

How to Land a Job You Enjoy

Even though the unemployment rate is declining and people are finding jobs after they have been out of work for several months, it's still extremely important to do something you love. You may think that the economy took a hit on any open positions you were interested in, but believe it or not, there are plenty of job opportunities right now.

The thing is, you have to look for them. You can't just sit there and expect someone to hand you a job. **You need to be proactive and make it happen.** Only *you* can make the decision to do something with your life. So get up and start job searching!

Your top priority should be to **learn your strengths and weaknesses.** Remember, people who only work for money are miserable, because there is no fulfillment or meaning in their career. You must find something that blends your:

- skills
- personality traits
- dreams
- abilities
- values
- passions

No matter what shape the economy is in, it's important to **be in a career you love.** If you are just working a J-O-B then you're going to be unhappy.

After you've determined what your strengths and weaknesses are, **identify jobs that compliment your passions and talents.** Next, figure out which companies you would like to work for and begin to build a relationship with them. Here are three steps to help you build a relationship with a potential employer:

Step 1

Write an introduction letter. This is not a cover letter; this is just a letter introducing yourself and explaining that you intend to apply for a position at the company. Briefly state why you want to work for the company and the top three qualities you bring to the job.

Step 2

Next, **send your resume and cover letter.** Since you've already introduced yourself, they expect this next step. Create a resume that stands out, but don't go overboard. You don't want it to be an eyesore. And make sure you proof your writing! The last thing you want to do is make a glaring spelling mistake in your cover letter.

Step 3

Follow up the resume and cover letter with a phone call. In the cover letter, specify that you will call them on a certain date—and then do it. Even if you only get a voicemail, leave a message so the person knows you are serious about getting the job.

Complete these three steps and you'll begin to establish a relationship with the company before you even meet with a human resources representative or your potential supervisor. Remember, **persistent follow-up and networking results in interviews and jobs.** And never underestimate the power of networking—it is key to finding work you love.

Resume Do's and Don'ts from Dave Ramsey's Human Resources Team

Many people are out there looking for the work they love. These days, many more people are out there looking for any job they can get. So how can you stand out among other applicants or, as a business leader, find the best person for the job?

We decided to go to a man who knows all about what companies look for to get the answer. It's our own Rick Perry, Human Resources Director for Dave Ramsey.

Rick, what are the most important things to remember when sending in your resume or applying for a job?

Rick Perry: The purpose of a resume is to get the HR person to flag it as interesting, rather than delete it. I look at 100 resumes a day. Write yours in a way that stands out. Don't fake it and don't write long paragraphs. Write short, concise statements that genuinely show who you are as a person and what your strengths and passions are.

Don't do "I, I, I" on your resume. You're trying to make it all about you, rather than what you can do for the company. Don't apply for "any" or "every" position the company has open; that shows that you're desperate.

What's the biggest complaint you have about resumes that come in?

RP: Resumes that are cut and pasted together and have no human aspect to them. HR people want *people*, not just warm bodies to fill a seat. Write your resume for the position you are applying for and if you're applying online, follow the instructions for applying. Make sure the resume is proofread, so there are no misspellings or mistakes. The rule I use is to write it once for a C, write it twice for a B, and three times for an A. Have someone else look it over before you send it in. Resumes must be perfect just to survive.

How bad is it when you get resumes where people blow up their accomplishments?

RP: Resume integrity is important. Don't try to blow smoke. I've had people who claim they are bilingual, so when I'm giving them a tour of the office, I'll stop by the desks of Bengy and Jorge (who both speak Spanish). They'll strike up a Spanish conversation with the applicant, and all of a sudden he or she can't carry on the discussion. They'll say they can't understand Bengy or Jorge's "obscure" dialect, when they are speaking very generically.

Another no-no is name dropping of a company employee when you don't know the person. I don't mind using personal relationships, as long as the relationship exists. If you say you know a team member personally, how will it look if you are introduced to that person and they can't remember you? That is very, very awkward.

Finally, don't do something over the top when applying. I had someone mail a rock to us, and taped on it was a note that says 'I'm a rock solid candidate'. Someone else sent us a cardboard container of Kool-Aid with Dave's picture taped to it, proudly declaring 'I drank the Kool-Aid!' That's too much.