

Career Resolutions for 1998

The holidays have come and gone and the time has come to commit to your New Year's resolutions. We aren't reminding you of resolutions that you make year after year only to be broken by the first of February. Have you ever given any thought to career resolutions? Nothing difficult but perhaps a great time to give serious thought to your career and what you can do throughout the year to enhance your assets and fine tune your career skills. Spend some time developing and listing ideas that can make your job search easier. We offer a list of ideas to get you started thinking as well as to act upon throughout the year.

Resolve to:

Update your resume' when you have added any accomplishment or completed specific job training to your current job history.

Review your past years success and highlight only the important happenings, i.e. the closing of a large sale and your role in the process.

Be truthful and specific on your resume'. Now is the time to make certain that all of the information on your resume' is factual and up to date. Remove or correct any information that is superflous or outdated.

Get organized with all of your job-related data, resumes, contacts and references. Stay in touch with all that you provide as business and personal references. Verify that those listed as references are still employed at the same companies, still hold the same job titles and that their telephone numbers are current.

Stay in touch with former co-workers and clients that you haven't spoken with on a regular basis over the last year. They may play an integral role in assisting you in a future job search.

Stay in touch with your recruiter. A friendly hello with an update on your success never hurts. Make sure that they know where you are working and how your job is going.

Return each and every voice mail message that requires attention. Consider it important to listen and address these concerns rather than just ignore them.

Be honest with yourself and adhere to your personal and professional goals. If it isn't going to work at your current employer; make up your mind to do something about it and get busy prospecting for the job that you really want.

Consider the entire process and that it could take up to six months to land the ideal job.

This list is by no means complete and there can be many other points that can be added but it is a great place to start especially if you aren't even looking to start the New Year with a new job. It should force you to look at yourself and your work habits and with very little time to invest throughout the year assist you in the areas of evaluating your career, having a concise up-to-date profile put together and the luxury of knowing that at this time next year, you kept your resolution.