



# Assessing your skills

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You want a job! And you believe that somewhere, some employer has precisely the job you want – one that fully utilizes your knowledge and abilities and provides challenge and opportunities for advancement.

To find that job, you need to perform a well-planned job search. You have a product to sell – your knowledge, skills and experience ... YOURSELF! What you need to know is how to market yourself effectively. Whether you are just out of school and ready to start your career, or looking for a new position after 20 years of experience.

The first step in your job search begins with yourself. Take some time to reflect on and write your responses to the following questions:

- ★ What can I do?
- ★ What do I like to do?
- ★ What do I expect to gain from my work?
- ★ What would a job in my area entail (job description, education, experience,)?

So...exactly how do you find the right job? Here are some ideas....

- ★ Figure out what industry appeals to you. Research the industries you are interested in. Talk to people who know the industry.
- ★ Identify what kind of job you want. Most of us have a pretty good idea of what we are good at in terms of skills. Look at different kinds of roles, their pros and cons and how easy it is to seal a prospective employer that you can do the job.
- ★ Determine which companies attract you. Again, tap into your network and do your research. Check out various company websites.
- ★ Take action. You may have already been answering ads in the paper and on the Internet. However, many jobs are filled through contacts and networks. Begin by talking to the people you do know...most people know someone who knows someone. Write up a list and get started.

**Remember** – rarely do any of us find the right job the first time. We have to experiment a little, and even though job hunting can be an anxious time, treat your job search as an adventure.