

CUT YOUR JOB SEARCH TIME BY 90%

Follow this guide to source better jobs, pick better jobs, and send better applications to jobs.



SAVE 20% of your time by NETWORKING

Many of the jobs at your level are offered through connections. This means that you should be networking in person and on LinkedIn. Find executive recruiters in your field. Join groups and talk to people about your specialty. Before you start,

make sure that your LinkedIn headline indicates your specialty and that your About section speaks to how your leadership has brought value to companies.

Save 50% of your time! REJECT MOST JOB POSTINGS AND OFFERS

Stop applying to positions that are not appropriate for you! Stop agreeing to interviews before reading the job description! Cut your job search time by 50% by rejecting most of the jobs that you see and are offered. If you are careful and discerning about the type of position that's right for you, you should only be applying to about 3-4 positions per week.

If you've been applying to more than 5 jobs per week, and not hearing anything back, you are either applying to the wrong jobs or your resume doesn't show value. Or both.

Save 20% of your time! READ THE ENTIRE JOB POSTING

Read the job posting thoroughly to see exactly what the company needs and to get an idea of the company culture. Are they more conservative or more liberal? Are they more about technology or customer service? A job description for a regional COO at Wendy's Restaurant in Los Angeles is going to be very different than a job description for COO at

Oxford Medical in Connecticut. First decide if the job is right for you, and then show your specific skillset that matches their needs. This will cut your job search time down by at least 20% because you will only focus your resume to the job postings that suit you.

Then, you'll want a more effective and more engaging way to present and express your unique value-add. Contact me for the My Power Language worksheet.

CONTROL
YOUR
CAREER

info@controlyourcareer.net