

# Contents

<b>Chapter 1: An Introduction to Finding a Good Job</b>	<b>1</b>	Activity: Gather Information on Your References.....	49
Job-Seeking Skills Can Improve Your Career and Your Life.....	1	Use This Information to Your Advantage....	51
Activity: The Job Search Quiz .....	2	<b>Chapter 5: Use the JIST Card®</b>	<b>53</b>
Getting a Job <i>Is</i> a Job .....	4	Basic Information About You .....	53
<b>Chapter 2: An Employer’s Expectations</b>	<b>5</b>	Some Ways You Can Use a JIST Card.....	55
Activity: What Does an Employer Expect? .....	6	Anatomy of a JIST Card .....	56
Activity: The Three Major Employer Expectations .....	8	Activity: Your Practice JIST Card .....	61
Activity: Survey of Employers .....	15	Activity: Your Final JIST Card .....	63
<b>Chapter 3: Identify Your Skills</b>	<b>17</b>	<b>Chapter 6: Find Job Leads</b>	<b>65</b>
Three Types of Skills .....	18	Activity: How Do People Find Jobs? .....	66
Activity: Identify Your Self-Management Skills .....	20	Some Search Methods Work Better Than Others to Find Job Leads .....	67
Activity: Identify Your Transferable Skills .....	23	Get the Most Out of Less Effective Job Search Methods.....	67
Activity: Identify Your Job-Related Skills .....	26	The Two Job Search Methods That Work Best .....	71
<b>Chapter 4: Document Your Education, Experience, and References</b>	<b>29</b>	Activity: Establish Warm Contacts.....	72
Organize Your School and Work Background.....	29	Activity: Use the Yellow Pages .....	78
Activity: Your Educational Background .....	31	Activity: List Specific Organizations .....	80
Activity: Your High School Courses.....	32	Use the Internet for Job Leads .....	81
Activity: Your Extracurricular Activities .....	34	Answers to “How Do People Find Jobs?” .....	83
Activity: Your Other Training .....	36	<b>Chapter 7: Make Direct Contacts with Employers</b>	<b>85</b>
Activity: Your Work Experience .....	38	Contact Employers by Telephone.....	86
Activity: Your Professional Memberships, Hobbies, Honors, and Family Responsibilities.....	44	Activity: Prepare Your Telephone Script .....	90
Select Your References .....	46	Overcome Typical Problems When Calling Employers.....	91
		Contact Employers Using E-mail .....	94
		Contact Employers in Person .....	95
		<b>Chapter 8: Write Great Cover Letters</b>	<b>97</b>
		What Is a Cover Letter? .....	98
		How to Create Great Cover Letters .....	98

Activity: Write a Cover Letter .....	107	Activity: Plan Your Career Portfolio .....	177
Points to Consider When Sending Faxes .....	109	Activity: Create a Digital Portfolio .....	178
Points to Consider When Sending E-mail .....	109		
<b>Chapter 9: Write an Effective Resume</b> .....	<b>111</b>	<b>Chapter 13: Organize Your Job Search</b> .....	<b>181</b>
The Chronological Resume .....	111	The Objective of Your Job Search: To Get an Offer for a Good Job .....	181
Describing Your Jobs on Your Resume .....	117	Activity: Part One: Basic Decisions About Your Job Search .....	183
Activity: Begin Your Resume .....	119	Activity: Part Two: Your Daily Job Search Plan .....	184
Electronic and Scannable Resumes .....	123	Activity: Part Three: Your Job Search Calendar .....	186
A Few Final Words on Resumes .....	125	Activity: Get the Job You Want .....	188
<b>Chapter 10: Avoid the Application Trap</b> .....	<b>127</b>	<b>Chapter 14: Tips to Survive and Get Ahead on a New Job</b> .....	<b>193</b>
Activity: Albert C. Smith's Less-Than- Perfect Application .....	127	Success on the Job .....	193
Activity: Albert C. Smith's Improved Application .....	130	Get Off to a Good Start—Meet Employer Expectations .....	194
Activity: Complete a Sample Job Application .....	137	Why People Get Fired: The Employer's Point of View .....	196
Computer-Based Applications .....	140	Activity: Get Off to a Good Start on Your Job .....	199
<b>Chapter 11: Improve Your Interview Skills</b> .....	<b>141</b>	Get Ahead and Move Up on the Job .....	200
The Interview and Employer's Expectations .....	141	A Word About Character .....	202
Six Phases of an Interview .....	143	When You Leave a Job .....	202
Activity: Answer Problem Questions .....	149	Resignation Letter Example .....	203
Thank-You Notes .....	160	Create Your Own Job .....	204
<b>Chapter 12: Create Your Career Portfolio</b> .....	<b>163</b>	Activity: Are You an Entrepreneur? .....	205
What Are the Benefits of a Career Portfolio? .....	164	Activity: Your Own Business .....	206
What Is in a Career Portfolio? .....	164	The End—and a Beginning .....	207
Activity: Write Your Career Essay .....	171	<b>APPENDIX: Get Career Information and Figure Out a Job Objective</b> .....	<b>209</b>
How to Package Your Portfolio .....	176	<b>Index</b> .....	<b>213</b>