

## **Job Search Action List**

It is imperative to hit the ground running with your job search. Sometimes it's hard to know where to start. Below is a list of actions we suggest to begin the process. Never forget – God loves you, and He will never leave nor forsake you (Deuteronomy 31:6)!

### **1. Get Your Team in Place**

- a) Surround yourself with people who will pray and encourage you.
- b) Set up an accountability partner to review your weekly progress.
- c) It is important not to isolate yourself, so make every effort to engage with people, groups and events that will assist you toward your job search. Make no mistake about it, the Evil One wants to isolate you and fill your mind with discouraging thoughts and lies.

### **2. File for Unemployment**

- a) Call 800-939-6631 or visit [www.twc.texas.gov](http://www.twc.texas.gov).
- b) This process takes time, so it will be two weeks before you receive your first check.
- c) If you have any issues with filing, you should contact your state representative or state senator at his or her local office for assistance.

### **3. Order Business Cards**

- a) Some online print shop options:
  - a. Vistaprint.com
  - b. Gotprint.com
  - c. mmdfw.com
  - d. zazzle.com
- b) Short-term cards can be printed using Avery or other micro-perforated stock.
- c) Your business card should have your name and contact information and include a title that fits the type of position you are seeking (mechanical engineer, sales professional, non-profit development). Also, do not forget to add your LinkedIn address.

### **4. Plan Your Health Insurance**

- a) You must apply for Cobra within the first 60 days of becoming unemployed.
- b) Please refer to [www.CobraBusters.com](http://www.CobraBusters.com) – a good resource for information about health insurance.
- c) To find a wide range of insurance health plan options, check out [https://www.healthsherpa.com/?\\_agent\\_id=HolmesMurphy](https://www.healthsherpa.com/?_agent_id=HolmesMurphy).

### **5. Develop Your Networking List**

- a) In today's environment, networking is critical for finding a job. Studies show that 73 percent of all jobs found are through networking!
- b) It is not who *you* know, but who *they* know.
- c) Set up or update your LinkedIn [www.linkedin.com](http://www.linkedin.com) account immediately to reflect your values.
  - a. Refer to separate document that highlights the "Key to Higher LinkedIn Profile Rankings."
- d) Develop your 30-second value statement in which you tell people who you are during a job search.
  - a. Refer to separate document addressing the development of your "30-Second Value Statement."

- e) Use [www.careerDFW.org](http://www.careerDFW.org) to find a networking group that fits your needs. We recommend you check out the networking group Southlake Focus Group <https://southlakefocusgroup.com>.
- f) Make networking a lifelong action!

## 6. Your Finances

- a) Assess your financial situation by determining how many weeks/months you can go before running out of money.
- b) Cut all unnecessary bills (cable, gym membership, etc.) to extend your runway.
- c) Pay your bills on time to protect your credit rating.
- d) Seek budget assistance with a professional. Prestonwood Foundation offers such a service. If you cannot make a payment, communicate with the company you owe. Inquire if they have an assistance program.

## 7. List Your Success Stories

- a) Be humble, but confident ... and always be truthful.
- b) These success stories are the basis for your cover letter, resume and interviews.
- c) This effort gives you a basis to comfortably answer almost any interview question with a story.
- d) Provide numerical figures or percentages to show your success, if appropriate.  
Example: Increased sales by 75 percent over a three-year period. To assist you in coming up with quantifiable results, use the “so what” technique, for example:
  - a. I was the top salesman in the company. So what?
  - b. I had \$100 million in annual sales. So what?
  - c. I brought on five new customers. So what?
  - d. This increased my sales by over 50 percent in just two years. So what?
  - e. This increased profitability to my region by 37 percent. So what?

## 8. Determine Your Core Competencies

- a) What are you better at than others?
- b) Why does an employer need your skills?
- c) In what industries do you best contribute?
- d) If you're interested in career vs. personality assessments:
  - a. Visit <http://www.livecareer.com>.
  - b. Contact the Prestonwood Foundation Office for a free *Career Direct* assessment tool.

## 9. Write a Flexible Resume

- a) Your resume should be written concisely and effectively to impress.
- b) Your resume should be no more than two pages long.
- c) Success stories and core competencies should be the foundation of your resume.
- d) Your resume should be flexible so it can focus on the specific desired opportunity, and it should include “keywords and phrases” (more on this subject below).
- e) Prestonwood Foundation Career Transitions site ([prestonwood.org/careertransitions](http://prestonwood.org/careertransitions)) offers several basic resume templates.
- f) Microsoft Word has a resume template. Choose “create” and use the resume assistant.
- g) Note on including your photo on your resume: Most experts say to avoid it.

## 10. Keywords and Phrases

- a) Prospective employers can pre-scan resumes electronically with Applicant Tracking Systems (ATS) looking for keywords and phrases.
- b) Even if the ATS is not used, recruiters will spend a short time looking at a resume looking to identify desired words and phrases.

- c) How to determine the right keywords and phrases for submitting your resume (this is why your resume needs to be flexible because the words and phrases will be different for each company/opportunity, and you will revise your resume for each employer):
  - a. Analyze job posts for skills the employer desires. Reading through the job post is where you will find keywords and phrases. Employers will clearly lay out their criteria for an exceptional candidate, often mentioning the most desired skills in the first paragraph of their job post. As you read through the job description, highlight all the keywords you see.
  - b. Examine the company's website. You will find keywords that reflect the brand and values of the company. *You should use these words if they match your personal values.*
  - c. Indeed.com offers a great, free resource that goes into more detail that you should review. Go to <https://www.indeed.com/career-advice/resumes-cover-letters/resume-keywords-and-phrases>.

## 11. The Interview

- a) In preparing, you should view the interview from the interviewer's goals. The interviewer needs to determine: Can you do the job (qualified)? Will you do the job (motivated)? Will you fit in (company's culture)? Are you affordable (compensation)?
- b) Practice interview questions (common and behavioral) by writing out answers or recording yourself. Bizarre questions from "left field" are always possible. Most of the time, employers want to see how you handle yourself – always stay cool and calm.
- c) Always be on time. If you are not 15 minutes early for the appointment, you are late! Know exactly where you are going beforehand.
- d) Ask the representative who set up the interview what the dress code is for the meeting. Be well-groomed with clean and neatly pressed clothes.
- e) Write a follow-up thank you letter and mail the day of the interview. Also send a thank-you e-mail several hours after the interview.

## 12. Determine Target Companies

- a) Visit local cities' economic development websites for the companies in the area.
  - a. Example: Plano Economic Corporation [www.planotexas.org](http://www.planotexas.org)
- b) Libraries give access to company information.
  - a. [www.referenceUSA.com](http://www.referenceUSA.com) is a great source.
  - b. [www.zoominfo.com](http://www.zoominfo.com) is a good source.
- c) Fifty companies are a good target list for a start.

## 13. Leverage Resources / Put People to Work for You

- a) Create distribution lists of family, friends, church groups, etc. and ask for help in your job search.
- b) Ask them to:
  - a. Keep their eyes open for your job title and description of your target job and what you do.
  - b. Forward your e-mail to other friends and family (but not companies).
  - c. Reply with any job leads (resend the e-mails to them every four weeks to remind them you're still looking for leads that land a job).
  - d. Don't be apprehensive to ask people to help you! People want to help!

## 14. Using the Internet for Your Job Search

- a) Post your resume and refresh on Fridays
  - a. [www.Careerbuilder.com](http://www.Careerbuilder.com)
  - b. [www.Dice.com](http://www.Dice.com) for IT positions
  - c. [www.ziprecruiter.com](http://www.ziprecruiter.com)
  - d. [www.indeed.com](http://www.indeed.com)
  - e. [www.glassdoor.com](http://www.glassdoor.com)
  - f. [www.usajobs.gov](http://www.usajobs.gov) for government jobs

- g. Check your college /university for a job board
- b) Finding job opportunities
  - a. Sign up for the Prestonwood Foundation Job Flash
  - b. Search the job boards of local cities (example: [www.plano.gov](http://www.plano.gov) )
  - c. [www.careerDFW.org](http://www.careerDFW.org)
  - d. [www.indeed.com](http://www.indeed.com)
  - e. [www.dice.com](http://www.dice.com)
  - f. [www.jobs2careers/Dallas-TX](http://www.jobs2careers/Dallas-TX)
  - g. [www.JobsinDallas.com](http://www.JobsinDallas.com)
  - h. [www.simplyhired.com](http://www.simplyhired.com)
  - i. [www.careerbuilder.com](http://www.careerbuilder.com)

### **15. Job Fairs**

- a) Research companies.
- b) Determine targets.
- c) Be prepared to interview on the spot.
- d) Follow up with your contacts with thank-you notes.

### **16. Develop Your Strategic Networking-Based Job Search**

- a) To watch a presentation and learn more, go to <https://drive.google.com/file/d/1BUUjGVnlBhE3HY00NsQxGTv12IUeuvtX/view?usp=sharing>
- b) To learn more about setting up LinkedIn for your job search, go to <https://drive.google.com/file/d/1vY5T8ln6jR6TADD8fMiJOXMHfnsZSuDB/view?usp=sharing>
- c) If you would like to have a one-on-one session with Ron Kelley to map out your game plan, please contact him at 972-820-5439 or [rkelly@prestonwood.org](mailto:rkelly@prestonwood.org).

### **17. Other Resources**

- a) <http://www.rileyguide.com> – Tons of useful guidance
- b) <http://www.quintcareers.com> – Sample documents
- c) [prestonwoodfoundation.org](http://prestonwoodfoundation.org) – A wide range of assistance pertaining to personal finances and benevolence

### **18. Lastly, thank and praise God for the job He has in store for you!**

You may not see what will unfold at this moment, but God does! Job search for the believer is a journey of faith. Exercising our faith is trusting Him and believing in what we cannot see (Hebrews 1:1). Take this season of career transitions to receive what God is trying to teach you. All things are possible with God. He will take the most worrisome seasons of our life and turn them into something truly amazing and good (Romans 8:28). If you have never trusted Jesus Christ as your personal Lord and Savior, I want to encourage you to do so today (John 3:16) and let us know about your decision!