

# 10 Key Steps To A Successful Job Search

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This checklist provides an overview of the complete step-by-step process for identifying a career path and pursuing jobs that suit your needs.

Using the right attitude and resources, you can narrow down the unlimited number of career choices and find a great job, just by following these simple steps:

## 1. Identify where you want to live.

It sounds obvious, but honestly, there is no better way to narrow down a career search than defining where you want to live while you work.

If your answer is "anywhere," then take the time to figure out where you would LOVE to live. Pick no more than two locations so you can limit your search to these towns and the surrounding areas. Keeping in mind, cost-of-living, transportation access, proximity to family and friends, etc., you'll want to select places that suit your lifestyle and budget.

## 2. Determine your skills, work preferences, and personal strengths.

Take the time to write out on paper all the things you excel at. Ask friends and family to give their input as to what they think are your best assets when it comes to helping others and being effective doing tasks. It's time to organize your thoughts as to who you are and what you can offer to potential employers.

Use assessment tests to help you summarize your unique combination of skills and abilities so you can match them to careers and articulate them to hiring managers.

## 3. Create a list of "must-haves," "nice-to-haves," and "don't wants" with respect to work.

What is most important to you? What do you want your first job to provide you with? What things must be present in your work so you can achieve not only your professional goals, but your personal goals as well? Keep this list handy and use it as a way to gauge a career's ability to satisfy your needs.

**Note:** The longer you make this list, the harder it will be for you to find a satisfying career. Don't make the mistake many Americans make with respect to career: expecting too much from your job is the fastest way to becoming unhappy.

A good career doesn't guarantee a happy and fulfilling life. It's up to you to keep your career in perspective and make sure that you are able to find happiness outside of work.

A career is just one aspect of who you are - it does not define you as a person, so don't wrap your personal identity up too much in what you do for a living.