

# 10 INSIDER SECRETS TO JOB HUNTING SUCCESS

Everything You Need To Get The Job  
You Want In 24 Hours - Or Less!

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The Web site for this book is at [www.10step.net](http://www.10step.net).

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**MAIN IDEA**

In today's tough job market, you need to find ways to stand out from the crowd – to differentiate yourself. Why? Because on average, a recruiter will only spend 15-seconds reading your resume and deciding whether or not to interview you. And even when they meet with you in person, the interviewer will usually make a decision whether or not you are the right person in the first 90-seconds.

Therefore, to enhance your chances of success and get the job of your dreams, learn how to sell yourself persuasively. This involves:

- Preparing carefully – so you have the right mental attitude and an awareness of everything you have to offer.
- Doing your homework – so you will recognize the right job for you when it become available.
- Fine-tuning your personal presentation skills – so you can make a powerful impression when interviewing.
- Turning the job hunt from a scary process into nothing more than a game – by smiling and having fun.

**The 10 Insider Secrets To Job Hunting Success**

**1 Have and maintain a positive attitude. . . . . Page 2**

The better you feel about yourself and your prospects, the greater the chances for your success. With that in mind, stay optimistic. Doing that will generate energy and enthusiasm that will come through when you interview for jobs.

**2 Identify your key personal selling points. . . . . Pages 2 - 3**

Conduct a personal inventory and identify the job-related experiences and strengths you have to offer a prospective employer. Have these points clear in your mind first so you can articulate them when given the opportunity.

**3 Take time to define the job you want. . . . . Page 3**

Before you rush out and start looking for a job, take some time to answer the question: "What would be my ideal job?" Until you think out precisely what kind of job you want, your job search will always be vague and undefined. Be specific.

**4 Create a powerful message to employers. . . . . Page 4**

To excel in your job hunt, you'll need a resume and cover letter that get noticed. Think of these as your personal advertisement, where you have the chance to position yourself and all you have to offer. Take advantage of this key opportunity.

**5 Understand how to find job opportunities. . . . . Page 5**

Now you have the basics in place, the next challenge is to go out and find some interviews. Again, this is a numbers game. The more places you look, the better the chances are you'll find a job opening that really appeals.

**6 Sell yourself to get that interview. . . . . Page 5**

Finding a job opportunity and preparing your resume is half the battle. Next, you need to get out there, promote yourself and get some interviews. In this, it helps to be proactive and find the methods which work best for your personality.

**7 Prepare for your interview intelligently. . . . . Page 6**

The key to a successful interview is preparation. This is the single most important determining factor between success and failure. Quite simply if you prepare well, you'll stand out from all your competition.

**8 Know the eight traits interviewers look for. . . . . Page 6**

By understanding the character traits interviewers are looking for, you can position yourself advantageously. This doesn't involve deception. Instead, you emphasize aspects of your personality you might normally ignore.

**9 How to ace your job interview. . . . . Page 7**

To have a great interview, act positively, dress appropriately and have fun. Also be aware of the six phases the interview will go through and make certain you cover all the appropriate bases in each specific phase.

**10 Don't just think about it. Do it! . . . . . Page 7**

Simply knowing how to find a great job isn't enough. Before you can succeed, you have to take action. Until you actually put these ideas into practice, they will remain good theories about how to get a decent job.

**Bonus – Seven more secrets to job hunting success. . . . . Page 8**

1. Sell yourself after the interview.
2. Know how to accept a job offer.
3. Know how to decline a job offer.
4. Know how to negotiate a better offer.
5. Know the best time for an interview.
6. Practice good interviewing etiquette.
7. Understand the legalities of interviews.

