



LANDING YOUR DREAM JOB

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ARE YOU READY IF IT KNOCKS ON YOUR DOOR?

What if your dream job was right around the corner? If an employer was proactively seeking their next superstar and that star was YOU, would you be ready?

Here are some ideas on how to prepare yourself, hone in on your personal brand and be ready when your dream position presents itself:

Fine tune your resume. If you're content in your current position (or even if you're not), it's likely you haven't touched your resume in a while. It's time to blow the dust off and spruce it up. Your resume oftentimes is your only chance to get your foot in the door. What does it say about you? Is it job current? Are your most up-to-date volunteer and board positions represented? What about ongoing education, certifications or additional training? Take some time with this one. Ensure the resume reflects you and your experience accurately.

Audit your social media. Now is the time to manage your virtual reputation. The lines between personal and professional worlds have become especially gray thanks to social media. Employers are actively reviewing the social media sites their candidates are using. Review your social profiles and delete any inappropriate photos, vulgar language or complaints about your current job or employer. Are your accounts representing a well-rounded, polished professional with strong communication skills?

Stay connected. Your references should be your biggest fans. You've probably provided their contact information over the course of your career, but when is the last time you had a conversation with them? Are they aware of your current employment situation? If it's been awhile, it might be time to reevaluate who you are providing as a reference. Are there more current or relevant contacts that can speak on your behalf? Update your list. Give them a call. Make sure they are ready and able discuss your background and experience.

Inventory your accomplishments. It's easy to get wrapped up in the tactics of your role, but when is the last time you reflected on your strategic successes? Could you name a few if you were asked? It's time to take stock of the individual positive contributions you've made in your role. Make a list. Identify the quantifiable outcomes. Have you led successful teams? Can you speak to successful team outcomes? Be prepared to do so. Future employers want to know that you have demonstrated and measurable successes throughout your career.

Know your strengths and weaknesses. Many interviewees have a difficult time pinpointing these areas. Be prepared to discuss them honestly – with examples. Can you validate these claims? How have you utilized your strengths or overcome your weaknesses? How do you, in fact, know these are true areas to highlight? While it's not easy to expose some of these vulnerabilities, most employers value this level of transparency and self-awareness.

Continuous improvement. What is your professional development plan? How are you expanding your skillsets? Too many candidates rely on their employers to provide and resource their professional growth. For many organizations, this simply isn't a focus or they are shrinking these budgets. Be intentional. Own your career path and growth plan. You are in charge of your development, not your employer.

Be proactive. You probably have a job description. Do you follow it closely? Do you draw a hardline on tasks outside of your job? Or are you open to expand your skills outside of your defined role? An individual who is willing to take on additional responsibilities becomes a more desirable candidate every time. Not only does this approach highlight someone who is a team player, it also illustrates someone who is proactive, seeking to better themselves and their organization.

Listen. You may have few chances in your life to change your trajectory. Don't miss them.

WilliamCharles Search Group is a boutique executive search and professional recruiting firm providing services to companies across a variety of industries. Our focus is on leadership positions up to the C suite including President/CEO. Our work is concentrated in finance, human resources, operations/supply chain, sales/marketing and administration. Our most common clients are private, family owned, private equity owned and ESOP companies. We work extensively in West Michigan but also have demonstrated experience nationally and globally through a network of partners.