



HIRE



**10 STEPS TO
LAND YOUR
DREAM JOB**

Disclaimer

© Hire G.I. LLC, 2020

No part of this Whitepaper may be reproduced, stored or transmitted in any form or by any means including mechanical or electronic without prior written permission from the author.

While the author has made every effort to ensure that the ideas, guidelines and information presented in this Whitepaper are safe, they should be used at the reader's discretion. The author cannot be held responsible for any personal or commercial damage arising from application or misinterpretation of information presented herein.

All Rights Reserved.

Table of Contents

DISCLAIMER	2
INTRODUCTION TO A NEW CHAPTER OF YOUR LIFE	4
STEP 1: BUILD A KILLER RESUME	5
STEP 2: START NETWORKING	7
STEP 3: CATCH UP ON YOUR READING	9
STEP 4: WATCH AND LEARN FROM WEBINARS AND VIDEOS.....	11
STEP 5: GET SOCIAL WITH SOCIAL MEDIA SITES.....	13
STEP 6: PAIR YOURSELF UP WITH A RECRUITER	15
STEP 7: FREELANCE YOUR TALENTS.....	17
STEP 8: BE AN EMPLOYER’S DREAM EMPLOYEE.....	19
STEP 9: FIND SOMEONE TO LOOK UP TO.....	21
STEP 10: ELIMINATE YOUR FEARS OF FAILING	23
IT’S ALL COMING TOGETHER	25
Hiregi.COM.....	27

Introduction to a New Chapter of Your Life

Do you wake up each day, hoping it would be different? However, just like all the other days, it is the same - boring and uneventful. Your mornings are spent going to a job you are forced to do or searching online to find a job. Sometimes, you might wonder where is your fairy godmother or lucky charm to pave a path for you to your dream job.

No fairy godmother or lucky charm will direct you to your dream job. The only person that can change his or her mornings is you, but you are not alone in this—you have us. We bring you our list of ten things you must do to land your dream job. Before you go on the hunt for the job of a lifetime, learn about yourself:

1. Who Are You?

If you remain clueless about the career that excites you, do some soul searching. Arrange an informational interview with a professional in the field you are considering to become a part of, taking in as much information as possible.

If you like what you hear, this is the field of your dreams. However, analyzing yourself does not stop here. Dig deeper inside yourself by taking a self-assessment test to determine your extrinsic, intrinsic, and lifestyle values.

2. Identify your strengths and weaknesses

Focus on identifying your strengths and weaknesses. Work on strengthening your weaknesses and improving on your strengths. Once you are employed, take the time to learn new skills to add to your resume.

3. What is Your Vision

In five or ten years of working in a job, where do you see yourself going? Do you see yourself promoted to a higher position? Perhaps, your vision is bigger. Down the line, you might be interested in opening your own company or heading a small business.

4. Know What You Bring to the Table

Highlight your skills and talents in the work environment to let your employer know that you are an asset to the team. Never blend in the background, but remain an active member of the team by taking tasks and projects that others might hesitate to take.

What did you learn about yourself? After you have studied yourself closely and investigating every possibly career that may intrigue your interest, you are ready to embark on a journey to land your dream job by doing the following ten things listed in this Whitepaper. Also, if you need some additional help understanding your skills visit hiregi.com and take our skills assessment to get you started.

Step 1: Build a Killer Resume

In order to get a call for an interview from the company you are anticipating to join, build a killer resume to beat the competition that is in line to take your spot away from you. The likelihood of getting “the call” centers on your resume. If the resume looks less than impressive, you may be forever on the waiting line, begin pushed to the back of the line with your competitors cutting in front of it.

Therefore, no ordinary resume will do the trick to secure you the dream job. To begin building your killer resume, visit resume builders sites, get in touch with professional resume writers, and create a target resume for a specific industry.

1. Resume Builders

Online resume builder sites have proved to be a useful tool for job seekers. Building a resume using one does not take long, as it is a fairly easy and quick process. Offering over a hundred or more templates for job seekers to use, it has become a go-to process for most people. Apart from the array of templates, resume building tips and phrases to make your stand out are also included.

2. Professional Resume Writers

Prospective employers receive several resumes for a job opening at their company. They do not have time to go through each resume that comes across their desk. They sift through the resumes, selecting ones that catch their attention and throwing others in the rejection pile. Which pile will yours go into?—acceptance or rejection pile?

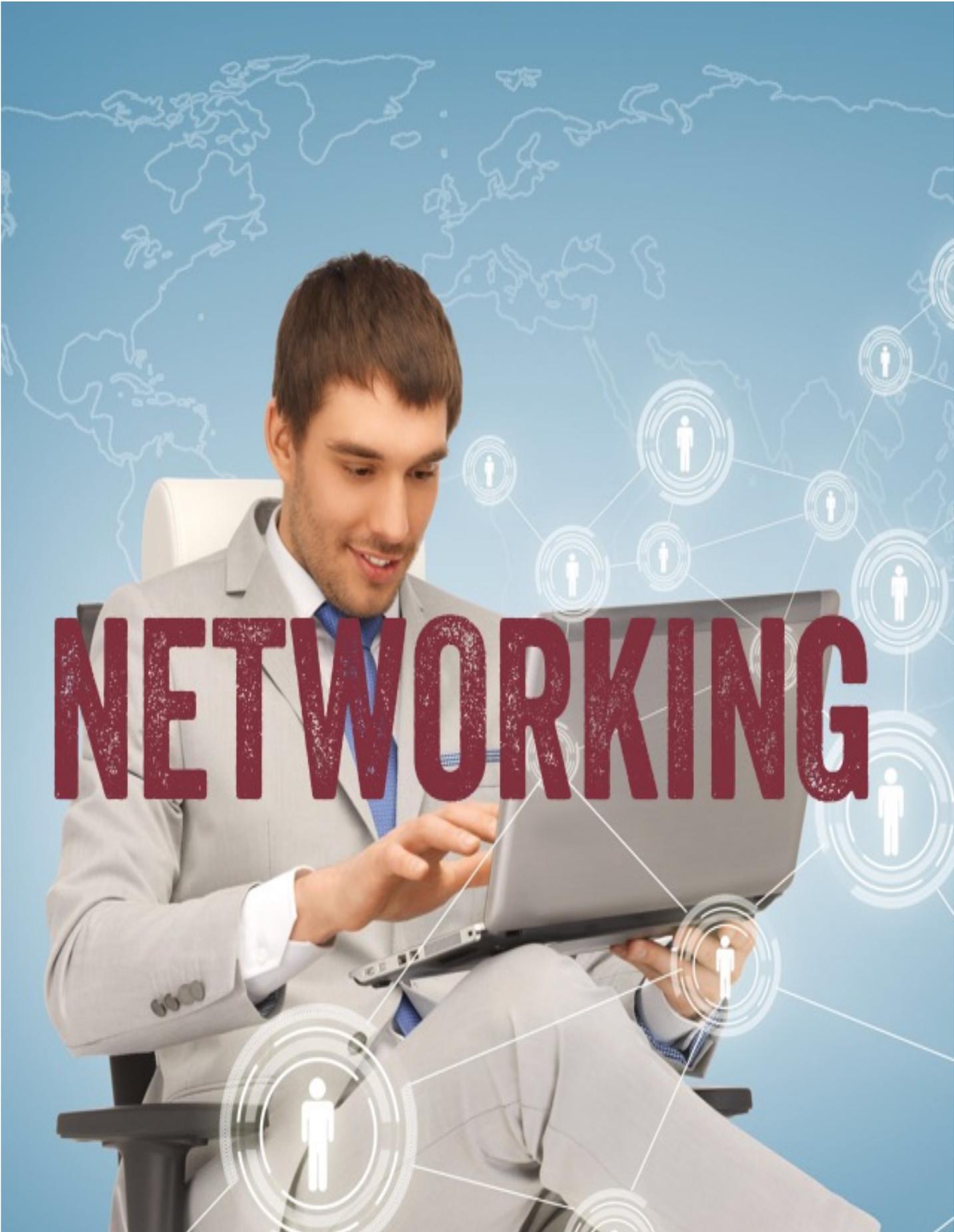
Without killer looks, your resume will find its way into the rejection pile. If you cannot make the appearance of your resume stand out from the rest, contact a professional resume writer who can.

Professional resume writers possess the talent to create proficiently written cover letters, resume, and other associated documents. The writer will write to market and sell your talents, skills, and abilities to a potential employer.

3. Create a Targeted Resume

Targeted resumes, which are tailor-made for a particular field, are taking over the conventional resumes. In regard to job search, their use has become critical. Targeted resumes employ the use of powerful and persuasive words to highlight your skills and talents. Your weaknesses take a step back, as it broadcasts your strengths in their full glory. If you have taken upon yourself to build a targeted resumes, do it this way:

Your killer resume will be a winner!



NETWORKING

Step 2: Start Networking

Your dream job will not fall on your lap one fine day, but you will have to work towards it. You need to go out there into the world and network with several people to get the job. By brooding in your house about the lack of job opportunities available, you will not accomplish anything. With the meet and greet method, people will at least know your name.

From the crowd of a hundred hopefuls, you will stick out because you will be making an effort to put yourself out there. For those that do not have a network of people set up, these tips will help them build a more thriving network:

1. You Already Have a Network

You meet people every day at the grocery store, walking in the street, riding an elevator, school, and other places. Overtime, you have gotten to know several people; you just do not know it yet. Sometimes, a casual conversation might have had positive turnaround with both exchanging numbers. Your network might consist of friends, family, co-workers, neighbors, and more. Reach out to the people that are your references, as they favor you for your talents and skills.

2. Ask for Help

It's given that you might not be comfortable asking for favors from people. If you remain unwilling, someone else will reach out to them before you. What are you even afraid of? That they might say no, sorry, I cannot help you. Or they could say the opposite, and you can find yourself employed. Take the chance, as you having nothing to lose in doing so.

3. Work on Your Communication Skills

Are you an awkward communicator or do you not know how to start a discussion? Communicating effectively is a big area of networking. Therefore, it is essential that you improve your communication skills. You need to listen attentively, work on your nonverbal communication skills, practice stress management, and become emotionally aware.

4. Build Relationships

Networking with others is not a one-way street, but you will have to play an equal role in the give and take process. You will make connections, share knowledge, and ask questions, and you do not have to be on the job hunt to do that either.

5. Analyze the Strengths and Weaknesses of Your Network

Sit down to analyze the strengths and weaknesses of your network, and the opportunities it presents. Your network should be able to cater to your career goals in the future. If your network cannot help you secure a job, you need to make new connections to keep it up to date with your current goals. Your revamped list of people in your network will assist you forge new relationships with relevant people. Never underestimate the power of networking!

A man in a white shirt and tie is reading a book. The background is filled with floating 3D letters and a stack of papers. The text "CATCH UP ON YOUR READING" is overlaid in a large, bold, red font.

**CATCH UP ON
YOUR
READING**

Step 3: Catch up on Your Reading

People who have a great disdain for reading will always find themselves on the sidelines in a conversation. Others will be jumping from one topic to another with ease while they nod their head and rack their brain to find something relevant to say.

However, without catching up on their reading, they will have nothing relevant to add to the conversation. In order to stay up to date on the latest news in the world, locality, and in your field, you need to catch up on your reading. Here is how reading will benefit you:

1. Broadens Knowledge Base

When you begin to read, your mind will begin to acquire knowledge. Reading materials consist of online news, magazines, novels, journals, newspapers, and more will give your brain a buzz, filling your head with information. Once your brain is overflowing with information, share it with others to make place for new information.

2. Expands Your Vocabulary and Improves Your Writing Skills

Don't you want to flaunt your mad vocabulary skills in front of people? They will be left impressed with your vocabulary skills, as you dish out one word after another. Your network of people, the job interviewer, and the random people you meet will take notice of you instantly. If you are working in the field of journalism, it is safe to assume that the job is already yours.

3. Improves Memory Retention

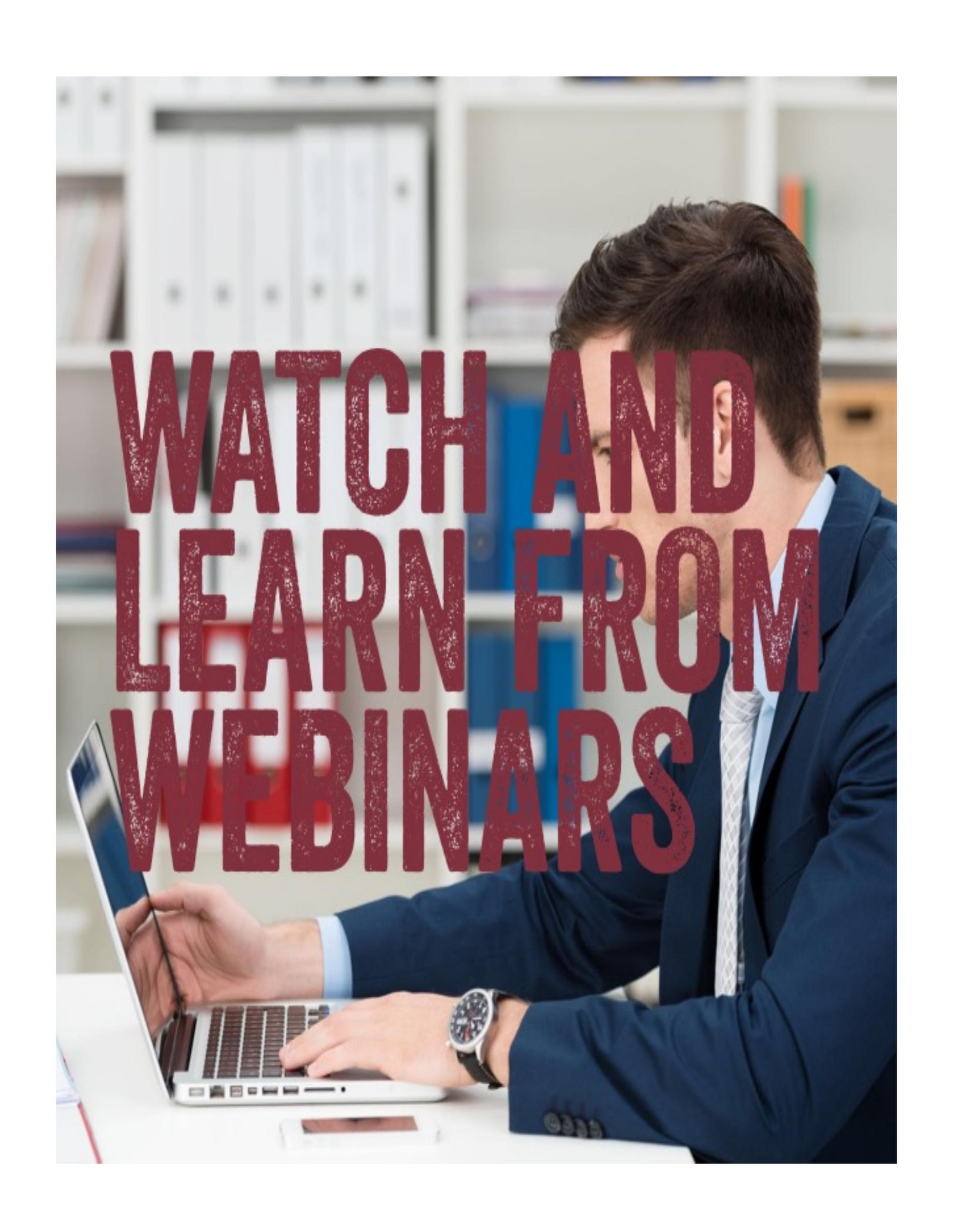
In a book, you have to remember the names of the important characters, backgrounds, ambitions, history, and other details important to the plot. Your memory will strengthen the more you read. According to science, every new addition to your memory creates new brain pathways and reinforces existing ones.

4. Develops Stronger Analytical Thinking Skills

When you read a mystery novel, it forces your brain to think analytically to analyze the clues given in the plot to solve the mystery before it is even revealed. When the time comes to explain the plot, you will be able to give a clear stance on it. In the business world, the development of analytical thinking skills is an important trait to have.

5. Improves Concentration and Focus

Other mediums, specifically the digital ones such as the internet, divide the concentration and focus of people. With books, all your concentration and focus stays in one place. If you do not believe in the influence of books over your concentration levels, try reading it before you come to work. Read ten to fifteen minutes before you arrive and you will see your concentration and focus sharply increase. Reading — your ultimate weapon to land a job!



**WATCH AND
LEARN FROM
WEBINARS**

Step 4: Watch and Learn from Webinars and Videos

Webinars and videos have become a leading source of information and knowledge. Webinars are online seminars in which the presenter presents information to the viewers. It can be pre-recorded or live, and is presented by experts. Therefore, job seekers need to take full advantage of webinars and videos. The experts have insider knowledge on what works in a field and what you should avoid doing.

Through their teachings, job seekers can learn a lot from them. You can find a webinar or video on almost anything, increasing your chances of furthering your knowledge about a topic of your choice. Do not disregard webinars and videos as an important source of information, as it offers you with the following benefits:

1. Watch on Your Own Time

You do not have to be confined to a room to watch a webinar or video, as they can be watched from anywhere in the world and in any setting. In fact, several professionals have begun to use webinars to train their employees. It is a cost-effective method to educate people about certain aspects of a field.

2. It Will Not Cost You a Thing

You do not have to pay the educator any money for his or her knowledge. However, some webinars do ask viewers to pay a fee to watch, but it is not something you cannot afford. You can even attend group sessions to watch a webinar. You can find informative videos on popular video sharing sites such as YouTube as well.

3. It Will Not Waste Your Time

If you are gaining knowledge from a certain medium, you should not consider it as a time waster, as whatever is being conveyed is valuable to your growth and learning. If you are still concerned about not wasting your time, you will be glad to know that a typical webinar lasts around sixty to ninety minutes.

4. The Information Will Always Remain With You

You might want to revisit the information conveyed in the webinar after it has ended. For a duration of time, the information will be available for you online. Along with the video, special access to materials and contents will be accessible as well.

5. You Will Not have to Download Additional Software to See the Video

Rarely do webinars require you to download additional software to view them. If they do, it will not be a hassle, as you might only have to download it one time. Furthermore, you do not have to learn any new skills to view the webinar, as all you need is access to a computer and the internet.

With webinars and videos, learning never stops, as information repeatedly supersedes the old.



Social Media

Social Media Social Media

Step 5: Get Social with Social Media Sites

Social media is not something you can overlook anymore, as its reign over the business world is evident. Businesses in order to make a place for them in the competitive world need to get in touch with the evolving influence of social media sites over people.

With businesses exploring the realm of the social media world, they are also using it to find potential amongst the many people that are online. Through social media sites such as LinkedIn, Twitter, Facebook, and Google+, businesses are advertising employment opportunities to attract people to their company.

If you are not on social media, you are inadvertently saying good-bye to your chances of securing your dream job. Get on social media, and follow the dos and don'ts:

The Dos of Social Media Sites

- Actively participate in discussions and leave a comment on anything that strikes a chord with you.
- Ask and answer questions to show people that you are an expert in your field.
- Share information that your network will be compelled to share.
- On your LinkedIn account, write a strongly worded summary, highlighting your skills.
- Join groups related to your field (you will find tons on LinkedIn).
- Make intelligent points and arguments.
- Double check your spelling and grammar.
- Obtain several references from LinkedIn by writing for others without an individual requesting you to write one (proofread the reference before it goes public).
- Follow companies in your field of interest.
- The headline on your Twitter account should reflect your profession.
- Use hashtags (#) and @ to get companies to notice you.

The Don'ts of Social Media Sites

- Do not post anything online that you do not want others to see, as once it is out there, you cannot take it back.
- Do not make inappropriate comments (remember Justine Sacco, a PR executive, who tweeted "*Going to Africa. Hope I don't get AIDS. Just kidding. I'm white!*") She got fired because she didn't think before she tweeted, do not be like her. Think, and then tweet!
- Do not put up racy pictures that are better suited for a dating website than a professional networking forum.
- Do not let potential employers know that you currently do not have job. Instead of "job seeker" or "unemployed", write what you are interested in such as "marketing expert knowledgeable about the food industry."
- Do not use every adjective or noun to describe you. Limit it to only relevant terms such as social media expert and exclude things such as reality show addict.

Keep your social media accounts alive by staying current and updating them on a daily basis.

A close-up portrait of a man with dark hair, wearing a grey pinstriped suit jacket, a light blue dress shirt, and a patterned tie. He is looking off-camera to the right with a slight smile. The background is a blurred office setting with window blinds.

**PAIR
YOURSELF
WITH A
RECRUITER**

Step 6: Pair Yourself Up with a Recruiter

Job seekers feeling the blues because they have not been able to land a job might need to contact a professional recruiter who can assist them with their search. Professional recruiters will take good care of you, as they will increase your probability of landing a job in your chosen industry. Get in touch with a professional recruiter for the following reasons:

1. They Have Access to All the Insider Information

Recruiters will be able to provide you with insider information about a company's reputation, work culture, work environment, preferences, and people. When you go for an interview, you will have one up over the rest of the interviewees, as you will exactly know what a company is looking for in an employee.

2. They Will Dismantle the Competition

Recruiters will not take defeat lying down, but will push you forward to stand at the front of the lines in the hiring process. For instance, several candidates are competing for a position, but do you know who has greater chances of landing it?—you. The recruiter will promote you endlessly, highlighting your skills, successes, and strengths.

3. They Will Prepare You to Confront the Interviewer

Recruiters will coach and prepare you for your interview. They want to present you as a diamond amongst the coal. Upon hiring a recruiter, he or she will immediately start working on your resume and your interviewing skills. They will polish you from head to toe to ensure that you are a front-runner for the job with the company.

4. They Will Provide You with Exclusive Non-posted Jobs

Recruiters will inform you of employment opportunities that have not been disclosed yet to the masses. Through their various contacts working in the industry, they will present you with popular job openings. Since you will be the first to apply, the chances of the company hiring you are high.

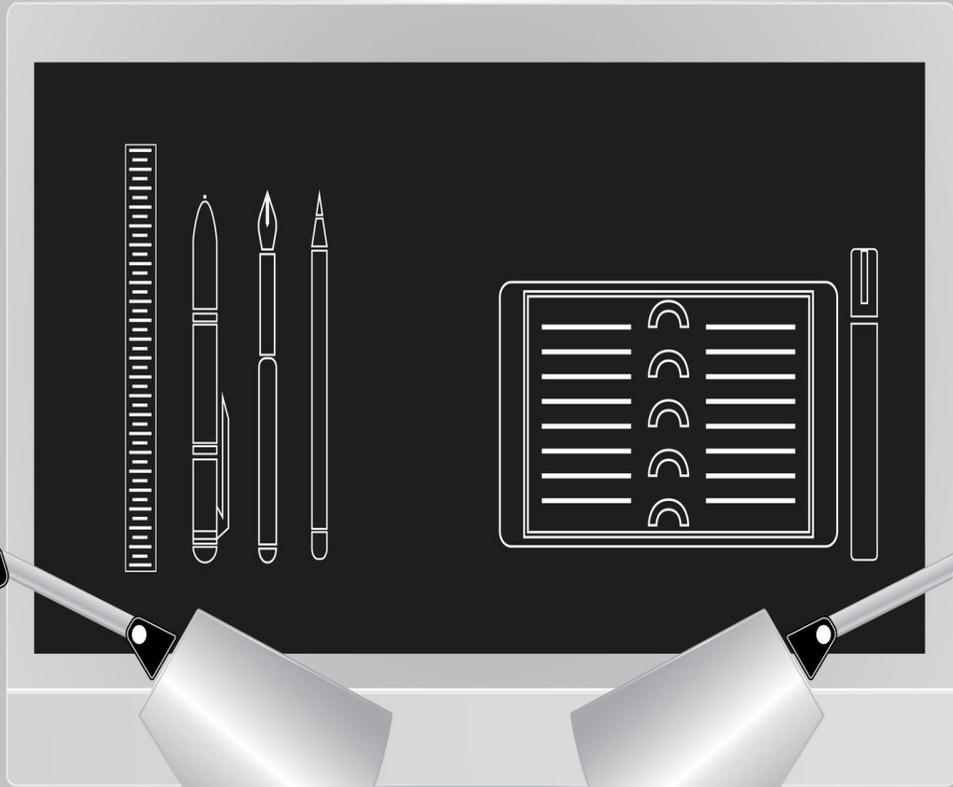
5. They Will Take You through the Complete Hiring Process

Recruiters will take charge of your professional life by communicating to HR managers on your behalf. They will also assume the role of a negotiator by working out the important detail of your job contract such as benefits, salary, and its terms and conditions.

6. They Will Not Charge You a Penny for Their Expertise

Recruiters will not charge you for their services, as the company that eventually hires you pays them. That's why recruiters take the time to groom candidates, as initially, they have a contract with the company to present them with their desired candidate.

If you need help finding a job, do not look far than a professional recruiter.



FREELANCE

Step 7: Freelance Your Talents

Are you currently unemployed and the frustration of doing anything is killing you? Do not put yourself through the turmoil of sitting idle at home, but freelance your talents. Let employers know that you know a thing or two about an industry, and on how you can help them.

By working as a freelancer, you will build your resume, perfect your existing skills, and learn new ones along the way. Who knows? Someone might recognize your talents and invite you to work for them. This is how you can benefit from freelancing:

1. You Make Your Own Schedule

One of the biggest benefits of freelancing is the freedom to choose your own working hours. You will be your own boss, and you will dictate the time and days you want to work. You can work on the weekends, three times a day, at night, take vacations when you want, and more.

However, the only downside is the inconsistency of getting work. Some months or days, you will sit at home with nothing to do while other days, you will be swarmed with work. Do not quit, but advertise your freelancing talents rigorously.

2. Do Not Quit Your Job Just Yet

In the beginning, freelancing can be an unstable career, meaning that you will not have a daily flow of income at your disposal. Even if you hate your job, do not quit it, until your freelancing career hits off. In between freelancing and your job, your favorite company might hire you.

3. Advertise Your Freelancing Talents to Generate Business

Attracting customers to your business is one of the most difficult aspects of freelancing your skills. You can cross that hurdle by developing a portfolio of your work and skills, inform family, co-workers, and friends about your new venture, become part of professional and local organizations, volunteer in a community, and cold call business, advertising your services.

4. Offer Your Services for Free

Even though you might not like this option, you should not be afraid to offer your services to company at no charge. In the beginning of your freelancing career, you only need to be concerned about building your portfolio. The more work you acquire, the better your portfolio will look.

You could start a promotional type of thing, offering your services for free one time, and then charging them the second time if they come again. If you are good, they will come back, and perhaps, with a job contract in hand.

Step up to the plate to show the business world what you are all about by freelancing your talents.

HELLO

I AM...

SOMEONE

TO WATCH!

Step 8: Be an Employer's Dream Employee

Expectations of an employer for their employees are high, as they anticipate them to be the epitome of perfection and productivity. Even though there is no such thing as perfection, as we are all human, people can still strive to become an employer's dream employee. In order to become an employer's dream employee, you will have to acquire and instill the following habits:

1. Be Action-oriented

Take risks, even if those risks lead to failure. Your attempt to take action over the situation will make you stand out.

2. Possess Intelligence

The work environment can be a stress full place, but you have to intelligently work your way around it. Learn to combat stress with intelligence.

3. Be Ambitious

Always aim for the stars by coming up with innovative ideas to help your company shine.

4. Be Independent

If your employer gives you a task, do not ask several questions. Instead, get the task done as quickly as possible. For instance, arrange a group meeting, delegate tasks, and execute it.

5. Be Confident

If you have an idea, say it with confidence. If you have take action, do it with confidence. Always hold an aura of confidence so your employer knows that you have a can-do attitude.

6. Be a Leader

In a group, you should be the first one to raise your hand to take charge of the situation. Put yourself out there as much as you can so your employer notices that you have leadership skills. Next time, when there is a project, your employer will consider you to lead it.

7. Be Detail-Oriented

Employers rather see a well constructive plan or proposal on their table than something that done is haste. As an employee, you have to make sure to pay close attention to the work you perform.

8. Be Passionate

Love your job! Show your employer that they made the right decision in hiring you.

You might have landed your dream job, but now, you have to fulfill your employer's dream by becoming their dream employee.

A person wearing a light blue dress shirt and a patterned tie is holding a small, square wooden-framed chalkboard. The word "Mentor" is written on the chalkboard in white chalk. The person's hands are visible on the left and right sides of the frame, holding the board steady. The background is a plain, light-colored wall.

Mentor

Step 9: Find Someone to Look Up to

When you are young, your role models are your parents. When you are in school, your role model is your teacher. As you grow mature and become older, your role models change. If you find yourself with no role model to look up to, you will miss out on all the important lessons and life experiences they have to tell you.

With their help, you will see the world through their eyes, but not if you remain without someone to look up to. For this reason, you need the helping hand of a role model so you can follow in their footsteps. Remember, a role model is anyone that you admire and respect. Throughout your life, you probably met people that inspire you, and those people are your role models.

Why Do You Need Mentor?

- Suppose a problem arises. What will you do? You will flip the problem to see it from your Mentor perspective. How will he or she handle the problem? That is what you will answer, and solve the problem using.
- You run into a problem at work or in your life, and you are at crossroads now. Perhaps, the problem is being jobless, and is something your role model can relate to well. Who do you go to for answers?— your Mentor.
- Your role model's qualities such as staying optimistic in the worst situations, being confident, compassion, etc will become yours, as you will try to fill in the shoes of your Mentor by copying him or her.
- Your Mentors habits will become yours too such as getting up early in the morning or going for an early morning jog.
- Your Mentor will talk to you through their words and actions, motivating you to seize the day.

Whom Can You Choose to be a Mentor?

Anyone can be your Mentor, but the threat is picking the wrong one. To ensure that you have chosen a good role model to look up to, ask yourself these questions:

1. What do you want to achieve in life? (Look up to people who have achieved the same results as you).
2. Who has suffered from similar problems as you have, but overcame them?
3. Whose life story fascinates you, uplifts you, and motivates you?
4. Whose actions and habits inspire you to achieve your dreams?
5. Do you lack a quality such as discipline? If you do, you can look towards a role model that teaches you how to acquire it.
6. Is there a person who empowers you with his or her vision, qualities, or words?

Remember, you can have more than one Mentor.

Find the inspiration behind your success!

A man with curly hair, wearing a grey suit jacket, white shirt, and tie, is shown from the chest up. He has his hands pressed against his face, covering his eyes and mouth, suggesting a state of distress, anxiety, or despair. The background is a plain, light-colored wall.

**ELIMINATE
YOUR FEARS
OF FAILING**

Step 10: Eliminate Your Fears of Failing

When people fail, they keep on failing, sliding down and down, until they are too helpless to get back up. They fear that if they get back up, they will again fall in the bottomless pit of their own failures. That fear stays with them forever, and they are never able to let go of it fully.

They fail to realize is that if they do not get back up, they will never succeed in acquiring the job of their dreams. They will keep finding themselves in the same position repeatedly because they were too afraid to get out of their comfort zone in the fear that their resume would be rejected again. They need to eliminate their fears, and here is the perfect method to do so:

1. Be One with Their Mistakes

You made a mistake, own up to it. Understand that everyone makes mistakes, and you are not alone in the group of people that failed at a task. Instead of making a pool of tears, accept your mistake, grow from it, and promise to never make it again.

2. Stop Making Everything so Hard for Yourself

In the event you land your dream job, you will try to excel at it, working around an issue, until it is completely resolved. Sometimes, it will take you days to solve a problem, frustrating you. Later, you will find out that there was a simple solution to it all. What were you doing wrong? You were over thinking and analyzing the situation. Don't do that!

3. Do Not Feel Little by Asking for Help

At times, you cannot do it all, and you need help so do not be afraid to ask someone to lend you a hand. You will not always have the solution, but someone else might. Two heads are better than one.

4. Learn to Say No and Yes

If your employers tells you to do something that is vital, you do not say no. You take the challenge of doing it regardless of how fearful you are of failing at it. If on the same day, your daughter asks you to help her with a project or your friend asks you to babysit, say no. Be adamant that you cannot help them with their work because you have your work to deal with.

5. Always Think Positively

If your immediate thought to a task is that it will crash and burn, it probably will. At the start of any task, you need to think positively, telling yourself that you will succeed. If you still manage to fail, you will do better next time. If you do not land the first job you applied to, you will land the second one.

You are the only one that can influence your failure and success!

It's All Coming Together

If you want to succeed in life by succeeding at the thing you love doing the most, you have to make an effort to achieve it. Through these ten steps, you will be closer to landing your dream job. Make these ten steps work for you by not neglecting any of them. The ten steps work in combination of each other, and not independently.

By choosing few out of ten to focus on, you will only get half way across the finishing line. In fact, earlier we talked about people not having a fairy godmother, but come to think of it, these steps are sort of like your fairy godmother, helping you land your dream job.

Go get hired!



This document is sponsored by Hire G.I. - hiregi.com

At Hire G.I we provide veterans with the toolsets to showcase your specialized skills and accomplishments. Our toolsets have been created by experts in the field of Human Resources; with proven track records to get you your Next Best Job.

Try some of our services today! They include:

1. On-site and Virtual Career Fairs, meet 1 on 1 with military friendly employers
2. Job Boards that will allow you to use your resume and apply for Jobs you always wanted
3. Networking Community where you can network with employers and learn how to break through your industry and guide you along each step to your New Job.
4. Webinars that highlight the keys to resume writing, interview questions, and LinkedIn.
5. Custom articles writing by our Career Mechanics that provide insights and tips to finding a job and keeping one
6. Skill Assessments that provide cutting edge tactics to help clients understand the skills they bring to the employers table

We understand securing that great job is not just about having all the right tools but also showcasing all your abilities, talents and skillsets in the right manner.

Join Hire G.I Today!