.com. It's the closest I have found to the real version.

If you are new to this assessment, here is a good summary of the [Research Behind the MBTI](#).

Each letter represents a dichotomy where you lie *somewhere on the scale*. The graph at the end shows the percentage of the population represented in each type. Here are the 4 dichotomies where you lie *somewhere on the scale*:

1. The first is **E (extrovert)** and **I (introvert)** which in terms of MBTI, have very little to do with SOCIAL introversion or extroversion. Rather, it's all to do with the way you process information with your cognitive faculties. If you process OUTSIDE information first, then you will be an E; if you process information INSIDE your mind first, then your first letter will be an I. Don't get confused between social intro/extroversion vs. cognitive function intro/extroversion. It also has to do with how we recharge our batteries: introverts prefer to take some time alone to figure things out and extroverts prefer to figure things out with other people involved/around. Being around people for long periods of time, although both types can do this equally well, usually will drain introverts and energize extroverts. Here is a 19 minute video on this topic that is very thought provoking for both Introverts and Extroverts alike: [Susan Cain: The power of introverts](#)
2. The second is the **S (sensing)** & **N (intuitive)** which is how we take in information about the world; sensors prefer to use their 5 concrete senses and intuitives prefer to use their intuition or 6th sense.
3. The third is **T (thinking)** and **F (feeling)** which is how we make decisions; thinkers prefer to use their heads and feelers prefer to use their hearts.
4. The fourth is **J (judging)** and **P (perceiving)** which is how we arrange our world; judgers like to have plans and make decisions rather quickly and perceivers like to leave things open ended and continue to explore all options.

Besides the 16Personalities site that is very good, one of my favorite websites to read up about your type is: <http://www.personalitypage.com/high-level.html> This site is comprehensive, so make sure you click through to find all the info on your type as it pertains to not only your **career**, but your **relationships** and **personal growth** (my favorite part). I'd say I agree with about 85-90% of what all the resources say about my type, see how closely yours matches you. If you want to read further, my favorite books pertaining to the MBTI are below. You can buy these used on Amazon for \$5 or so.

1. **The Millionaire Code by Paul Farrell, JD/PhD** (there is a chapter on each of the 16 types and how to align your Career with your Type)
2. **Just Your Type by Paul D. Tieger & Barbara Tieger** (even though this book puts each type together for relationship purposes, the first half of the book is very thorough in explaining each type by itself.)

Some more of my favorite career/life books:

1. **The Seven Habits of Highly Effective People by Steven Covey** (a way of life bible)
2. **The Soul of Money by Lynne Twist** (riveting stories of the people she meets in her philanthropic endeavors and it presents a compelling life philosophy about people's relationship with money. I did a presentation on it years ago and attached it for you, which will give you the high points of the book, but doesn't outline any of the stories which are all amazing!)
3. **Creative Visualization by Shakti Gawain** (great book of nuggets, it is like the precursor to The Secret-but less commercialized than The Secret)

Here is a brief overview of each type:

ISTJ - The Duty Fulfiller

Serious and quiet, interested in security and peaceful living. Extremely thorough, responsible, and dependable. Well-developed powers of concentration. Usually interested in supporting and promoting traditions and

establishments. Well-organized and hard working, they work steadily towards identified goals. They can usually accomplish any task once they have set their mind to it. Click [here](#) for a detailed description of ISTJ.

ISTP - The Mechanic

Quiet and reserved, interested in how and why things work. Excellent skills with mechanical things. Risk-takers who they live for the moment. Usually interested in and talented at extreme sports. Uncomplicated in their desires. Loyal to their peers and to their internal value systems, but not overly concerned with respecting laws and rules if they get in the way of getting something done. Detached and analytical, they excel at finding solutions to practical problems. Click [here](#) for a detailed description of ISTP.

ISFJ - The Nurturer

Quiet, kind, and conscientious. Can be depended on to follow through. Usually puts the needs of others above their own needs. Stable and practical, they value security and traditions. Well-developed sense of space and function. Rich inner world of observations about people. Extremely perceptive of other's feelings. Interested in serving others. Click [here](#) for a detailed description of ISFJ.

ISFP - The Artist

Quiet, serious, sensitive and kind. Do not like conflict, and not likely to do things which may generate conflict. Loyal and faithful. Extremely well-developed senses, and aesthetic appreciation for beauty. Not interested in leading or controlling others. Flexible and open-minded. Likely to be original and creative. Enjoy the present moment. Click [here](#) for a detailed description of ISFP.

INFJ - The Protector

Quietly forceful, original, and sensitive. Tend to stick to things until they are done. Extremely intuitive about people, and concerned for their feelings. Well-developed value systems which they strictly adhere to. Well-respected for their perseverance in doing the right thing. Likely to be individualistic, rather than leading or following. Click [here](#) for a detailed description of INFJ.

INFP - The Idealist

Quiet, reflective, and idealistic. Interested in serving humanity. Well-developed value system, which they strive to live in accordance with. Extremely loyal. Adaptable and laid-back unless a strongly-held value is threatened. Usually talented writers. Mentally quick, and able to see possibilities. Interested in understanding and helping people. Click [here](#) for a detailed description of INFP.

INTJ - The Scientist

Independent, original, analytical, and determined. Have an exceptional ability to turn theories into solid plans of action. Highly value knowledge, competence, and structure. Driven to derive meaning from their visions. Long-range thinkers. Have very high standards for their performance, and the performance of others. Natural leaders, but will follow if they trust existing leaders. Click [here](#) for a detailed description of INTJ.

INTP - The Thinker

Logical, original, creative thinkers. Can become very excited about theories and ideas. Exceptionally capable and driven to turn theories into clear understandings. Highly value knowledge, competence and logic. Quiet and reserved, hard to get to know well. Individualistic, having no interest in leading or following others. Click [here](#) for a detailed description of INTP.

ESTP - The Doer

Friendly, adaptable, action-oriented. "Doers" who are focused on immediate results. Living in the here-and-now, they're risk-takers who live fast-paced lifestyles. Impatient with long explanations. Extremely loyal to their peers, but not usually respectful of laws and rules if they get in the way of getting things done. Great people skills. Click [here](#) for a detailed description of ESTP.

ESTJ - The Guardian

Practical, traditional, and organized. Likely to be athletic. Not interested in theory or abstraction unless they see the practical application. Have clear visions of the way things should be. Loyal and hard-working. Like to be in

charge. Exceptionally capable in organizing and running activities. "Good citizens" who value security and peaceful living. Click [here](#) for a detailed description of ESTJ.

ESFP - The Performer

People-oriented and fun-loving, they make things more fun for others by their enjoyment. Living for the moment, they love new experiences. They dislike theory and impersonal analysis. Interested in serving others. Likely to be the center of attention in social situations. Well-developed common sense and practical ability. Click [here](#) for a detailed description of ESFP.

ESFJ - The Caregiver

Warm-hearted, popular, and conscientious. Tend to put the needs of others over their own needs. Feel strong sense of responsibility and duty. Value traditions and security. Interested in serving others. Need positive reinforcement to feel good about themselves. Well-developed sense of space and function. Click [here](#) for a detailed description of ESFJ.

ENFP - The Inspirer

Enthusiastic, idealistic, and creative. Able to do almost anything that interests them. Great people skills. Need to live life in accordance with their inner values. Excited by new ideas, but bored with details. Open-minded and flexible, with a broad range of interests and abilities. Click [here](#) for a detailed description of ENFP.

ENFJ - The Giver

Popular and sensitive, with outstanding people skills. Externally focused, with real concern for how others think and feel. Usually dislike being alone. They see everything from the human angle, and dislike impersonal analysis. Very effective at managing people issues, and leading group discussions. Interested in serving others, and probably place the needs of others over their own needs. Click [here](#) for a detailed description of ENFJ.

ENTP - The Visionary

Creative, resourceful, and intellectually quick. Good at a broad range of things. Enjoy debating issues, and may be into "one-up-manship". They get very excited about new ideas and projects, but may neglect the more routine aspects of life. Generally outspoken and assertive. They enjoy people and are stimulating company. Excellent ability to understand concepts and apply logic to find solutions. Click [here](#) for a detailed description of ENTP.

ENTJ - The Executive

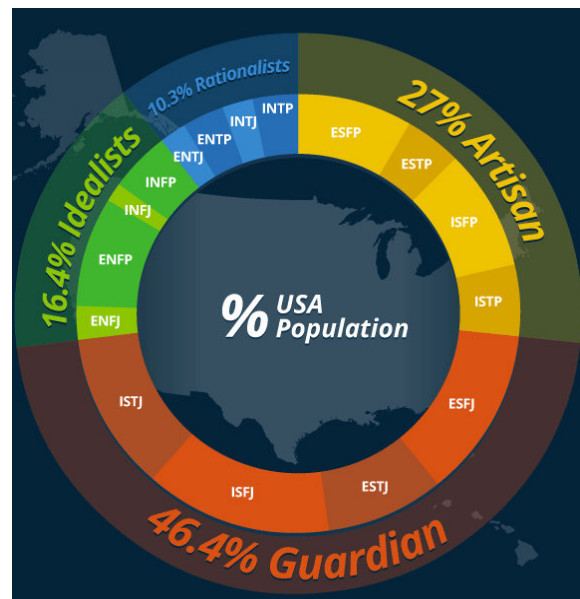
Assertive and outspoken - they are driven to lead. Excellent ability to understand difficult organizational problems and create solid solutions. Intelligent and well-informed, they usually excel at public speaking. They value knowledge and competence, and usually have little patience with inefficiency or disorganization. Click [here](#) for a detailed description of ENTJ.

**The Sixteen Types
US Population Breakdown**

The table organizing the 16 types was created by Isabel Myers (an INFP person).

ISTJ 11-14%	ISFJ 9-14%	INFJ 1-3%	INTJ 2-4%
ISTP 4-6%	ISFP 5-9%	INFP 4-5%	INTP 3-5%
ESTP 4-5%	ESFP 4-9%	ENFP 6-8%	ENTP 2-5%
ESTJ 8-12%	ESFJ 9-13%	ENFJ 2-5%	ENTJ 2-5%

Estimated percentages of the 16 types in the U.S. population.^[30]



LINKEDIN TIPS

LinkedIn: *“Facebook is for fun. Tweets have a short shelf life. If you're serious about managing your career, the only social site that really matters is LinkedIn. In today's job market an invitation to “join my professional network” has become more useful than swapping business cards and churning out résumés. More than 60 million members have logged on to create profiles, upload their employment histories, and build connections with people they know. Visitors to the site have jumped 31% from last year to 17.6 million in February. They include your customers. Your colleagues. Your competitors. Your boss. And being on LinkedIn puts you in the company of people with impressive credentials: **The average member is a college-educated 43-year-old making \$107,000. More than a quarter are senior executives. Every Fortune 500 company is represented.** That's why recruiters rely on the site to find even the highest-caliber executives: Oracle found CFO Jeff Epstein via LinkedIn in 2008.”* ~ Abridged excerpt from Fortune Magazine 2010

Covert Job Search or to Hide Profile as you Make Updates: If you don't want your connections to be notified that you have updated your profile you need to address **2 sections under ‘settings’**: 1) go to *‘turn on/off your activity broadcasts’* and make sure it is unchecked then 2) go to *‘Select who can see your activity feed’* and select *‘only you’*. This is important if you do not want your current employer (via any of your connections) know that you are updating your profile and hence may be looking for a new job.

Open Job Search: Conversely, if you are actively looking and want everybody to know, under ‘settings’ 1) go to *‘turn on/off your activity broadcasts’* and make sure it is checked then 2) go to *‘Select who can see your activity feed’* and select *‘everyone’*.

Updates to make by section:

1. **Address:** use the edit feature to make your URL streamlined without those numbers at the end of it, then update your Headers on your Resume & Cover Letter
2. **Photo:** use a professional head shot in a suit or business casual (a photo is a must these days!)
3. **Name:** add “, MBA” or “MS” or JD or whatever title you might have
4. **Headline:** brand yourself by using something other than your job title and company
5. **Summary:** Copy/paste the entire profile from your resume once it is concise & polished
6. **Job Descriptions:** copy/paste bullets from your resume for consistency with your resume once they are all edited.
7. **Endorsements:** Choose the areas for which you want to be endorsed based on the direction you would like your career to head. With enough endorsements, you can print a screen shot to include in your packet of “leave behinds” during interviews. Give people you know endorsements and they will be more inclined to reciprocate.
8. **Recommendations (after your profile is updated you can get some of these):** These are great to have so that you can print them out and include in your packet of “leave behinds” during interviews. A marketing manager at LinkedIn came to the GSM to give a presentation and he said that recruiters are looking to this more than ever- they actually say they like to see 2 recommendations per job if possible. Write some recommendations for people you know and they will be more inclined to reciprocate.
9. **Connecting with People (after your profile is updated):** When you send connection requests, MAKE SURE YOU CREATE A CUSTOMIZED NOTE as to why you want to connect!! By reaching out properly, add everyone you *know now* and *meet going forward* so it will be a better networking tool for you now as well as for the next stages of your career – we need to think of networking as a long term endeavor!
10. **Birthday:** only put Month and date- **no year**
11. **Follow Companies:** Search for and ‘Follow’ companies that interest you so that you will get updates on people who have recently vacated positions, and all the company updates.
12. **Job Search Alerts:** make sure you set these up. Here's how:
<https://www.linkedin.com/help/linkedin/answer/20709?query=job%20alerts>
13. **Articles & Resources:** <http://www.leisurejobs.com/staticpages/18285/the-ultimate-linkedin-cheat-sheet/>

Articles:

[Why You Need to Check Out Potential Employers on LinkedIn Before Applying,](#)
[How To Make Your Linked in Profile Rock](#)
[50 Groups MBAs Must Join](#)

NETWORKING

“Being busy is not the same as being productive.”

The *networking, job market research & job search* phase is a quite intensive process where you will be making many new connections as you gain more information about companies and functions. It is the connections that you make *in this phase* that you will be able to leverage when you are in the *application phase*.

Remember the people who have helped you! (Whether they helped you by offering advice, listening to your story, connecting you will people, anything they did for you at all)... and let them know when something good transpires to keep them in the loop. This strengthens relationships over time!

1. **Networking 101** Start a system to keep track of all your networking efforts in an excel spreadsheet (person, date, source [email, phone calls, event], topics covered, next follow up), then enter calendar reminders into your Outlook (or whatever program you use) for when you want to follow up. Networking is about building *more* relationships ... and you can start by just networking with all the people you already know to warm up a bit... practice your Elevator Pitch on them, make sure everyone you know knows what you are looking to do with your career ... ask people about their career paths, you may not know all your friends and family's particular paths ... just *having* more 'career-related' conversations with everyone in your life will start making it feel more natural to branch out to seek other peoples 'career-stories' to spark ideas for you.
2. **Elevator Pitch** This will change based on the audience you deliver it to (shorter for networking events and career fairs, longer for interviews). It will be used to address "Tell me about yourself" in an interview, which gives you the opportunity to really start an interview off right. You will have many versions, but if you write down your most detailed version, you will be able to pull out what you need (off the top of your head) appropriate to any given situation.
3. **Alumni Directory:** Use your school's Alumni Directory to find contacts. You can email people with a brief intro of yourself (written Elevator Pitch basically) and a question or two about how they like their industry or job, and any advice they might have for you. People generally like to help fellow alums, and it's nice to connect with people of similar career interests. When reaching out to alums, you'll want to start with a very nice email to the alum, mentioning who you are and what you are seeking from them advice-wise. In this email you will want to exhibit advanced appreciation for any time they can give.
4. **Conduct Informational Interviews** – Google Informational Interview Questions for great ideas.

Networking Articles

5. [How to get strangers to like you](#)
6. [How to Approach Networking Events](#)
7. [An Introvert's Guide to Networking, Harvard Business Review](#) about networking in general
8. [Amazing Career Advice For College Grads From LinkedIn's Billionaire Founder](#)
9. [Dressing well makes it look like you know what you are doing](#)
10. [10 Short templates for reaching out to people on LinkedIn](#)
11. [Greasing the Inside Track to a Job](#)

JOB SEARCH

JOB SEARCH – Preparation & Research...

1. Start a system to keep track of all your job search activities in an excel spreadsheet (networking efforts, job applications, call backs, interviews).
2. [Glassdoor's top job classifications & pay range](#)
3. Management Consulting Resources: [David Ohrvall's Crack the Case](#)
4. Follow all companies of interest on Twitter and search them on LinkedIn.
5. Non-Profit Career Research: <http://www.learnhowtobecome.org/volunteer-and-nonprofit-careers/>
6. Article: [The Hiring Process at Google](#)
7. Article: [Interview Process Comparison of: Facebook, LinkedIn, Yahoo, Google, Twitter, Apple, Amazon, Yelp, Uber, Microsoft, Intel, Cisco, IBM](#)
8. Article: [How to Get Hired at Amazon](#)
9. Article: [Fastest Growing SF Tech Companies \(March 2015\)](#)
10. Article: [How to Research Company Culture](#)

11. Article: [Creating & Managing Your On-Line Footprint](#) to get your foot in the door
12. Article: [Google-ize Your Job Search](#)
13. Article: [Google Alerts](#) for Your Job Search

JOB SEARCH – Where to look for jobs...

14. **All Job Types:** www.indeed.com – all job categories from around the web
15. **All Job Types:** www.linkedin.com – all job categories. LinkedIn will show you how you are connected to a job opening. **Set up Saved Searches & Job Search Alerts:**
<https://www.linkedin.com/help/linkedin/answer/20709?query=job%20alerts>
16. **All Job Types:** [LinkUp's](#) – all job categories from around the web. When you apply to a job on LinkUp, you're sent directly to the company's site — no middle man or outdated job posts.
17. **MBA Specific Jobs:** [MBA Highway](#) & [MBA Careers](#): MBA job bank, MBA news, interviews and more.
18. **Finance Jobs:** www.onewire.com
19. **Investment Management:** [Top 50 Firms in 2015](#)
20. **Marketing & Creative Jobs (Industries & Functions):** <http://www.coroflot.com/jobs> Design-driven companies with postings covering: Branding, Corporate Identity, Marketing, Strategy, Non-Profit, Project Management, Urban Planning, Fashion, Gaming, and countless more.
21. **Lifestyle-driven Industry Jobs:** [Malakye](#) (i.e. all sports, recreation, fashion, tech, music, etc)
22. **Tech Industry Jobs:** [Dice](#) & [CrunchBoard](#)
23. **Health-care Industry Jobs (all functions):** [Healthcare Jobsite](#) more than 500,000 health-care jobs nationwide covering all functions.
24. **Non Profit Jobs:** [Idealist](#) – Over 100,000 nonprofit and community organizations in 165 countries.
[LearnHowtoBecome](#) – Information for people seeking careers or volunteer work in the non-profit sector.
[OpportunityKnocks](#) - Provides comprehensive job classifieds in non-profit sector throughout the world.
25. **Green Jobs:** [GreenBiz](#) - A job list with solid geographic reach.
26. **Government Jobs:** [USAJOBS](#). Thousands of job opportunities across 100s of federal agencies/orgs.
27. **Ag Jobs:** <http://www.agcareers.com/california-jobs.cfm> & <http://www.calagjobs.com/jobs/jobs.html>
28. **Paid Internships:** <https://www.internbound.com>
29. Article: [Top Finance Internships](#)

JOB SEARCH – Before & After applying...

30. [Glassdoor](#) – check out Company Reviews by people who have worked there, as well as salary information, to make sure you still want to apply.
31. **1st Degree Networking:** Once you find openings to which you want to apply, search [LinkedIn](#) to see if there are any connections you might have at the company.
32. **2nd Degree LinkedIn Networking:** Click onto each of your 2nd degree connections at a company you are applying to – to see exactly WHO you are connected through. Depending on how well you know *YOUR connection*, and depending on the job *their connection* has, you can reach out to your connection asking for an introduction via LinkedIn because you just applied to a job there and wanted to see how people generally like working there. OR you can reach out directly to strangers at a company possibly mentioning who you are connected through, and/or that you have applied to a job there and wanted to see how they like working there. Or that you are researching companies and XYZ company is on the list and you are wondering how they like working there. Super easy – it's a numbers game too, so choose people wisely and reach out to as many that seems appropriate in the way that seems most appropriate. To get messages through LinkedIn without knowing their email, select that you have done business with them, and choose any of your jobs; then you can get a limited character message through.
33. Article: [Why You Need to Check Out Potential Employers on LinkedIn Before Applying](#)

If You Haven't Heard Back for a Job You Applied To

You never know when a company will get back to you - if at all. That is why finding a connection where ever you apply is the best case scenario. Some companies just move extremely slowly, there are always a million circumstances that we cannot even fathom in each case. Every time I had landed a job in my past, EVERY time I would get a random call or two for an interview on other apps I had sent out, even many months later. Other places will call you within an hour of receiving it – you just never know, that's why it's a huge numbers game where we can't get too attached to any one job we apply to, and NEVER get discouraged by not hearing back. We hear back on possibilities that are meant to be, and we land the ONE that's meant to be, at that time.

INTERVIEW PREP

Preparation – Writing:

- Write out your Elevator Pitch (*including your Educational Background, Professional Background, Job Objective, & Relevant Accomplishments*) to answer the notorious “Tell me about yourself...”
- Develop accomplishment stories from your background by using the STAR format: Situation, Tasks, Actions & Results!
- Read through the lists of Interview Questions and write out as many answers as possible

Preparation – Research:

- Research the Company's Objective, Organizational Structure, Product or Service, Stability, and Philosophy most likely on the Company's website
- Their website may also include an Annual Report, Letters from the Chairman & Balance Sheets
- Use your network, LinkedIn and Alumni Database to obtain more information on who will be interviewing you

Preparation – Analysis:

- Compare the job description to your accomplishments on your resume
- Analyze the job qualifications in the posting and highlight the ones that correspond with your experience
- Revisit your Elevator Pitch to focus to this job opening
- Revisit your STAR Accomplishment stories and choose the appropriate ones for this job opening
- Relate YOUR ABILITIES to the EMPLOYER'S NEEDS, to convince them to hire you

Preparation – Rehearsal:

- Practice your Elevator Pitch, STAR Accomplishment Stories and other interview question answers out loud until you have each one polished.
- Practice out loud in front of a mirror.
- Ask a family member or a friend to allow you practice your answers in front of them
- Use your webcam & record yourself to practice

Preparation – Leave Behinds & Logistics:

- Purchase a folder that you can leave behind in the interview and fill with extra copies of your resume and cover letter. Include any items that show examples of your past work (a short presentation or excel summary sheet with graphs and charts of a project). Include letters of Recommendation. You can also include a brief (or detailed) Business Plan or 30/60/90 Day Plan you have created for how you will tackle this job if hired.
- Prepare a list of questions you want to ask them.
- Purchase thank you cards, and have one pre-addressed, stamped and in your car to write out immediately after the interview and put into the mail. This serves two purposes: 1) people rarely do this anymore, so it will set you apart showing that you care enough to take the time to do this and 2) you can save your next email for one week later if you haven't heard back to politely reiterate your interest and great fit for the role.
- Decide what you are going to wear and map out exactly where you will be going and how long it will take to get there and aim to be early just in case! If early, you can read through all your interview answers while waiting.

During the Interview – Building Rapport

- Use eye contact and a firm hand shake upon meeting
- Mirror the demeanor of the interviewer, but in an authentic way for your personality
- Have a positive, can-do, problem solving attitude
- You need to believe you are the best person for the job and be able to articulate why
- Beware of your non-verbal communications: Tone & Speed of Voice, Facial Expressions, Body Language, Posture, Habits
- Pause briefly after being asked a question to quickly think how you want to answer the question
- Use humor if/when totally appropriate to the situation

Closing the Interview

- Break out the “Leave Behind” folder and show them your portfolio of work, letters of rec, business plan, etc.
- Ask any questions from your list that haven't yet been addressed & any new questions that have come to mind
- Close the deal by reiterating interest, letting them know you think you would be great for this job
- Establish follow-up procedure and timeframes
- Thank them sincerely letting them know it was very nice meeting them & you look forward to seeing them again!

After the Interview

- Write out the thank you note in your car and drop it in the mail.
- As soon after the interview as possible, jot down your notes on how you feel you did and what you would like to improve upon (specific answers to questions, your non-verbal communication, your close, etc.)
- Follow up with an email if you haven't heard from them in a week, to thank them again and that you are still very interested in the job.

Articles

1. Article: [What should I know that's not on your resume?](#)
2. Article: [How to Answer Difficult Questions](#)
3. Article: [Oddball \(& fun\) Real Interview Questions \(compiled by Glassdoor\)](#)
4. Article: [Using Body Language to Prep for Interviews \(Amy Cuddy Ted Talk\)](#)
5. Article: [Addressing the "Weaknesses" question](#)

2nd INTERVIEW

For the second one, I would treat it just like the first, and be ready to answer all the same questions (as in don't be thinking "I already answered these last time!") since new people want to hear those answers as well. Be ready for a new crop of questions too, keep on reading through questions so that you have given thought as to how to answer each one. You can go in there with a 'strategy' for some aspect of the job or even just your approach for your first 3 months there, to show you have given a ton of thought to how you will hit the ground running. Your enthusiasm and positive attitude will go a long way too, and I can see that will be natural for you.

Try to have FUN with it by trying to think of it this way: where else in your life can you go into a room with people and talk about how great you are (via your accomplishments)? Interviews are perhaps the only time we can do that and the other people actually want to hear it!

SALARY & NEGOTIATING

It's OK NOT to Negotiate

If it is a position that you would have taken at their first offer, *there is nothing wrong with not negotiating...* as sometimes people may feel compelled to negotiate just for the sake of negotiating? Keep in mind, that if you take a job without negotiating, you will be able to prove yourself over time, and negotiate later at performance reviews etc. Also, if it ends up not being the right fit after all, you can start looking around after a year.

Negotiating the Highest Package

Certainly go into the situation having done your research on salaries and compensation packages. You should know the low, median and high salaries for someone with your education, skill set and experience and have given it tons of thought as to *your bottom line*, and everything you want. Of course salary is only one aspect of the overall compensation, there can be vacation, medical, retirement, bonuses, etc. I would have it all written out for yourself in a matrix so you are ready to deliver. Usually they will give you the written offer for you to review, at that point if you like it and it meets your bottom line, I would take it. Conversely, if it doesn't meet your bottom line, then you could try to negotiate what it is you want and the many reasons you are worth it.

Negotiating a Raise at your Current Company

I would start by writing down all your accomplishments you have had at that company and the experience that any degrees you may have obtained along the way has given you, and how that is integral for increasing your value to the organization. I would have it all drafted in a formal letter to your supervisor, and schedule a meeting to discuss it all in person while presenting the letter and an updated resume as your supporting documentation. This will serve two purposes: that you are 1) serious & methodical about this, and 2) they can share it with their bosses as needed to help your cause.

Negotiating Your Way into a New Job That Pays Less than your Current Salary

If they are asking for your desired salary, then you can give them a range. Think about this prior to interviews so you have it ready to deliver. If they ask for your salary history, you can be honest about that, and let them know that you money isn't your priority (if you are looking to take less than your previous jobs). And that you want a good fit, and want to love what you do, and sell the fact that this job (that you're interviewing for) fits with your values and motivators, etc., and you are so excited about the opportunity. You can mention Warren Buffet didn't even KNOW what he was going to make on his first job when he accepted the offer, he just knew it was the job he wanted and money didn't matter.

How to field the Salary Question

“While salary is of course an important consideration when investigating new career opportunities, the more important consideration is the actual opportunity. If you were to ultimately consider me the best candidate for the position, and likewise, if I were to consider this to be a logical career move for me, I am sure your company will offer a very competitive salary.”

Research

1. [Post MBA Salary Calculator](#),
2. www.Glassdoor.com
3. www.Salary.com

AGE DISCRIMINATION

I have had clients in their 50's & 60's and know a 94 year old who is still working! It's not age we need to worry about, it's frame of mind and how we project ourselves. 40+ is an ASSET to employers, especially for the high level positions to which you are applying. And if we have the age behind us, coupled with a nimble, can-do, youthful attitude – we are a force to be reckoned with! Age discrimination is the LAST thing you should be concerned about: age + experience = total asset.

Furthermore, the current job market is pretty good for older workers. As of March 2015, the unemployment rate for workers 55 and older was just 3.9% -- down from 4.7% the year before, according to AARP[1]. That's significantly better than the current national average for all workers, which is around 5.5%. [2] Jobs are out there for older workers – it's up to you to take the necessary steps to ensure you get one.

Conventional thinking would have you believe that it's much, much harder for an older worker to find another job. The numbers don't bear that out. The average job hunt for workers of any age lasts about 33 weeks, according to the Bureau of Labor Statistics Current Population Survey. For workers older than 55, the typical search lasts just 15 weeks longer. Don't let the length of time deter you. Instead, continue all the good things you're doing to land a job – working with a coach, focusing on your skills and experience, and being open to new opportunities.

[1] <http://www.aarp.org/ppi/info-2015/the-employment-situation-march-2015.html>

[2] <http://www.ncsl.org/research/labor-and-employment/national-employment-monthly-update.aspx>

[http://fiveoclockclub.com/5-job-hunting-tips-for-the-over-50-job-seeker/?inf_contact_key=3457569b4de3853c099160f9682f283c80d9ae79ea9ce68e70676ef4344b2581:](http://fiveoclockclub.com/5-job-hunting-tips-for-the-over-50-job-seeker/?inf_contact_key=3457569b4de3853c099160f9682f283c80d9ae79ea9ce68e70676ef4344b2581)

RESOURCES FOR VETERANS

Skills Translator: <http://www.military.com/veteran-jobs/skills-translator/>

Get one year of LinkedIn premium for job seekers free: through EAUTH.VA.gov. That's worth \$360, roughly (\$29.99 a month). The VA site links directly to LinkedIn. <https://veterans.linkedin.com/>

The Department of Defense Transition Assistance Program (DoDTAP): <https://www.dmdc.osd.mil/tgps/>: for Service Members and Veterans designed to provide separating Service members and Veterans access to Transition Assistance documents which will assist them during their transition process from the military.

Obtaining a VMET document lists your military experience and training which may have application to employment in the private sector: Specifically the VMET document lists the civilian occupations, with the Dictionary of Occupational Title (DOT) number that relate to a veteran's exact military occupational code. The DOT number gives the definition of the civilian career and gives the corresponding ONET civilian occupation.

* Note that the Navy goes by officer designators, not military occupational codes, for officers, which can mislead if one doesn't understand that the Navy has its own occupational codes.