

DISCOVER THE SECRETS TO A SUCCESSFUL JOB HUNT

Understanding the common mistakes and behaviors
that are holding you back.

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Is it possible that you are
unconsciously sabotaging your
own efforts to find a job?

Searching for a job can be stressful and daunting, particularly if the search continues over weeks and months with seemingly no end in sight. As they see others around them interviewing with success, desperate job hunters may begin to doubt themselves, and despair of ever having a successful career again.

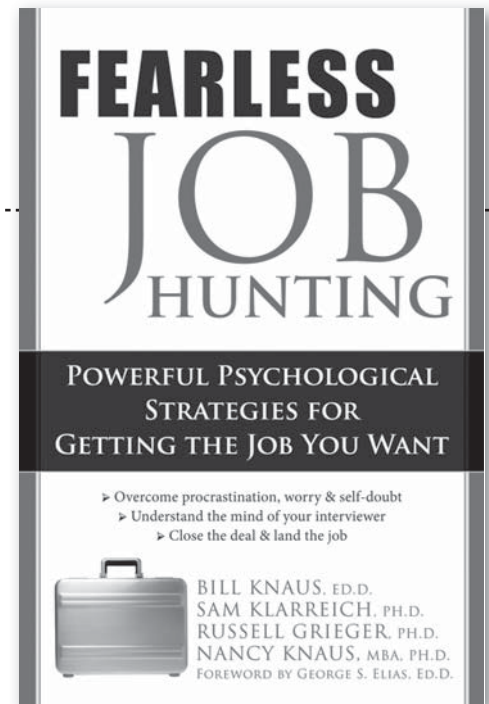
The authors of *Fearless Job Hunting* explain that successful job seekers have two major skills their competitors don't: the psychological endurance to approach job opportunities fearlessly, and the ability to adapt to a variety of situations to position themselves as each interviewer's dream candidate.

Fearless Job Hunting offers these powerful psychological techniques drawn from cognitive behavioral therapy and reveals the strategies decision makers in top corporations use to find and hire exceptional employees.

The author of *Fearless Job Hunting* are experts who explain how to:

- Silence unproductive anxieties & self-limiting beliefs
- Develop the motivation & stamina to stay positive while job seeking
- Pressure-proof yourself by building confidence & cool-headedness
- Get the edge in interviews by honing your communication skills

"*Fearless Job Hunting* will teach you how to think rationally so that you can get out of your own way to get the job of your dreams."—**ALDO R. PUCCI, PSY.D.**, president of the National Association of Cognitive-Behavioral Therapists



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FEARLESS JOB HUNTING

Powerful Psychological Strategies for Getting the Job You Want
by Bill Knaus, Ed.D., Sam Klarreich, Ph.D., Russell Grieger, Ph.D., Nancy Knaus,
MBA, Ph.D.; Foreword by George S. Elias, Ed.D.
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AND NANCY KNAUS, MBA, PH.D..

Tips from
Bill
Knaus

Quick Start Tips for Fearless Job Hunters

- 1. Get in the right mindset.** Most skip this step, but it may be the most important. Believe that you can apply your talents and learn new ways to advance on a job-search path, and you are operating with realistic optimism. That is the right mind set.
- 2. Use passionate purpose methods.** Do you have a passionate purpose for following through on your search? Name it. For example, are you looking for a type of work that fits with your interests, temperament, and economic goals?
- 3. Size yourself for the job and the job setting.** A career study boosts your knowledge of job possibilities that fit with your work abilities. What are your strongest work skills? When you put your best talents to work, you can feel work confidence and experience success. A common reason people leave their jobs is because of work setting incompatibility. Is the setting right for you? It's common to miss these two assessment steps. They are among the most important.
- 4. Set up a home office for your job search.** This is a place to go to work to find work. Your office can be a corner of a multi-use room, or a room you set aside for your job-search office. Here are some basic considerations: (1) have logistical support at your fingertips (phone, fax, computer, etc.); (2) make the environment business-like and pleasant; (3) control distractions and concentrate on your job to get a job.
- 5. Cut procrastination out of your job-search.** Many will tragically skip this step. When job-search delays lead to more delays, discouragement can follow. As an antidote, each evening define your job search goals for the following day. Then lay out how you plan to meet them. You are likely to sleep better with a plan in place. You'll gain more ground the following day by following your plan.
- 6. Pressure proof yourself against mental stress.** Negative stress thinking habits are like magnets that can attach to practically any part of your job search. Think about your thinking. What thoughts do you find stressful that you can invalidate? Enhance your effectiveness by combining adequate sleep, physical exercise, a reasonable diet, and optimistic realism. Most skip this step. It is among the most important things that you can do to sustain a job-search effort.
- 7. Get you paperwork in order.** Employers are primarily interested in whether you meet the educational requirements and have the experience to do the job. Most resumes are first viewed in 30 seconds. Make sure you have that critical information displayed where the screener can quickly see your qualifications. Keep cover letters pithy, friendly, and professional. For Internet submissions, use a chronological resume that describes your education and the jobs you held. Constructing these documents is normally the simplest part of the job-search process.
- 8. Network, network, network.** Most people get jobs through their contacts. Who do you know who may know about a job opening? Who are the people who can help you get to the decision makers? This is not a time for shyness. Ask, ask, ask!
- 9. Polish your communications skills.** It can be tempting to think up answers to possible interview questions and neglect communication skills. These include active listening, or taking in what the interviewer says and responding effectively. Reading the interviewer is an important part of this process.
- 10. Sharpen your negotiating skills.** When a job offer is made, do you have negotiating flexibility? Work out a win-win situation for both you and your future employer, and you are off to a good start in a profitable job.

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