So you want a new job?

Do you have that perfect job in mind? Are you scanning job ads and checking for vacancies? More importantly – do you have a strong Resume and do you know exactly what to put in your application? Perfect candidates miss out on jobs every day, and that doesn't have to be you. With a strong resume and a targeted application your interview offers will come pouring in. So then, it's important to also be ready for the interview!

As someone who regularly sits on selection panels I see the following errors all the time:

- *Recycled resume – sorry but one size doesn't fit all*
- *Lack of evidence – the panel doesn't need your opinion, they want the facts*
- *Irrelevant details being included – stick to what is essential*
- *Typos and spelling errors – oops, well it's a bit difficult to claim attention to detail now isn't it?*
- *Over emphasis on layout, under emphasis on content*
- *Failure to address key selection criteria in application*
- *Application is bogged down in past tense, rather than highlighting future potential (backed up with past achievements) – it's a subtle but essential difference*
- *Lack of preparation for the interview*
- *Crippled by nerves – when you don't need to be*

...and much, much more

What this session could cover:

- *Understanding what you are looking for*
- *Researching the job being advertised*
- *Creating a customised resume (I have a very effective short cut here)*
- *Framing the language (it has to sell your skills strongly)*
- *Evidenced based applications*
- *Picking and briefing referees*
- *Preparing for, and nailing, the interview*
- *Managing nerves and panic*

Keen to know more?

Contact Joan at JwJ Consulting now for more information and a competitive quotation.

All sessions are fully customised to your needs. Session duration can be anything from 45 minutes to 4 hours (duration will determine content). One-on-one coaching sessions are also available.

Joan Wilson-Jones B.A (ACS). M.Ed. (A&WE) brings a wealth of practical experience, supported by years of relevant study, to this informative session. Joan has sat on numerous selection panels and has been training people in job search skills for many years. Her career coaching business is second to none with her success rate being well over 90% of her clients successfully getting to interview and winning their dream job. These sessions are very practical and relevant for staff at all levels within the organisation.

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