



***Stay Focused – Pursuing Realistic Jobs***

The number one secret of a successful job search, according to hiring managers, is to seek positions that match your existing job history and qualifications and that typically pay within your acceptable salary range. This workbook will encourage you to apply for positions that closely match your employment history.

*Ask yourself these questions about your Target Employers after doing some internet research:*

What position can I best perform, or am I best suited for with them?

What is the likely salary range for that position?

Is that salary range within my own acceptable salary range?

What education or training has prepared me for that position?

What skills do I have for that position?

What work experiences are similar to that position?

What professional references would vouch for my ability to perform that position well?

What percent of the typical position requirements would require training?

Compared to nine other applicants, where would I likely rank?

***List Your Top Three Job Functions to Pursue:***