Seven Secrets for Getting a Job You Will Love

“Whether you think you can, or you think you can’t—you’re right.”
—Henry Ford

“See the things that you want as already yours.”
—Rhonda Byrne, The Secret

“Ask and it will be given to you”
—Matthew 7:7
Secret 1

Believe that You Can Have a Job You’ll Love

The first step to getting anything you want in life is knowing that you can and will have it. If you have limiting beliefs like, "I won’t be able to get a job I love," "All jobs suck, more or less," or "Because of x (my age, race, gender, lack of the right experience, lack of the right education), I will have difficulty getting a job I love," you are headed for a self-fulfilling prophecy.

Recall the times that you set out to get something—maybe it even seemed impossible to achieve at the outset—and you succeeded. Practice the Secret, which means getting excited and grateful now for the wonderful job that is being created for you.
Secret 2

Determine What Kind of Job You Want.

The second step for getting a job you’ll love is defining what kind of job you are most likely to love. Make a list of your top ten criteria, possibly including function, location, salary range, organization type, field, teammates/supervisor, mission, etc. Be very thoughtful about this list, because this is your order to the universe. If you’re not sure which of two or more paths you will be able to get a job in or which would make you happiest, working with a career coach can help you determine this.
Secret 3

Develop a Template Resume and Cover Letter

Your resume needs to have a headline that encapsulates your professional identity in a few words and a summary that showcases what you have to offer in a few lines. Your experience needs to contain the keywords they are looking for and present what you have done and all the quantified and qualified ways you have benefitted your employers.

Your cover letter needs to bridge between your resume and the job posting, highlighting a few accomplishments relevant to the employer and previewing how your employment will help the organization. Both need to be clearly written for a non-specialist, carefully edited, and consistently formatted.
Secret 4

Get Your LinkedIn Profile in Great Shape

Your LinkedIn profile needs to be a digital resume that showcases you and makes you look polished when people check you out online. It also needs to be enhanced with search-engine optimization techniques so that your profile comes to page one of the search results when a recruiter is looking for someone with your skill set.
85% of jobs are filled through networking of some sort. While you certainly can get a job at an organization where you don’t know anyone, if someone there knows and likes you, looking like the solution to their problem will be much easier. Remember that list of criteria you made for your perfect job? **Find 20 organizations where such a job is likely to be found; then figure out who you know there, or who you know who knows someone there.**

Get introduced or introduce yourself. Then invite the contact to lunch, coffee, or drinks and make friends. Ask intelligent questions but never ask for a job. Make your new friend an ally in helping you connect to the right position and be an appealing resource to your new friend.
Secret 6

Apply with Tailored Documents for 10-20 Jobs That Fit Your Criteria and Where You Fit at Least 80% of Their Criteria.

Don’t apply for dozens of jobs, and never apply with one click! Thoughtfully choose the positions for which you will apply, and show with your tailored application what a hard-working, attentive employee you would be.

Never ...
- Use a canned cover letter offering them skills they don’t need.
- Apply for a job you wouldn’t hire yourself for.
- Apply for a job you don’t really want.
Charm Them at the Interview

Yes ... charm! Never, never suffer at an interview. Would you want to work with someone who’s suffering? People hire people they would like to work with. If you can get them laughing and/or laugh at their sense of humor, the battle is half over.

Show that you care; don’t make it all about you. Find out what they are proud of, what they are struggling with and show how you will lighten their load, enhance their bragging rights, and be a pleasure to work with.
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