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instructor **OO**

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Microsoft
CERTIFIED
Trainer

Did you know that getting a job is a full time job. It is not easy. Getting a job requires hard work and dedication. In order to get a job you have to prepare yourself with the following:

- ✓ A professional resume and cover letter
- ✓ A computer with a modem and internet access
- ✓ A comprehensive list of fax numbers and email addresses

Your first step to finding a good job is to have a resume professionally prepared. Make sure it is sharp looking, interesting to look at, consistent in look and without errors. In addition, you need to have a cover letter that compliments your resume. It should also be free of errors, interesting to look at and perfect in grammar.

Now what you have to do is blast out your resume to as many places as possible. The biggest mistake that most people make is that they do not send out their resume to enough places. I ask people all the time who are searching for a job, " How many resumes did you send out?" and I always hear the same answer "ohh..I sent out a lot..maybe 15 or 20". Of course at that moment I am laughing out loud,,,and I tell them, try sending out 200 to 400 and then you will get results. They are shocked when I tell them that.

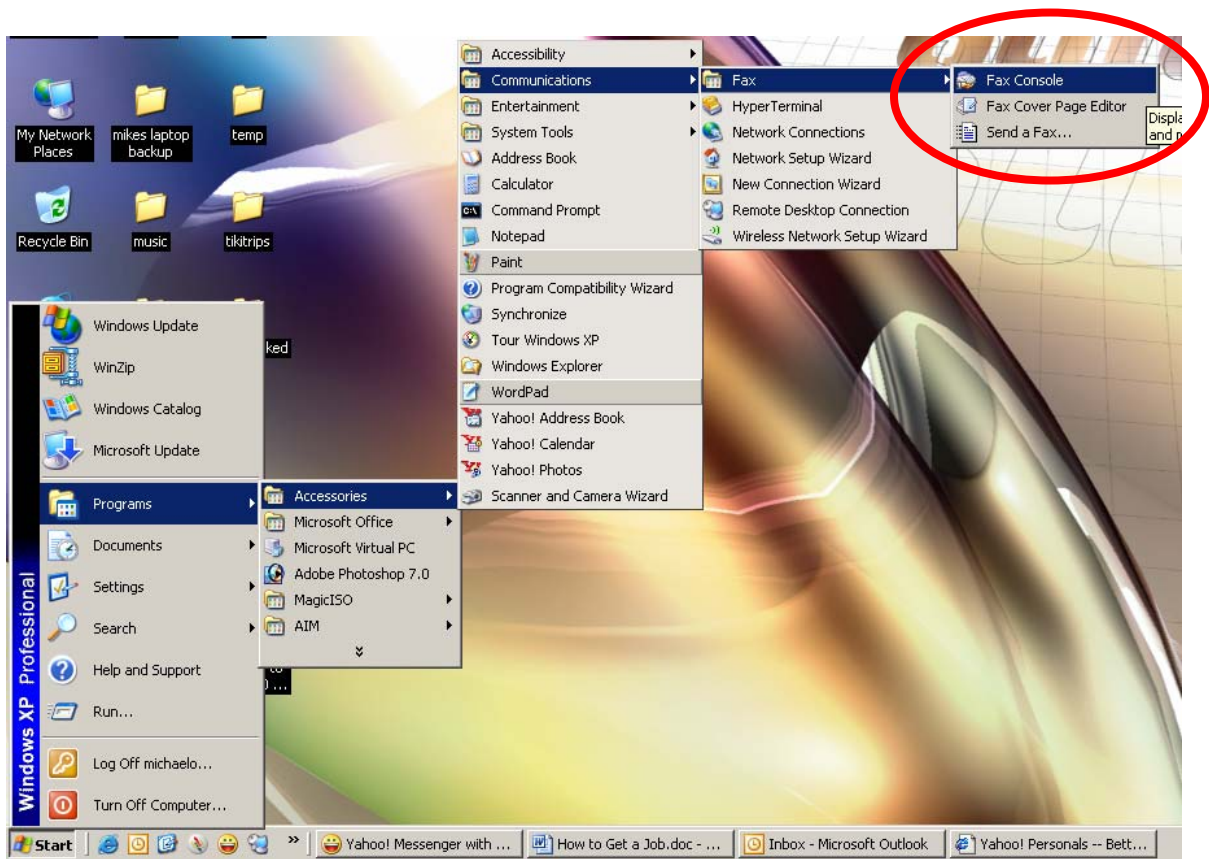
You see, this is a numbers game and here is the formula to win the game. For every one-hundred resumes you send out, you might get 10 legit responses, out of ten legit responses you might get seven interviews, out of seven interviews you might get one job offer.

So there you go. Your target is a minimum of one hundred...per week.

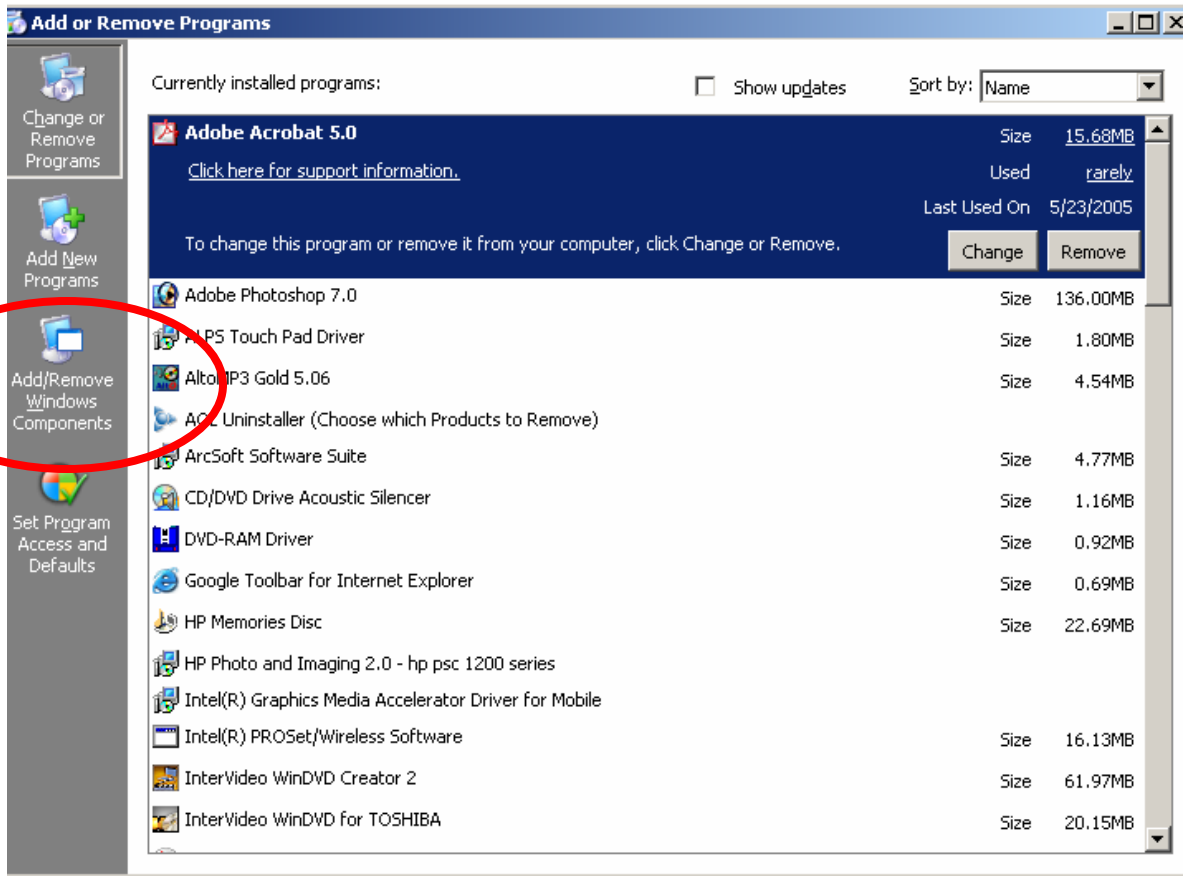
Now here is how we do that. First we have to set up your computer with Faxing. You can either register with a faxing service like: <http://www.rapidfax.net> or use your computer.

Yes, your computer has faxing capabilities. I am going to assume you have a good working computer with a modem and Windows XP as the operating system. Next you have to make sure you have faxing set up on your computer. Here is how you check:

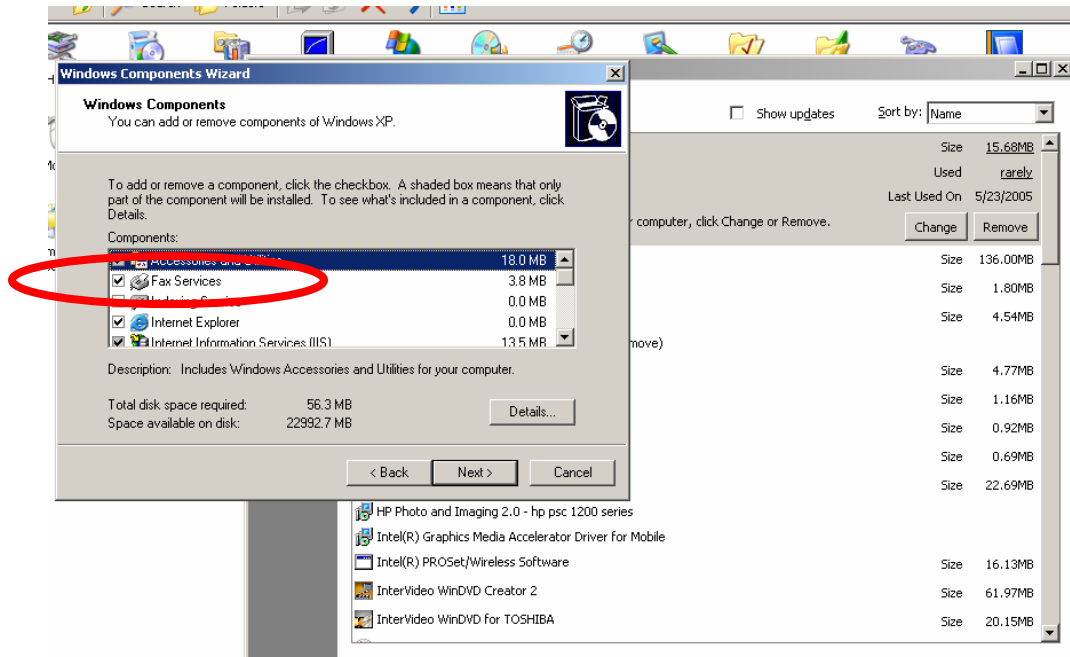
Go to start / programs / accessories / communications / fax [see graphic below]



If you do not have this set up then do the following: Go to start / settings / control panel : go to add remove programs / then click on the left side add/remove windows components: [see graphic below]



Select the fax service and click next:

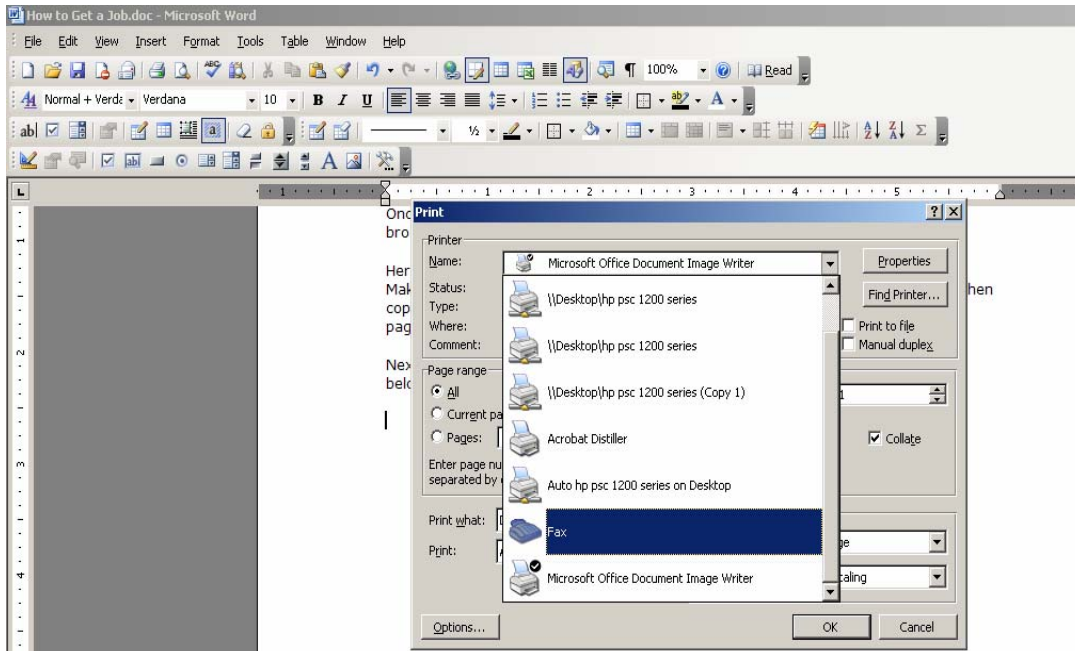


You might be prompted for your cd or the path of the necessary files: put in your Windows XP cd or point to the folder where you have your windows installation files.

Once you have faxing capabilities set up on your computer, you are ready for broadcast faxing.

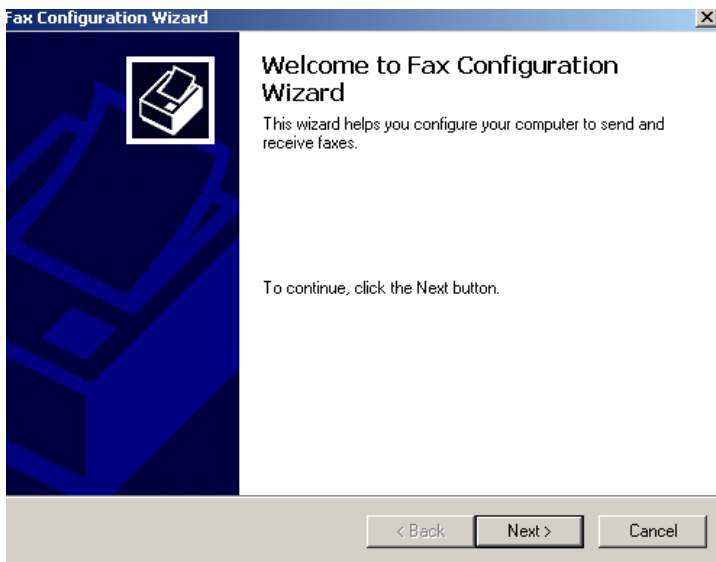
Here is what we do next: Open your resume and cover letter in Microsoft Word. Make sure both your cover letter and resume is in the same file. If they are not then copy and paste your cover letter to the resume file. So that the cover letter is on page one and the resume is on page two. This will make it very easy to fax.

Next: In Microsoft Word click File / Print / and select the fax option and click OK [see graphic below]



Next you will see this screen:

Click next:



Type in the name of the person your faxing to: if you do not know the name then simply put Hiring Authority:
Select the box: Use dialing rules and put the area code and the fax number then click the add button:

Do not click next! Keep adding the names into the list. Add another name and fax number and click add again. Keep doing this until you have a large list of numbers to fax out to. What you are doing is building your fax list.

new to Get a Job.doc - Microsoft Word
Send Fax Wizard

Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.

To: Mr. Smith Address Book...

Location: United States (1)

Fax number: (212)

Use dialing rules My Location Dialing rules...

To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.

Recipient name	Fax number
Mr. Smith	+1 (212) 5551212

Add
Remove
Edit

< Back Next > Cancel

Continue to build your fax list:

new to Get a Job.doc - Microsoft Word
Send Fax Wizard

Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.

To: Address Book...

Location: United States (1)

Fax number: (212)

Use dialing rules My Location Dialing rules...

To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.


Recipient name	Fax number
mr smith	+1 (212) 444-3333
Hiring authority	+1 (212) 5551212

Add
Remove
Edit

< Back Next > Cancel

When you are finished building your fax list, click next.

You can skip this screen because you will have your cover letter and your resume in one file. So click next:

Preparing the Cover Page 

Select a cover page template, and type a subject line and note if required by the template.
This information is automatically added to the cover page.

Select a cover page template with the following information

Cover page template:

Subject line:


Note:


< Back Next > Cancel

Click the button that says Now and then click Next:

a Job.doc - Microsoft Word

View Insert Format Tools Table Window Help



Send Fax Wizard 

Schedule
Specify when you want your fax to be sent, and set priority.
Higher priority faxes will be sent first.

When do you want to send this fax?

Now

When discount rates apply

Specific time in the next 24 hours:

What is the fax priority?

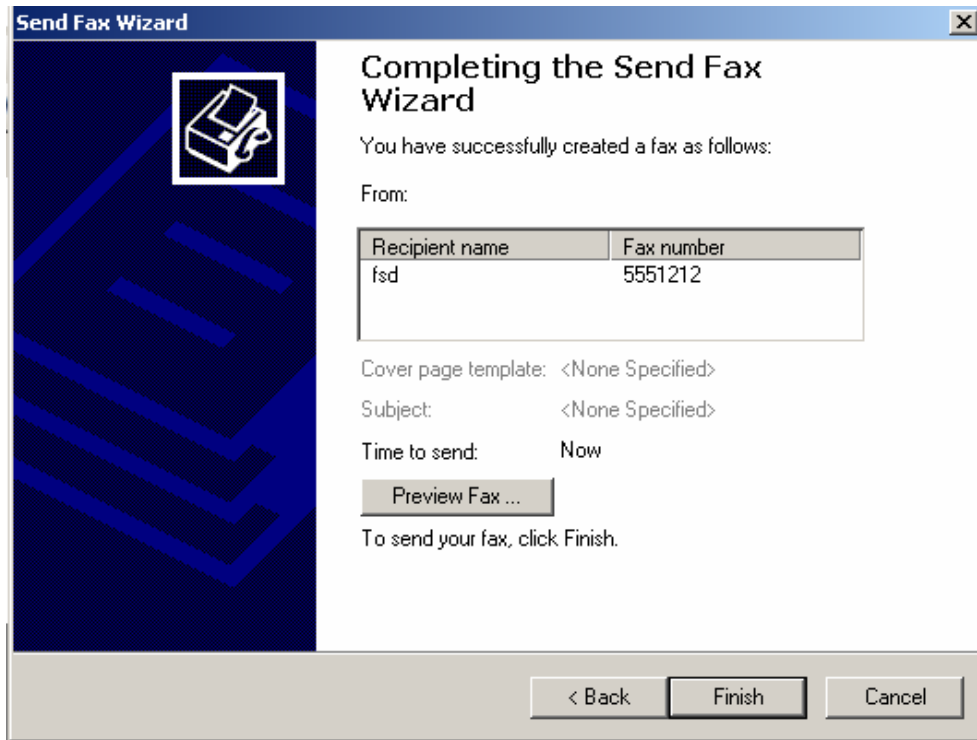
High

Normal

Low

< Back Next > Cancel

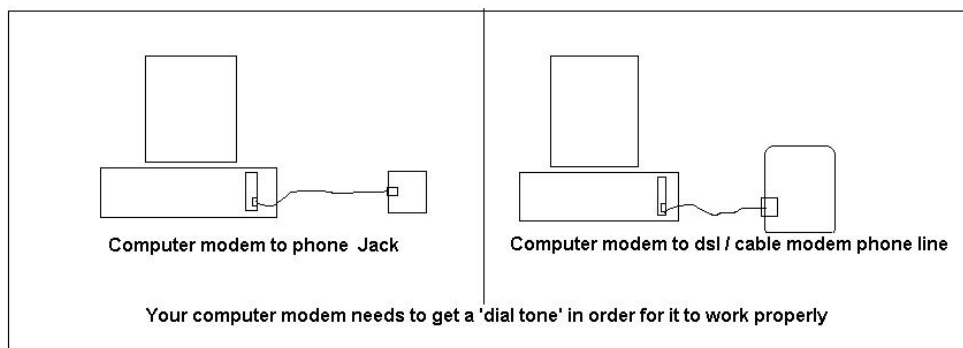
Then click finish.



Now the computer will start to send out your cover letter and resume to all of the phone numbers that you had specified in your fax list.

If the computer can not send the fax for the number you specified [maybe their number is wrong or it is out of paper] then it will simply skip over it and try again later.

Make sure you have a telephone line connected to your fax modem in your computer and to the phone jack to where you get a dial tone.



Troubleshooting problems:

Problem: No dial tone - is your modem plugged into a jack with a dial tone? Plug a regular phone and see if you get a dial tone.

Problem: can not dial the number: did you select use dialing rules and put in the area code as well

Problem: Can not load fax software - did you go to control panel and add it in? If not go to control panel and add it in as an option

Problem: fax not connecting - it might not be you, it might be the problem of the fax you are sending it to.

Our next step is to gather fax numbers to send your resume to.

Here is how we do it:

Get the local paper on Sunday and get the Job-Ads section: Next type in every single fax number in the paper into your fax address book.

Here is the secret: DO NOT SKIP ANY ADS!!! NONE. SEND A FAX TO EVERY SINGLE ONE.

The biggest mistake that people make is that they select which ad they want to fax to....do not do that. Send a fax to everybody.

Here is the reason why: Let's say you are an office administrator and you want to find an office job. Let's say there is an ad for a chef in a restaurant. You should send them your resume because, it might be for a chef in the Hilton Hotel. When they receive your resume they will most likely forward it over to the Human Resources Department. There might be an opening for an office position manager available and they might call you for a job interview.

IT DOES NOT MATTER WHERE YOU SEND YOUR RESUME TO...IT ONLY MATTERS WHERE IT WINDS UP. That is not for you to decide. SEND IT OUT EVERYWHERE!!!!!!!!!!!!!!!!!!!!

Another source of fax numbers is www.verizon.com

Verizon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www22.verizon.com/>

Google Search 12 blocked Check AutoLink AutoFill Options

Y! Search Web My Web Mail My Yahoo! Games Basket

verizon *We never stop working for you.* About Verizon | Careers | Site Search

Verizon
Richer. Deeper. Broader.

Verizon. Richer. Deeper. Broader.

Verizon Online DSL
Only **\$17.99/mo.** (up to 768K)
Last chance for **1st month FREE!**
Enter your home phone number:
[] [] [] []

My Account

Sign In | Register | Contact Us
View Bill | Pay Bill | Check Order Status
Customer Help & Support | My Wireless Account

For Your Home
Your one-stop source for everything you need to stay connected at home.

For Your Business
Everything for tailoring and managing your business communications.

Yellow Pages People Pages Reverse # Lookup

Category Business

Enter a category

City State

US

Powered by Superpages.com

OPEN 24 HRS

Manage Your Verizon Account Online
View your bill, pay your bill and more.
Anytime, day or night.
Register now!

What's New
[VoiceWing](#) - Verizon's digital phone service. Use your broadband connection to make calls and save money.
[Job Home](#) - Send email, manage voice mail and more from anywhere.

You can select a category and it will show you the phone numbers and fax number is available.

Also you can also call the business and ask for the fax number for Human Resources.

Your objective here is to keep gathering as many fax numbers as possible. You can get them from:

The Sunday Newspaper job section
Verizon.com
Your local phone books

www.infospace.com is an excellent source to find businesses numbers.

Pages and White Pages - InfoSpace - Microsoft Internet Explorer

http://www.infospace.com/

business fax numbers

InfoSpace® Names. Numbers. Now.™

The easy way to find businesses and people.

What do you want to search?

- home ▶
- yellow pages
- white pages
- web search
- maps & directions
- browse categories
- search by phone
- near an address
- email search
- world directories

YELLOW PAGES & WHITE PAGES

[Try the new way to find businesses, people, and events](#)

Are you looking for businesses or people?

- Find a Business by Type
- Find a Business by Name
- Find a Person

Type of Business

New York NY

SEARCH

* Required

Set your **Default Location**.
It's easy and saves you clicks.

Looking for the InfoSpace Corporate Web site?

Free Toolbar
Make Your Homepage
Resources
Classifieds
Weather
Horoscopes
Public Records
My Lookup History
Bookmark this Page
Help

The Future of Local Search is Here!

Try it now!

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InfoSpace Search Resources: Search Engines | Yellow Pages | White Pages | Town Directories | Business Categories | M

http://www.numberway.com/

White Pages - People Search - International Phone Books - Microsoft Internet Explorer

View Favorites Tools Help

http://www.numberway.com/

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Search Web My Web Mail My Yahoo! Games Basketball Music Answers Personals

NumberWay

NumberWay is the easy way to find phone numbers, worldwide.

Find international white pages and yellow pages phone books and search online directory enquiries worldwide in this free independent and up-to-date guide to telephone directories on the web.

- ▶ [Europe](#)
- ▶ [North America and Caribbean](#)
- ▶ [Asia and Middle East](#)
- ▶ [Australia and Pacific](#)
- ▶ [South and Central America](#)
- ▶ [Africa](#)

2006-04-20 - Added business directories for [Colombia](#), [Dominican Republic](#), [Honduras](#), [Peru](#), [Puerto Rico](#). Updated links for [Costa Rica](#), [Ecuador](#), [El Salvador](#), [Guatemala](#), [India](#), [Mexico](#), [Nicaragua](#), [Panama](#), [USA](#), [Venezuela](#)

2006-04-02 - Updated links for [Germany](#), removed dead links for [India](#) (Arunchal Pradesh), [Maldives](#), [Sao Tome](#).

2006-03-05 - Updated white pages link for [Bolivia](#). Replaced yellow pages provider for [Arachia](#), [Kazakhstan](#), [Kazakhstan](#), [Turkmenistan](#) and

[Find Person](#) | [Reverse Phone](#) | [Reverse Address](#) | [ZIP & Postal Codes](#)

Find a Person - USA and Canada

First Name Begins with

Last Name Begins with

City, ZIP or Postal Code

State or Province
 Select a State or Province

Search

* required

Reverse Phone - USA and Canada

Phone Number

(e.g. "206-621-1606")

Search

powered by
WhitePages

[International phone](#)

re Int'l Long
 ce Rates, Save Big-
 ional phone book
 ationalLongDistance.

[ie Look Up -](#)
ig
 Pay For Any
 Look Up Service
 ou Read This
 viewBoard.com

[hone Numbers](#)
 mbers in any area
 ree to search our
 se.
 ne.PublicRecords

[e Number Look](#)
 Lookup Anyone's
 r. Find Name &
 s For Any Number!
 neNumberLookup.com

[Reverse Search](#)
 for Free by Name,

How to Interview:

The objective of a job interview is to get the job. You want to show that you are the best candidate for the job.

In order to do that, you have to give a good interview. You not only have to answer their questions well, you also have to ask the right questions.

The secret to a good interview is try to control how it goes. This is more of an art than a science. Personality goes a long way here. You want to make a good impression during the interview and you also want the interviewer to consider you for the job. Here are three questions you should ask:

What is expected of me as an individual? When he or she tells you what is expected of you as an individual, you now have the chance to show how you fit right in. In other words, take control of the interview

and explain how you are 'fit for the job'. If they say that you have to be a self-starter, then go right in and explain how you are an excellent self-starter and give some examples of what you have done in the past.

The next question you have to ask is: "What is expected of me in a group mode?" And once again, after he tells you what the expectations are, you now have the chance to take control and explain how well you work in a group mode. Give some past examples of how well you have worked in 'group mode' in the past.

The next question you should try to ask is what Long Term and Short Term projects they have planned. Then you can control the interview again and explain how you can assist in these short term and long term projects.

With these questions, you will make a very good impression and you should be a strong candidate for the job.

Here are some do's and don'ts:

- ✓ Do show up 10 minutes early, in case they want you to fill out an application
- ✓ Do show up dressed in business attire with minimum jewelry and easy on the perfume or cologne
- ✓ Do have three copies of your resume ready to give
- ✓ Do not sound negative about your last job no matter how you feel - simply say that you moved on for bigger and better things
- ✓ Do not show up late
- ✓ Do not argue or disagree with the interviewer - no matter what
- ✓ Do not talk religion or politics
- ✓ Do try to talk about something that might capture the interviewers interest - if you see a lot of sports memorabilia on the walls perhaps you can chat about it a bit

Your personality can do a lot here. The best qualified candidate does not always get the job. Sometimes they hire who they 'like' not necessarily who is perfect for the job. Try to show a positive attitude and a smile.