

How to use the Book

Who will use it?

The book is intended for use by a range of people. It is for:

- **Those who have lost their job** due to globalisation, technology change, organisational change or recession.
- **Those who are currently unemployed** and are seeking a job.
- **Job seekers** encountering challenges in finding a job and wanting to improve their job hunting skills.
- **Job changers** who want to advance their careers, or re-locate with a corresponding job change, or achieve a better work- life balance, or lifestyle change.
- **Graduates** who are seeking to transition to their first career related job.
- **Overwhelmed** people who are feeling grief from job loss, looking for hope, seeking guidance, needing help and valuing both assistance and encouragement to move to new job.

How to use the book?

The book is designed to help readers in a number of ways:

- Understanding of job marketplaces and the role of social media.
- Job search preparation through identifying your achievements, preparing your resume, online bio, job application cover letter, references and interview.
- Job hunting self -tailored guide to allow you to develop the skills and resources to win your next job. A Personal Plan approach to relate the expert advice to your personal goals and job hopes.
- Job search resources including examples, proformas and job application documents via the Appendices Resources and web links.

- Digital resources for job search preparation via the eRESOURCES website. It provides access to digital documents such as PERSONAL PLAN (APPENDICES), RESOURCES (APPENDICES), resume templates, cover letter, resume examples, etc.
- Career or job change through on-line assessments to identify your characteristics and interests and link these to alternate job types; recognition of your core achievements that are common to many jobs (customer service, communication, teamwork, computer skills, problem solving, timeliness, etc.) and re-branding your job application to match other jobs.
- Encouragement and support via chapters dealing with handling job change, grief or depression from job loss, support, encouragement and directions to professional support and help organizations.

Whole Book or Fast-track?

Life is busy and time is short, so we often struggle with time to do the things we need or want to do. The book has been designed to encourage you to work through the whole programme. It provides a comprehensive step by step approach to job search preparation and finding a job. Follow the stages in the book through the chapters and then the Personal Plan. Just do one step at a time and it all comes together.

The fast-track, shorter option will allow you to focus on key chapters or particular topics. It will not have the same flow or comprehensiveness but it can deliver results.

How can you do this with this book? The fast-track stages you could focus on are:

Chapter 1: The Job Tree: Overview

- Introduction to the book and outline of job preparation and job hunting stages.

Chapter 5: Job Hunting: Key Factors

- Important factors to help you win a job.

Chapter 6: Locating Job Opportunities

- Where to look, understanding the job market and the role of social media.

Chapters 7-9: Social Media for Job Hunting

- Understanding social media in modern day job hunting. How to use LinkedIn, Facebook and Twitter for job hunting.

Chapter 10: General Achievements: Develop Your Selling Points

- Developing short statements on your achievements; responding to requirements such as teamwork, communication and people skills, etc.

Chapter 11: Achievements Extended: Further Selling Points

- Responding to job and profession specific criteria in your job application.

Chapters 12-13: Preparing Your Foundation Resume

- Building a resource of your skills, education, attributes and experience.

Chapter 14: Referees and References

- How to use referees to win that job.

Chapter 15: Preparing Your Targeted Resume

- Editing your Foundation Resume to a short version that is region or country specific.

Chapter 16: Preparing Your Tailored Cover Letter

- Building a convincing cover letter to win an interview.

Chapter 17: Interviews

- How to present well in an interview.

These are the core chapters.

Going Deeper:

The following chapters can be explored to allow you to go deeper in your job search preparations.

Chapter 2: Jobs in a changing world

- Understanding the wider role of jobs and employment; it includes livelihood plus mental, emotional and overall well-

being. Recognizing the impacts of recessions and adapting to change. Caring for yourself.

Chapter 3: Adapt, Explore and Decisions

- Learning how to adapt to changes in job market. Reviewing your job expectations. Considering further studies or alternative career.
- Career assessment- identifying your characteristics and interests and linking these to alternate jobs.
- Re-branding yourself by linking your achievements to those that are common to other jobs.
- Applying decision making tools to help weigh up complex choices and make sound decisions.

Chapter 4: Personal Factors and Looking After Yourself

- Developing personal abilities such as adaptability, resilience and endurance to help you in the job hunt. Spirit lifters. Support from family and friends.
- Handling grief after job loss. Recognizing ups and downs will pass. Professional help if you are feeling overwhelmed. Help and support organizations.

Chapter 18: Conclusion: Job Search Preparation and Job Hunting

- Overall summary.

Bibliography: References and Further Reading

- References and web links from all chapters.

eResources website

The website for the book has been developed to help you in your job search. Use the eRESOURCES website for the book to access valuable supplementary resources in digital format. It includes templates and examples, such as resumes and cover letters that can be downloaded in digital Word format.

It provides access to digital documents such as Personal Plan (Appendices), Resources (Appendices), Templates, Decision Tools AND References. These are downloadable in digital format.

Completing the Personal Plan in digital format offers benefits. It is a valuable resource that can easily be copied into your Foundation Resume.

eResources provides digital documents you can use for job preparation:

RESOURCES: APPENDICES

- Resumes / CVs resources and examples
- Cover Letter examples
- Resume examples for different countries
- <https://adobe.ly/3cXX9VB>

PERSONAL PLAN: APPENDICES

- Preparatory documents that progressively help you build your job application resources
- <http://adobe.ly/3dfryW>