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ONE OF THE TOP 50 COACHES IN AMERICA  
FEATURED ON ABC NEWS, WALL STREET JOURNAL, FORBES AND NPR  
PROVEN NINE-STEP OUTPLACEMENT PROGRAM

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OVER 17 YEARS OF FIRST-HAND EXPERTISE IN THE JOB SEARCH AND CAREER TRANSITION FIELD

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## Help Finding A Job

Here are a couple of emails I received from clients who wanted help finding a job. Hopefully this information will be helpful if you're one of the many people in today's job market.

If you are, I don't need to tell you how competitive it is out there. With six applicants for every job opening, you need help finding a job. The key is to be determined, but not desperate; resourceful, but not rude; persistent, but not be a pain in the you-know-what.

I encourage my clients to be as creative, yet always as professional, as humanly possible. I tell them to imagine themselves sitting in a waiting room with five other highly qualified candidates, each waiting to be interviewed for the same job.

What are the things that are going to make them stand out from the others? The answers to this question will provide the necessary things to help in finding a job.

This is critical. Because if they don't know what those things are, how can they expect an employer to know?

Everyone has unique gifts, talents and experiences. The secret is to make them shine through in every step of the job search process: from developing a search strategy to closing the sale during the interview.

## QUESTION #1

**How does one follow up with the HR Dept. when applying for positions online? I find it extremely difficult to reach out to companies to express further interest that I believe would separate me from others applying to the position.**

Here's the best way to follow-up and catch their attention:

After you've applied online, send your cover letter and resume via snail mail. This will help you get noticed because few applicants think to send hard copies, as well.

Then send an email to follow-up on the job. Do this about 3-4 days after you have applied. Make every effort to identify the person who should receive the email. It could be a person in HR, a recruiter or the manager you would be working for. You may have to do some digging and make some phone calls. But your effort will be well worth it. Once you've targeted this person, inform him or her you've applied for the position, ask what the next steps are and when you can arrange for an interview. Be sure to include your phone number.

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Finally, call the person in charge of the application process (HR, recruiter or manager). Inform them of your application and when it was sent in. Grab their attention very quickly by mentioning one or two powerful reasons why you're the right person for this job.

## **QUESTION #2**

**Are there other sites I should be posting on other than LinkedIn, Facebook and Twitter?**

Here is a list of other websites:

<http://www.myspace.com/>

<http://www.plaxo.com/>

<http://www.ecademy.com/>

<http://www.ning.com/>

<http://www.doostang.com/>

<http://www.xing.com/>

<http://www.zoominfo.com/>

<http://www.jobster.com/>

<http://www.myworkster.com/>

<http://visualcv.com/>

<http://jobfox.com/>

<http://www.meettheboss.com/>

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Joel Garfinkle provides outplacement services to displaced workers. His proven and structured 9-step program helps you find a new job quickly. Joel has over 15 years of first-hand expertise in the job search and career transition field. Visit Joel online at [Garfinkle Outplacement Services](#).

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