Thank you for joining.
The webinar will begin shortly.

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Tips and Tasks for Planning a Career Move

Presented by:

Mary Gay Townsend, CCAS BA ‘82
March 19, 2015
12:00 - 1:00 PM ET
WHAT COLOR IS YOUR PARACHUTE?
GET STARTED

Decide your options.

Narrow down the jobs and industry you want to be in.

Choose locations and companies to target.
KIS—Keep it Simple.

Be strategic about adding interest and skills.

Be consistent with format.

Address the gaps.

Have a proofreader.

Deploy the cover letter thoughtfully.
Quick Question

What types of Social Media do you use everyday?
Align LinkedIn with your Resume

Google yourself and make sure you are okay with the results

Be mindful of the content you post on Facebook and Twitter

SOCIAL NETWORKING SITES
AVOID THE SELFIES!
Quick Question

How did you get your last job?
Work the System

Tap into your personal and online networks

Go on a roadshow
The Do’s

• Keep it consistent
• Your homework
• Look the part
• Be courteous
• Follow up in a thoughtful way
• Find a genuine common ground
The Don’ts

Be afraid to put yourself out there

Make demands unless you’re willing to live with the consequences

Be too informal

Overstate Numbers

Send a “canned” thank you note
QUESTIONS?

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