



# Get the Job You Want

e-book

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## GET THE JOB YOU WANT

A GUIDE TO EVERYTHING YOU NEED TO  
KNOW IN ORDER TO FIND AND GET HIRED  
FOR YOUR PERFECT JOB

By Penny Holburn



- *Do you need to find a new job?*
- *Have you tried looking for a job but just cannot seem to get one?*
- *Are you sick and tired of the job search because you never get asked for interviews?*
- *Are you fed up with rejection letters to all your applications?*
- *Have you had enough of the job search because it seems impossible to get a job?*
- *Do you know how to go about finding a job?*
- *Are you new to the job market?*
- *Does finding a job scare you?*
- *Are you nervous of interviews?*
- *Do you know how to negotiate your salary package?*

In this e-book, which is 90 A4 pages, we address all these issues and many more. In the chapter outlines below is a summary of each chapter. This is a workbook so there are many exercises for you to do and many examples provided, to prepare you for the job hunting process.

### Chapter 1: Introduction

pg 3-5

### Chapter 2: Some pointers on choosing a career

pg 6-8

This workbook does not look at deciding what career you should follow. If you need to do that you must contact a career counsellor or coach. This book tells you how to get the job you know you want. In this chapter however there are some general guidelines about choosing a job and we get you to examine your choice to see if it is one you really want.

### Chapter 3: Know yourself

pg 9-14

When you go job hunting, you are more likely to succeed if you know yourself well. Research bears this out. When you know yourself you interview better. You can answer questions such as, "What are your strengths and weaknesses?" "Why do you want this job?" "Why are you the right candidate for this position?" Don't worry if these questions seem daunting; we will address them in the section on interviews. People who spend no time

trying to understand themselves are less successful in obtaining jobs. Employers don't want people who will take any job. The risk of you leaving and moving onto something else, or deciding this is not what you want is greater when you don't know yourself. Someone who has good self-awareness is a much better prospect for a recruiter. Chapter three also gets you to look at what kind of work environment you want to work in.

**Chapter 4: Personal brand** **pg 15-21**

Your personal brand is a statement of who you are. It is invaluable to you in your job search. Your personal brand is what you will use to describe yourself. It is what makes you unique. You will use it in your cover letter, CV, networking, introductions, interviews, and just about every other aspect of the job hunt. Having a personal brand statement helps you define who you are and what you bring to the organisation. It is also more likely to get you hired. In this chapter we work through the steps to define your own personal brand and take a look at some examples of personal brand statements.

**Chapter 5: Limiting and empowering thoughts and beliefs for finding a job** **pg 22-30**

In chapter five we look at preparing yourself mentally for the job hunt. We examine the role of your thoughts and beliefs, get you to identify your limiting thoughts and beliefs, and get you to identify the positive and empowering thoughts and beliefs you want to have that will set you up for success before you even start.

**Chapter 6: Skills and behaviours you need for finding a job** **pg 31-37**

In chapter six we continue with preparation for the job hunt looking at skills and behaviours that will help you be successful. These include: Interpersonal skills, confidence, networking, being goal oriented, staying motivated, and handling rejection.

**Chapter 7: Your CV and cover letter** **pg 38-56**

Chapter seven has two main sections – the Cover letter and the CV. In this chapter we go through how to write a great cover letter and CV, and look at the do's and don'ts. There are also examples of cover letters and CV's presented.

**Chapter 8: Finding vacancies / applying for job vacancies** **pg57-62**

In chapter eight we look at actually getting out there and finding vacancies for positions you would like. We look at a number of methods; some of them that have been around for a long time, and some are new and innovative ways to find jobs to apply for.

**Chapter 9: Interviews** **pg 63-85**

In chapter nine we look at how to ace that interview. We go through lots of do's and don'ts for the interview and give many examples of typical and sometimes quite difficult questions and how to answer them. We also look at how you prepare yourself mentally to succeed in interviews and even do a visualisation exercise.

**Chapter 10: Negotiating salary package** **pg 86-88**

In chapter ten we look at how to negotiate your salary or remuneration package. This is a skill you can also use when you are in the job when you feel you are not paid what your position is worth. So it is a skill that you can use when starting a new job, when negotiating salary after or for a promotion, or just in general when you feel you are not earning a fair wage given what the rest of the employees in the company are paid, and what the market pays.

**Chapter 11: Conclusion** **pg 89-90**

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