

UNLOCKING THE DARK SECRETS OF JOB HUNTING

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JOB-HUNTING MYTHOLOGY

- You need to have a “trade” to get a decent job
- A good resume will get you the job
- The Human Resources Manager is always the best person to speak to
- You’re the first person who ever thought of putting “I want to be a cultural Bridge” on his/her resume
- You should disguise the fact that you were a JET

Getting Started

So what are you actually looking for?



Is it aligned with your personal goals?



Yeah but I just need to make some money now!
(But have you considered the “Opportunity Cost”?)

Information Gathering

- Networking: Get in the information loop, it's all about people!
- Internet: Learn some search skills: Get to know your way around the relevant Job sites, Chat rooms, Blogs (mixi, linkedin etc.)
- Print Media: Know what to look at and when!

Making the First Contact



Contact: In order of effectiveness

1) Personal Introduction or recommendation

(Hence the importance of **Networking**, remember?)

2) Phone call to a line manager or decision maker

(Yeah but how do I get past the dragon at the gate? How do I get the right phone number?)

3) E mail your resume in response to a job ad

(But don't just wait for a reply, call to follow up!)

4) Post a paper copy of your resume by snail mail

(Only if the job ad specifies 'paper' resume, and then call to follow up! Or if you can't
Get your e mail resume past their SPAM filter!

Creating the 'Perfect' Resume: Dooz an' Don'ts

- Do tailor your resume to the Job Description. One size does not fit all!
- Do Make it easy for the screener to get to the information – clear logical layout
- Don't try to be artistic. Fancy fonts and colours look dumb!
- Don't leave blanks in your history
- Don't make up strange names for past jobs to try to sound more impressive! “Linguistic Skills Development Consultant for Local Government” ??Get real, you were an ALT!

RESUME: CANDY DATE

PERSONAL DETAILS

Name: Candy Date
Gender: Female
Date of Birth: 01 Jan 1980 (Current Age 27)
Address: 2-11 Kiba 1 chome, Koto ku, Tokyo 135-0015
Phone: 03 1234 5678
E Mail: cdate@hotmail.com

SKILLS PROFILE

Technical: Fully computer literate: WIN 2K/ Win XP, Mac operating systems + MS Office (Word, Excel, Powerpoint), Can also code and edit HTML
Language: English: Native, Japanese: Business level
Organizational: Human Resource management, Project management and implementation, goal setting and time management skills plus excellent communication and presentation skills

EMPLOYMENT HISTORY

June 2004 – Present Saitama Prefectural Board of Education Saitama, Japan
Coordinator on International Relations (CIR)

- HR Management of JET Program Participants: Handling welfare issues; resource allocation; skills training; housing problem resolution and counseling; induction training etc...
- Translation (Japanese to English) and preparation of information materials, brochures, publicity materials and local authority publications.
- Simultaneous interpreting and hospitality work for visiting dignitaries, official visitors and government personnel.
- Web site administration: Managed design, information

architecture and contents of www.saitamagaijin.net, an information portal site run for foreign residents in Saitama.

EDUCATION HISTORY

Sept 2000 – June 2004 University of Washington Seattle, USA
Bachelors Degree: Asian Studies
Major: Japanese Language (3.5 GPA)

CERTIFICATIONS AND OTHER SKILLS

PADI Diving Instructor
Wado Ryu Karate Black Belt 2nd Dan
US and Japanese Driving License

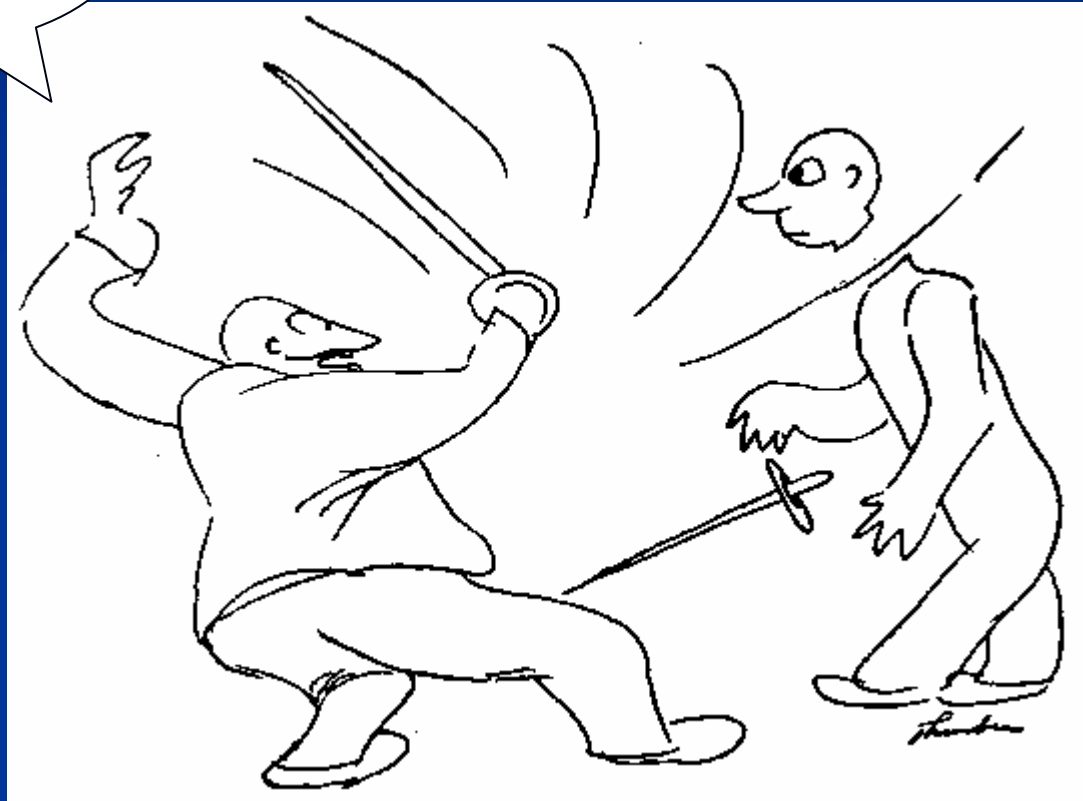
OTHER INTERESTS

Ikebana, Gas welding, Taekwondo, Motorcycle restoration

- Don't put important info in the header or footer
- Do put age and gender on the resume (in Japan)
- Include a brief skills profile to make life easier for the person screening your resume
- Show dates clearly with most recent position at the top
- Education: Only include details of higher education
- Certifications: Only show what's relevant
- Interests: Avoid including bizarre interests!

Interviewing

"Touche?"



It's Not Supposed to be a Blood Sport!

Things to remember!

- Believe it or not, they actually want to hire you!
- Prepare, research, do your ground work!
- Look sharp, be professional, look like them!
- Be early enough to cool down and dry your sweaty palms!
- Switch your mobile phone off!
- Be aware of your body language
- No “dead fish” handshakes!
- Follow up after the interview – e mail to say “Thankyou”
- Use every interview experience as training for the next one

Some Final Thoughts

- Never stop learning: You will never be “good enough”!
- If you want to be a success in your next job, start by being a success in your present job!
- Don't criticize your previous employer, nobody wants to hire a whiner!
- Have a vision of what success means to you, it will probably come true!

You have nothing to
fear but fear itself,

SO...

GOOD LUCK!

