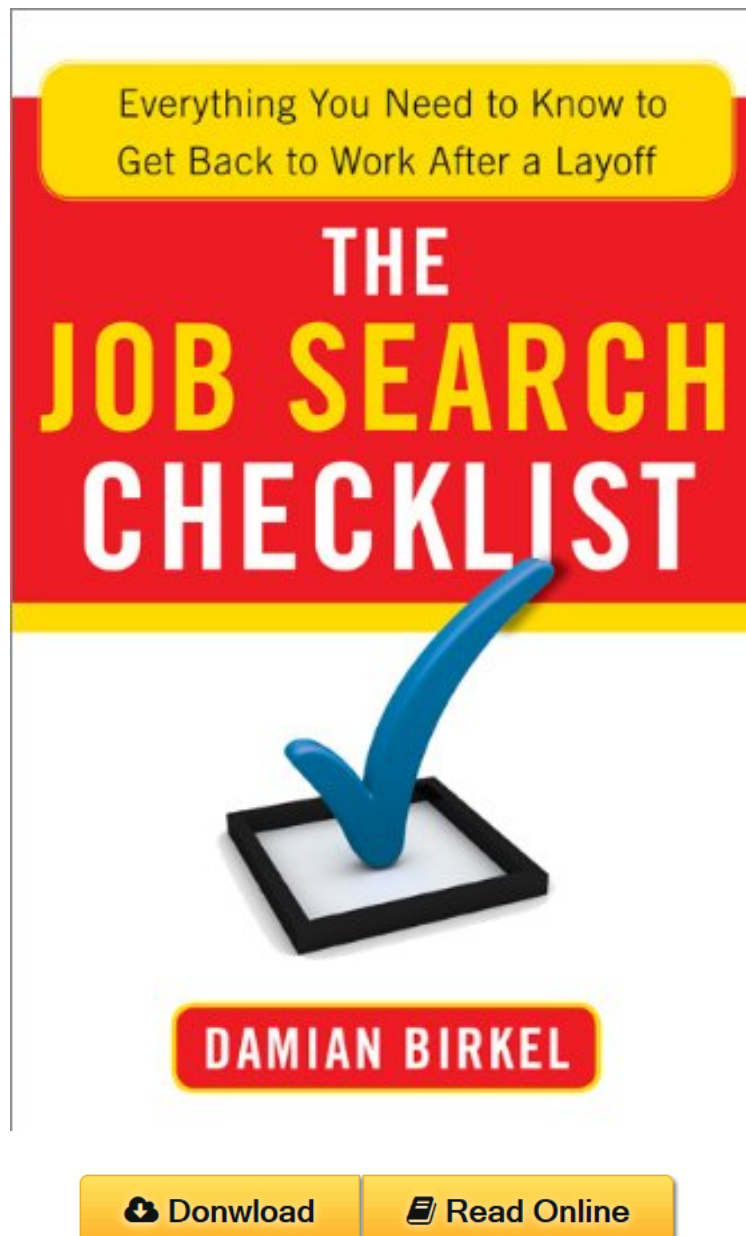


The Job Search Checklist: Everything You Need to Know to Get Back to Work After a Layoff

Damian Birkel

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Damian Birkel : The Job Search Checklist: Everything You Need to Know to Get Back to Work After a Layoff before purchasing it in order to gage whether or not it would be worth my time, and all praised The Job Search Checklist: Everything You Need to Know to Get Back to Work After a Layoff:

2 of 2 people found the following review helpful. Great mix of support/validation and tips to move forwardBy Mark RedmondGreat book! Mr.Birkel provides a nice blend of emotional support- "YES, that is exactly how I feel!" "Not everyone is talking about me-really??" and practical advice concerning cover letters, resumes, and handling specific

questions. This book was extremely helpful in navigating land mines during this very stressful time and giving me concrete steps to getting back out there and not feeling like damaged goods. With the assistance of this book, I have been able to land a new position at a great organization with lots of opportunities. Thank you for such timely assistance!

0 of 1 people found the following review helpful. No Nonsense, No Gimmicks approach to roadmapping your career transition

By Dustin Ford Smith This is a nice and concise guide to guide you through a career transition. I found it helpful and insightful. Unlike many career guides, this is a resource and not a gimmick. In my career transition I have been exposed to much advice. The best of which, was mentioned in this book. Landing a new job is not easy in this ultra-competitive market, but this book will help if you put in the effort.

3 of 4 people found the following review helpful. Birkel's book is a comprehensive guide for anybody, unemployed, underemployed, changing careers or anxious about losing a job.

By Blaine Greenfield THE JOB SEARCH CHECKLIST: EVERYTHING YOU NEED TO KNOW TO GET BACK TO WORK AFTER A LAYOUT (AMACON) by Damian Birkel is a comprehensive guide for anybody unemployed, underemployed, changing careers or anxious about losing a job. The author, a nationally certified career counselor, has developed a job search methodology that has been used by more than 5,000 out-of-work professional to find new employment. In the book, he shares many useful suggestions; among them:

- * I have been told by students and clients that their response rate increased by 60 percent when a strong universal resume was accompanied by a complimentary "T-square" cover letter. It is called T-square cover letter because the letter "T" is formed by the horizontal line that underscores "your requirements" and "my experience" and the vertical line that divides the two columns.
- * Take the time to drive to the location of the interview the day before it is scheduled and park your car near enough to observe people as they come in and out of the building. Are they smiling? Or are they hunched over? Are they all wearing \$600 suits or jeans and tennis shoes? Find out as much as you can about the style of the people or company who will be interviewing you so you convey the impression that you are a good fit for their culture.

And this one that provides great advice on how to answer the question, "What are your salary requirements?"

- * Be prepared! Know your salary range before the interview begins. A great resource for salary ranges and other related research is at [...] or [...] which features a salary calculator. Until you have clarified that the interviewer is satisfied with your ability to do the job and offers you the job, try postponing responding to this question. If an employer is genuinely interested in hiring you, the interviewer will not be put off by your reluctance to answer. You can politely skirt the salary issue and shift the dynamics of the interview by stating, "I would like to postpone any salary discussion until I have a better understanding of the job we are talking about. Please tell me more." Or "Once you have decided I'm right for the job, I will be delighted to talk about salary. I am sure your income structure is a fair one, and I will have no trouble fitting in".

Included in THE JOB SEARCH CHECKLIST are many sample letters . . . these cover virtually every situation that a job seeker will face, and they're most helpful.

Losing your job can be a crushing setback, but the key is to remember the expression: "When one door closes, another one opens." With the proven tips and tactics featured in The Job Search Checklist, you'll learn how to turn your loss into opportunity and find another job fast. This indispensable guide covers everything from dealing with the emotional impact of being laid off to rebuilding your professional identity. You'll get solid advice on:

- Developing a career plan by taking stock of your experience, abilities, and goals
- Crafting an effective resume; and building Internet-friendly documents
- Creating a "personal marketing plan" to promote yourself to potential employers
- Finding the hidden job market through in-person and online networking

Downloadable templates, sample cover letters, a range of effective resume formats, and even job search correspondence will help you customize your efforts. Helpful checklists throughout the book will get you on the right track and keep you there. You'll also discover valuable strategies for interviewing and negotiating effectively, plus tips on hitting the ground running once you start that new job.

"...made the entire pink-slip-to-reemployment process as painless and easy to maneuver as possible...a complete step-by-step plan for landing your next job." --New Equipment Digest "Invaluable job search resource...Well-researched, well-organized and insightful; this is a great book as you plan your next career move. 5 out of 5 stars" --Portland Book "Starts with the pre-layoff signs of a job in trouble and moves all the way through the job search process...it's hard to imagine anything he's left out." --Atlantic Constitution "This is a good choice if you need a complete re-boot on your search" -- Pioneer Press

From the Inside Flap

Few events are more devastating than losing your job. And few are as isolating, as you struggle alone to get back on your feet. But the help you need is here! Author Damian Birkel has made the entire pink-slip-to-reemployment process as painless and easy to maneuver as possible in The Job Search Checklist. This master checklist tells you exactly what to do, in what order, and with what tools and materials--a complete step-by-step plan for landing your next job. Birkel, a career counselor and founder of the Professionals in Transition Support Group, speaks from experience. He withstood painful job losses, and lived through the shock, stress, money worries, and erratic reemployment process. The experience opened his eyes to the avalanche of conflicting and confusing job search information available, and he was determined to do something about it. So now, whether you're unemployed,

underemployed, changing careers, or anxious about losing your job, Birkel's complete bounce-back guide will help you:

- Follow the 7-step process that's proven to get results.
- Successfully navigate the "Emotional Wave of Unemployment."
- Take stock of your skills, research jobs and companies, and create a highly effective "personal marketing plan" to promote yourself to potential employers.
- Craft the right resume for you, enhanced with keywords tailored for applicant tracking systems.
- Create keyword Super Docs that increase your Internet application success rate by up to 50 percent.
- Nail each of the many types of interviews, and much more. Don't waste your time with unfocused, hit-or-miss tactics. Use this step-by-step toolkit to get the insights, methods, sample resumes, customizable cover letters, plus downloadable templates and invaluable checklists—to get a new job fast!

Damian Birkel is a nationally certified career counselor and the founder of Professionals in Transition; Support Group Inc. His job search methodology has been used by more than 5,000 out-of-work professionals to find new employment. His expertise has been featured on Fox News, CNN, NPR, and in USA Today, Fortune, Time, and The Wall Street Journal. He lives in Winston-Salem, North Carolina. Connect with Damian Birkel at jobsearching.org

About the Author DAMIAN BIRKEL is a certified career counselor and the founder of Professionals in Transition; Support Group. His job search methodology has been used by more than 5,000 out-of-work professionals to find new employment. His expertise has been featured on Fox News, CNN, NPR, and in USA Today, Fortune, Time, and The Wall Street Journal.