

Caught In A Career Change? Just Some Dos And Don'ts

The computer industry has grown more volatile over the past years, resulting in mergers, downsizing, rightsizing, and other forms of corporate restructuring. This volatility also has meant an increasing number of people forced to move as they respond to various corporate transformations and changing careers. If you have found yourself in the position of having to search for a new career, and the anxiety of going about locating the perfect job overwhelms you, then review the following basic Dos and Don'ts,

Do:

Compile a resume with accurate information that provides name, address and telephone number; specific job objective; job history; corporation employed by; dates of employment; job title and major job responsibilities; and education and specialized training.

- List 10 years of job history or last three positions held. Avoid listing part-time jobs from school days and minor positions.
- Contact as many recruiters as you feel comfortable with and call to check their progress on a weekly basis. Ask each recruiter where he or she will be presenting your resume so that it isn't submitted more than once for the same job.
- Compose a cover letter to review your past work experience and indicate which position you are seeking. Follow up with the potential employer within one week to make sure the resume has been received and to determine if there are any questions. Ask if you can make an appointment to discuss your qualifications and secure an interview.
- Gather as much information about a company before your interview. Ask for an annual report or any available company literature. Prepare a list of questions that you want answered during the interview.
- Obtain business cards from everyone that you have interviewed with so that you may send thank-yous.
- Network with as many people as possible. Let friends or acquaintances know you are looking; they might be looking for someone with your background.

Don't:

Include personal information (such as number of children) or photographs. Salary expectations or past salary history can be included in your cover letter.

- Guarantee that you can do more than you can.
- Be afraid to ask questions about any job position.
- Think that you are too important to compose a resume. This may be the most important documentation of your job history.