

## **The Butler Eagle**

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### ***Get a Head Start on Landing a New Job***

If a new job is among your new year's resolutions, you should start preparing now. There's a lot you can do in advance to streamline the search process even if it's months away.

Now is an excellent time to identify industries and companies in which you have an interest. Make a list of those you want to target and start researching them and developing your contact list.

Next, take a look at your resume. Is it up to date and formatted appropriately? Are your relevant skills, experience and education highlighted?

Does your cover letter accurately and positively explain your current status and objective? Are there any additional skills or requirements you need to obtain to successfully target a new career?

It's smart to conduct research to determine what resources you will use to assist in your search. There are many resources available to choose from, including your college/university, your network of friends, the Internet, media, trade organizations and professional recruiting firms to name a few.

Identifying them now and even making initial contact in advance is a good way to get a head start, not to mention some possible early leads.

While you may be busy shopping for post-holiday bargains now, planning and organizing your job search resources and activities in advance will provide an advantage when you're ready to move forward in your career.

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