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10 TOOLS EVERY NEW COLLEGE GRAD NEEDS TO LAND A FIRST JOB

Recent college grads need more than a résumé to obtain that all-important first job. Career Coach, Author and Speaker Ford R. Myers provides these up-and-comers with the top 10 tools they will need to stand-out from the crowd and start on the right career path.

Haverford, PA (May 4, 2016) – You’ve spent hours crafting the perfect résumé. The format is eye-catching and the wording is nearly Pulitzer Prize® worthy. But you’ll need much more than a well-crafted résumé if you hope to land that all-important first job!

Ford R. Myers, Career Coach, Speaker and Author of “Get The Job You Want, Even When No One’s Hiring,” (John Wiley & Sons, <http://www.getthejobbook.com>) says the résumé is just one of many “tools” a job seeker should have in his or her “Job Seekers’ Tool Kit.”

“Unfortunately, most people don’t know what these other tools are or how to use them. By integrating other elements into the job search – and not relying solely on your résumé – you can add power, professionalism and flexibility to your efforts,” states Myers.

To stand out from the crowd, Myers suggests the following 10 items that every new college graduate should have in their “Job Seekers’ Tool Kit:”

1. **Accomplishment Stories.** Write five or six compelling stories about school or work-related tasks about which you feel proud. Highlight the problems you solved and the positive results you produced.
2. **Positioning Statement.** Prepare and practice a “15-second commercial” about who you are, what you’ve done in the past (academically and professionally), and the particular strengths you can contribute to an employer.
3. **Professional Biography.** Write an impressive, one-page overview of your career in the “third person” – as though someone else wrote it about you.
4. **Target Company List.** Make a “wish list” of adjectives that would describe your ideal employer, such as size, location, industry, culture, environment, etc. Then research specific organizations that meet those criteria, and put them on a list of 35 to 50 “Target Companies.”
5. **Contact List.** Compile a list of all the people you know personally and professionally, including their contact information. Remember that approximately 80% of new opportunities are secured through networking – so this list will be critical.
6. **Professional/Academic References.** List colleagues or professors who would “sing your praises” if asked about you. Contact each of them, and get approval to use their names on your list of telephone references.

7. Letters of Recommendation. Get letters from four or five respected business colleagues, professors, administrators or academic associates, which should be printed on their business or professional letterhead, and signed by the writers. (Leave out the date and salutation.)
8. Networking Agenda. Write-out a full networking agenda so you'll know exactly how to manage the networking meeting or conversation – how it flows, subjects to cover, what to expect, follow-up steps, etc. Stick as closely to this agenda as possible.
9. Tracking System. Keep a detailed record of your job search activities, including phone calls, networking meetings, interviews, phone calls, correspondence, etc. This is essential to keeping your process organized and productive.
10. Résumé. It's the last on the list, but still indispensable. And, it has to be GREAT. Be sure your final résumé is carefully edited and succinct (no more than two pages) with a layout that is easy for the eye to follow. Highlight your accomplishments, not just job responsibilities.

Myers adds, "It may take some time to produce these documents and to learn how to use them effectively, but it will be worth it. Building a satisfying career is much easier when you have the right tools!"

For more information and other useful tips for achieving career success, visit
<http://www.getthejobbook.com>.

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PHOTO LINKS: A headshot of Ford R. Myers and an image of the GET THE JOB book cover can be downloaded at the bottom of: <http://www.getthejobbook.com/ford-myers-media/>.

FORD MYERS'S YOUTUBE CHANNEL: <https://www.youtube.com/user/careerpotential>

ABOUT: Ford R. Myers is President of Career Potential, LLC. His firm helps clients take charge of their careers, create the work they love, and earn what they deserve! Ford has held senior consulting positions at three of the nation's largest career service firms. His articles and interviews have appeared in many national magazines and newspapers, and he has conducted presentations at numerous companies, associations and universities. In addition, Ford has been a frequent guest on television and radio programs across the country. He is author of **Get The Job You Want, Even When No One's Hiring**. More information is available at: <http://www.getthejobbook.com> and <http://www.careerpotential.com>.

AVAILABILITY: Greater Philadelphia Area; nationwide by arrangement via telephone. Available for interviews in print, television and radio.