

Plan to find and secure your dream job

By Brenda Koritko

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I Manage Me Career Planning <http://www.imanageme.com>

Use career planning to secure the job you really want in record time.

Taking time to plan your job search strategy will actually decrease the amount of time it takes to find the job you really want. When you identify what you are really looking for in your ideal job and what you have to offer, it is easier to discover opportunities for a person with your unique skills. Know yourself, know your market, and combine this knowledge into a winning job search strategy.

Knowing Yourself

Start by changing the way you think about yourself. Identify what you have to offer and then find employers that are looking for people with your skills - employers that are actually hiring. Quickly write down what you would like to see in your next job description. Then, write a brief list of your interests, abilities, values, and skills.

Do your interests, abilities, values, and skills match the tasks you have identified for your ideal job? If not, identify the key differences. You may discover that you have been spending your time pursuing positions that do not interest you, or you may identify skills that you need to build on to get the job you really want.

Don't be discouraged if you don't have the time or money to get the education or training required to obtain your ideal job today. Knowing that the position requires government or industry certification is a step in the right direction. In the meantime, you can look for a position that you know you can secure in right industry and plan to make valuable connections that will ultimately help you achieve your goal.

Knowing your market

Every industry hires skilled workers from a wide variety of disciplines. Companies in growth sectors such as biotechnology recruit workers with a background in science and technology, but they also hire workers skilled in the trades, supply chain management, accounting, bioinformatics, sales, marketing, and various other disciplines. To understand the scope of opportunities available for people with your skills, review information and projections from the sectors that interest you most.

Many great resources are available on the Internet. For example, review the company website and read recent press releases, job postings and any financial information that you are able to access. Press releases answer many of the questions you have about a company or organization. Look for

answers to some, or all, of the following questions: Have they developed, or will they be developing any new products in the near future? Is the company planning to grow through acquisition? Have they merged recently?

Find out as much information as you can about each organization before you call to arrange an informational interview. Approach the folks you believe could provide the most relevant information, but agree to meet with anyone in the organization that will give you twenty minutes of their time. Remember - current employees are one of the best sources of referrals, and they may be the eyes and ears for the hiring manager.

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Brenda Koritko is the author of I Manage Me Career Planning a timely ebook providing techniques to help you achieve your immediate career goals with benefits throughout your career. Secure rewarding opportunities with companies that are actually hiring. Click here to get more information <http://www.imanageme.com>

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