

Finding the Perfect Job

Are You Tired of Being Dissatisfied at Work?
Advance Your Career Today!



Tariq Azad

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Chapter 1 – How to Prepare for the Interview



In order to get the perfect job, you have to get to the hiring manager. It is essential to know how to conduct yourself at the first interview in order to be considered for the job. Many people just arrive to the interview and expect to answer questions on the spot, but hiring managers expect you to be prepared and show confidence.

One mistake many people make at an interview is not being knowledgeable about the company or the position. How do you expect to convince the hiring manager that you are a perfect candidate if you don't know details about the position or company? You do not have to know everything, but you should at least know what the company does and the types of products or services they provide.

Before the interview, you should prepare a list of questions you want to ask the interviewer. At the end of the interview, most interviewers will ask if you have any questions. If you don't have any, they will conclude you aren't interested enough to ask any questions – even though the real reason is because the interviewer covered everything.

If you are not sure where the company is located, leave early for the interview or do a practice run a couple of days before. Avoid being late by getting lost, and make every effort to ensure you know exactly where the company is. If you are not 100% sure and cannot leave early from another job, obtain explicit directions from the company.

Chapter 2 – Choosing the Perfect Job



Once you have defined what your perfect job is, it's time to begin looking for positions that meet those requirements. Put all of your desired job qualities together and connect them with available job openings. Be realistic and try not to find the job that includes every attribute on your list; find a job that closely matches what you think is your perfect job.

One of the problems many people face when they are looking for the perfect job is expecting too much. For example, you may feel you are worth \$30,000 as an experienced administrative assistant, but there may not be available positions to support that amount. Be willing to accept less than what you want in order to get into your desired position. It doesn't mean you should settle for a job you don't really want, but you should leave some room for compromise.

In order to make the right decision, look at the list you have made of the qualities you seek in a job, and arrange them by importance; some will be must haves and others will be negotiable. If you're looking for something that will allow you to telecommute, be willing to settle for going in one or two days a week instead of refusing a position because it doesn't allow you to work from home as many days as you would like.

With the job market currently at such a low point, it is unrealistic to think you will to get everything you want. There are more people looking for jobs than there are jobs available, so be prepared to compromise on some of your wants. A job that doesn't seem perfect in the beginning may indeed turn out to be an ideal fit for you; be willing to reduce the number of mandatory qualities on your list.

Chapter 3 – Conducting Your Job Search



There is no one method of searching for a job that will provide better results than another, but it is important to keep in mind that the job market today is different than it was ten years ago. Many employers refuse to see applicants until they have seen a résumé first, and some employers will only accept résumés if they have a job opening available.

Where is the best place to start? Many employers today are utilizing online resources, so this may be your best option. Browse several job posting boards rather than just one or two; take the time to look at as many as you can. Never assume that all employers only use what you perceive to be the most popular sites, and don't assume that all of the job listings will be the same from site-to-site.

Job posting sites, such as Monster.com, are now available and many employers today make use of these sites when searching for new applicants. By filtering your search, you have a better chance of finding the job you seek, and can make sure it fits within the scope of your perfect job before you submit your résumé. This method is convenient for both employer and job seeker.

Should you eliminate using a local newspaper since only 20 per cent of available jobs are posted there? No, but it should not be your only source. If you are a serious job seeker, you want to make use of any and all resources available. The more places you search for job advertisements, the quicker you will find a job that appeals to you the most.

One important thing job applicants neglect to do is make a list of the places they have submitted résumés, so they can follow up with the company. Never rely on your memory because several weeks later, you will not be able to remember where you sent your résumés. Following up will keep you fresh in the employer's mind and may even push him to review your résumé if he hasn't already.

Most employers have a file of potential applicants or highly-viewed candidates who show initiative by walking into their company and dropping off a résumé and/or requesting to see a hiring manager. These are the people who have the highest potential for being hired because they show ambition for going after what they want. It shows a potential employer that they are go-getters and not someone who is going to sit back and wait for something to happen.

Chapter 4 – Conducting Yourself at the Interview



You have all of the qualifications and you have great references, so why aren't you getting a job? It may be the way you conduct yourself in the interview. Many people become nervous at an interview, which is completely normal, but being unsuccessful goes beyond just being nervous. Below are some things that some interviewees do that are unacceptable at an interview.

- **Do Not Smoke During or Before the Interview**

Nowadays, smoking during the interview is likely impossible, but you also want to avoid smoking right before the interview and bringing the strong odor of smoke into the room. Nothing detracts from a conversation quicker than the smell of cigarette smoke. If you do smoke, make sure to use breath spray or mints afterward; if you

decide to chew a piece of gum, throw it away before the interview begins.

- **Turn off Your Cell Phone**

Under no condition should you have your cell phone on during a job interview. If there is an emergency situation –a sick child, potential life and death situation –let the interviewer know ahead of time. Anything else can wait until the interview is finished. Cell phones should only be in the silent mode and used as stated above for extreme emergencies. If possible, arrange with a family member or friend to take emergency calls and handle them while you are at the interview.

- **Stay Focused**



Avoid getting distracted during the interview. Instead of maintaining eye contact with the interviewer, some people look around the room, look out the window, daydream, look in a purse/bag, make notes

unrelated to the interview or play with their cell phone. All of these scenarios show signs of boredom and will reflect negatively on you.

- **Choose Appropriate Discussions**



The interviewer may ask about your personal life, if family issues will affect your job, etc. but don't discuss your husband or boyfriend beyond issues that directly relate to the job. The interviewer does not want to know that you're getting ready to buy a new house or that your best friend is getting married.

Chapter 5 – Dressing for the Interview



One of the key factors that will help you achieve success in getting that perfect job is the way you dress for the interview. If you are applying for a position in a warehouse, do not assume it is acceptable to dress in jeans and a sweatshirt; it is never acceptable to wear jeans to an interview unless the company tells you otherwise.

It is becoming more common for both men and women to dress in business casual clothing for interviews, but is important to dress according to the position for which you are applying. Although it may be appropriate to wear khakis and a casual top for a position as a customer service representative, women will want to wear at least a skirt and blouse and men should wear a suit for the interview. Ladies may choose to substitute a pant suit for a skirt and blouse, especially in colder weather.

Another thing to keep in mind when you are dressing for an interview is to not wear anything that is going to draw attention to your clothes and away from you. You want the interviewer to keep his focus on you, not the bright coloured top you decided to wear. For both men and women, stick to colours such as black, navy, gray or brown for slacks and skirts, and white or pastel tops. Ladies should also choose appropriate length skirts and not wear blouses that are too tight or revealing. In order to obtain your ideal job, you have to look the part. It should go without saying, but make sure your clothes are clean and wrinkle-free. You want to give the interviewer the impression that you are serious about the job and not just looking for a paycheck. First impressions are extremely important; if you don't impress the interviewer during your interview, you will not get a second chance for a good first impression.

Chapter 6 – Enhance Your Skills



One of the best ways you can increase your chances of finding the perfect job is by enhancing your skills. The more you know how to do, the better your chances are of finding the job you really want. We all have to work for a living, and you may have to develop new skills in order to do something you really like. Learning is a lifetime process, and with so many changes in technology, it is unlikely we will ever reach a point that we no longer have to improve our skills in order to keep up with the growing market.

The choices you make will affect your ability to obtain employment in your field of choice. It's important to understand how critical it is to maintain a high-skill level in order to meet market demand. It doesn't matter how much experience or education you have; there is always an opportunity to learn more. The skills we learned last year may not be applicable now,

so we have to make certain we are always up-to-date with current skills and knowledge. It may mean taking additional college courses, but if it will help you maintain– or obtain– your perfect job, it is well worth the effort. Whether you already have your perfect job, or you are hoping to reach that level, you need skill enhancement to help with your advancement. There is nothing worse than finding out there’s a job opening within your company, but that you lack the skills to be promoted. Your willingness and ability to enhance your skills is pertinent not just for obtaining a new job, but for advancing in a current position as well. Do not make the mistake of thinking you will reach a point where you no longer need to learn new skills. Technology will keep improving, so you will need to continue upgrading your skills in order to contribute to the growing market.

Chapter 7 – Find Training Resources



When you don't have all of the training and education you need to be successful at your perfect job, you want to find out where you can go in order to get training. If you already have a degree but need some additional courses, you might want to think about taking online courses. Depending on your field of interest, you may have to combine online and local courses or training in order to obtain everything you need. Medical fields, for example, still require clinical time, so you will need to arrange for that in your local area.

If you are not interested in online classes, you will need to check in your local area for training you will need for the type of job you want. If you have been working in a factory and you want a job working in an office, you will need to obtain some training in order to do that.

Finding training at the beginning of your career journey will be easier than finding training for a career change. Career changes are more difficult for those who have been working for many years doing the same job. Sometimes career changes are necessary; not because you no longer feel you have the perfect job, but because of changes within your company. If you find out your job is downsizing and you must begin a new career, most companies offer outsource training. If this does not fit into your scope of the perfect job, you can certainly ask for more information about obtaining the training you need to move into a new field and obtain the job that is perfect for you.

Chapter 8 – Defining the “Perfect Job”



Before you search for the perfect job, you must be able to define what it means to you. There is no generic meaning, nor will you have the same definition as someone else. It may even have a different meaning for you now than it will ten years from now. In short, the “perfect job” is the one that offers most of the qualities you want and makes you feel accomplished when you go home at the end of the day.

First, make a list of what you expect from a new position, whether it’s with your current employer or if you are planning to work for a new company. You wouldn’t buy a house without knowing the location or the amenities, and the same goes for finding the perfect job; you always want to have a plan.

Don't expect to find one simple definition for the perfect job; you will not find one. For some people, the perfect job will allow them to work a set schedule everyday, while others may be looking for the convenience to telecommute part of the time. Make a list of all of the things that are important to you in a job or career, and then work from your list to find that perfect job. Take the time to look for what you really want rather than taking the first thing that comes along—it doesn't look good on your résumé if you continue to job hop instead of attempting to find the long-term position you want from the start.

Chapter 9 – Evaluating Your Qualifications for the Job



Sometimes you may have to choose something that is not exactly what you were seeking because of your qualifications. Many people are tempted to apply for a position for which they are not qualified because it happens to meet their definition of the “perfect job.” If you choose to apply anyway, just know you are setting yourself up for disappointment. In most cases, lacking qualifications won’t even get you to the interview, so you are just wasting your time.

When you have found your ideal job, make sure you qualify before you do take any more steps. Most companies have required qualifications and preferred qualifications. If an advertisement says you must have a Bachelor’s degree, do not apply if you only have an Associate’s degree; no

one will be impressed if you can't even follow these basic instructions. Nothing is more irritating to an interviewer than being approached by someone who doesn't meet the minimum qualifications of the job. Review every advertisement thoroughly before you submit your résumé so you know whether you have a chance of obtaining that position. Don't think you will be able to sweet talk the interviewer with claims of being a "quick learner" or being "willing to go to school to learn what is necessary" – these are things you must possess before you will be hired for the job. There are exceptions, such as when the advertisement says certain skills are preferred rather than required, or it says they are willing to train the right person. When you fail to consider the minimum qualifications, you make yourself look less than professional to the interviewer and may even prevent yourself from consideration for future positions for which you may qualify.

Chapter 10 – Five Ways to Guarantee Landing the Perfect Job



There are ways to win and ways to lose when it comes to landing the perfect job. Before you begin your search, you want to make sure you know the things you should do to increase your chances of landing the job you want. Nothing guaranteed, but failure to do the right thing will certainly guarantee failure.

1. Dress Appropriately for the Interview

Even if you are going to a factory or warehouse for the interview, dress in business attire unless you are told otherwise by the interviewer. Do not assume it is appropriate to wear jeans or other casual attire because of the location of the interview.

2. Learn Something About the Company



The interviewer may not ask about your knowledge of the company, but you should be prepared anyway. Also, incorporating pieces of information about the company in some of your responses will demonstrate you have done your research and will leave a good impression. There are often occasions where an interviewer will ask how you feel you can be an asset to the company, and you can only answer that if you know what the company does, their mission or value statement, and more importantly, the types of goods or services they provide.

3. Do Not Discuss Personal Issues with the Interviewer

As tempting as it may be to become friends with your interviewer, it is an easy way to lose the opportunity. Keep the conversation focused on things that are related to the job. If the interviewer asks questions that relate to your family, keep your answers focused on only the question he asks; there is no need to provide any information beyond

what is asked.

4. Never Talk Negatively About a Former Employer

If the interviewer asks why you left your previous employer, be brief and do not elaborate; and do not blame the company. Try to keep your responses positive and just say you are looking to grow and apply your skills in a new position.

5. Make Eye Contact with the Interviewer



You want to make sure the interviewer knows you are focusing on him. Do not look around the room or make notes unless they are related to the interview or the company. Pay attention to the interviewer, not other things in the room.

Chapter 11 – How Effective Are Employment Agencies and Job Banks



When you are looking for a specific type of job, it may be in your best interest to use the services of employment agencies and job banks that handle that specific line of work. For example, if you are a paralegal looking for employment, you may wish to use an employment agency that specializes in either legal employment or legal professionals.

When the opportunity is available, you should always work with employment agencies and job banks that specialize in the type of work you seek; they will give you a better scope of what is available in your field and help you quickly narrow it down to the job that is perfect for you. If you're looking for a job as an engineer, you don't want to have to sort through thousands of advertisements for chemists or administrative assistants; job banks allow you to filter your searches, which will save you

time and make the search process a little easier.

Your local newspaper will allow you to see advertisements only for the field in which you have an interest, but it does not provide enough information for you to know if a particular advertisement is worth your time. Many newspaper advertisements do not list the employer's name or the salary, so you would be going into the application process blind. When specialty agencies and job boards are available, you should certainly make use of them.

Chapter 12 – Getting the Perfect Job and Keeping It



It's one thing to get hired for the job of your dreams, but being able to keep that job for the long haul is whole other obstacle. With so much fluctuation in the economy over the years, many companies are downsizing and even the best employees are losing their jobs. How is it that some people are terminated while others manage to keep their jobs? Is there something special that separates those people from the others?

One reason some people are able to keep their jobs is their dedication. For some people, a job is just a job; they are usually the first ones to be eliminated when a company needs to cut staff. Companies have a tendency to keep those employees who are dedicated, loyal and put forth a little extra effort to get the job done. These are the people that receive recognition for their efforts and are the first ones to be considered for a promotion. You must become a dedicated employee if you not only want

to get hired for the perfect job, but also want to keep it in a struggling economy.

Although there is never a guarantee you will keep your job, the harder you work and the more dedicated you are, the better the chances are that you will still be sitting at your desk while others are being terminated. In places where no union enforces the rules, the newest person is not necessarily the first person to go, but rather the person who has the least amount of dedication and loyalty to the company. This person comes in right on time and leaves right on time, seldom working overtime.

You have invested a lot of time and put in a lot of effort into obtaining your perfect job—now use that same effort and dedication to keep your job and become better. Develop your own standards rather than following what others around you are doing. Put forth the effort you feel is right for you, and don't pay attention to what anyone else thinks you should do. The choices you make will determine whether you are the person who stays or goes when your company needs to make staffing cuts.

Chapter 13 – Focus on the Interviewer and Interview



If you want to increase your chances of getting the perfect job, you have to do well in the interview. During the interview, stay focused on the interviewer and the interview; you will leave a bad impression if the interviewer sees you looking out the window or checking your watch. It is not only rude, but it will make the interviewer feel like you are not interested in the job opportunity.

Some people think as long as they are listening to what the interviewer has to say, then there is no need to maintain eye contact. It is important to maintain eye contact with the interviewer throughout the interview to demonstrate your enthusiasm for the job.

Even if you find interviews boring— and most of us do— you still have act interested if you expect to be hired for that perfect job. Remember, if you fail at this interview you will have to continue the process; but if you present a good image and get hired, you do not have to go through any more interviews.

If you have trouble focusing in an interview, try practicing at home so you can get into the habit of maintaining eye contact with your interviewer. Learn to look at the interviewer instead of looking out of the window, at the walls or at the floor. And do not look at messages on your cell phone. Your focus and attention need to be on the person who is interviewing you. He has other things he could be doing, and has taken time out of his busy schedule to interview you, so show him the same respect.

Chapter 14 – What Not to Do



The job interview is the only chance you have to present yourself in a positive light to a potential employer. If you fail to do that, you kill your chances of getting hired. Of course, most of us do not fail at interviews by choice—the employer simply chooses to hire someone else. However, there are certain things you should never do if you want to get hired for your ideal job.

- **Arriving Late to the Interview**

There should be no reason for not arriving at the interview on time. Sometimes there may be some circumstances that are beyond your control: an accident, family emergency, etc. Make sure to call the interviewer and inform them that you are going to be late, and remind him that this is not a reflection of you as an employee.

- **Dressing in Appropriately for the Interview**

It is inappropriate to go to an interview wearing jeans, shorts or other casual attire. The interviewer will tell you when the interview is scheduled if your attire should be more casual. Women should make sure their skirts/dresses are appropriate lengths, and blouses aren't too revealing. Men should wear dark, solid colours, dress shoes and have a clean haircut.

- **Taking Calls or Checking Messages on Your Cell Phone During the Interview**

At no time is it acceptable to receive a phone call during an interview. If your children are sick, make sure to let the interviewer know ahead of time, and tell him that you have arranged care for them. Let him know that if the phone call is in regards to your children, you are going to take the call. Otherwise, no calls or messages should ever take precedent over the interview.

- **Discussing Personal Business with the Interviewer**

Although the interviewer may ask you a series of personal questions during the interview, do not offer any information that is not directly related to the job. For instance, if you don't drive, he may ask how you will get back and forth to work if there is no public transportation. You can answer that your husband or boyfriend will take you and pick you up, but there is no need to discuss other issues. The interviewer doesn't care if you are buying a new house, getting married next week, or having problems at home.

Chapter 15 – How to Know If You’re Making the Right Choice



When you accept a job offer, it's normal to wonder if you have made the right decision. Is there any way to know for sure if you have made the right decision? Until you begin working, it's hard to know. If the job you accepted encompasses many of your required qualities, you can be reasonably certain you have made the right choice.

Don't be too quick to question your judgment; you put in a lot of work to get this offer. Give yourself time to think it over and learn everything you can about your new job before jumping to any conclusions. All new positions have a "breaking in" period; even if it is the same type of work you have done in the past, it is a new company, a new boss and new responsibilities. It may not be exactly as you expect in the beginning, but

as time passes you will become more comfortable and will feel confident you made the right decision.

There may be cases where you did ask all of the right questions about the job in the interview, but the employer did not give you honest answers, and you find the new job is not what you were expecting. Do you simply grin and bear it? It depends how close it is to being your perfect job. If there is a possibility for improvement, don't just walk away. If, on the other hand, you do not think the new job is going to work out for you, look into other options before you become too involved with the company.

Chapter 16 – Proper Interview Techniques



The interview will give you an opportunity to sell yourself in order to land your perfect job. If you have an unsuccessful interview, you will not get a second chance to prove yourself. You maybe the most talented person in the world, but if you cannot convince the interviewer that you are the best person for the job, you will not get the job.

You have to project confidence when you are talking to the interviewer. Avoid nervous gestures such as twiddling your thumbs, squeezing your hands, playing with your hair or staring around the room. Your job is to convince the interviewer you are the best person for the job, and you cannot do that unless you stay focused on what he has to say. The interviewer deserves your full and undivided attention, so make sure to maintain eye contact and stay engaged in the conversation.

Appearance is very important at an interview. If you know the company is strictly professional i.e. law firms, executive offices, manager positions, etc. dress professionally rather than business casual. You are evaluated not only on your skills and knowledge, but also on the way you present yourself.

Doing research prior to the interview will always impress the interviewer. It shows you took time to learn about the company, which demonstrates your interest in the position. Casually incorporate company facts in your interview answers to excite your potential employer.

Chapter 17 – Is Getting the Perfect Job Worth the Extra Effort



A lot of work goes in to obtaining the perfect job; it begins with defining your idea of the perfect job, searching for jobs, and ultimately attaining interviews. You may ask yourself, “Is this worth all of the effort?” When you look at what you can accomplish, you will know the effort is worthwhile. You have to work, anyway; so isn’t it important to do something you like? People who have a job they enjoy are more successful than those who don’t like their job.

The extra effort you put into getting proper training and experience will increase your opportunities in the workforce. With a higher skill level, you will have a better chance finding the job you want and will be able to secure it. The effort you exert in both obtaining and maintaining your

perfect job will provide all that you need during recessions.

For many people, a job is nothing more than a way to make sure their family has what they need. Although this is the primary reason for a job, doesn't it make sense to have it be something you find enjoyable? Those who like their jobs are likely to become managers and executives, and those who do not like their jobs usually do not get promoted and stay in the same position.

You will enjoy a lifetime of success as long as you continue to put forth the effort. It's essential to go the extra mile to ensure you will be considered when it comes time for promotions. Even if you do not advance with your current company, you will have the skills necessary to be an integral part of another company doing the job you enjoy because of your dedication and effort.

Chapter 18 – Preparing for the Perfect Job



Prepare for your perfect job before you even start your job search. While you are in high school and preparing for college, start forming your idea of a perfect job. It doesn't mean your first job will necessarily be the perfect job, but you will know what you want and what you should look for in a job.

After identifying what it is you want in a perfect job, you need to obtain the education and training necessary to perform that job. It is best to have an idea of what you want to do while you are still in high school, so you can take the college courses necessary to graduate and pursue the career of your choice. You have the option to take more courses in the future; as a lifelong student, you will always have something new to learn.

Some people are not certain when they graduate from college what they really want to do for a living, and that is completely understandable. It is important to not settle at this point in your life; if you haven't found a job that makes you happy, then keep looking. It will take a lot of work, and you may have to work in jobs you don't love, but it will help you figure out what you really enjoy doing. Once you find a field you like, make a list of the requirements and work on developing those skills; it is essential to know what you want and the skills required to get there. This may include taking more courses or certifications, but it will be worth it once you get hired for your dream job.

Chapter 19 – You and the Perfect Job: How Do You Connect



When you're looking for the perfect job, you need to not only know how to find the job, but also how to secure it. You have your qualities for a perfect job listed, and now you are beginning your search. Once you have identified your perfect job, the next step is finding someone who is hiring for the position, and locating the type of company you want. Look at some type of classified advertisement, preferably online where there is a larger selection.

There is not one method that is going to get your perfect job. Depending on what you seek and what your qualifications are, some jobs may be more readily available than others. If you live in a small town, you may want to consider relocating to another state or city to increase your chances of landing your perfect job.

Make sure you choose the method that is going to provide you with the most job leads. Job searching becomes a simpler process as you become more familiar with where to find job leads based on your job preferences. Everything ties in together and complements each part of the process. Understand all of the steps of the job searching process to assure you are doing everything that is necessary for the job search, the application process and the interview.

Chapter 20 – Is the Perfect Job Fact or Fantasy



How often do we talk about having the perfect job? Is there really such a thing? Is there anything that is perfect in life? Each person has his or her own idea about what constitutes the perfect job, and only the person making the choice can identify what is truly a perfect job for them. The definition is different for each person and is therefore not something one can identify with a general definition.

For some people, the perfect job may mean being able to have weekends free to spend with family or being home during the week when the children come home from school. Each person's perfect job will have qualities relating to what is important to them. It would be rare to find two people who want the exact same thing from a job; no two people will view a job "perfectly" in the same way.

What is a perfect job? The term will vary among job seekers and as a job seeker, you must decide what you consider a perfect job. That means you must place your own identification marks on it and compare it against what you need and what you seek. You and others you know may have some of the same requirements but they will never be the same; everyone will interpret the definition of a perfect job differently.

Chapter 21 – The Best Job Resources



With so many different job resources, it can be difficult for someone to decide which ones are best and offer the highest potential for success. Depending on your field of expertise, you may wish to take the time to look at all of the potential resources rather than attempting to limit yourself to one or two. Of course, if you are interested in a highly specialized field, it will certainly be better if you utilize the resources for that particular field in order to make certain you spend as little time as possible in the job seeking process.

Although some people still tend to look at the local newspaper when looking for the perfect job, it's important to remember that many employers utilize the internet because that is the primary method candidates use to conduct their job searches. The want to find the highest number of results in the quickest time possible, and the Internet provides

that. Also, they are able to search the listings and find enough information to know if a particular position meets their needs.

Trade publications have become very popular sources of job advertisements and many people of professional standing are now using this source of job information, especially those who have the flexibility to move to another city or state. Those who are looking for something in the town where they currently live may still use local newspapers or filtered online searches. If you are open to relocating, you have more available job resources than those who are adamant about staying in the same place where they currently live.

Quite often, the college you attended has a placement service or at least a list of potential job openings that will help you find the job that is perfect for your needs. Never discount any source of potential job postings because you never know when there is one that is just right for your needs and may even be the exact position you have been seeking. Use any and all resources that are available and you will increase your chances of finding that perfect job in less time than you had expected.

Chapter 22 – The Importance of Maintaining Professionalism



Although some might think becoming friendly with the interviewer is an easy way to get hired for that perfect job, it's actually quite the opposite. Remain professional and do not attempt to sway the interviewer's decision by being friendly instead of professional. You want to show your professionalism and demonstrate your work-related skills rather than trying to identify with the interviewer by talking about personal things. The discussion should focus on the job for which you are applying and why you are the most qualified person. The interviewer is likely to be seeing a number of people, so you do not want to take up his or her time talking about things that have nothing to do with the job.

The purpose of the interview is to find out if you are a good fit for the job and the company. In order for the interviewer to be able to do that, you must remain professional and make certain the conversation is business-related. In regards to any personal questions the interviewer asks, you want to answer only what he or she asks. If the question is whether you are married, the answer should be yes or no; he doesn't need to know how long you've been married or where the wedding was. If the interviewer wanted to know the answer to those questions, he would have asked.

Make sure you do not talk negatively about former employers or colleagues. Even if your last supervisor was a nasty person, do not mention that. It is not even necessary to mention that you left your last job because you were unhappy—all you need to say is the company was not a good fit for you. Many companies today are not providing information for reasons an employee left for legal reasons, so in most cases all they will know is your position and the dates you worked for the company. Do not go into any more details than necessary about former employers—stick with how long you were with the company, your job responsibilities and tasks you performed. Certainly if you were the victim of downsizing you can state that, but again, keep it brief and to the point leaving out any details unless the interviewer asks. Keep the interview professional, and make sure your answers are to the point without adding any unnecessary and unrequested details.

Chapter 23 – Things to Consider When Identifying the Perfect Job



During your process of identifying the perfect job, there are some things you may want to keep in mind. You are going to be identifying what is important to you, but it is also important to be realistic in your expectations. Some of the areas in which people tend to place the most focus and expect too much are listed below. Look at the items on your list and see how it compares to the items on this list.

- **Salary**

Salary is one of the biggest areas where people expect too much. They think they are worth more than they really are to a new company, and that often causes them to lose the position. Be realistic when you identify your salary requirements.

- **Medical Insurance**

Most jobs today do not pay the full cost of medical insurance, so it would be unrealistic to have this as one of your requirements. Rather than state “full-coverage,” have it listed as “medical insurance at a reasonable cost.”

- **Vacation and Sick Time**

Do not lump the two of these together, because not all companies offer sick time. In fact, some companies actually lump the two together, and you will only get a certain amount of days that qualify for either. You also don’t want to expect to take vacation right away; some companies do allow two weeks’ vacation after six months, but many companies still only offer one week during the first year.

- **Retirement Plan or 401K**

Many companies today are getting away from the retirement plan and staying with the 401K plan. This is reasonable to expect from your perfect job, but know it is regulated by the government, which leaves the company itself very little leeway in what it can offer. The only difference you may find among companies is the funds they offer and the percentage they contribute for each employee.

Chapter 24 – Conclusion

Regardless of what kind of job you seek, you are going to have to put in a lot of effort. The job searching process is time-consuming and exhausting, but if you use the right methods and resources, you will find your perfect job in no time.

Searching for jobs is just one step on the path to obtaining a career. After you have found potential jobs, you must create an impressive cover letter and résumé and be prepared to sell yourself in the interview. Maintain eye contact and display confidence with the interviewer; it will help you leave a lasting impression. Dress in appropriate attire when attending any interview, unless told otherwise. Always bring copies of your résumés, research about the company, and prepare answers to commonly asked interview questions.

If you follow all of these steps, you will ace any interview! Once you are hired for your perfect job, allow yourself time to adjust. It may not be everything you expected at first, but just remember: it's a new job, with a new company and new responsibilities. Your hard work has finally paid off, and you are now employed at your perfect job. Congratulations!

Appendix A – Recommended Books for Reading

The 22 Immutable Laws of Branding

Author: Laura Ries

Publisher: HarperCollins Publishers

Date: September 17, 2002

Guerrilla Marketing for Consultants

Author: Jay Conrad Levinson

Publisher: Wiley

Date: October 8, 2004

Your Company Sucks

Author: Mark Stevens

Publisher: BenBella Books

Date: August 1, 2011

Positioning

Authors: Al Ries and Jack Trout

Publisher: McGraw-Hill

Date: December 13, 2000

Jack: Straight from the Gut

Authors: Jack Welch, and Mike Barnicle

Publisher: Warner Books

Date: August 28, 2005

Winning

Authors: Jack and Suzy Welch

Publisher: Collins

Date: April 5, 2005

Breakthrough Business Development

Authors: Duncan MacPherson and David Miller

Publisher: John Wiley & Sons

Date: September 01, 2007

Who Moved My Cheese?

Authors: Spencer Johnson and Kenneth H. Blanchard

Publisher: Vermilion

Date: February 7, 2002

Speed Wealth

Author: T. Harv Eker

Publisher: Peak Potentials Training

Date: 2001

Money Book for the Young, Fabulous and Broke

Author: Suze Orman

Publisher: Riverhead (TRD)

Date: March 27, 2007

Think and Grow Rich

Author: Napoleon Hill

Publisher: Ballantine Books

Date: May 12 1987

E-Myth Mastery

Author: Michael E. Gerber

Publisher: Harper Business

Date: December 28, 2004

Don't Sweat the Small Stuff

Author: Richard Carlson

Publisher: Hyperion

Date: January 1, 1997

Networking is a Contact Sport

Author: Joe Sweeney

Publisher: Ben Bella Books

Date: October 5, 2010

Reinvention

Author: Brian Tracy

Publisher: AMACOM

Date: January 5, 2009

The Alchemist

Author: Paulo Coelho

Publisher: HarperCollins

Date: May 1, 1993

Trump Never Gives Up

Author: Donald J. Trump

Publisher: John Wiley & Sons Inc.

Date: January 18, 2008

Create Your Own Future

Author: Brian Tracy

Publisher: Wiley

Date: April 5, 2005

Idea Man: A Memoir by the Cofounder of Microsoft

Author: Paul Allen

Publisher: Portfolio Hardcover

Date: April 19, 2011

Change Your Thinking, Change Your Life

Author: Brian Tracy

Publisher: John Wiley & Sons Canada, Ltd.

Date: August 7, 2003

The 7 Habits of Highly Effective People

Author: Stephen R. Covey

Publisher: Free Press

Date: September 15, 1990

A Book of Miracles

Author: Ben Hecht

Publisher: The Sun Dial Press

Date: 1941

Become a Better You

Author: Joel Osteen

Publisher: Free Press

Date: October 15, 2007

Your Best Life Now

Author: Joel Osteen

Publisher: Warner Faith

Date: October 12, 2004

Awaken the Giant Within

Authors: Anthony Robbins and Frederick L. Covan

Publisher: Free Press

Date: November 1, 1992

Unlimited Power

Author: Anthony Robbins

Publisher: Free Press

Date: December, 22 1997

The Dream Book: Symbols for Self-Understanding

Author: Betty Bethards

Publisher: New Century Publications

Date: June 2001

Get the Life You Want

Author: Richard Bandler

Publisher: HCI

Date: August 15, 2008

Million Dollar Habits

Author: Robert J. Ringer

Publisher: Fawcett

Date: November 28, 1990

Seeds of Greatness

Author: Denis Waitley

Publisher: Pocket

Date: July 1, 1988

Success Built to Last

Authors: Jerry Porras, Mark Thompson, and John McCain

Publisher: Wharton School Publishing

Date: September 12, 2006

Tuesdays with Morrie

Author: Mitch Albom

Publisher: Time Warner Paperbacks

Date: July 24, 2003

The Magic of Thinking Big

Author: David J. Schwartz

Publisher: Fireside

Date: April 2, 1987

The Power of Charm

Authors: Brian Tracy and Ron Arden

Publisher: AMACOM

Date: March 1, 2006

Hug Your Customers

Author: Jack Mitchell

Publisher: Hyperion

Date: June 11, 2003

Multiple Streams of Income

Author: Robert G. Allen

Publisher: John Wiley & Sons, Inc.

Date: March 17, 2000

The E-Myth Revisited

Author: Michael E. Gerber

Publisher: Harper Collins

Date: March 3, 1995

Crunch Point

Author: Brian Tracy

Publisher: AMACOM/American Management Association

Date: September 22, 2006

The Power of Positive Thinking

Author: Norman Vincent Peale

Publisher: Ballantine Books

Date: August 27, 1996

The Success Principles

Authors: Jack Canfield and Janet Switzer

Publisher: Collins

Date: January 1, 2007

Goals!

Author: Brian Tracy

Publisher: Berrett-Koehler Publishers

Date: March 2003

The Amazing Results of Positive Thinking

Author: Norman Vincent Peale

Publisher: Fireside

Date: March 12, 2003

In Search of Excellence

Authors: Tom Peters and Robert H. Waterman Jr.

Publisher: Profile Business

Date: April 15, 2004

Appendix B – Author’s Introduction

Tariq Azad, Founder and CEO of NetSoft College of Technology, and Author of *Hire Me Mastery*

Tariq Azad, the founder and CEO of NetSoft College of Technology, is regarded as one of the IT industry’s leading professionals by industry peers, colleagues and students.

Education

Tariq has excelled professionally through his commitment to staying abreast of the constant changes within the IT field. He currently holds more than 100 certifications, including MCSA, MCSE, MCTS and MCITP (Vista, Mobile 5.0, Microsoft Communication Server, Windows 2008, Windows 2012 and Microsoft Exchange Server), MCT, CIW-CI, CCA, CCSP, CCEA, CCI, VCP, CCNA, CCDA, CCNP, CCDP and CSE. Tariq holds a Bachelor of Science in Information Technology from Capella University in the United States and a Bachelor of Commerce from the University of Karachi in Pakistan.

Technical Background

Tariq’s career in the IT field has spanned more than two decades. Throughout his career, Tariq has garnered experience in many areas of IT, including management, technology, design and assessment. Ten of Tariq’s 20+ years in the IT industry were spent as a consultant specializing in Active Directory and virtualization solutions in various industries, including government, telecommunications, manufacturing, pharmaceutical, retail, health care, technology and finance.

Tariq is also a well-known subject matter expert in Microsoft Active Directory, Microsoft Exchange, Microsoft System Center Configuration Manager, Citrix XenApp, Citrix XenDesktop and VMware vSphere. He

provides comprehensive solutions focused on Microsoft, Citrix and VMware technologies for clients ranging from 50 to 100,000 users, concentrating mainly on the architecture and deployment of access infrastructure solutions for enterprise customers. Additionally, Tariq serves as the company's Strategic Business Unit Leader, a position in which he holds both technical and managerial responsibilities.

CEO and Instructor

At NetSoft College of Technology, Tariq offers day-to-day leadership and guidance to his staff, instructors and students. He has led courses focusing on Microsoft Active Directory, Microsoft Exchange, Microsoft System Center Configuration Manager, Citrix XenApp, Citrix XenDesktop, VMware vSphere and Hire Me (Career and Employment Strategies).

Author

Tariq has co-authored multiple books, including the best-selling *Hire Me Mastery*, *MCITP: Microsoft Exchange Server 2007 Messaging Design and Deployment Study Guide: Exams 70-237 and 70-238*, *The Real MCTS/MCITP Exam 640 Preparation Kit*, *The Real MCTS/MCITP Exam 647 Preparation Kit*, *The Real MCTS/MCITP Exam 647 Preparation Kit* and *Securing Citrix XenApp Server in the Enterprise*.