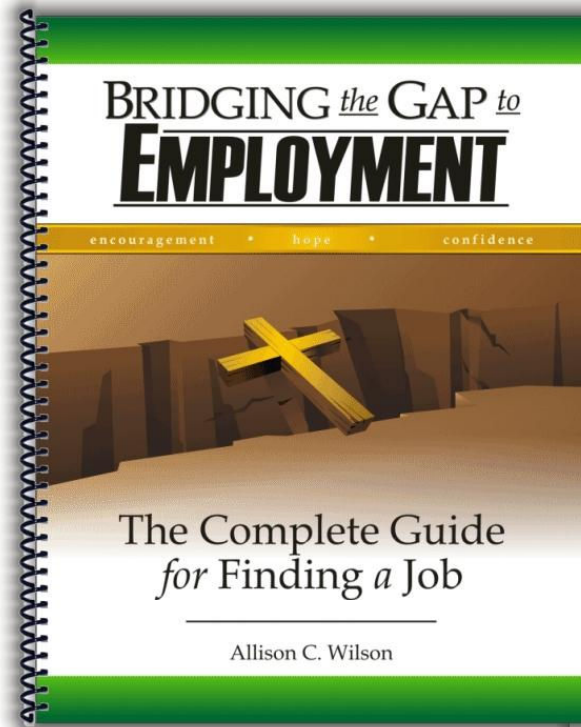


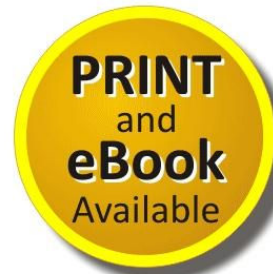
Free Sample

A Brief Excerpt from Bridging the Gap to Employment
by Allison C. Wilson



Front Cover

This sample contains:
Table of Contents
Appendices List
Excerpt from Chapter 1
Ordering and Pricing Information



Back Cover

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CHAPTER 1



GETTING STARTED

"...let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross..."
Hebrews 12:1b-2a

Where are you in your job search? Have you already jumped into it with both feet running "full force ahead" like a "chicken with its head cut off"? Or have you found yourself having to "drag yourself out of bed each morning" not knowing which way to go?

Well, wherever you are right now you may want to **slow down**, take a deep breath and **reevaluate** your situation. When starting a "successful" job search, the first steps are very important and many people tend to leave these steps out. They will skip to the middle of the process and six months later realize not only have they not gotten very far, but they have wasted much valuable time.

It's much like going on a trip without reading a map. You get halfway to where you are going, look up, and realize you've taken a wrong turn and you're halfway to nowhere. Or, you are putting together a piece of equipment; you get halfway finished when you realize you left out one of the "key" components and now you have to start over. Look at the time and energy that has been wasted!

This chapter will help make your future steps **easier** and more **effective**. It will keep you from making the wrong turn or leaving out an important component. It will show you **where** and **how** to get started, and then, it will lead you to the next important step. In the end you will be **prepared** and **confident** in searching and landing your next position.

*"...then choose for yourselves this day whom you will serve...
But as for me and my household, we will serve the LORD."*
Joshua 24:15

***Remember, what you choose to do today
will determine what you can choose to do tomorrow.***





TIPS on GETTING STARTED

- ◇ **Set yourself apart** by reading this book and applying what you learn to your job search. It **will** make a difference.
- ◇ **Start your day off right.** Focus on the positives, look up and not down!
- ◇ "The first hour of the morning is the rudder of the day." -- **Henry Ward Beecher**
- ◇ Remember, there are **always job openings**, and finding them is just the beginning. Knowing **how** to "set yourself apart" from all the other applicants is what will make the difference.
- ◇ Before you "head out" to interview, make sure you are **prepared**. Remember, **your mindset must be "right" and come first**, and then you will be ready for the next steps in the job seeking process.



TIPS on PHONE ETIQUETTE

- ◇ When is the best time to "catch" someone in his or her office?
 - Call about **15 minutes before 8am**, right **before or after 12 noon**, or about **15 minutes after 5pm**.
- ◇ When calling anyone on the phone, always ask if it is a good time to talk.
"Mr. Smith, this is Allison Wilson, do you have a minute?"

If he says **"yes"** then:
 - Be prepared with your "minute commercial".
 - **Who you are, what you need,** and **how he can help.** You'll find out more about "who you are" in Chapter 2.
 - Don't take much time talking...1 – 3 minutes at the most.
If he is **busy** ask:
 - When would be a good time to call back?
If it's convenient and he has **just** a minute, **do not start** "spilling your life history". Instead ask:
 - When would be a better time to talk? State that you **need his help** on a specific matter. (Asking someone for help is important. This makes him/her feel important, and most people like to feel that they can help others).
If he tells you to **call back**, then ask:
 - When he **would be available and call him at that time.**
 - If he happens not to be there when you call back, just leave **a quick message** and tell him that you will call him back later. **Do not expect him to call you back.** You must take the **initiative** and be **persistent**, (without being a pest... this can be a FINE LINE!)
- ◇ When leaving a message over the phone, **SPEAK S L O W L Y** and provide your **phone number** and **your name TWICE!**
- ◇ Caller ID can be useful because it gives you a moment to **prepare yourself** on how to answer the phone, especially if you see that the call is from a **potential employer**.



Below are the 5 important topics you will cover in Chapter One:

- **Attitude**
- **Finances**
- **Career Options**
- **Organization**
- **Setting Goals**

1- Attitude

It is always good to know that you are not alone and the different emotions you experience are **normal** for most people who are going through seeking employment.

Exercise: Take a moment and write down how you have felt over the past few days. There are probably several different emotions you experience during a day. Write all of them down.

*It is crucial to stay...**positive, positive, positive!***

*Stay positive by staying active physically and mentally in your job search...feelings will follow actions; **do not wait** for actions to follow feelings.*

SMILE.... Just the act **changes** your mood.

*You are what you think you are ... "For as he thinketh in his heart, so is he"
Proverbs 23:7 KJV*

Would you have thought that your attitude/emotions could equal your results and contribute to either getting a job or not getting a job?



A DEFEATED ATTITUDE:

- Negative
- Discouraged
- Angry
- Confused
- Depressed
- Embarrassed

The results of a Defeated ATTITUDE = Staying UNEMPLOYED!

"For where you have envy and selfish ambition, there you find disorder and every evil practice. But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere."

James 3:16-17

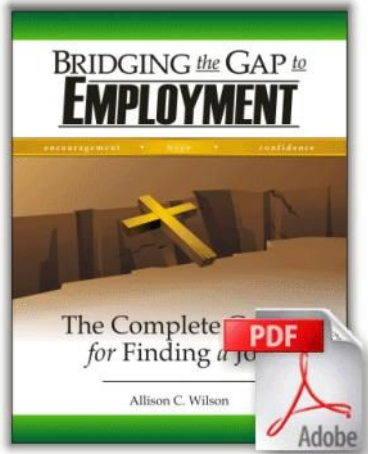
"Get rid of all bitterness, rage and anger"

Ephesians 4:31

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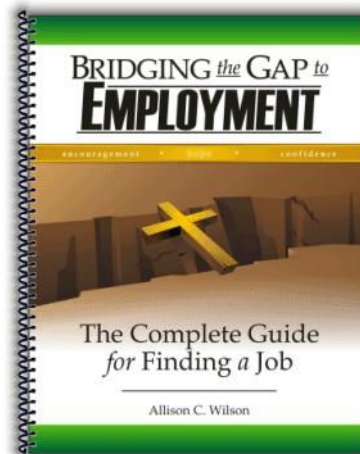


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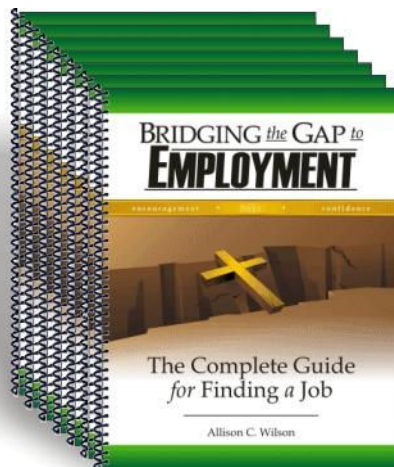
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