

JOB HUNTING

FOR ROOKIES®



FROM ROOKIE TO
EXPERT IN A WEEK

Job Hunting
for ROOKIES

Titles in the *for* ROOKIES series

Dealing with Difficult People for Rookies by Frances Kay

Emotional Intelligence for Rookies by Andrea Bacon & Ali Dawson

Generation Y for Rookies by Sally Bibb

Job Hunting for Rookies by Rob Yeung

Low-Budget Marketing for Rookies by Karen McCreadie

Negotiation Skills for Rookies by Patrick Forsyth

NLP for Rookies by Rebecca Mallery & Katherine Russell

Social Networking for Rookies by Tina Bettison

Time & Stress Management for Rookies by Frances Kay

About the author

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He appears frequently on television as an expert, spanning programmes such as CNN and ITN News to *Big Brother* and the BBC's *Working Lunch*. He presents the BBC TV series *How to Get Your Dream Job*. He has written over a dozen best-selling books and is frequently quoted in the press, including the *Financial Times* and *Guardian* newspapers.

Job Hunting

for ROOKIES



Marshall Cavendish
Business

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Introduction

Welcome to *Job Hunting for Rookies*. Congratulate yourself as you hold in your hands a tried-and-tested method for getting a job – a job that will both pay you well and allow you to be happy.

If you want practical advice that will help you to find the right job for you, then you're in the right place. Perhaps you are just starting out in your career and looking for your first job, or have been working for quite a few years but want to move on. You could be working full- or part-time at the moment, or maybe you have been out of work for a while. You could be hunting for a job that is exactly the same as what you have always done or looking to make a complete career change. Whatever your situation, I promise to act as your guide and take you step-by-step through the job hunting process.

A book with a difference

Now, I have to admit that there are other books on job hunting. But *Job Hunting for Rookies* is different. Because I'm different. I interview for a living. I train interviewers in how to interview candidates. I help employers to decide what questions they should be asking and the answers they should be listening out for. I've sifted through endless piles of CVs and decided which ones to keep or throw in the bin. I've winced countless times when candidates fall into job hunting traps,

8 but I've also congratulated many candidates when they have aced the interview and gained the job offer of their dreams.

I'm well known for being a careers expert. My advice on careers and job hunting has been featured in top newspapers including the *Daily Telegraph*, the *Guardian* and the *Sunday Times*. And when the BBC decided to broadcast a television series aimed at helping people to find jobs called *How to Get Your Dream Job*, who did they ask to present it? Me, of course.

So trust me when I say that I know how to find the right job for you. Whatever your situation, I can take you from rookie to seasoned professional in ten straightforward steps.

Complete career programme or quick fix

Perhaps you are getting ready to look for a new job and intend to use this book to help in your planning and preparation. If that's the case, then the ten chapters of this book take you through a complete programme that will help you to identify the right job for you, write a compelling CV and covering letter, get invitations to interviews, succeed at interviews, and negotiate a great pay package.

Or, if you've already started looking for a job but have hit a snag, you can skip to the right chapter for you straight away:

- If you're sending out CVs but not getting invited to interviews, go to Chapters 3 and 4. Once you've read those two chapters, work through Chapter 5 as well.
- If you are going to interviews but not receiving offers, head to Chapters 6, 7, 8 and 9.
- If you want to deal with interview nerves and feel more confident, go to Chapter 6.
- If you struggle to come up with good questions to ask during an interview, jump to Chapter 9.
- If you are thinking of changing career, read up on the advice within Chapter 1.
- If your references are letting you down, have a look at Chapter 10.

- If you need help negotiating a good deal before you sign on the dotted line, head for Chapter 10 too.

If any of those situations is affecting you, then look no further. This book can help. It's up to you how you use this book – just make sure you do use it! It can't help you to get a job if it merely sits on the side of your desk or on a shelf!

Get ready to succeed

You *can* get the job you want. A lot of candidates fail because they don't understand the rules of getting a new job. They make basic mistakes in pulling together their applications or foul up during the interview process. However, you will not fall into the traps that befall other candidates.

So long as you apply the advice in this book, you will gain yourself an enormous advantage over other candidates. With diligence and effort on your part, you will succeed. Ready to get started? Let's go!



Let's start with a bit of diagnosis. Before you run off looking for a new job, let's look at your skills, qualities, and interests. What sort of job *should* you be looking for?

CHAPTER 1

Setting your sights on what you want

Finding the work you want

The first step in finding a new job is deciding what kind of work you want to do. Now, you may be thinking, I know exactly what I want to do. But let me ask you this: are you 100 per cent happy in your current work? Whether you are currently in work or out of work, does the prospect of your job have you jumping out of bed in the mornings, excited at the mere thought of it?

If you love or at least like the work you do, you will find it much easier to get a job. There is so much competition for jobs these days that if you see your work as a chore, you will not be able to convince an interviewer to hire you. Why should they give you the job when they can hire someone else who is genuinely enthusiastic about it?

So before you throw yourself into the hard work of looking for a job, spend at least a little time thinking about what your new job should be. Let's work through a handful of exercises to uncover what you could be doing next.



Rookie Buster

If you love or at least like the work you do, you will find it much easier to get a job.

Understanding the product that is you

When people are happy in their work, they usually work harder and end up being more successful too. And people are happy and successful when they get to combine their skills, personal traits and interests in their work.

Let's get started with three exercises that will help you to learn more about yourself.

Self-Discovery 1: Understanding your skills

If you are good with people, you will thrive in an environment in which you can work with colleagues and customers. If you have a knack for technology, you may need to look for work with computers and gadgets. Or if you can handle numbers easily, then working with budgets or in finance may be where you should go. The more you get to use your talents on a daily basis at work, the more contented and productive you will be.

Look at the following list of skill-verbs. Put one tick next to each verb that you believe you possess. And put another tick next to it if you enjoy applying that skill. For example, I know that I'm actually quite good at numbers, so I'd put one tick next to "calculating". But I don't really enjoy having to pore over numbers, so I would not add a second tick next to it. Whereas I am good at coaching people and I enjoy it too – so "coaching" would get two ticks.



Rookie Buster

The more you get to use your talents on a daily basis at work, the more contented and productive you will be.

Acting	<input type="checkbox"/>	<input type="checkbox"/>	Detecting	<input type="checkbox"/>	<input type="checkbox"/>	Initiating	<input type="checkbox"/>	<input type="checkbox"/>
Adapting	<input type="checkbox"/>	<input type="checkbox"/>	Determining	<input type="checkbox"/>	<input type="checkbox"/>	Innovating	<input type="checkbox"/>	<input type="checkbox"/>
Addressing	<input type="checkbox"/>	<input type="checkbox"/>	Developing	<input type="checkbox"/>	<input type="checkbox"/>	Inspecting	<input type="checkbox"/>	<input type="checkbox"/>
Administering	<input type="checkbox"/>	<input type="checkbox"/>	Devising	<input type="checkbox"/>	<input type="checkbox"/>	Inspiring	<input type="checkbox"/>	<input type="checkbox"/>
Advising	<input type="checkbox"/>	<input type="checkbox"/>	Diagnosing	<input type="checkbox"/>	<input type="checkbox"/>	Installing	<input type="checkbox"/>	<input type="checkbox"/>
Analysing	<input type="checkbox"/>	<input type="checkbox"/>	Directing	<input type="checkbox"/>	<input type="checkbox"/>	Instructing	<input type="checkbox"/>	<input type="checkbox"/>
Answering	<input type="checkbox"/>	<input type="checkbox"/>	Discovering	<input type="checkbox"/>	<input type="checkbox"/>	Interpreting	<input type="checkbox"/>	<input type="checkbox"/>
Anticipating	<input type="checkbox"/>	<input type="checkbox"/>	Dispensing	<input type="checkbox"/>	<input type="checkbox"/>	Interviewing	<input type="checkbox"/>	<input type="checkbox"/>
Arbitrating	<input type="checkbox"/>	<input type="checkbox"/>	Displaying	<input type="checkbox"/>	<input type="checkbox"/>	Inventing	<input type="checkbox"/>	<input type="checkbox"/>
Arranging	<input type="checkbox"/>	<input type="checkbox"/>	Disproving	<input type="checkbox"/>	<input type="checkbox"/>	Inventorying	<input type="checkbox"/>	<input type="checkbox"/>
Assembling	<input type="checkbox"/>	<input type="checkbox"/>	Distributing	<input type="checkbox"/>	<input type="checkbox"/>	Investigating	<input type="checkbox"/>	<input type="checkbox"/>
Assessing	<input type="checkbox"/>	<input type="checkbox"/>	Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Judging	<input type="checkbox"/>	<input type="checkbox"/>
Auditing	<input type="checkbox"/>	<input type="checkbox"/>	Driving	<input type="checkbox"/>	<input type="checkbox"/>	Keeping	<input type="checkbox"/>	<input type="checkbox"/>
Budgeting	<input type="checkbox"/>	<input type="checkbox"/>	Editing	<input type="checkbox"/>	<input type="checkbox"/>	Leading	<input type="checkbox"/>	<input type="checkbox"/>
Building	<input type="checkbox"/>	<input type="checkbox"/>	Eliminating	<input type="checkbox"/>	<input type="checkbox"/>	Learning	<input type="checkbox"/>	<input type="checkbox"/>
Calculating	<input type="checkbox"/>	<input type="checkbox"/>	Empathizing	<input type="checkbox"/>	<input type="checkbox"/>	Lecturing	<input type="checkbox"/>	<input type="checkbox"/>
Calling	<input type="checkbox"/>	<input type="checkbox"/>	Enforcing	<input type="checkbox"/>	<input type="checkbox"/>	Listening	<input type="checkbox"/>	<input type="checkbox"/>
Charting	<input type="checkbox"/>	<input type="checkbox"/>	Estimating	<input type="checkbox"/>	<input type="checkbox"/>	Maintaining	<input type="checkbox"/>	<input type="checkbox"/>
Checking	<input type="checkbox"/>	<input type="checkbox"/>	Evaluating	<input type="checkbox"/>	<input type="checkbox"/>	Making	<input type="checkbox"/>	<input type="checkbox"/>
Classifying	<input type="checkbox"/>	<input type="checkbox"/>	Examining	<input type="checkbox"/>	<input type="checkbox"/>	Managing	<input type="checkbox"/>	<input type="checkbox"/>
Coaching	<input type="checkbox"/>	<input type="checkbox"/>	Experimenting	<input type="checkbox"/>	<input type="checkbox"/>	Manipulating	<input type="checkbox"/>	<input type="checkbox"/>
Collecting	<input type="checkbox"/>	<input type="checkbox"/>	Explaining	<input type="checkbox"/>	<input type="checkbox"/>	Mediating	<input type="checkbox"/>	<input type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	Extracting	<input type="checkbox"/>	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	<input type="checkbox"/>
Compiling	<input type="checkbox"/>	<input type="checkbox"/>	Fixing	<input type="checkbox"/>	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>	<input type="checkbox"/>
Completing	<input type="checkbox"/>	<input type="checkbox"/>	Formulating	<input type="checkbox"/>	<input type="checkbox"/>	Modelling	<input type="checkbox"/>	<input type="checkbox"/>
Composing	<input type="checkbox"/>	<input type="checkbox"/>	Gathering	<input type="checkbox"/>	<input type="checkbox"/>	Monitoring	<input type="checkbox"/>	<input type="checkbox"/>
Computing	<input type="checkbox"/>	<input type="checkbox"/>	Generating	<input type="checkbox"/>	<input type="checkbox"/>	Motivating	<input type="checkbox"/>	<input type="checkbox"/>
Conducting	<input type="checkbox"/>	<input type="checkbox"/>	Giving	<input type="checkbox"/>	<input type="checkbox"/>	Negotiating	<input type="checkbox"/>	<input type="checkbox"/>
Conserving	<input type="checkbox"/>	<input type="checkbox"/>	Guiding	<input type="checkbox"/>	<input type="checkbox"/>	Observing	<input type="checkbox"/>	<input type="checkbox"/>
Consolidating	<input type="checkbox"/>	<input type="checkbox"/>	Handling	<input type="checkbox"/>	<input type="checkbox"/>	Operating	<input type="checkbox"/>	<input type="checkbox"/>
Constructing	<input type="checkbox"/>	<input type="checkbox"/>	Helping	<input type="checkbox"/>	<input type="checkbox"/>	Ordering	<input type="checkbox"/>	<input type="checkbox"/>
Controlling	<input type="checkbox"/>	<input type="checkbox"/>	Hypothesizing	<input type="checkbox"/>	<input type="checkbox"/>	Organizing	<input type="checkbox"/>	<input type="checkbox"/>
Coordinating	<input type="checkbox"/>	<input type="checkbox"/>	Identifying	<input type="checkbox"/>	<input type="checkbox"/>	Overseeing	<input type="checkbox"/>	<input type="checkbox"/>
Coping	<input type="checkbox"/>	<input type="checkbox"/>	Illustrating	<input type="checkbox"/>	<input type="checkbox"/>	Painting	<input type="checkbox"/>	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	<input type="checkbox"/>	Imagining	<input type="checkbox"/>	<input type="checkbox"/>	Performing	<input type="checkbox"/>	<input type="checkbox"/>
Creating	<input type="checkbox"/>	<input type="checkbox"/>	Improving	<input type="checkbox"/>	<input type="checkbox"/>	Persuading	<input type="checkbox"/>	<input type="checkbox"/>
Deciding	<input type="checkbox"/>	<input type="checkbox"/>	Improvising	<input type="checkbox"/>	<input type="checkbox"/>	Photographing	<input type="checkbox"/>	<input type="checkbox"/>
Defining	<input type="checkbox"/>	<input type="checkbox"/>	Increasing	<input type="checkbox"/>	<input type="checkbox"/>	Planning	<input type="checkbox"/>	<input type="checkbox"/>
Delivering	<input type="checkbox"/>	<input type="checkbox"/>	Influencing	<input type="checkbox"/>	<input type="checkbox"/>	Predicting	<input type="checkbox"/>	<input type="checkbox"/>
Designing	<input type="checkbox"/>	<input type="checkbox"/>	Informing	<input type="checkbox"/>	<input type="checkbox"/>	Preparing	<input type="checkbox"/>	<input type="checkbox"/>

Prescribing	<input type="checkbox"/>	<input type="checkbox"/>	Reporting	<input type="checkbox"/>	<input type="checkbox"/>	Supplying	<input type="checkbox"/>	<input type="checkbox"/>
Presenting	<input type="checkbox"/>	<input type="checkbox"/>	Representing	<input type="checkbox"/>	<input type="checkbox"/>	Synthesizing	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	Researching	<input type="checkbox"/>	<input type="checkbox"/>	Talking	<input type="checkbox"/>	<input type="checkbox"/>
Processing	<input type="checkbox"/>	<input type="checkbox"/>	Resolving	<input type="checkbox"/>	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	<input type="checkbox"/>
Producing	<input type="checkbox"/>	<input type="checkbox"/>	Responding	<input type="checkbox"/>	<input type="checkbox"/>	Team-building	<input type="checkbox"/>	<input type="checkbox"/>
Programming	<input type="checkbox"/>	<input type="checkbox"/>	Restoring	<input type="checkbox"/>	<input type="checkbox"/>	Telling	<input type="checkbox"/>	<input type="checkbox"/>
Promoting	<input type="checkbox"/>	<input type="checkbox"/>	Retrieving	<input type="checkbox"/>	<input type="checkbox"/>	Tending	<input type="checkbox"/>	<input type="checkbox"/>
Proofreading	<input type="checkbox"/>	<input type="checkbox"/>	Reviewing	<input type="checkbox"/>	<input type="checkbox"/>	Testing	<input type="checkbox"/>	<input type="checkbox"/>
Protecting	<input type="checkbox"/>	<input type="checkbox"/>	Risking	<input type="checkbox"/>	<input type="checkbox"/>	Training	<input type="checkbox"/>	<input type="checkbox"/>
Providing	<input type="checkbox"/>	<input type="checkbox"/>	Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	Transcribing	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	Selecting	<input type="checkbox"/>	<input type="checkbox"/>	Translating	<input type="checkbox"/>	<input type="checkbox"/>
Questioning	<input type="checkbox"/>	<input type="checkbox"/>	Selling	<input type="checkbox"/>	<input type="checkbox"/>	Travelling	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	Serving	<input type="checkbox"/>	<input type="checkbox"/>	Treating	<input type="checkbox"/>	<input type="checkbox"/>
Recommending	<input type="checkbox"/>	<input type="checkbox"/>	Setting	<input type="checkbox"/>	<input type="checkbox"/>	Trouble-shooting	<input type="checkbox"/>	<input type="checkbox"/>
Reconciling	<input type="checkbox"/>	<input type="checkbox"/>	Shaping	<input type="checkbox"/>	<input type="checkbox"/>	Tutoring	<input type="checkbox"/>	<input type="checkbox"/>
Recording	<input type="checkbox"/>	<input type="checkbox"/>	Sharing	<input type="checkbox"/>	<input type="checkbox"/>	Typing	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting	<input type="checkbox"/>	<input type="checkbox"/>	Showing	<input type="checkbox"/>	<input type="checkbox"/>	Understanding	<input type="checkbox"/>	<input type="checkbox"/>
Reducing	<input type="checkbox"/>	<input type="checkbox"/>	Sketching	<input type="checkbox"/>	<input type="checkbox"/>	Uniting	<input type="checkbox"/>	<input type="checkbox"/>
Referring	<input type="checkbox"/>	<input type="checkbox"/>	Solving	<input type="checkbox"/>	<input type="checkbox"/>	Upgrading	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitating	<input type="checkbox"/>	<input type="checkbox"/>	Sorting	<input type="checkbox"/>	<input type="checkbox"/>	Using	<input type="checkbox"/>	<input type="checkbox"/>
Relating	<input type="checkbox"/>	<input type="checkbox"/>	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	Utilizing	<input type="checkbox"/>	<input type="checkbox"/>
Remembering	<input type="checkbox"/>	<input type="checkbox"/>	Studying	<input type="checkbox"/>	<input type="checkbox"/>	Working	<input type="checkbox"/>	<input type="checkbox"/>
Rendering	<input type="checkbox"/>	<input type="checkbox"/>	Summarizing	<input type="checkbox"/>	<input type="checkbox"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>
Repairing	<input type="checkbox"/>	<input type="checkbox"/>	Supervising	<input type="checkbox"/>	<input type="checkbox"/>			

When you've assigned your ticks, take a look at your list. For each skill-verb that you put two ticks against, have a think what that skill could relate to. For example, if you enjoy communicating, *what* do you communicate? *What* do you test? *What* do you repair?

When you're ready, let's move on to the next exercise.

Self-Discovery 2: Highlighting your characteristics and qualities

Your skills are an important part of who you are. But you also probably have certain characteristics and qualities that influence how you deal with the world too.

If you are naturally someone who pays attention to detail, you will do well in a job that allows you to be careful and precise. But if you hate attention to detail, make sure you find a job that allows you to steer clear of the small stuff. If you are collaborative, you should probably

look for a job that allows you to work with a team rather than one that insists you work mainly on your own.

Put a tick against any of the following words that describe you. If you're not sure, why not ask a couple of friends how they would describe you too?

Accountable	<input type="checkbox"/>	Efficient	<input type="checkbox"/>	Passionate	<input type="checkbox"/>
Accurate	<input type="checkbox"/>	Emotional	<input type="checkbox"/>	Patient	<input type="checkbox"/>
Adaptable	<input type="checkbox"/>	Encouraging	<input type="checkbox"/>	Persistent	<input type="checkbox"/>
Aggressive	<input type="checkbox"/>	Energetic	<input type="checkbox"/>	Persuasive	<input type="checkbox"/>
Ambitious	<input type="checkbox"/>	Ethical	<input type="checkbox"/>	Practical	<input type="checkbox"/>
Analytical	<input type="checkbox"/>	Flexible	<input type="checkbox"/>	Polite	<input type="checkbox"/>
Articulate	<input type="checkbox"/>	Forgiving	<input type="checkbox"/>	Quick	<input type="checkbox"/>
Calm	<input type="checkbox"/>	Friendly	<input type="checkbox"/>	Quiet	<input type="checkbox"/>
Careful	<input type="checkbox"/>	Fun-loving	<input type="checkbox"/>	Reliable	<input type="checkbox"/>
Collaborative	<input type="checkbox"/>	Generous	<input type="checkbox"/>	Resilient	<input type="checkbox"/>
Compassionate	<input type="checkbox"/>	Helpful	<input type="checkbox"/>	Resourceful	<input type="checkbox"/>
Competitive	<input type="checkbox"/>	Honest	<input type="checkbox"/>	Sensitive	<input type="checkbox"/>
Composed	<input type="checkbox"/>	Imaginative	<input type="checkbox"/>	Spontaneous	<input type="checkbox"/>
Confident	<input type="checkbox"/>	Influential	<input type="checkbox"/>	Stable	<input type="checkbox"/>
Conscientious	<input type="checkbox"/>	Innovative	<input type="checkbox"/>	Strategic	<input type="checkbox"/>
Consistent	<input type="checkbox"/>	Inquisitive	<input type="checkbox"/>	Supportive	<input type="checkbox"/>
Courageous	<input type="checkbox"/>	Inspirational	<input type="checkbox"/>	Sympathetic	<input type="checkbox"/>
Creative	<input type="checkbox"/>	Logical	<input type="checkbox"/>	Tactful	<input type="checkbox"/>
Critical	<input type="checkbox"/>	Loyal	<input type="checkbox"/>	Thorough	<input type="checkbox"/>
Daring	<input type="checkbox"/>	Mature	<input type="checkbox"/>	Thoughtful	<input type="checkbox"/>
Dedicated	<input type="checkbox"/>	Methodical	<input type="checkbox"/>	Tough	<input type="checkbox"/>
Detail-oriented	<input type="checkbox"/>	Meticulous	<input type="checkbox"/>	Trustworthy	<input type="checkbox"/>
Direct	<input type="checkbox"/>	Neat	<input type="checkbox"/>	Upbeat	<input type="checkbox"/>
Discreet	<input type="checkbox"/>	Numerate	<input type="checkbox"/>	Understanding	<input type="checkbox"/>
Driven	<input type="checkbox"/>	Observant	<input type="checkbox"/>	Visionary	<input type="checkbox"/>
Dutiful	<input type="checkbox"/>	Open-minded	<input type="checkbox"/>		
Dynamic	<input type="checkbox"/>	Organized	<input type="checkbox"/>		

Now, you may feel that quite a lot of those words could describe you. But if you could only choose ten of them to describe you, which ten would you choose? Write them down on a separate sheet of paper.

Self-Discovery 3: Identifying your interests

Next, let's think about the topics or subjects that most interest you. Ask yourself the following questions:

- If you could talk about any topic, what would that subject or field of

- 16 interest be? For example, it could be antiques, the environment, food and cookery, mechanics or engineering, schools, overseas travel, religion, technology, photography, animals – and so on.
- What topics do you find yourself drawn to when you pick up a newspaper or magazine – such as finance, fashion, politics, home interiors, science, education, health and exercise, art, business, etc?
 - What kinds of roles and job sectors appeal to you? For example, advertising, law, car industry, banking, manufacturing, pharmaceuticals, administration, public sector, textiles, and so on.

Narrowing your focus

Now look back at your skills, your characteristics and qualities, and your interests. Do any jobs pop into your head? Do you get a flash of inspiration, an “a-ha!” moment, telling you what you should be pursuing for your next job?

Don't worry if you don't have a clear idea yet. I'm going to guide you step-to-step to finding the right kind of work for you. First of all, you need to summarize the product that is you:

1. Go back to the exercise on strengths and pull out your top three to five skills. This handful of skills should be the ones that stand out as being of the most importance to you. Get a fresh sheet of paper and write down the heading “Skills”, then write down these three to five skills beneath it.
2. Go back to the exercise on qualities and characteristics and transfer the top five of those to this new sheet of paper under the heading “Qualities and Characteristics”.
3. Next, look back at the exercise on interests and identify your top three to five areas of interests – write these down under “Interests”.

Next, you are going to tap into your greatest resource: other people. If you are to find your way to the right job for you, you must talk to people and seek their advice:

1. Show your summary sheet of paper to at least half-a-dozen

friends. Buy them a drink; take them out for a coffee. Pick up the telephone or drop them an email if you can't get to speak to them. Explain that you'd like to find a job that allows you to apply your strengths, characteristics and qualities, and interests too. Ask them for their thoughts. Let them think and see what they can come up with.

2. Let your friends talk, and scribble down everything that they suggest. Their ideas may not make sense initially – they may seem irrelevant or frankly silly. But wait until you have spoken to the half-dozen people before you look back at the notes you have made. If they recommend that you speak to other people, go and do it. If they suggest that you should do some book research or check something out on the internet, do that too. But remember that people – not books or the internet – are your biggest resource. Even if you would much rather depend on your own reading, thinking, and resourcefulness, I can guarantee you that other people (and not you yourself) will help you to find inspiration.
3. If you don't come up with any ideas from your first half-dozen friends, reach out to another half-dozen people. And keep repeating this until you hit that brainwave.

Keep an open mind. You may not find a job that exactly matches every single one of your talents and interests. But by talking to other people, you may surprise yourself by finding a job that matches *many* of them. When you find the right job, you should feel excited – you will *know* that you're on track to finding a great new career for you.

