

Living The Good Life

by Krysta Gibson



Finding Your Right Place

I believe we each have something totally unique to do and to give on this planet. The reason I can be so sure about this is because we are each different with matchless personalities, talents, and skills. The world would not be complete if any one of us was missing.

We are so much more than what we do. Who we are trumps doingness every time. Having said that, though, it is also true that what we do in life supports us in being our total selves. This is evident in our work lives.

In this column, I have been talking about how to find your right employment situation. Because so many people already know how to visualize and affirm, I have been focusing instead on some of the worldly things that need to be done in order to support our dreams and goals.

This month I am talking about places to look for jobs and I might have a surprise for you, so keep reading, even if you think you already know this information.

To secure employment, a person must interview with prospective employers. How do you find available positions? There are two types of job openings. The first exists when a company has identified the need for a new employee and is actively seeking the right person. The second exists when the owner or manager has been thinking of adding a person but, for whatever reason, has not yet instituted a search.

This is frequently the case when a firm employs a marginal person and is tolerating the situation rather than changing the status quo. If, however, the right person (you) presented themselves, it is quite likely that a position would be available.

Traditional job leads are found in the classified and business sections of newspapers, trade journals, posted with Washington Job

Source, and there are numerous job listings through the internet.

All of these can be pursued through an organized search effort. Read the ads and go on the internet daily, respond to those which interest you and for which you are qualified. Recognize that many other people in your category of work are also responding so the competition will be stiff; don't limit yourself to advertisements and job postings.

Many jobs are filled through word-of-mouth. Some companies make it a practice to alert their employees to vacancies and ask if they know anyone qualified for the job. It is to your advantage to tell everyone you know about your job search and the type of position that would interest you.

Tell relatives, family, friends, your banker, lawyer, CPA, former employers, business associates, anyone who could hear of a job opening that would interest you. If you are currently employed, greater selectivity must be used in whom you tell, but you should still be able to compile a list of people who could help you in a confidential manner.

What about the second type of position, the one which doesn't exist except in someone's mind? This is the surprise I told you about. These are the jobs most people don't

know about! Finding these jobs requires a little more detective work and assertiveness. But, there is significantly less competition since they are not advertised anywhere.

Here is how to find these jobs. First, you must have clearly defined the type of position you are seeking and your marketable skills. Then identify companies for whom you would like to work, companies that can use your particular talents. Your list can be made by reading the business sections of newspapers, notices of promotions, internet and library research.

Identify which person in each company would have the authority to hire you: president, office manager, plant manager, or owner. Call the company anonymously and obtain the full name and title of that person. Compose a brief but powerful letter describing yourself and your accomplishments, telling them why you would be an asset to their operation. State that you are seeking employment (or a change) and will call them in a week for an interview.

Keep meticulous records and call them when you said you would. If the person is not interested, they will say so or will request your

resume (send it). If they have any interest, an interview will be arranged. To succeed in this campaign, these rules must be followed:

1. Keep the letter brief
2. Do not enclose your resumé.
3. Address the letter only to the person who can hire you.
4. Content must be original and contain some quality/achievement which will be of special interest to that company
5. Do not send photocopies of the same letter to different companies; each must be original.

Of all the methods of finding a job, this latter is my favorite. It is a way to use your creativity, intuition, and spirit to locate your right place in a fun and magical way.

If you use the above ideas, it won't be long until you have appointments for interviews. This is when you can generate the job offer. Next month, I will talk about how to have a successful interview.

Krysta is publisher of New Spirit Journal and is the author of The Entrepreneur's Toolbox, an ebook available at www.krysta-gibson.com.

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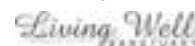
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