

The Christian Working Woman has collaborated with Julie Bechtold to provide [The Job of Job Hunting](#) materials. We thank her for allowing us to print and distribute this information and we are happy to introduce her to you.

Julie Bechtold – Career Bio

Julie Bechtold is a recognized speaker and expert in the area of career management, job search and transition. She brings over 10 years of experience working with individuals and groups on how to effectively plan and implement a results-oriented career transition plan. Julie has coached professionals at all organizational levels in both the non-profit and for profit sectors representing numerous industries and occupations. Currently she is the National Director of Career Services for an education system.



On a personal side, Julie experienced the trauma of losing a job and having no idea the next steps she would take or what career she desired. Having survived and learned to thrive through this experience, she brings lessons learned and practical how to's for anyone struggling in this kind of situation. Discovering her passion and reinventing herself mid-career, Julie knows everyone is capable of succeeding at finding their passion and doing work they love. It is this belief that empowers her to inspire and motivate professionals to dream again and believe they can have a fulfilling and thriving career.

To that end, Julie continues to build her expertise and knowledge by staying up to date on the latest job search techniques, technology and talent management topics. Her particular areas of interest are the impact of globalization on careers, future trends of talent needs and skill sets, and marketability.

Prior to joining TCS Education System, Julie was with Lee Hecht Harrison where she served in the roles of Regional Operations Manager for the global leadership and consulting practice; and as a Senior Consultant in the Career Transition Practice where she provided individual consulting, team facilitation and job search training to professionals' at all organizational levels. Julie also worked in the public service sector managing a major career resource center for the Illinois Department of Employment Security. Her responsibilities included implementing and delivering a wide range of career transition programs. She is an entrepreneur and additional professional experience includes human resources and recruiting roles for professional consulting firms. Julie is a Licensed Professional Counselor in the State of Illinois and past board member of the Illinois Mental Health Counselors Association.

Julie Bechtold, www.bestjobsearchexpert.com

Inventory Your Accomplishments

Resumes have much more impact and demonstrate your value to potential employers when written in a S.T.A.R formula. Too often we get caught up in writing what we were responsible for in each position rather than what we accomplished.

Using the S.T.A.R. formula, begin to capture and demonstrate how you stand out from the competition.

S = Situation

T = Task or obstacle you over came

A = Action - what is the action you took

R = Results that came from your action(s)

Situation #1 –Describe the situation

Tasks – What were the tasks or obstacles you needed to overcome

Actions – List the actions did you take to resolve or solve the problem

Results – Describe the outcome or success from your actions above

Situation #2 –Describe the situation

Tasks – What were the tasks or obstacles you needed to overcome

Actions – List the actions did you take to resolve or solve the problem

Results – Describe the outcome or success from your actions above

Repeat the STAR formula until you have a sufficient number for your resume and interviewing.

Functional Skills & Competencies: Identifying Your Strengths

Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you have and most enjoy using can help you focus on positions that would fit your talents and provide more satisfaction. Underline all those skills you have, and then circle the top 10 underlined skills you would enjoy using most. After completing this section, proceed to the next page.

Communication

Writing
Editing
Summarizing
Listening
Facilitating discussion
Promoting
Negotiating
Conversing
Public speaking
Interviewing

Developing People

Teaching
Train
Coaching
Counseling
Team Building
Assessing performance
Motivating

Information Management

Analyzing data
Organizing information
Managing information
Keeping records
Gathering data
Measuring
Logical thinking
Developing systems
Categorizing
Streamlining systems
Assessing quality

Design & Planning

Anticipating problems
Planning
Conceptualizing
Designing
Formatting
Anticipating
Brainstorming

Reviewing
Improvising
Surveying

Research & Investigation

Analyzing ideas/ data
Interviewing for information
Gathering data
Evaluating
Critical thinking
Synthesizing information
Observing
Formulating hypotheses
Calculating/Comparing

Managing/Directing

Solving problems
Decision making
Meeting deadlines
Supervising
Motivating
Recruiting
Resolving conflicts
Mediating
Managing people
Interpreting policy
Managing projects
Managing tasks
Setting priorities
Strategizing

Human Service

Interpersonal skills
Group process
Sensitivity to needs
Empathizing
Counseling
Advocating
Coaching
Providing care

Intermediating
Listening

Selling & Marketing

Advertising
Social Media
Analyzing markets
Consumer relations
Managing sales
Forecasting
Goal setting
Pricing
Marketing
Selling
Writing proposals
Relating to clients

Financial Management

Auditing
Budgeting
Forecasting
Controlling
Cost Accounting
Analyzing
Financial Planning
Fund raising
Managing finance

Technical Skills

Graphic designing
Computer literate
Designing
Social Media
Developing products
Engineering
Inventing
Scientific research
Manufacturing
Programming
Repairing
Inquisitive

Functional Skills continued

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Write your top 10 skills identified from page one in the space below. Provide a brief example of how you have used this skill in a job, volunteer, internship, or some other kind of activity. This provides a central theme for focusing your job search, preparing for writing accomplishment statements on your resume and preparing for interviews. Use an additional sheet of paper if needed.

Functional Skill

Describe the skill in action



Competencies

Functional skills comprise key areas of expertise or strength, also known as competencies. Go back to page 1 of this exercise and identify the headings with the most underlined functional skills. You should have three or four headings. Highlight each competency or write them below. These headings are your core competencies also known as strengths. You will use these competencies when evaluating job opportunities, talk about them in interviews, and demonstrate them in your resume.

Action Verbs

Action verbs are those words that lead off each bulleted accomplishment statement in your resume. They successfully grab the reader's attention and help you focus on demonstrating your competencies and skills. Use this list of action verbs as a reference when constructing or editing your resume. TIP! Try not to use an action verb more than two or three times and if you do use it more than once, keep each use far apart from each other.

Detailed Skills

Approved
Validated
Retained
Executed
Dispatched
Responded
Followed through
Implemented
Enforced
Met deadlines
Arranged
Managed time
Judged
Compiled
Purchased
Systematized
Tabulated
Compared
Inspected
Organized
Classified
Operated
Collated
Copied
Retrieved
Recorded
Processed

Teaching Skills

Influenced
Persuaded
Briefed
Informed
Encouraged
Communicated
Advised
Guided
Coached
Instructed
Explained
Enlightened
Stimulated
Invented
Expressed
Enthusiasm
Adapted
Adopted
Facilitated
Coordinated
Developed
Enabled
Clarified
Evaluated
Set Goals
Decided
Initiated

Research Skills

Recognized
Clarified
Surveyed
Interviewed
Investigated
Inspected
Gathered
Synthesized
Examined
Diagnosed
Reviewed
Organized
Evaluated
Critiqued
Perceived
Collected
Wrote
Interpreted
Extrapolated
Isolated
Extracted
Decided

Helping Skills

Related
Guided/Led
Adjusted
Serviced
Referred
Rendered
Attended

Counseling Skills

Listened
Guided
Communicated
Diagnosed
Assessed
Tested
Developed
Discussed
Critiqued
Reported
Wrote
Conducted
Motivated
Helped
Assisted
Interviewed
Supervised
Integrated
Treated
Observed
Measured
Classified
Evaluated
Consulted
Interned
Facilitated
Supported

Communication

Skills

Influenced
Persuaded
Helped
Directed
Lead
Reasoned
Developed
Sold
Recruited
Created
Negotiated
Arbitrated
Arranged
Meditated
Reconciled
Merged
Obtained
Wrote
Interpreted
Enlisted
Motivated
Manipulated
Read
Spoke

Financial Skills

Calculated
Computed
Planned
Managed
Budgeted
Kept books
Audited
Appraised
Researched
Analyzed
Kept records
Detailed
Allocated

Creative Skills

Innovated
Developed
Created
Imagined
Designed
Planned
Conceptualized
Synthesized
Integrated
Abstracted
Generated
Perceived
Memorized
Discriminated
Visualized
Fashioned
Shaped
Wrote
Directed
Painted
Performed
Acted
Played
Shared

Building Your Brand

We all recognize marketing slogans such as “Just Do It!”, “Thirst Quencher”, and “I’m Lovin’ It” for their special ability to make a product’s image stand out in our minds. You can use the same techniques to capture the essence of what you can contribute to an organization.

A branding statement is the foundation for marketing your unique set of skills, knowledge areas, experiences, and accomplishments. It can be used as a summary in your resume, sprinkled throughout the cover letter, how you begin a networking conversation, or when answering the interview question “Tell me about yourself”.

It is best to craft a branding statement AFTER you have written your resume content as the details of your background will be fresh in your mind.

Complete these sections to identify the four key components of your branding statement:

Who Are You? State who you are presently by identifying yourself by title or function. This begins to communicate why you as a job candidate are **relevant** to an employer’s need.

What Are Your Professional Areas of Focus? Describe your skills areas and/or competencies that you have or are acquiring. Through this information, you are aiming to **interest** the reader in you further.

What experiences or training do you have? What are the work environments in which you have gained experience? List the areas in which you are working or studying presently or have in the past that align with your current career goals. With this information, you are building **credibility** in yourself as a future or new practitioner.

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What are your Professional Strengths? Reflect on what you do that adds value and how you contribute positively to a work environment. This is where you set yourself apart from others by listing your **unique** characteristics as a professional—attributes that follow you wherever you go.

When you have completed these four areas, use them to compose one concise branding statement below:

Here are some examples:

- Marketing and Communications professional with expertise in the areas of public relations, business communications and company branding. Successful in working for profits and non profits in mid-sized markets. Creative and enterprising at B2B solutions in both print and electronic media. Strengths include social media, project management and strategic planning.

- Highly competent Administrative professional with experience supporting senior level executives in the insurance and financial industries. Known for ability to be flexible and to respond to problems and issues quickly and adeptly. Professional manner at all times and relied upon for confidentiality and handling sensitive materials. Strengths include dependability, strong interpersonal skills and attentiveness to details.

Setting Job Search Goals

Have you given thought about the goals and outcomes of your job search? As an employee, you are accustomed to setting and working towards performance goals or meeting goals given to you. Companies use these goals to measure productivity and effectiveness of work outcomes.

The job search needs the same structure in order to keep you productive and effective in reaching the desired outcome – a new job! By defining your goals and writing them down, you have taken the first step to success in your job search. Use the sections below to define your job search goals.

My job search goals overall are to:

Example: Dedicate 25 hours a week to my search

1. _____

2. _____

3. _____

I am most interested in obtaining one of these types of positions:

Example: Responsibilities directly impact the customer

1. _____

2. _____

3. _____

I would most like to work in one of these work settings:

Example: Fast-paced in a cutting edge environment

1. _____

2. _____

3. _____

When looking at job descriptions, the responsibilities that are of most interest to me are:

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Recommended Websites & Resources

Career Search

www.job-hunt.org
www.careerjournal.com
www.metrochicagojobs.com*
www.simplyhired.com
www.linkedin.com
www.careeronestop.org
www.indeed.com

Career Exploration

www.bls.gov/oco/
<http://online.onetcenter.org>
www.vault.com
www.wetfeet.com
www.chicagobusiness.com*

General Career Help

www.careerjournal.com
<http://www.pwc.com/us/en/careers/pwctv/pbw/personal-brand-week-ebook.pdf> - How to Build
Your Brand – Brought to you by PriceWaterhouseCoopers
www.salary.com

*Do a Google search using your city/town to see what local resources are available

Recommended Books:

Highly Effective Networking: Meet the Right People, Get a Great Job – Orville Pearson
The Unwritten Rules of a Highly Effective Job Search – Orville Pearson
The 'Magic Series' - Susan B. Whitcomb

- Resume Magic
- Cover Letter Magic
- Interviewing Magic
- Job Search Magic

Today Matters – John Maxwell

Three Signs of a Miserable Job – Patrick Lencioni

Do What You Are : Discover the Perfect Career for You Through the Secrets of Personality
Type – Paul Tieger & Barbara Barron-Tieger