

Being patient during the job search process after being laid off can be challenging, but it's important to stay positive and persistent. While it may be tempting to take any job that comes your way, being strategic with your job search can save you from potential pitfalls and ensure that you make the right career move. So, it is worth investing the time and effort to find the right job rather than settling for a job that may not be the best fit for you.

MANAGING THE PROCESS

- **Manage your expectations.** The job search process can take time, especially during challenging economic times or in specific industries. Set realistic expectations and be prepared for the possibility of encountering rejections or delays.
- **Stay organized.** Creating a routine and setting goals for your job search, organizing your job applications, keeping track of your networking efforts, and maintaining a schedule for follow-ups and interviews can help you feel more confident in the process.
- **Stay positive and motivated.** Try to maintain a positive mindset. Surround yourself with a support system of friends, family, or fellow job seekers who can uplift and motivate you. Engage in activities that bring you joy and boost your confidence.
- **Seek feedback.** If you're facing difficulties in your job search, consider seeking feedback on your resume, cover letter, or interview skills. Reach out to trusted mentors, career counselors, or professionals in your industry who can provide constructive advice and guidance.
- **Maintain your Life.** Don't let the job search consume all your time and energy. Engage in hobbies, exercise regularly, spend time with loved ones, and take breaks when needed. Taking care of your well-being will help you remain patient and focused throughout the process.
- **Explore alternative opportunities.** Consider freelance work, contract positions, or part-time jobs as interim solutions while you continue searching for your desired role. These opportunities can provide valuable experience, expand your network, and alleviate financial stress.

FIND A JOB THAT ALIGNS WITH YOUR VALUES

A values-based job search involves aligning your personal values with the organization's values and culture when exploring and applying for job opportunities. Here are a few reasons why a values-based job search is important.

- **Alignment and Fulfillment.** Working for an organization that shares your core values is crucial for your overall job satisfaction and fulfillment. When your values align with the company's mission and culture, you are more likely to feel motivated and engaged in your work.
- **Increased Job Satisfaction.** When your personal values align with your work environment, you are more likely to feel a sense of purpose and meaning in your job. This can lead to increased job satisfaction and a higher level of happiness in your professional life.
- **Authenticity and Personal Growth.** Working in an environment that aligns with your values, lets you be true to yourself and express your authentic self. This fosters personal growth and allows you to develop professionally in a way that aligns with your beliefs and principles.

- **Long-Term Career Growth.** When you choose a job that aligns with your values, it can help you to experience long-term career benefits. When you work in an organization that supports and values what you believe in, you are more likely to feel motivated to grow and advance in your career.

It's important to note that a values-based job search requires self-reflection and research. Take the time to identify your own values and research organizations to understand their values, mission, and culture. This will help you find a job and workplace that aligns with your principles, leading to a more fulfilling and rewarding career. Here are some steps to find a job that aligns with your values.

- Identify your own workplace values
- Share your values with others
- Research the values of a potential employer before you apply for a job
- Interview the interviewer
- Ask to speak with future colleagues

FOCUS ON CLARITY AND EFFECTIVENESS

Job searching is a process that requires the ability to communicate value and impact with clarity and effectiveness. *Clarity* - coherently and intelligibly understood. *Effectiveness* - able to produce a desired outcome or result (e.g. convincing, persuasive, validity, influence). By focusing on clarity and effectiveness in your application materials, you can present yourself as a strong and qualified candidate while making it easier for employers to understand your value and potential contribution to their organization.

COVER LETTER

Don't fear or be frustrated by cover letters. Communicate your value and potential for impact with clarity by effectiveness. Showcase alignment between you, your skills, your trail of success and the role you're applying for. Also use your cover letter to play up your transferable skills to address your qualification for the position you're applying for.

- **Keep it short.** Figure out the most essential information you want to share and make it work in one page.
- **Start Strong.** Make your opening statement confident, direct, and enthusiastic.
- **Emphasize your value.** Figure out what the organization needs or lacks and tell them why you are the best choice for meeting their needs.
- **Focus on the future.** Consider your cover letter a bridge between what you've done before to explain what you can and hope to do for the hiring employer.
- **Get feedback.** Be specific about what you want feedback on. Is your main point clear? Can your reader summarize the story you're telling? Does your letter sound like you?

RESUME

The purpose of a resume is to provide a concise and targeted summary of your qualifications, skills, experiences, and achievements to prospective employers. Its primary goals are to make a first impression, showcase your qualifications, grab the attention of employers, facilitate the screening process, and serve as a reference during interviews. When done

exceptionally well, it can demonstrate your professionalism when it comes to communication and branding, and provide a snapshot of your career trajectory.

- **Tailor your resume to the job.** Customize your resume to align with the specific job requirements. Highlight the most relevant skills, experiences, and achievements that demonstrate your fit for the position.
- **Start with a compelling summary.** Begin your resume with a concise and impactful summary statement that highlights your key qualifications and career goals. This is your opportunity to grab the attention of the reader.
- **Use a clean and professional format.** Choose a professional and easy-to-read format for your resume. Use a consistent font, clear headings, and bullet points to organize your information. White space can also enhance the readability.
- **Focus on achievements.** Don't just list your responsibilities. Emphasize your accomplishments. Use bullet points to highlight specific achievements and quantify them with numbers or percentages whenever possible.
- **Highlight transferable skills.** If you are changing careers or industries, emphasize transferable skills that are applicable to the new role. Demonstrate how your previous experiences and achievements can benefit the prospective employer.
- **Include relevant education and certifications.** List your educational background, degrees, and any relevant certifications or professional development courses. Include the name of the institution, dates attended, and any honors or awards received.
- **Proofread meticulously.** Ensure your resume is error-free. Proofread it carefully to catch any typos, grammatical errors, or inconsistencies. Ask a trusted friend or family member to review it as well.
- **Keep it concise.** Be selective with the information you include and focus on what is most relevant to the position.

Overall, the purpose of a resume and cover letter is to market yourself to potential employers, highlight your qualifications and achievements, and secure an opportunity for an interview. A well-written and targeted resume is an essential tool in the job search process.

Remember that everyone's job search journey is unique, and it may take time to find the right opportunity. Being patient, persistent, and maintaining a positive attitude will help you navigate this challenging period and increase your chances of finding a fulfilling job. TPE is here to help you. Search for job opportunities via our [job board](#). Contact us to [sign up](#) for a free coaching and materials review session.

Resources

- <https://www.kornferry.com/careers/career-advice/finding-a-job-that-matches-your-values>
- <https://www.forbes.com/sites/karadennison/2023/04/24/how-to-have-an-authentic-job-search-to-find-a-comp-any-that-aligns-with-your-values/?sh=5072591769f5>
- <https://hbr.org/2022/05/how-to-write-a-cover-letter-that-sounds-like-you-and-gets-noticed>

