

# 10 Secrets To Quickly Landing The Job That You Really Want

## Secret Supporting Documentation!



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## Top 10 Tools for Landing a Better Job

Source: <http://lifehacker.com/#!5157794/top-10-tools-for-landing-a-better-job>

From the first Google search to the last interview, you can boost your odds at landing a better job with the right preparation. Here are our ten best tools and tips for job-seekers and career climbers.

### 10. Cover all the search sites

It's not exactly a "hack" to suggest hitting [Monster.com](#), or your [LinkedIn](#) network, to check out job offerings and work your connections. Each site amongst our [five best online job search sites](#), however, puts you in a different pool of possibilities, and each has its own quirks and tools. They're somewhat perfunctory and broad, but wouldn't you feel bad knowing you missed a great opportunity simply because it wasn't in your super-specific Craigslist search?

### 9. Cover Craigslist like a glove

The same types of skills and always-there alertness that make someone a [Craigslist power user](#) can give them the edge on the site's job board, which has the benefit of (sometimes, not always) attracting relatively tech-savvy, with-it employers. Once you're getting text message and RSS alerts whenever "Micro-brew taster" shows up, browse these [tips for applying for a job on Craigslist](#), written by someone looking to hire through Craigslist and looking for only the honest, direct, ready-to-work types.

### 8. Take the guesswork out of salary demands

There are a host of salary-obsessed sites that use a combination of math and insider info to compute what workers with certain skills and experience levels can expect in different cities and corporate firms. The most prominent among them—[Glassdoor.com](#), [PayScale](#), [SalaryScout](#), and [Indeed](#)—have their own strengths and weaknesses, as we've [previously detailed](#). If you're lucky enough to have an informed source inside a firm you're looking to jump ship to, or can cultivate one, that might be your best bet. *Photo by [AMagill](#).*

### 7. Leave without burning any bridges

If you have a great estimate of exactly how many seconds are left until you can leave, it can be really tempting to email [all@youoldcompany.com](mailto:all@youoldcompany.com) with exactly how liberated you feel. But if your dream job doesn't turn out quite so ethereal, or you ever find yourself needing a tip, lead, reference, or maybe even someone to hire at your new digs, you'll wish you'd kept things civil. To fake it until you make it, crib from eMurse's [sample resignation letters](#), read from wikiHow's [guide to resigning gracefully](#), and keep in touch over social networks like Facebook with the co-workers in the same realm you find yourself in. You never know when one of them might hear about a sudden job opening; alternately, you can ditch the civility and think about offering [cold, hard cash rewards for job leads](#).

### 6. Walk into your interview without fear

From covering an oldie-but-goodie list like the [50 common interview questions and answers](#) to mastering a few [conversational Jedi mind tricks](#)—how you prep for your job interview depends on how geeky you want to get. If you bore even yourself with your answers to 1950s HR Manual standards like "What's your greatest weakness," consider turning the interview around by talking about your [first 100 days on the job](#), or [tell the story of your career](#), and future. If you managed to escape without squirting mustard on the interviewer's shirt, dash off a [quick, effective thank-you note](#). For more ideas, visit our [tips for talking your way into a job](#).

### 5. Look the part

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Unless your interviewer is Mark Zuckerberg, your newest sandals and fleece just ain't gonna cut it. Here's the shorter, job-focused version of our [tools for dressing sharp](#):

- **Give the shoes a solid shine:** In [five minutes](#) or so.
- **Dress sharp, but save:** By turning a cheap-and-cheap-looking suit into one that's an [expensive suit that wasn't expensive](#).
- **Don't you dare rock a clip-on:** Take the time to learn with a [basic tutorial](#) and [YouTube instructional clip](#).
- **Travel without ironing:** You could take Fodor's advice and [wield the power of plastic sheets](#) to prevent wrinkles amongst your best-looking clothes. Or you can go a bit more eco-friendly and cross-cultural with a [bundle wrap](#). For those who like a bit of extra security, a bit of [DIY wrinkle releaser](#) in a drug store spray bottle handles whatever gaps your folding and backing leaves open.

### 4. Use search-friendly words; skip vague generalities

Some large-scale employers deposit every single resume and CV into a giant, OCR-scanned database; others merely search out candidates on job sites using specific word criteria. Either way, having the [right words on your resume](#) prevents being cut in the first round like some warbly-voiced would-be *Idol* contestant. On the other hand, the humans who actually read through your cover letter, resume, and application want to see real numbers and results, not Career Services blather. So take a good long look at your text and kill at least [six words from your resume](#).

### 3. Get better, faster, smarter alerts on job openings

A while back, we suggested just a few tools to [nab a job with feeds and email alerts](#). Our commenters, though, had a wealth of links and suggestions that worked for them:

- [SimplyHired](#) and its RSS feeds, which [72ba](#) digs for its aggregation of the big job sites and local players, as well as the customized feeds.
- [Yahoo Pipes](#), the feed mashing/extracting/filtering tool we've [created master feeds with](#) and which [Earth2Marsh](#) used to monitor [jobs at every grade school in Maine](#).
- [Feed43](#), which ain't exactly a five-minute job, but it can take pretty much any page on the internet and make a feed out of it, as [Jay](#) discovered.
- Other tools: [FeedMyInbox](#) and [UpdatePatrol](#).

### 2. Build your personal brand with a blog

By and large, no one-person blog is going to replace a salary, but it can help you find a new source of income. Blogger Adam Darowski believes [the blog is the new resume](#), and at least one Lifehacker editor is really glad he built his up to help land a new gig. Write and post material related to the field you work in, and generally work it as if you were already employed in it. Your resume and clips can spell out that you're a great with Photoshop, but your blog's slideshows will definitely sell your clients or employers a lot more emphatically.

### 1. Write a killer resume for a new career path

With the economy lurching about like an over-tired Capoeira enthusiast, we recently decided it was a good time to look at taking the first step toward escaping one's endangered (or just plain boring) career for another, no matter what your experience level. We [rounded up our favorite tips](#) from our own resume posts and experience, and talked to a career specialist about how to score a great gig, even if you lack the supposedly mandatory "minimum requirements." Check it out, pull out the heavy-stock paper, and get to writing. *Photo by [emdot](#)*.

## Five Best Online Job Search Sites

Source: <http://lifehacker.com/#!5114814/five-best-online-job-search-sites>

Looking for a new job in a struggling economy is hard work. Make it easier on yourself by getting to know the best tools for the task at hand.

Earlier this week we asked you to [share your favorite online job search sites](#), and today we're back with the most popular answers. Keep reading for a detailed breakdown of the best sites around for finding work when you need it.

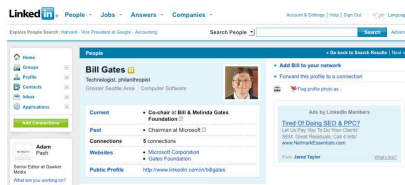
*NOTE: Due to a few ties in the preliminary [call for contenders](#), this Hive Five will actually feature six job search sites.*

### Monster



[Monster.com](#) first opened its doors way back in 1994 (first called The Monster Board), and has since been a very popular destination for employers and employees alike looking to fill and find a job. With over a million job postings and over 150 million resumes at any one time (according to [Wikipedia](#)), Monster has one of the largest job search databases available. In addition to its job search and resume posting tools, Monster also offers [career advice](#), a beta tool for [researching companies](#), and more. From the sound of our [call for contenders post](#), many of you have secured or been offered jobs through Monster.

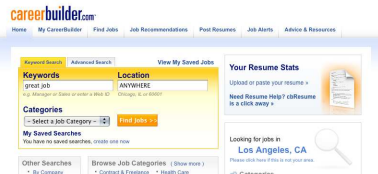
### LinkedIn



[LinkedIn](#) is a social networking site along the lines of Facebook with an emphasis on building a work-related network. Launched in 2003, LinkedIn quickly became a popular destination for workers looking to build their professional relationships. While LinkedIn isn't primarily a job search destination, the idea is simple enough: People get jobs from their professional network, so rather than digging through enormous search databases when you're looking for work, your LinkedIn network becomes an excellent resource for connecting with people in your field who know where you might be able to get good work.

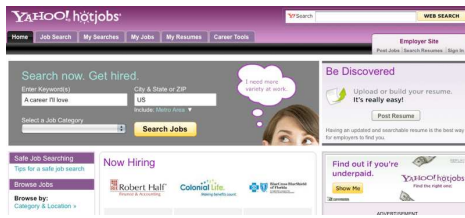
### CareerBuilder

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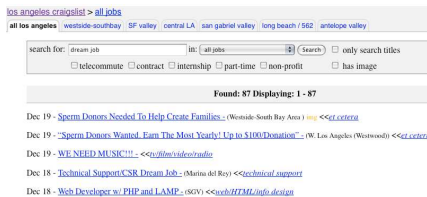
Along with Monster, [CareerBuilder](#) is the oldest job search site on the list (founded in 1995). Also like Monster, CareerBuilder's pages boast millions of job postings, hundreds of thousands of employers on the hunt for potential employees, and a whole lot more. Although many commenters have secured jobs from both Monster and CareerBuilder, others have also commented on receiving a fair amount of spam "opportunities" from them as well.

## HotJobs



[HotJobs](#) is another age-old job search engine that first started in 1996 (under another name), went through a few other changes, and was eventually purchased by Yahoo in 2002. HotJobs is a traditional job search engine cut from a similar cloth as Monster or CareerBuilder. When you head to HotJobs, you're searching a giant database of jobs. Like the other two, you can also post your resume for employers to search and find you. Several commenters point out that the three largest job search engines on this list (Monster, CareerBuilder, and HotJobs) all generally carry a lot of the same job postings, so it's more a matter of choosing which one you feel most comfortable with when you're managing your resume and searching for jobs.

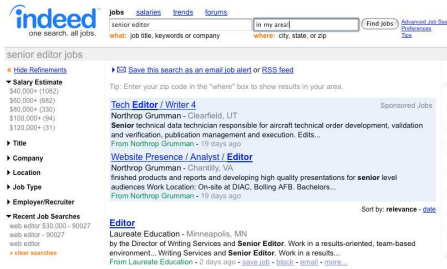
## Craigslist



[Craigslist](#) is best known for free classified ads that have secured [Craigslist power users](#) great deals, but the pages of Craigslist also offer a thriving job board. According to commenters, Craigslist can be especially useful for workers looking for regional work. Before you send out another application through Craigslist, be sure to check out these [tips for applying for a job on Craigslist](#).

## Indeed

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Job search engine [Indeed](#) is a meta-search engine that scours job sites, newspapers, and company career pages for jobs. Matching jobs are fed to you on a familiar Google-style results page. Indeed isn't a full-service job search site where you post your resume and hope for calls from employers, but if you know what kind of work you're looking for, its impressive meta-search (complete with email alerts and RSS feeds) is worth a look.

## Using LinkedIn in the Job Search

Source: <http://www.psychologytoday.com/blog/career-transitions/201010/using-linkedin-in-the-job-search>

If you're not on LinkedIn you're missing valuable resources.  
Published on October 29, 2010

Everyone knows that social media is becoming more important in the job search process. But it can also be overwhelming with new sites and options springing up every day. That's why when I'm asked about using social media in the job search, I tell people to keep it simple: start with a LinkedIn profile. (Quick disclaimer: I have no relationship or business interest in LinkedIn- I simply use their site.)

LinkedIn is quickly becoming the most valuable job search tool for virtually all professionals. Initially it seemed to appeal primarily to people in tech fields, [marketing](#)/sales, and public relations, but with over 80 million users now, it has become my first recommendation for job seekers, [career](#) changers, or anyone looking to enhance their public and professional reputation. And with upwards of 80% of employers researching candidates online, a LinkedIn account is imperative.

### ***Related Links***

- [How to Land a Job by Surrounding It](#)
- [Using Twitter in Your Job Search](#)
- [Who Would Be Happy to Sing Your Praises?](#)
- [Finding a long lost friend: Let me count the ways](#)
- [Using Social Networking for Recruitment and Training](#)

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### ***[Find a Therapist](#)***

Search for a mental health professional near you.

### ***Find Local:***

- [Acupuncturists](#)
- [Chiropractors](#)



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- [Massage Therapists](#)
- [Dentists](#)
- [and more!](#)

LinkedIn is first and foremost a [networking](#) site, but it can help you find new job or internship leads, employees at the organization where you'd like to work, people who can help you with your career-- or even hire you, organizations/groups you can join online, inside information about companies, learn about new trends in your field, keep up with connections or customers, identify potential customers or clients; and discover connections you didn't even know you had, etc.

Many people just create a profile and then hope someone will find them. That's not how it works. You have to **work your network**-- even on LinkedIn.

So let's get to work.

1. If you don't have an account, set one up today. It's free, quick, and easy. Here's the [link to get started](#). You can even do a [quick job search](#) before you join. LinkedIn provides a variety of [training tools here](#). Also, here are starter guides specifically for [college students](#) and [job seekers](#) who want to establish an account.

2. Take a few minutes to establish your reason for being on LinkedIn. Are you looking for a job, want to connect with a broader network, or seeking potential clients or customers? Develop your profile with your goal in mind. Use the "share an update" section to post something related to your goal. For instance, if you're job-seeking, you might post, "Attending Excel spreadsheet training. Really great info." If you're a student you might post, "At internship applying my economics [education](#) to healthcare field."

3. Keep the cardinal rule of networking in mind: build relationships by helping others first. In many ways, LinkedIn was designed with a "pay it forward" mentality: the idea that you will help someone through your knowledge or contacts (without expecting anything in return) and then someone else will help you. Approach networking with a mindset balanced between "How can I help?" and "What's in it for me?" Share your knowledge and information and then seek out the answers to your questions.

- Start by offering help, advice, answering questions, joining groups, etc.
- Post presentations, link to blogs, help people find information and learn from your site.
- Write unsolicited recommendations for colleagues and contacts you know personally.

4. Make your profile as complete as possible.

- Use a professional photo.
- Include all previous employers so that former colleagues and co-workers can find you.
- Make your profile public and set it to full view so you will appear in online search engines.

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- Use your primary email address (as opposed to a secondary one that you only check occasionally) so you will be reminded to check your profile often.
- Ask colleagues to write recommendations for you-- but try to avoid the "I'll write you a great recommendation if you write one for me" syndrome. While some of that is expected, try to get some independent recommendations.
- Use keywords related to your profession in your descriptions so that employers are more likely to get your profile when they search for potential hires.

5. Use the "introductions" feature strategically to connect with people. Identify individuals working where you'd like to work or pursuing your career of interest. But be careful-- if you're reaching out to someone you don't know, be sure to send a personal note along with the request. Many people turn down generic "I'd like to add you to my network" requests from strangers. Write a note which explains why you want to connect with them. And if you're just connecting because you want something from them-- they may not be interested. You need to be more strategic. Try joining groups and connecting with people that way.

6. Use the "applications" feature to highlight your skills and knowledge. You can connect to your blog, take polls, post reading lists, share presentations you've created, etc. These features can greatly enhance your professional image and illustrate your talents.

7. Join groups related to your profession (or desired profession) and take an active role. Post questions, offer advice, share tips, etc. Active group members have more chances of "being seen." Seek out alumni groups for any schools you've attended, groups related to an organization you'd like to work for, etc. You can even create your own group and start gathering members.

8. This is just a start. Learn more-- check out these helpful resources:

[YouTube Video on Using LinkedIn to Find a Job](#)

[Linked Intelligence: 100+ Smart Ways to Use LinkedIn](#)

[About.com: Linked in and Your Job Search](#)

[How To Really Use LinkedIn by Jan Vermeiren](#)

[Ten Rules of LinkedIn Etiquette](#)

[The Social Media Marketing Book by Dan Zarrella](#)

[LinkedIn for Dummies](#)

If it's been awhile since you set up your LinkedIn account, why not look at it today and see if you can use any of these tips. And please share your tips with other readers by posting comments.

Find me on [Facebook](#) and [Twitter](#).

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## How to Use Twitter to Help You Find a New Job

Source: <http://lifehacker.com/#!5749380/how-to-use-twitter-to-help-you-find-a-new-job>

More and more companies are using Twitter to seek employees, with many Tweets looking like an online version of the classified ads of the past. Developing an effective and efficient Twitter strategy for your job search is a smart idea.



Who knew that 140 characters could have so much power? With [TweetMyJobs](#) listing over one-and-a-half million job tweets in the past 30 days, there's no question that Twitter is rapidly becoming a must-use social media resource for job seekers.

Twitter can be helpful to your career on several levels, but the most obvious help comes in the form of up-to-the-minute job leads. It's a great way to start a connection that can lead to a career.

Keep in mind as you get started on Twitter that, like other social media, Twitter is a conversation— not a one-way communication where you only promote yourself. Provide information and resources that potential readers (and employers) might find helpful or interesting. Keep your tweets professional and related to your ideal audience. Focus first on what your message is, and whom you're trying to reach.

Here are some steps to get started:

1. Create a Twitter account and get familiar with Twitter's format and system. If possible, use your name for your account. Post a professional picture and describe the employment you're seeking in your Twitter bio (unless, of course, you are already employed). Spend some time reading other postings; learn your way around the site. If you're looking for a good resource, check out [The Twitter Book](#) by Tim O'Reilly and Sarah Milstein.
2. Twitter allows you to link to a website; if you don't have a professional website, link to your LinkedIn profile so that employers who want to learn more about you will be able to see your experience and education. Don't have a LinkedIn profile? See my post on the value of LinkedIn for the job seeker.
3. Follow leaders in your field, potential employers, your college career center, your college alumni office, career coaches, career advice sites, etc. Twitter makes this easy through the search function, and with recommendations for related sites. Use Twitter's advanced search feature to

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find job-related tweets. Here's a YouTube video to get started: Use hashtags to find job listings and industry-related tweets.

4. Establish yourself as knowledgeable in your area of interest by tweeting about the latest articles, news, or research related to your field. Tweet about interesting items related to the job search as well.

5. Connect with TweetMyJobs and sign up for the free services. You can indicate the cities and job titles you're most interested in, and these will be tweeted to you as they appear. The postings are immediate, so you'll hear about a job before other social platforms will likely have it.

That's it. Twitter is pretty simple. Just remember: Twitter is a starting point. You will have to take your job search offline at some point to interview, network, or otherwise meet your potential employer. But Twitter is another great tool in the growing toolkit of a job seeker.

*Katharine Brooks, Ed.D., is the Director of Liberal Arts Career Services at The University of Texas at Austin. She is the author of [You Majored in What?](#) You can find her on [Twitter](#) and [Facebook](#).*

## **10 Ways to Get More Out of LinkedIn**

Source:

[http://www.cio.com/article/658289/10\\_Ways\\_to\\_Get\\_More\\_Out\\_of\\_LinkedIn?page=1#slideshow](http://www.cio.com/article/658289/10_Ways_to_Get_More_Out_of_LinkedIn?page=1#slideshow)

With more than 80 million users worldwide, LinkedIn has established itself as the premier social networking site for professionals. If you're job searching, looking to broaden your network or hunting for new partnerships, these 10 tips and tricks will propel you toward success.

### **Monitor Who's Viewed Your Profile**

On the right side of your homepage, look for a box called "Who's Viewed My Profile." Click that link to see a statistics page that shows who has viewed your profile in the last week, such as "Someone at XYZ company" or "Someone in the Greater Boston Area." You'll only view more-detailed descriptions if you are a [paid LinkedIn member](#).

If you don't want others to see that you've viewed their LinkedIn pages, be sure to [change the corresponding privacy setting](#)

### **Rank Higher in Search Results**

If you want people to find you on LinkedIn, you need to [improve your search ranking](#).

Generate a list of keywords—ones people would use if they wanted to find you. If you're an IT consultant, maybe those words are "IT," "consultant" and "technology consultant." Then revisit each field in your profile and restructure it so you're frequently using these keywords. Be sure to complete all parts of your profile thoroughly, especially your summary and your work experiences.

### **Pump Up Your Profile With Apps**

LinkedIn's apps make your profile dynamic, interesting and memorable, increasing the odds that you'll catch the eye of a hiring manager. To access them, select "More..." from LinkedIn's navigation bar and choose "Application Directory." Note that for each application you choose, you're able to control the privacy settings, so be sure you update them appropriately.

Here are [my five picks for must-have LinkedIn Apps](#), including a SlideShare app, WordPress add-on and event notifier.

## **Know Your Privacy Settings**

Many regard LinkedIn as the "safe" social network, but that's no reason to ignore the privacy and account settings that LinkedIn has in place.

You can find your list of settings by clicking on your name on the top right of the screen and choosing Settings. Check out [these five important privacy settings](#), which control whether or not your profile is private, whether your LinkedIn actions appear on other people's feeds and which sites you've granted access to your profile.

## **Customize Your Profile**

Making your profile stand out among LinkedIn's crowd can be difficult, which is why it [added a handful of new fields](#) that you can include on your profile. Among them: Publications, Languages, Skills and Certifications.

To find the new profile sections, choose Profile > Edit Profile. Below your main profile box will be the "Add sections" button. The new profile sections will appear below your work experience—a handy feature that will provide more to recruiters looking for qualified candidates.

## **Request New Connections Properly**

Resist the typical boilerplate if you're serious about making a connection.

Before you click "Connect," find out more about them—past jobs, groups they belong to, hobbies they have. Then discover what you have in common and [craft a personal note](#) to generate a memorable introduction before you tell them why you want to connect.

[For more — [LinkedIn Etiquette: The Right Way to Request New Connections](#)]

## **Find and Follow Your Connections on Twitter**

Looking for an easy way to find and keep track of your connections on LinkedIn and Twitter? Try the [Tweets application](#).

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The app displays tweets from accounts you follow. You can view a feed based on the Twitter lists you've compiled, or update your status from this page. The "Connections" tab displays those who have added their Twitter user names to their profile, and you can follow them accordingly.

[For more, [Find and Follow Your LinkedIn Connections on Twitter](#)]

### **Integrate LinkedIn With Outlook**

Integrating Microsoft Outlook with your LinkedIn network gives you greater transparency into the people with whom you e-mail: Photos of your connection are displayed in your e-mails, activity from your connection is aggregated at the bottom of e-mails and a new folder in Outlook is displayed containing e-mail addresses and profile details.

Learn how to install it [here](#).

### **Participate in Groups**

Participating in a handful of groups related to your professional interests will expand your network. Find "Groups" on the navigation bar. From here you can search for a group to join, manage your groups or start a new one. Groups will keep you updated with industry-related information, plus they function as a forum where you can propose and answer questions, helping you become a recognizable name.

[For more: [5 LinkedIn Groups to Boost Your Social Media Savvy](#)]

### **Follow Companies**

"Company Follow" lets you watch companies and keep track of their key developments, potential business opportunities and job leads. This tool is especially helpful for [job seekers](#) who want to keep tabs on businesses to which they've applied, and for businesses looking to monitor their competitors' announcements.

[[How to Use "Company Follow:" Privacy Settings and More](#)]

[Want even more LinkedIn tips, tricks and analysis? Check out CIO.com's [LinkedIn Bible](#).]

## **Hidden Job Market Secrets: The Right Strategy Makes Looking for a New Job Easy**

Source: <http://www.todaysengineer.org/2011/Jan/job-market-secrets.asp>

**By Debra Feldman, JobWhiz, Executive Talent Agent**

Candidates are rarely job-hunting experts. Even if you have the qualifications for the job you want, you must use the best strategy for success in today’s highly competitive job market. Networking purposefully accelerates campaign progress.

If you follow career industry trends, you know that only a small proportion, about 15% of jobs, are advertised. Today, the vast majority of positions are filled through personal contacts. Put simply, access to employment opportunities depends on connections to learn about potential leads to newly created roles, organizational restructurings, new needs, unexpected vacancies and authorized hiring.

Unadvertised jobs are often referred to as the hidden job market. **The unadvertised or hidden job market is, except for that 15% mentioned above, where the jobs are.** You are more likely to find a job using networking as your primary job search method than if you emphasize quantity over quality submitting numerous resumes and applications. Chances are against landing using the job boards, working with external recruiters, combing corporate websites, searching on classified and professional listings, online specialty and general job sites, attending career fairs, etc. It is not just what you know or who you know, but who knows you, appreciates your potential contribution and has the authority to hire you. You must make more strategic contacts. That is connect with individuals who can appreciate your potential to contribute to their success by increasing profits, cutting costs or improving process AND who can hire you or recommend you to hiring authorities.

In a private email, CareerXRoads Ninth Annual Sources of Hire Study author, Gerry Crispin, quotes a startling finding about the critical role that inside contacts play in the recruiting process, **“An employee [connection produces] a 50 times greater chance of being hired. That’s right 50!”** That fact alone is sufficient to justify job searchers focus should be on networking with purpose, not on applying. The fastest job search process is to Network Purposefully™. Follow the steps below to execute a swift, successful job search campaign using these best practices.

- Focus is number one. Once you start networking within a specific niche, the world gets smaller, your name gets passed around and starts to generate good buzz about you which builds trust and increases your credibility, both competitive advantages.
- Choose an industry sector and identify target companies.
- Research each employer and describe strengths, weaknesses, opportunities, and threats.
- For each employer show how you can address these challenges and solve their problems based on your experience, knowledge, skills, training, etc. Present yourself as the no risk, first choice, go-to expert who is a perfect fit.
- Within each target company, find the appropriate hiring decision maker.



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- Connect with the hiring authority directly through cold calling, an introduction arranged by a mutual contact, connect virtually via social media, meet in person, etc.
- Succinctly present your interest and demonstrate your potential value to their team.
- Be patient, polite and persistent. You are not the employer’s first priority. It is your responsibility to capture their attention and promote a positive relationship.
- Follow up continuously to stay on the decision maker’s radar so that you will be recalled in the future for an appropriate opportunity if there is not an immediate assignment.