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that appear in The Ohio JobBank: This book is intended as a starting point. Keep in mind that while a great deal of effort has been put into collecting and verifying the company profiles provided in this book, addresses and contact names change regularly. Inevitably, some contact names listed herein have changed even before you read this. We recommend you contact a company before mailing your resume to ensure nothing has changed.

Industry Associations This section includes a select list of professional and trade associations organized by industry. Many of these associations can provide employment advice and job-search help, offer magazines that cover the industry, and provide additional information or directories that may supplement the employer listings in this book. The first section explains the fundamentals that every jobseeker should know, especially first-time jobseekers. The next three sections deal with special situations faced by specific types of jobseekers:

Things Everyone Needs to Know Career Planning The first step to finding your ideal job is to clearly define your objectives. This is better known as career planning or life planning if you wish to emphasize the importance of combining the two. Career planning has become a field of study in and of itself. If you are thinking of choosing or switching careers, we particularly emphasize two things. First, choose a career where you will enjoy most of the day-to-day tasks. This sounds obvious, but most of us have at some point found the idea of a glamour industry or prestigious job title attractive without thinking of the key consideration: Would we enjoy performing the everyday tasks the position entails? The second key consideration is that you are not merely choosing a career, but also a lifestyle. Career counselors indicate that one of the most common problems people encounter in jobseeking is that they fail to consider how well-suited they are for a particular position or career. For example, some people, attracted to management consulting by good salaries, early responsibility, and high-level corporate exposure, do not adapt well to the long hours, heavy travel demands, and constant pressure to produce. Be sure to ask yourself how you might adapt to the day-to-day duties and working environment that a specific position entails. Then ask yourself how you might adapt to the demands of that career or industry as a whole. The most common jobseeking techniques are: However, the Direct Contact method boasts twice the success rate of the others. So unless you have specific reasons to employ other strategies, Direct Contact should form the foundation of your job search. Millions of other jobseekers have already proven that Direct Contact has been twice as effective in obtaining employment, so why not follow in their footsteps? The most important detail is setting up a schedule. Nonetheless, it is important to have a plan so that you can monitor your progress. When outlining your job search schedule, have a realistic time frame in mind. If you will be job-searching full-time, your search could take at least two months or more. If you can only devote part-time effort, it will probably take at least four months. You probably know a few people who seem to spend their whole lives searching for a better job in their spare time. Focus on enjoying your beginning your job present position, performing your best on the job, and storing up energy for when search is to clearly you are really ready to begin your job define your search. Those of you who are currently unemployed should remember that jobhunting is tough work, both physically and emotionally. It is also intellectually demanding work that requires you to be at your best. At the same time, be sure to discipline yourself. The most logical way to manage your time while looking for a job is to keep your regular working hours. If you are searching full-time and have decided to choose several different strategies, we recommend that you divide up each week, designating some time for each method. By trying several approaches at once, you can evaluate how promising each seems and alter your schedule accordingly. Keep in mind that the majority of openings are filled without being advertised. Remember also that positions advertised on the Internet are just as likely to already be filled as those found in the newspaper! If you are searching part-time and decide to try several different contact methods, we recommend that you try them sequentially. Estimate the length of your job search, and then allocate so many weeks or months for each contact method, beginning with Direct Contact. The purpose of setting this schedule is not to rush you to your goal but to help you periodically evaluate your progress.

The Direct Contact Method Once you have scheduled your time, you are ready to begin your search in earnest. Keep in mind, the shorter the list the easier it will be to locate a company that is right for you. Next you will want to use this JobBank book to assemble your list of potential employers. Choose firms where you are most likely to be able to find a job. Try matching your skills with those that a specific job demands. Consider where your skills might be in demand, the degree of

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competition for employment, and the employment outlook at each company. Separate your prospect list into three groups. The first 25 percent will be your primary target group, the next 25 percent will be your secondary group, and the remaining names will be your reserve group. After you form your prospect list, begin working on your resume. Refer to the Resumes and Cover Letters section following this chapter for more information. Once your resume is complete, begin researching your first batch of prospective employers. You will want to determine whether you would be happy working at the firms you are researching and to get a better idea of what their employment needs might be.

2: United States Eighth Circuit - Minority Corporate Counsel Association

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3: Bank Mo in Farmington

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4: St. Mary's Medical Center - Duluth: Employment, Jobs, Career & Work

Job Summary: The Executive Director of the Patient Financial Services is responsible for strategic leadership and direction for the overall operations of the back-end revenue cycle for the Health System which includes both hospital and professional revenue.

5: IASA Job Bank | Job Seekers Home

The third-party administrator must hold a valid certificate of authority from the Missouri Department of Insurance, Financial Institutions and Professional Registration or otherwise meets the requirements of Section to Section , RSMo. This is in lieu of filing first report of injuries through FTP or an EDI vendor.

6: OSF Saint Joseph Medical Center: Employment, Jobs, Career & Work

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