

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

Tips For Those in Transition is a commentary mainly of my ideas, opinions, and thoughts that I suggest to Job Seekers in Transition while counseling, speaking in network meetings, and teaching. Some say it is easier to read when printed. If you like what I wrote, *Pass it along!*

I wish you the *Best of Luck while you are in transition and for your future employment!*
John B. Goldhamer is the author of *Job Seeker Tips, Topics, & Tools*, which are comprehensive documents to assist Job Seekers. He is a *Jack-of-all Trades, Master of a Few, with opinions on everything!*
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Note: Since most of the world uses Microsoft Products, only Microsoft Word will be addressed. When composing anything, start in Microsoft (MS) Word, perform a spell check, and then copy and paste it into your Email or LinkedIn message and profile, so that spelling and grammatical errors are correct in your document. *Computers can make us look smart!*

Basics - Word Documents

Font - I prefer Arial, but choose an easy to read font such as: Arial, Courier, or Times New Roman. Optical Character Recognition (OCR) used by some companies will read these fonts.

Font Size - Choose a basic font size such as 12-font, unless space is a problem then an 11-font or 11.5-font is acceptable. Try to make it easy for the reader to review your information. Remember, we have an aging population that may have difficulty seeing small print.

Align Text - Align Text Left, unless you prefer Justify, which aligns both the left and right margins.

Margins - Try to use 1-Inch on all sides. If space is problem, the top, bottom and side margins can be decreased, to .95, .9, .85, or .8, but less than .5-Inches on all sides will not print well.

Name of File - To be identified by the reader save the cover letter file name with your name such as:

First Name Last Name- Cover Letter- 01-01-2018

Cover Letter

1. Letter Letterhead - To make a *Centered Professional Letterhead*, display all information in Bold using a 12-font size. Your name should be larger with a 13-font size. Your street is not necessary. List your Town / City / State, Cell Phone Number, LinkedIn, and Email address. Since Cell Phones are better today, do not list your landline unless it is your only phone. Make it easy for Hiring Managers to contact you! After your name, list your credentials such as PhD, MBA, JD, CPA, or PMP.

Email Address - To stand out, simply use your *First Name.Last Name@_____*.

Some Internet carriers like AOL, will not allow characters like dots.

Use a Capital letter for the first letter of your first and last name.

Yahoo may not accept a Capital letter in an email address.

Keep an email address you have used for a long time only for personal emails.

Internet carriers allow free multiple email addresses, so register a new name.

Display it in *Universal Underlined Bold Blue (IBM Blue)* to identify it as an email.

If your email address uses an underscore (J_G@), do not underline the email.

Bottom Border Line - To offset the letterhead from the body of the cover letter, add three empty lines or spaces, and then on the middle line, add a Bottom Border line by clicking the *Borders Drop Down Box* so that the line goes across the page.

Human nature will automatically start reading below a line.

If space is a problem, use one line for the Bottom Border or make the line 1-font.

2. Addressee - If you know the name of the person you are writing to, start with Mr. or Ms. If they are friends use Mr. or Ms., but write Dear First Name: *If you do not have a name to address your Cover Letter*, you can discover a Hiring Manager, using *New LinkedIn.com*. In the Top Search Bar, *key a field*, such as IT. Filters will appear on the right to search by Name, Title, Industry, Company, or Location. By keying a Location City and Current Company the Hiring Manager or the Department VP may be discovered. If an employee is listed as Bob B., Tax Manager, copy the Title and Company Name into Google, but key separate Quotation Marks (" ") around each phrase. Google will list the person's full name. Human Resources may forward your information to the Hiring Manager thinking they know you.

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3. Re: Reference - If you have a specific position that you are applying for, it should be listed as:

Re: ____ - Job ID 9407 [Job Title - Job ID Number, or Posting Number]

Re: ____ Team Position, if you do not know the Job Title.

4. First Sentence - You want to *catch the attention of the reader* to go further in the document.

If you have experience in the field, start with:

As a __, with a __ degree, I am proficient in __. (*As a Phrase Summary Formula*)
It *Jumps off the page!* In one or two lines tells the reader everything about you

If you are applying to a new field, you can start with:

"As someone with a passion in ____, I can ____."

Do not use empty statements such as:

"Reference is made to your ad for a ____, or "I saw your ad for a ____."

"Enclosed is my résumé in reference to your ad for a ____." (See Number 5)

If the company needs to know how you discovered the ad, they will ask later.

5. Second Sentence - This sentence should guide the reader toward about Five Bullet Points that gives them an opportunity to learn about your *Achievements* or *Assigned Successful Tasks* that make you stand out. The following sentence is an example that *also mentions the enclosed résumé*:

While my enclosed résumé provides detailed information about my education and professional experience, the following are some bullet points that illustrate how I will make a strong contribution to ABC's ____ Team:

6. Bullet Points - Achievements not Job Descriptions - Bullet Points should be similar to your résumé Bullet Points, but written in Complete sentences, and demonstrate to the reader that they were *Achievements* or *Assigned Successful Tasks*. It has been said that they must meet the "So What Test," showing that they were important to the success of your employer and maybe your future employer.

The following shows the difference between Job Descriptions and Achievements:

A Job Description Bullet Point states, "Every day I inhaled and exhaled."

An Achievement Bullet Point states, "I exhaled blowing up a balloon traveling 9 feet"

Bullet Points should have *Valid Numeric or Percentage Statistics* such as:

- Saved my company over \$2,000,000 by designing and implementing a product cost reduction manufacturing plan,
- Increased sales over 20% by creating an unusual method of presenting products into weaker markets,

Bullet Points could list *Improved Functions without numbers* such as:

- Created a process improvement for manufacturing widgets,
- Modified the filing return procedures, which saved time,

Bullet Points could have *conclusions* that are not in your résumé such as:

- Extensive education and experience to quickly analyze, evaluate, and resolve complex accounting issues,
- Can make an easier transition when dealing with governments,

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7. Last Sentence - Just as in the beginning, you wanted to catch the attention of the reader to go further in the document, you now want to *close with a strong statement*:

I am confident I will make a strong contribution to ABC's ____ Team and welcome the opportunity to discuss my qualifications. Thank you for your consideration.

Do not use empty clauses such as:

In conclusion, ..., It will be my pleasure to meet with you...,

8. Closure - Close with Sincerely, Regards, or Best regards, Sincerely yours, or Respectfully, may be courteous but are too traditional. Warm Regards, might be considered too friendly. Thanks, is too unprofessional for a business letter.

9. Signature - Most positions are applied for online, where a real signature is not possible. Some fonts look like a signature such as:

Sincerely,

John B. Goldhamer (Monotype Corsiva) *John B. Goldhamer* (Brush Script MT)

John B. Goldhamer

For your signature, choose a font that you like. Follow it by your name using the same font as the rest of your letter, for example:

Arial, Courier New, or Times New Roman.

10. Space Problems - If space is a problem, as mentioned in Basics on the first page, a font such as 11-font size or 11.5-font size are acceptable.

To free up space, the Font Size for lines between each paragraph or bullet points may be reduced so that it is not less than 5-font size. To offset sections, use a Bottom Border Line across the page using only one line or make the line 1-font.

If a sentence is too long to fit on one line and only a few spaces are needed to decrease it, the Font size of the spaces between certain words or the size of characters such as () Brackets, - Dash, . Period, or , Comma and their spaces on either side may be reduced from 12-font size to 11, 11.5-font size, or *lower*.

This works well between certain letters: 1 D, 1 B, N D, d b, etc.

Certain letters take up more space: 8, W, O, S. C, A, F, w, s. etc.

Sometimes, a *Less Lengthy Word* can be found using Word's *Thesaurus*.

Business Cards

1. A Little Window to You - Business Cards are another tool to help you network by providing your contact information, your field or title, and perhaps a logo, which promotes and recognizes you or your field. (See Cover Letter, 1. Letterhead, Page)
2. Order - Today, any office supply store can print reasonably priced business cards. VistaPrint offers Free 100 Business Cards, where you only pay \$5 Shipping. The back of the card no longer states any VistaPrint Logo.
<http://www.vistaprint.com/free-business-cards.aspx>

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Résumé or Resume

Résumé or Resume - Either are acceptable. It is a French word, meaning "Summary."

Just the Facts - A Résumé should be concise with "*Just the Facts*," as if written by a Police Detective. Since it generally discusses past employment it should be written in past tense. Common subject words such as "I" should be seldom used. Never use "We" on a résumé. *Employers want to know what you did!*

Each topic description should start with an action verb, such as:
Analyzed, Composed, Conducted, Coordinated, Designed, Managed, Provided, etc.

Basic Types of Résumés

Chronological - This is the most popular format. It places information in reverse chronological order (i.e. from most recent to the oldest). Human Resource Employees and Recruiters (*The Gate Keepers*) tend to prefer this format as it demonstrates a candidate's steady and upward career growth. Thus, the focus is on time, job continuity, growth, and achievements.

Functional - A functional resume focuses on skills, credentials, and accomplishments over the course of all jobs held. Emphasis is on what you did, not when or where you did it. Accomplishments, qualifications, and experience are grouped together, to emphasize your experience in specialty areas.

Combination-1 - Combination-1 resume uses a career profile, which is a *Functional* style listing of relevant skills and accomplishments and then proceeds to describe employment histories *Chronologically*. In other words, it is a combination of the above two concepts. The experience section supports the *Functional* resume, but the position titles and dates are listed *Chronological*.

Combination-2 - Combination-2 is a resume that is *Chronological* when it lists positions in reverse chronological order, but inside each position, it lists accomplishments of the job followed by *Functional specific topics* important in your field, such as the types of software, textiles, or taxes.

<http://www.vault.com/resumes/article/writing-the-resume/types-of-resumes>

Résumé Tips

1. Name of File - So that the HR Recruiter or Hiring Manager recognizes your résumé, the name of the computer file should be as follows:

First Name Last Name - Resume - 2018

2. Letterhead - To make a *Centered Professional Letterhead*, display all information in Bold with 12-font size. Your street is not necessary. List your Town / City / State, Cell Phone Number, and Email address. Since Cell phones are better today, do not list your landline unless it is your only phone. Make it easy for the Hiring Manager to know how to contact you! After your name, list your credentials such as PhD, MBA, JD, CPA, PMP, etc.
3. Bottom Border Line - To offset the letterhead from the body of the cover letter, add three empty lines or spaces, and then on the middle line, add a Bottom Border line by clicking the *Borders Drop Down Box* so that the line goes across the page. Human nature will automatically start reading below a line. If space is a problem, use one line for the Bottom Border or make the line size '1.'
4. Margins - Try to use 1-Inch on all sides. If space is a problem, the top, bottom and side margins can be decreased, to .95, .9, .85, or .8 Inches, but less than .5-Inches on all sides will not print well.

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5. Space Problems - See Cover Letter, 10. Space Problems, located on page 6.
6. Fonts - See Cover Letter Basics on page 1.
7. Keywords - Carefully read the job posting, underline the *action words or verbs* and the *subject words or nouns* that they relate to, which are the “Keywords.” For example, a job posting may state, “Prepare and maintain (Verbs) returns, ledgers and files” (Nouns). Your Cover Letter and Résumé should list these Keywords.

Larger companies use computer software programs called *Applicant Tracking Systems* (ATS) to select applicants who match ‘Keywords’ from the job posting.
8. Empty Words - Cliché words or words that do not “Add value,” toward discovering the best candidate should not be included, such as: Customer Driven, People Person, Self-starter, Results oriented, etc. *The Walmart Greeter says the same things.*
9. Next Best Thing - If a job posting lists a preferred credential or license such as a PMP and you have been approved to take the exam by the right authority, you can then state that you are a “PMP Candidate,” or an “Active” or “Qualified PMP Candidate.”

If you have the experience, but not the credentials such as CPA or PMP make a statement in your cover letter mentioning the credential. The sentence could be similar to the following. *Although I am not a PMP, I have the experience to succeed in this field.* Applicant Tracking Systems (ATS) will pick up this phrase.
10. Objective - Many people say that an objective is not needed since the Hiring Manager already knows you are applying for the job posting and it can waste space.
11. Summary – The summary should start with a sentence that *Jumps off the page* and in one or two lines tells the reader everything about you by stating something similar to:
As a __, with a __ degree, I am proficient in __. (As a Phrase Summary Formula)
Then list your best Achievement Bullet Points. Depending upon the position, you may list skills, but not more than 6 to 9. If space is a problem do not list skills.
(See Résumé Tips, Number 8 Empty Words).
12. Experience – Achievement Bullet Points – Just as *LinkedIn* uses, since we read English from left to right, top to bottom the most important should be listed first. *On one line*, start with Title, then the Company, City, State, and end with years. *Instead of underlining, add a line under the title, make it font size 1 and add Bottom Border.*

Under each employment, list your *Achievements* or *Assigned Successful Tasks* related to the position. They should meet the “So What Test” showing success.
(See Cover Letter Number 6 Bullet Points – Achievements not Job Descriptions)

If you cannot recall some of your achievements and you need something to spark your memory. Open New LinkedIn.com. In the Top Search Bar, key your field, such as IT. Filters will appear on the right allowing you to search by Name, Title, Industry, Company, or Location. By keying a title, you may discover someone with an achievement that reminds you that you had the same achievement.
13. Education – Since we read English from left to right, top down, start with your most recent degree or certificate, then the school, followed by the city and state. We have been taught to list the school first, but unless you went to an Ivy League school, Recruiters are first interested in your degree followed by the school. If you are older, do not list graduation dates. If an associate degree rolled into a bachelor, then only list the bachelor. List all degree disciplines even if “*Basket Weaving.*”

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14. Certification - Current and past certifications as well as licenses should be listed as a separate category. Although past certifications and licenses in unrelated fields may not seem applicable, it shows that you are able to learn, test, and become certified.
15. Employment Gaps - Since the "Great Recession," Recruiters are more understanding of gaps. Recruiters may ask, "*What did you do while you were unemployed?*" One way to answer the question and fill in those gaps is to volunteer and then list it on your résumé. You can "*Pay it forward*" by volunteering related to your skills: Accountants can do Bookkeeping, Project Managers can write procedures, etc. If you took care of a family member, list the dates on your résumé.
16. Many Résumés - If you are applying for positions in different fields, write different résumés, such as one for accounting and another for finance.
17. Mark as Final - When performing a spell check on documents and clicking "*Add to Dictionary*" or "*Ignore rule*," *errors are only modified on your computer*. When documents are sent to others to read, their computer will identify some of the same errors and misspellings and underline them in red; such as *last names like Goldhamer*. One way to avoid spelling errors like last names appearing on the reader's computer underlined in red is to use "Mark as Final," which makes Cover Letters and Résumés "Permanently Read-only" without displaying any spelling errors. For Microsoft Word 2007 & 2010, etc.- With the document open, click "File" "Info" "Protect" "Mark as Final." Finally click "Ok" to "*This document will be marked as final and then saved*." Once completed, only a small Red Stamp appears on the lower left corner of the readers screen indicating that it is "*Marked as Final*."
- Adobe.pdf Another way to avoid spelling errors like last names appearing on the reader's computer underlined in red is to save the MS Word Document as an "*Adobe .pdf*." Once the MS Word Document is *saved and closed*, the file will be listed in the Documents Library where you saved it. Right click the file name, come down and click "*Convert to Adobe .pdf*." The Documents Library will now list two files with the same name; one as a "MS Word" and the other as an "Adobe .pdf." Follow this procedure for Cover Letters and Résumés and then Email them or upload them to Websites when you apply for positions.
18. Years of Experience – On resume, do not state your years of experience, as it does not add to the goal, but if asked in an interview, just say 20+ years of experience or less.
19. Seconds - Many have stated that since Recruiters have to review so many résumés, they only spend about *17-seconds* reading each one and are looking for *any reason to reject your résumé*, so that they can go on to the next one. You need to impress the Recruiter that you are the best choice, or the "*Best of the Best!*"
20. One Page, Two Page, More - About 51% of the experts say that a résumé should be only one page, yet the other 51% say that two pages are acceptable. All agree that three pages are too many, unless you are applying for a teaching position, where a Curriculum Vitae (CV) is customarily many pages, listing published works. *If Recruiters only spend 17-seconds reading your résumé, they may not turn to a third page.* To show a difference, a second page letterhead should be on the left side and a simple page number "2" should be in the center of the footer.

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Paper

1. Good Quality Rag - Today, most cover letters and résumés are sent electronically by email, where the reader may print them using their own printer and paper.

For onsite interviews, hand the Interviewer a *Folder with the Tab listing your name and containing your Cover Letter and Résumé* printed on *good quality “Rag” Paper*, which means that it is thicker and made using cotton or linen. Make sure the paper is Laser, Inkjet, and Copier Guaranteed, which prints better.

2. Weight - A thicker 24-Pound or more Inkjet or Laser paper looks and feels good too.
3. Bright White - Personally, I recommend *Bright White Paper* with a “97 GE Brightness” or more and including a “160 CIE Whiteness” or more. The greater the Brightness and Whiteness the more contrast between printed areas, which provides a distinct vibrant appearance of printed text and colors. HP makes a good Bright White, 24-pound, 97 Brightness, Inkjet paper that looks and feels like a “Rag” paper.

Some people recommend a good quality “Off White Rag” Paper, which they say helps your résumé stand out from the white résumés in a stack. As mentioned above, today Recruiters are generally reviewing stacks of résumés sent electronically by email, which are printed using their own printer and paper or simply reviewed on a computer screen.

4. Watermarks - Some better quality papers have Watermarks, which are subtle images or patterns embedded in the paper showing the manufacturer’s trademark.

For Watermark paper, *print the Watermark, right side up and not reversed.*

Marketing Plan TM

A Marketing Plan is a one-page document providing a brief Summary about you, your Target Companies, and Considerations why you are the “*Best of the Best.*”

1. Summary - The Summary should be the same words as your Cover letter and Résumé.
As a __, with a __ degree, I am proficient in __. (As a Phrase Summary Formula)
It *Jumps off the page!* In one or two lines tells the reader everything about you.
2. Target List - Start with “*I am looking for contacts at these companies.*” Your Target List are the names of companies where you think they might need someone with your skills and you would like to be their employee. For local or well-known companies, only list the company names without addresses. To offset the list of company names, box them in an Outside Border using the Border Dropdown Box.
3. Consideration - The Consideration is why you are the “*Best of the Best*” by using about five Bullet Points from your Cover Letter demonstrating your *Assigned Successful Tasks* or your specialties.

Mention some of your Target Companies in your “60-second Speech.”

Handshake

1. Firm Handshake - Make a *Good First Impression* by using a Firm Handshake when meeting people. Do not try to squeeze their hand too hard, but show that you are confident and look them in the eye while shaking hands.
2. Shaking Hands with Women - Some men are cautious to shake a women’s hand too hard. Instead of gripping the women’s hand hard and squeezing between the base of your thumb and pinky, *just tighten the tip of your fingers around the back of her hand.* This demonstrates a firm handshake, yet does not hurt her hand. Women could also use this method to shake hands with other women.

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60-Second Speech

A 60-second Speech is a *brief, clear, verbal presentation* that *grabs attention* to discuss your talents.

The Spoken word is different from the Written word because it is “Digested” or Understood easier. Contractions, such as “I’m” are acceptable. Don’t say anything negative or be negative at all!

1. Show - Your 60-second Speech is *the First Name Last Name Show* and you are *Star!*
2. Greeting - You only have a brief time to convey to the listener you are the best, so even though it is polite to say “Good Morning, Good Afternoon, it does not “*Add value*” to your goal and reduces your speech down to about 58-seconds. Simply speak *clearly, slowly, starting* your speech by saying “Hello, I’m ____.” or I’m ____.”
3. Name - Always start and end your speech by saying “I’m *First Name Last Name.*”
4. Title - Next, say your title or what you are, such as, “I’m a Strategic Marketer.” “I’m an Authored Tax Law Expert.” “I’m a Project Manager Professional.” Perhaps, say what you can do. “I work with businesses to help them....”
5. Former Employer - If your former employer is impressive and helps convey that you are the best, mention the company name, such as “I’m formerly with ____.” Do not say I was laid off from ABC Company after many years!
6. Selected - If your employer asked you to do a project, then you were “*Selected*” over the other employees, showing that you were the best for that project; even if you were the only one available. Say, “I was selected to ____.”
7. Tasks - Next, mention your *two best* Bullet Points from your Cover Letter, demonstrating *Assigned Successful Tasks* and why you are the best. “I was selected to write....”
8. Target Companies - From your Marketing Plan, select two of your Target Companies, where you think they might need someone with your skills. If you know the names of contacts you want to meet, say, “I’m looking for contacts with *First Name Last Name* at *ABC Corp.* or contacts at *XYZ Co.* to help them with ____ issues”
9. Hook - A Hook catches the listeners attention *Pulling them in*” so they remember your speech. My hook is “*I can Hammer Out Any Problem. I am John Goldhamer.*”
10. Look - Look at the audience going from left to right and then back to left. When you look at different people, they listen carefully and think you are speaking just to them.
11. Gestures - Professional speakers and actors use gestures to help them remember their lines. *The more senses we use to remember, the longer we remember.* In addition, Nodding Yes and Gesturing Left and Right while saying different specialties helps *listeners recognize a difference and remember the subjects.*
12. Intonation - Intonation is a variation of the speaker’s pitch, pattern, or melody while speaking; conveying extra meaning of the words. *Sound sure of yourself and your value.*
13. Smile - People listen to those who smile when speaking, which is why TV ads always show people smiling. Try not to look too serious or angry if you were laid off.
14. Jargon - Unless speaking to someone in your field, try to *avoid* Jargon and Abbreviations.
15. Years of Experience - Avoid stating your years of experience, as it does not “*Add Value*” to the goal and takes precious time. You could say “I have years of experience in....”
16. Practice - Practice your 60-second speech in a mirror, with friends, coach, spouse, or children

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Voice Mail Message

When leaving a Voice Mail Message, start with *"Hello, this is First Name Last Name. Please call me back at (000) 000-000."* Then leave the message, *followed at the end with "Once again this is First Name Last Name at (804) 000-000, Thank you."* With your contact information at the beginning and the end, it is easier for contacts to reach you and they do not have to repeat the message.

See the Scene, Talk the Talk, Write the Right, and Walk the Walk

I added my ideas to this popular expression. You should first *See the Scene* or Visualize what you want to do, next *Talk about doing it*, then *Write* about it, which *takes your ideas out of your head, puts it on paper, so that your eyes can see it*, and finally *Walk* or put your words into practice by doing it.

Network Meetings

Network Meetings are *free* and open to everyone with an interest in developing a network of people who are willing to share information to help each other find employment. Network Meetings generally have speakers to help *"Those in Transition"* by coaching, teaching, and providing positive feedback.

1. Learn a Lot, Pass it Along - Network Meetings will generally have speakers who can instruct you on the best things to do for good results in obtaining employment. Some of the speakers are from the group. *When you learn something, pass it along!*
There are enough talented people in most of the larger Network Groups to run a Fortune 500 Company!
2. Get Off the Computer - Attending Network Meetings gets you away from your computer so that you can meet real people who have similar interests in obtaining employment.
3. Know It's Not Just You - By attending Network Meetings you can meet other people in the same situation as you are and perhaps people in similar fields. Some have been in *Transition* longer and can help guide you in your search to find employment.
4. Practice, Practice - At Network Meetings you can practice your 60-Second Speech in front of a *Friendly Group*, who may provide you with contacts or maybe just good suggestions to help you in your search for employment.

Meetup.com

Everyone in Transition should be registered with Meetup.com, which is a *free* online social networking portal that facilitates onsite group meetings in various localities.

Meetup allows members to find and join groups unified by a common interest by entering their Zip Code and topic to find local arranged group meetings; including the times and places they meet.

1. Name - Register the same name that you use for LinkedIn.com. If you register with a lot of initials, such as First Name Last Name, MBA, JD, CPA, PMP, Meetup will still locate your profile, by First Name Last Name.
2. Photo - Meetup.com requires a photo to be uploaded. Try to use a close up photo that is well-lit or bright, with a nice smile. If you do not want to use a close up photo, you can use a distant photo. Don't use your dog or cat. *They already have a job.*
3. Approval - Once Meetup.com approves your registration, then pick a group to join, which will need a second approval by the Group Organizer.
4. Calendar - Group Organizers will post events so that any member can see the Date, Time, and Location as well as how to RSVP to attend. It helps the Group Organizers or the Planners to know how many people have registered to attend an event.
5. Files - Under the heading "More," Meetup provides a *Free* service to post complex or large files so that other members can download it to their computer. This document is an example of the type of file that members can download.

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

LinkedIn.com

*Everyone in Transition should be registered on LinkedIn, which is a free business-oriented social networking site of professionals in a virtual community. Profiles summarize the registered user's professional expertise and accomplishments. Connections allow users to maintain a list of people they know and can be used to gain introductions. LinkedIn can be used to find jobs, people, and business opportunities. Job Seekers can review profiles of hiring managers and discover which of their existing contacts can help introduce them. LinkedIn also offers a premium version for a fee. The *LinkedIn New Users Starter Guide* provides information for any user and links to resources.*
<http://learn.linkedin.com/new-users>

1. **Name** - If you register using many initials, such as First Name Last Name, MBA, JD, CPA PMP, LinkedIn will still locate your profile, by First Name Last Name.

If everyone knows you as your Nickname, register as First Name (Nickname) Last Name, then LinkedIn will still locate your profile with just your nickname.
2. **Headline** - 120 Characters- Use | "*Pipe*" (Shift \) with spaces to separate keyword or phrase.
3. **Groups** - In LinkedIn, make sure you join Relevant Local Network Groups that you would like to attend. Most Network Groups send announcements, comments, and links to members that are registered through LinkedIn.com. Try to join local or national LinkedIn Groups in your field or industry. Then you can comment on their group's blog and perhaps make some good contacts in your industry.
4. **Profile Address (URL)** - Once your LinkedIn Profile is set up, it will assign a number to your profile. You can change this arbitrary number to your First Name Last Name (without any Spaces), making it easier to find your profile. *It can also be listed on the last line of your letterhead for letters and email.*
5. **Search Filters** – In *New LinkedIn.com*, in the Top Search Bar, key your field, such as IT. Filters will appear on the right to search by Name, Title, Industry, Company, or Location. *This can be used to find a Hiring Manager. (See cover letters addressee page 4)*

Informational Interview (Meeting)

An Informational Interview is a meeting in which a job seeker asks for advice rather than employment. The job seeker uses the interview to gather information on the field, find employment leads, and expand their professional network. This differs from a job interview because it is initiated by the job seeker, who asks the questions. There may or may not be employment opportunities available. The term was coined in 1970 by Richard Nelson Bolles, author of the best-selling career handbook, *What Color Is Your Parachute?* [http://en.wikipedia.org/wiki/Informational_Interview]

1. **Who** - When making your first contact for an Informational Interview, if someone recommended that you speak to this person, do not be shy; simply say: "*First Name Last Name suggested I contact you since you and I are in the same field.*"
2. **Why** - To gain a better understanding of your industry or occupation, build a network of contacts, and find people who are currently working in your field by Networking.
3. **When** - Start by suggesting meeting for about 20 minutes on a Tuesday or Thursday around 2:00, which are generally, slower days, but be flexible. After 20 minutes, look at your watch and thank him or her for meeting. It may continue.
4. **Where** - His or her office or you could offer to meet at a local Coffee House nearby.

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

Solicit Active Responses - Questions that Get Replies Without “No”

“Who do you know in the ____ field?” - Replies to this question are generally longer sentences, which makes the respondent think harder and longer to provide an answer.

“Do you know anyone in the ____ field?” - When we ask a question that can be answered with a “No,” we make it too simple for the respondent to reply the quickest way to get out of an awkward question.

What field are you in? - Replies to this question are generally detailed answers that flow and will include their employer. Most people like to talk about themselves.

“What do you do?” - Replies to this question can be simply limited one-word answers.

Warm Handoff Email where someone submits information for you is one of the best ways to get a job.

I Really Want to Work for You!

If you determine someone who you know you will work well with and perform a great job, then either in a letter or an interview, say, “I really want to work for you!” People will be flattered and impressed.

Interviews

1. **Research** - Using the Internet, research the company so that you are comfortable knowing:
What do they make or what services do they provide?
Who are the types of clients that they sell?
Where are they located? Use *Google Maps* to see the Address & Building
My *One Stop Websites for Researching Business, People, Facts, & Beyond*, is a good resource tool as well as *Google.com- Advanced- Exact Search*.
2. **Interviewer** - Once you have the name of the Interviewer research him or her on the Internet using *Google.com- Advanced- Exact Search*, or put the name in Quotes “ ”, or *LinkedIn.com*, *ReferenceUSA.com* or *Pipl.com*. Search for a photo of the Interviewer so that when they walk toward you, you recognize them. Put your Cover Letter and Résumé in a Folder and on the Tab write or tape your name.

Behavioral Interview

A Behavioral Interview is a structured interview used to collect information about past behavior. Because it is thought that past performance is a predictor of future behavior, the behavioral interview attempts to uncover your past performance by asking open-ended questions. Such questions may start with, “Tell me about a time when you...” Recruiters are looking for three things in Behavioral Interviews, which is shortened to the Mnemonic Memory Devices, STAR, SOAR, SAR, or PAR.

[http://www.quintcareers.com/STAR_interviewing.html]

1. **Situation** - Describe the situation that happened.
2. **Task, or Obstacles** - Describe the task that you needed to accomplish. You must describe a specific event not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.
3. **Action** - Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don't say what we did, tell them what you did.
4. **Result or Outcome** - What happened? How did it end? What did you accomplish or learn?

Prepare Questions - Before interviews, prepare in writing some STAR or SOAR Questions and answers you think they may ask you in an interview.

Frame Your Answers - Start behavioral answers with “When I was a ____ at ____ I had a situation where...”

Sum Up Your Conversation - If you find that you speak too long, give yourself a mental note to try to “Sum up” Your Conversation when you shift in your seat.

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

Thank You and Give a Gift

1. **Thank You Notes** - After you are interviewed send a *Thank you email to the Interviewer*.
In today's world, thank you emails are acceptable, but open with:
"I appreciate you taking the time to interview me recently!"
Although writing "Thank you" is acceptable, it is just glanced over; while your appreciation shows a genuine excitement to work for the company.
For a more personal note, if you have a good handwriting, the day before the interview, on a Formal Thank You Note Card, prepare a thank you note addressed to the Interviewer. Leave it with the Receptionist.
2. **Give a Gift, Interesting Article** - *Remember how your parents taught you never go to someone's house without a gift?* If you do not hear from an Interviewer, after a couple of weeks, search for an interesting "Free" article on the industry or company using Google or Blog Search Engine such as: www.blogsearchengine.org
Once you find an article on the field or company, email the interviewer saying:
Thank you again for interviewing me recently! Enclosed is a link to an article that I found about _____ that I think you will find interesting. I hope to hear from you soon!
Be sure your name, address, telephone, and email address are listed.
The Interviewer will think you are creative and noticeable, but not feel pestered.

Dress for Success

1. **Look the Part, Be the Part** - Just like a photo, your Visual Identity carries the weight of a thousand words and can give a *Good First Impression*. For all professional positions, even if a company is "Business Casual," for an interview you should *Always Dress Up!* Brand yourself as a professional. Psychologists call it [Enclothed Cognition](#), which is the influence clothes have on the wearer.
2. **Network Meetings** – Generally, you should dress "*Business Casual*" for Network Meetings. Some people suggest dressing up for Network Meetings because you may meet a contact that knows a potential employer. If you receive a telephone call from a potential employer that wants to meet with you that day, you are already *Dressed for Success* if you live far away.

Job Fairs or Career Fairs

Job Fairs or Career Fairs are local conventions where companies are trying to "*Sell their Company to the Job Seekers*." Generally, they have a table showing something about the company and they are staffed by Human Resources Employees and other Employees.

Before attending, determine how many of your Marketing Plan *Targeted Companies* will be attending and then printout enough of your résumés for each company. If you have a specific company, printout a cover letter addressed to a possible Hiring Manager. (See *Cover letters addressee page 4*)

Introduce yourself and collect as many Company Business Cards as possible for future references.

Accountability, Job Clubs, and Roundtables

"Sharing is the action we take just before doing"

Accountability Clubs or **Job Clubs** are groups of Job Seekers with 7 to 10 members who share their successes and regrets on their path to a New Job. Some have weekly reports reviewed by the members and closed memberships, while others are not as strict. *Writing weekly reports will "Take your ideas out of your head, and put them on a piece of paper, so that your eyes can see them."*

Roundtable Discussions are groups of Job Seekers *in the same field* such as Accounting, Law, Finance, and Tax (FLAT) with 7 to 10 members who share their related Job Seeking experiences.

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

Salary Question

Bid on a Job - When an Interviewer asks *what salary you are looking for*, first respond by saying, *"It is difficult to bid on a job without all the details."* The Interviewer may reply by questioning, *"Since you have the job description, what salary you are looking for?"* Then ask, *"What is the range for the position?"* The Interviewer may ask, *"What is your range?"* Simply say, *"According to Salary.com, O*Net or another salary website, the range for this job in this city is _ to _."*

Unemployment Benefit Payments

Unemployment Tax is paid by each company to the state; who then pays the unemployed person. Severance and Vacation Pay may be allocated to your last workweek, so you may be still eligible for benefits. If you do not know, file anyway and let the Unemployment Office decide. If Unemployment Deposits stop, go to an Employment Office with your Pin Number asking for a review your account.

Remember, if you accept a job that pays very little it will affect your Unemployment Benefit Payments. Calculate the salary compared to the Unemployment Benefits and continue looking for a good job.

Continue to file weekly claims, regardless if they stop depositing Unemployment Benefit Payments!

Conclusion

Job Seeking is all about "You:"

Know – What value will you bring to a company?

Show – by using Business Cards, Emails, LinkedIn, Websites, Etc.

Grow – by helping others with what you learned and passing it along.
I call it *"Trickle-down Good Deeds."*

Dough – Soon you will have success!

Job Seeking Documents are similar to the Charles Dickens story of Mr. Scrooge's three visitors:

Your *Résumé* is the *"Spirit of Job Seeker's Past,"*

Your *Cover Letter* is the *"Spirit of Job Seeker's Present,"*

Your *Marketing Plan* is the *"Spirit of Job Seeker's Future."*

With these three *"Spirits"* or *"Representations,"* you will succeed!

Remember, *Scientists, Sales People, and Song Writers* all agree:

The Sun Will Come Up Tomorrow!

You are welcome to share this with others; as I freely distribute all my documents that I create.

Now my job of presenting ideas to you is done and yours is just beginning.

For each subject, you must decide if you want to follow my advice. I will not be offended, if you do something different, *but at least you have the details to make an informed decision.*

I wish you the *Best of Luck while you are in transition and for your future employment!*

Sincerely,

John

John B. Goldhamer

Richmond, Virginia

www.Linkedin.com/in/JohnGoldhamer

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Cover Letter - Example)

SANTA CLAUS

North Pole, AK 99705

(907) 555-1212

Santa.Claus@gmail.com

www.Linkedin.com/in/SantaClaus

December 25, 2017

Mr. Jack Frost
Winter Human Resources Director
UPS Ground
1000 Semmes Ave
Richmond, VA 23224
(804) 231-8000
Jack.Frost@upsground.com

Re: Distribution Director, Position Number 12345

Dear Mr. Frost:

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client. I am prepared to use my extensive Education, Experience, and Expertise as well as Certification to assist UPS with Logistics issues as a Distribution Director. I would be excited to work for UPS, the world's largest package delivery company!

Analysis indicates that I can provide *education and experience in all ten elements of the position:*

Customer Satisfaction, Distribution, Human Resources, Logistics, Management,
Marketing, Safety, Security, Strategic Planning, and Technology

Although I am currently the Chief Executive Officer (CEO) of Santa's Workshop, LLC in North Pole, AK, I am looking to move to the warmer climate that Richmond, Virginia can provide.

While my enclosed Résumé provides detailed information about my education and professional experience, the following are some bullet points that illustrate how I will make a strong contribution to the UPS Distribution Team:

- Negotiated the Price of Coal from \$39.95 per short ton to \$37.24 per short ton, saving 6.8%,
- Negotiated Elvish Employee Contract for better working conditions in exchange for less pay,
- Created process of reducing space in between atoms thereby reducing size for easy transport,
- Advanced Assembly Line Process for faster manufacturing based on RR Donnelly's method,
- Coordinated Village dismantle, transport across Arctic Circle and rebuilding in North Pole, AK.

I am confident I will make a strong contribution to the UPS Distribution Team and welcome the opportunity to discuss my qualifications with you shortly.

Please let me know if you have any questions. Thank you for your consideration.

Sincerely,

Santa

Santa Claus

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Résumé - Example)

SANTA CLAUS

North Pole, AK 99705

(907) 555-1212

Santa.Claus@gmail.com

www.Linkedin.com/in/SantaClaus

SUMMARY

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client.

EXPERIENCE

Chief Executive Officer (CEO)	Santa's Workshop, LLC	North Pole, AK	1980 – Present
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Top Executive of a Logistics and Manufacturing Company known around the world.

Negotiated the Price of Coal from \$39.95 per short ton to \$37.24 per short ton, saving 6.8%,

Negotiated Elvish Employee Contract for better working conditions in exchange for less pay,

Created "Secret Santa" concept, used in most organizations to provide assistance with gifts,

Tracked Little Eddy Landry to Richmond, VA although his letter stated Boston, MA.

Director of Distribution	Old Saint Nick's Toys, Inc.	North Pole, AK	1951 – 1979
--------------------------	-----------------------------	----------------	-------------

Executive Management of a Logistics and Manufacturing Company known around the world.

Created process of reducing space in between atoms thereby reducing size for easy transport,

Bred Stronger Flying Reindeer for faster transportation, including one with a red nose for fog,

Posed for Famous Norman Rockwell Painting representing Old St. Nick's Christmas,

Moved Little Charlie Wood from the Naughty List to Nice List creating an Attribute for Success.

Supervisor of Production	Kris Kringle's Playthings	North Pole, AK	1934 – 1950
--------------------------	---------------------------	----------------	-------------

Logistics and Manufacturing Company known around the world.

Testified in court in behalf of Mr. Kringle assisting to win the case brought by Macy's,

Developed Teflon for Smoother Sleigh Runners and placed formula in Mr. DuPont's Stocking,

Advanced Assembly Line Process for faster manufacturing based on RR Donnelly's method.

Toy Carpenter	Jultomten Verkstad	Kiruna, Sweden	1900 – 1933
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Logistics and Manufacturing Company known around the world.

Coordinated Village dismantle, transport across Arctic Circle and rebuilding in North Pole, AK,

Testified in the "Twas the Night Before Christmas" Slander case outlining "Chubby and Plump,"

Received the "Best Toy Carpenter Award" three years in a row.

CERTIFICATIONS AND EDUCATION

Certified Global Logistics Professional (CGLP)	American Society of Transportation & Logistics,
Chicago, IL	

MBA Master of Business Administration	University of Alaska	Fairbanks, AK
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B.S. Business Administration / Marketing	University of Alaska	Fairbanks, AK
--	----------------------	---------------

Wood Working Certificate	Umea University	Kiruna, Sweden
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Languages – Linguist, Fluent in all 6,500 Living Languages

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Marketing Plan - Example)

SANTA CLAUS

North Pole, AK 99705

(907) 555-1212

Santa.Claus@gmail.com

www.Linkedin.com/in/SantaClaus

MARKETING PLAN

SUMMARY

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client.

TARGET LIST:

I am looking for contacts with Vice Presidents, Directors, and Managers of Shipping Organizations or Package Delivery Companies so that I can network with them and perhaps assist them with Shipping Package Delivery Logistic issues.

The following is my Target List containing the Top Ten Shipping Organizations in the world:

1. United Parcel Service, Inc.	Sandy Springs, Georgia, US
2. DHL Express	Bonn, Germany
3. Federal Express	Memphis, Tennessee, US
4. United States Postal Service	Washington, D.C., US
5. Schenker AG	Berlin, Germany
6. TNT N.V.	Hoofddorp, Netherlands
7. YRC Worldwide	Overland Park, Kansas, US
8. Parcelforce Worldwide	Milton Keynes, UK
9. Royal Mail	London England, UK
10. Japan Post Service	Tokyo, Japan

<http://www.supplychaindigital.com/top10/2497/Top-10:-Shipping-Companies>

CONSIDERATIONS:

With years of experience, I am a Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I would be excited to join a Shipping or Package Delivery Organization's Management Team!

My Education, Experience, and Credentials demonstrate the type of exceptional work I would perform for a Shipping or Package Delivery Organization and I am willing to relocate.

From creating a process of reducing space in between atoms thereby reducing size for easy transport, to advancing the assembly line process for faster manufacturing based on RR Donnelly's method, I am creative and successful in solving Shipping or Package Delivery Logistic issues.

While my negotiation skills have been exceptional from the Price of Coal to Elvish Employee Contracts, I am also Fluent in all 6,500 Living Languages.

I look forward to meeting Vice Presidents, Directors, and Managers of Shipping or Package Delivery Organizations.

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Thank You Letter - Example)

SANTA CLAUS

North Pole, AK 99705

(907) 555-1212

Santa.Claus@gmail.com

www.Linkedin.com/in/SantaClaus

February 3, 2018

Ms. Chilly Day, Transportation VP

Chily.Day@upsground.com

Mr. Sub Zero, Delivery Director

Sub.Zero@upsground.com

Mr. Jack Frost, Winter Human Resources Director

Jack.Frost@upsground.com

UPS Ground

1000 Semmes Ave

Richmond, VA 23224

(804) 231-8000

Re: Distribution Director, Position Number 12345

Dear Ms. Day, Mr. Zero and Mr. Frost:

I appreciate you taking the time to interview me today for the Distribution Director position at UPS Ground.

As a Seasoned Certified Global Logistics Professional, (CGLP) with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client.

Analysis indicates that I can provide *education and experience in all ten elements of the position*:

Customer Satisfaction, Distribution, Human Resources, Logistics, Management,
Marketing, Safety, Security, Strategic Planning, and Technology

I believe that I demonstrated that my through my Education, Experience, Expertise, and Certification, I am well matched for the position and I look forward to hearing from you soon.

Please let me know if you have any questions.

Thank you for your consideration.

Sincerely,

Santa

Santa Claus

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Give a Gift Email - Example)

Tips For Those in Transition Page 15

www.JohnGoldhamer.com/JobTools/Tips-For-Those-in-Transition.pdf

www.JohnGoldhamer.com/Writings/When-You-Do-Not-Hear-From-a-Recruiter--Give-a-Gift-of-an-Interesting-Article.pdf

Give a Gift of an Interesting Article

Remember how your parents taught you to never go to someone's house without a gift?

If you do not hear from an Interviewer, after a couple of weeks, search for an interesting "Free" article on the industry or company using Google or a Blog Search Engine such as: www.blogsearchengine.org

The Interviewer will think you are creative and noticeable, but not feel pestered.

Thank you again for interviewing me recently! Enclosed is a link to an article that I found about _____ that I think you will find interesting. I hope to hear from you soon!

Thank you again for interviewing me for the _____ position at _____.

Using www.blogsearchengine.org, I found a noteworthy article about _____ that I think you will find interesting. I hope to hear from you soon!

Be sure your name, address, telephone, and email address are listed.

From: Santa Claus [mailto: Santa.Claus@gmail.com]
Sent: Tuesday, February 20, 2018 11:56 AM
To: Chily.Day@upsground.com; Sub.Zero@upsground.com; Jack.Frost@upsground.com
Subject: UPS Ground Distribution Director, Position Number 12345

Chilly, Sub, and Jack:

Thank you again for interviewing me for the Distribution Director position at UPS Ground.

Using www.blogsearchengine.org, I found a noteworthy article about delivery that I think you will find interesting.

Will Amazon's Logistics Ground UPS and FedEx? - 2016

www.investopedia.com/articles/investing/031516/will-amazons-logistics-ground-ups-and-fedex-amzn-ups.asp

I hope to hear from you soon!

Sincerely,

Santa

Santa Claus
North Pole, AK 99705
(907) 555-1212
Santa.Claus@gmail.com
www.LinkedIn.com/in/SantaClaus

(Résumé – **BAD EXAMPLE**)

T.H.E. GRINCH

1 Mount Crumpit Way
Grinch123456@gmail.com

(804) 555-1212

North Whoville, Virginia
www.Linkedin.com/in/Grinch123456

PROFESSIONAL EXPERIENCE

Internet for US, Inc. Senior Internet Scammer Whoville, VA January 2016 to *Right Now*

- I Scammed *stupid gullible naïve little people* into giving up their Social Security Number, Bank Account Passwords, and much more!

Recommendation – I have known T.H.E Grinch since 1957, when I wrote his story and highly recommend that he be considered for any position that he wants. – *Dr. Seuss*

Microsoft Pseudo, Co. Telephone Scammer Whoville, VA October 2015 *for 30 Days*

- I Scammed *stupid gullible naïve little people* to give me access to their computers where I took all the passwords and then transferred all their money to me.
- I Left because the boss found out I was stealing from the company, which was not fair since they were stealing too.

Recommendation – I cautiously recommend T.H.E Grinch because he ransomed the Whoville Town computer and will not release it unless I give him a recommendation. – *Mayor Augustus May Who*

Christmas Virginia, LLC Holiday Planner W. Whoville, VA Dec 24, 2014 to Jan 2, 2015

- I made a LLC and tried to become a Holiday Planner for Christmas parties since I knew every gift presented in Whoville, but because of being *Green and Age Discrimination* I had no clients.

Personal Recommendation – I am very proud of T.H.E Grinch giving back all the gifts to Whoville and wish him well in with his new company. – *Cindy Lou Who*

Toys Not for You, Inc. Toy Crusher & Heart Breaker Bumm Ridge, VA Dec 24, 13 - Jan 2, 14

- I got mad at everyone in Whoville having such a nice Christmas and singing so loud, so *I said to myself-- Self* you should take all the gifts in Whoville and then they would be sorry.
- Closed the company after *Cindy Lou Who* convinced me, at least for a short time that it was wrong, but then I just got back on track and found other ways to make money.

Max's Pet Walking Pet Walker Mount Crumpit, VA 23060 7/12 to and including 8/13

- I helped my trusty dog Max to start a pet walking business and I did the books, but somehow, he never showed a profit.

EDUC: GED - Got it late in life after attending Whoville High School, but dropped out to support the two elderly sisters who adopted me, but later I moved into a cave on top of Mount Crumpit.

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Résumé – **BAD EXAMPLE – CORRECTED**)

T.H.E. GRINCH

North Whoville, Virginia

(804) 555-1212

Grinch123456@gmail.com

www.Linkedin.com/in/Grinch123456

THE.Grinch.Scammer@gmail.com

www.Linkedin.com/in/THEGrinch

RESUME

OBJECTIVE: ~~I want a Professional Job doing anything where I use my logic and get paid a lot.~~

SUMMARY

As a Senior Internet Scammer with a GED, I successfully convince people to provide access to information by managing computers, telephones, and mail using *language, logic and low key pressure*.

PROFESSIONAL EXPERIENCE

Senior Internet Scammer	Internet for US, Inc.	Whoville, VA	January 2016 to <i>Right Now</i> 2016 - Present
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- Successfully scammed ~~stupid gullible naïve little~~ people into giving up to provide their Social Security Numbers, Bank Account Passwords, and other transferrable documents. ~~much more!~~

~~Recommendation — I have known T.H.E. Grinch since 1957, when I wrote his story and highly recommend that he be considered for any position that he wants. — Dr. Seuss~~

Telephone Scammer	Microsoft Pseudo, Co.	Whoville, VA 23060	<i>October 2015 for 30 Days</i> 10/2015 - 11/2015
-------------------	-----------------------	--------------------	--

- Profitably scammed ~~stupid gullible naïve little~~ people to provide ~~give me~~ access to their computer where I took all the passwords were appropriated and then money was transferred for them. ~~all their money was to me.~~
- ~~I Left because the boss found out I was stealing from the company, which was not fair since they were stealing too!~~

Holiday Planner	Christmas Virginia, LLC	W. Whoville, VA	<i>Dec 24, 2014 to Jan 2, 2015</i> 12/2014 - 1/2015
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- Created a LLC to become a Holiday Planner for Christmas parties since I knew what gifts everyone in Whoville would like. ~~but because of Green and Age Discrimination I had no clients.~~

Toy Crusher & and Heart Breaker Toys Not for You, Inc.	Bumm Ridge, VA	<i>Dec 24, 13 — Jan 2, 14</i> 2013 - 2014
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- Successfully stealthily penetrated every house in Whoville and impounded all gifts. ~~having such a nice Christmas and singing so loud, so I said to myself -- Self you should take all the gifts in Whoville and then they would be sorry.~~
- Company closed after all gifts were returned. ~~Closed the company after Cindy Lou Who convinced me, at least for a short time, which it was wrong, but then I just got back on track and found other ways to make money.~~

Pet Walker	Max's Pet Walking	Mount Crumpit, VA	<i>7/12 to and including 8/13</i> 2012 - 2013
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- Assisted ~~I helped~~ my trusty dog Max to start a pet walking business and provided accounting services. ~~I did the books, but somehow, he never showed a profit.~~

EDUCATION

GED and attended Whoville High School Whoville, VA

TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, www.JohnGoldhamer.com

(Résumé – **BAD EXAMPLE - CORRECTED – WITHOUT ERRORS**)

T.H.E. GRINCH

North Whoville, Virginia

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SUMMARY

As a Senior Internet Scammer with a GED, I successfully convince people to provide access to information by managing computers, telephones, and mail using *language, logic and low key pressure*.

EXPERIENCE

Senior Internet Scammer	Internet for US, Inc.	Whoville, VA	2016 - Present
<ul style="list-style-type: none">Successfully scammed people to provide their Social Security Numbers, Bank Account Passwords, and other transferrable documents.			
Telephone Scammer	Microsoft Pseudo, Co.	Whoville, VA	10/2015 - 11/2015
<ul style="list-style-type: none">Profitably scammed <i>people</i> to provide access to their computer where all the passwords were appropriated and then money was transferred for them.			
Holiday Planner	Christmas Virginia, LLC	W. Whoville, VA	12/2014 - 1/2015
<ul style="list-style-type: none">Created a LLC to become a Holiday Planner for Christmas parties since I knew what gifts everyone in Whoville would like.			
Toy Crusher and Heart Breaker	Toys Not for You, Inc.	Bumm Ridge, VA	2013 - 2014
<ul style="list-style-type: none">Successfully stealthily penetrated every house in Whoville and impounded all gifts.Company closed after all gifts were returned.			
Pet Walker	Max's Pet Walking	Mount Crumpit, VA	2012 - 2013
<ul style="list-style-type: none">Assisted trusty dog Max to start a pet walking business and provided accounting services.			

EDUCATION

GED and attended Whoville High School Whoville, VA

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INTERVIEW CHECKLIST POEM

(Checklist of 35 Things to Do Before an Interview, in Rhyme)

"Rhyming Story Poems Provide a Message through the Music of Words."

By John B. Goldhamer

Richmond, VA

www.Linkedin.com/in/JohnGoldhamer

- ☐ Our *Clocks* are set, *Shoes Shined*, and we are ready for *Interview DAY*,
- ☐ With *Clothing Pressed*, *Hair Combed*, and *Car Keys Known* we are Set without *DELAY*.

- ☐ Our *Cars* are *Fixed*, *Tires Good*, *Tank Full*, and we are ready for *Victory TODAY*,
- ☐ *Address Googled*, *Directions Firm*, *Map Printed* and Plan to be early so *Success* will not be *GRAY*.

- ☐ *Smiles in the Mirror* show we have *Confidence* and we *Shine* like a *SUNRAY*,
- ☐ *We Look Good*, *Professional too*, and now we are ready to tell the Interviewer *HEY*.

- ☐ Ready to *Turn Off Cell Phones* before the meeting so we do not get a call from any of *THEY*,
- ☐ And we have a *Stack of Business Cards*, which look great and are not made of *CLAY*.

- ☐ We have *Two Good Pens Without Advertising* that we had in our *Pen and Pencil TRAY*,
- ☐ Our *Portfolio is Cleaned*, *Old Papers Removed*, and the *Pad of Paper* is not *FRAY*.

- ☐ We *Printed the Interviewer's Email Invitation* and *Replied our Excitement to Meet* in order to *SWAY*,
- ☐ And *Prepared Thank you Emails* to send *After the Interview* so our *Competence* would *WEIGH*.

- ☐ We *Reviewed*, *Underlined Verbs*, and *Printed the Job Posting* and think they will offer a *Good PAY*,
- ☐ *Created Six Questions* from the *List of Questions to Ask an Interviewer* hoping some will get a *YEA*,

- ☐ We *Looked at each Interviewer's LinkedIn Profile* to Show us the *WAY*,
- ☐ And *Researched the Company* to show we are *Prepared* and it will not be just, Come What *MAY*.

- ☐ With *Printed Cover Letters and Resumes* In Hand with a Lot to *SAY*,
- ☐ We Know that our *SOAR Stories* would make a *Good PLAY*.

- ☐ We even Read John Goldhamer's "*Job Seeker Tips, Topics, & Tools*" and did not *STRAY*,
- ☐ So now we are *EQUIPPED, PREPARED, AND READY* for *Interview DAY*.

☒ **GOOD LUCK!**

TIPS FOR THOSE IN TRANSITION

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LIST OF 35 QUESTIONS TO ASK AN INTERVIEWER

Separated into Five Categories

Company may be substituted for Organization

Beginning Questions

1. Is this a new position?
2. If yes, what created a need for this new position?
3. If no, why did the previous person leave?
4. What is the top priority of the position?
5. I read the job posting, but are there other responsibilities of the position not listed?
6. What abilities, skills, or characteristics are you looking for in the new employee?
7. Does the organization encourage creativity?
8. How would you measure the success of a person in this position?
9. Is success in the position a collaborative effort?
10. Will I have the assistance, support, and training by my co-workers and the IT Department?

Management Position Questions

11. How many employees are on the team that I will be managing?
12. Have most of the employees been with the organization for a long time?
13. About how many of the team employees work in an office out of town?
14. Roughly how many of the team employees Telecommute from their home?
15. Approximately what percentage will I be traveling?
16. What are the characteristics of successful managers at this organization?

Support Position Questions

17. How many personnel will I be supporting?
18. Will I be mainly supporting the Manager as well the staff?
19. Will I be assisting the staff with hardware and software issues?
20. Will I be maintaining logs for leave, paid time off, vacation time, or sick time?
21. Will I be *Onboarding* new employees?

Company or Organization Questions

22. Approximately how many employees work in this building?
23. Would you describe the pace at the organization as very fast, fast, or slow?
24. What are some of the problems for the organization that have recently appeared?
25. I read the website mission statement, but what are some other short and long term goals?
26. From *ReferenceUSA Database*, I found the company's biggest competitor. Are you winning?
27. Besides my section, what other departments or divisions would I be working with to succeed?

Ending Questions

28. How long have you been with the organization?
29. What do you enjoy most about working here?
30. Approximately how many hours do you normally work per week in the office and on call?
31. I am excited about the position. What are the next steps?
32. When do you think you will be making the decision and when can I expect to hear from you?
33. If I am offered the position, how soon would you want me to start?
34. How many candidates are you interviewing for the position?
35. I believe that I demonstrated that my *Education, Experience, and Knowledge* I am well matched for the position, but is there anything else about me that we have not covered?

Don't forget to Smile while talking! Follow up with a thank you email, "Thank you for interviewing me today for _____. I believe that I demonstrated that my *Education, Experience, and Knowledge* I am well matched for the position and I look forward to hearing from you soon." For a panel, send to everyone.

TIPS FOR THOSE IN TRANSITION

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Job Offer Comparison Worksheet

8 Topics 35 Issues to Consider

Category	Company A.	Company B.
Job Title:		
Contact E-mail:		
Contact Telephone:		
Company Address:		
Commute Time and Miles?		
Telecommute or Flex-time Available?		
Parking Costs?		
Salary and Tax Reconciliation:		
W-2 Employee or 1099 Independent Contractor		
1099- Add 7.65% Gross Salary- SS Tax & Medicare Tax		
Base Yearly Salary:		
Base Hourly Salary: (Note: 2080 Working Hours in a Year)		
Paid Overtime Policy		
Commission Percentage		
Raise or Bonus Policies		
401(k) Yearly Match Percentage of Amount Invested?		
401(k) Vested Employee after how many years		
Paid Time Off (PTO) per year:		
Vacation Days		
Sick or Personal Days		
Holidays		
Insurance:		
Health Insurance Monthly Premium		
Deductible		
Dental Care		
Vision Care		
Life Insurance		
Other Benefits:		
Flexible Spending Account (FSA)		
Tuition Reimbursement?		
Wellness Program		
Other Perks:		
Personal Office, Company Car, Internet Policy, Laptop		
Other Decision Factors:		
Size of Company-Fortune 1000, Midsize, Small, Non-Profit		
Number of Employees to Manage or Support		
Travel Percentage		
Basic Responsibilities		
Company Culture and Reputation		
Is the Job Interesting or Challenging?		
Growth		
Risks		
Recommendations		

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