

GET THE JOB

Achieve Your New Year's Goals

Millions of Americans set goals to achieve as the calendar turns to another year. It's essential to prepare and check your mindset before changing jobs in 2021.

Whether you are committed to joining an entirely new industry or dedicated to getting that big promotion at your current workplace, these tips will help you thrive.

The first step to finding a better occupation is asking yourself what you want out of your career. Determine if you would instead work in an industry in which you are passionate or if salary and benefits drive your decision.

A good starting place is to draft your own job description and compare it to openings listed in the classifieds. Here are a few things that you should consider.

- The position should include positive entry-level benefits with ample advancement opportunities.

- The company will offer an attractive benefits package, 401(k) contribution, health insurance and a reasonable salary.



© ADOBE STOCK

- Your qualifications and educational experience will meet the demands of the job posting.

- The day-to-day tasks of the position are enticing and include areas that you can manage fluently.

Once you complete a custom listing for your dream job, try to only apply for openings that meet your vision. As you travel your journey to obtain your New Year's Resolution, check out some other strategies to perform that can streamline the achievement of your goals.

POLISH YOUR RESUME

If you have been in your current position for an extended period, your resume would likely benefit from an update. Consider including career milestones, professional achievements and adding new skills you have acquired throughout your working experience.

It's also a good idea to research the job listings you are interested in for keywords and incorporate them into your document. Since many companies use applicant

tracking systems to filter out unqualified candidates, automated software may discard your application before reaching a hiring manager.

If documenting your professional life doesn't come easy, consider reaching out to a professional resume writer. With their expertise and way with words, your application can impress industry leaders and help you land the interview.

BE MINDFUL OF SOCIAL MEDIA

Perform a quick review of

yourself by typing your name into an online search engine. Remember that you're viewing the same information that hiring managers can access through your public profiles. Take the time to clean up your online persona and pictures that may paint you in an unprofessional light. Also check the privacy settings on your social media accounts.

You should also consider signing up on professional networks like LinkedIn. According to the Society for Human Resource Management, the site is the most widely used channel for HR and staffing experts' talent acquisition.

PRACTICE YOUR INTERVIEWING SKILLS

Applying to jobs from a computer is the easy part of the search. Learning to nail the interview is challenging without proper preparation and knowledge of the process. Research common questions that will likely arise and form answers that disclose your position and impress an HR manager.

If peer-to-peer conversations make you nervous, try to work with friends or even interviewing tutors to build your confidence. It's essential to speak with conviction during the meeting, maintain eye contact and show enthusiasm about the potential position.

GET THE JOB



© ADOBE STOCK

Achieve Your New Year's Goals

Millions of Americans set goals to achieve as the calendar turns to another year. It's essential to prepare and check your mindset before changing jobs in 2021.

Whether you are committed to joining an entirely new industry or dedicated to getting that big promotion at your current workplace, these tips will help you thrive.

The first step to finding a better occupation is asking yourself what you want out of your career. Determine if you would instead work in an industry in which you are passionate or if salary and benefits drive your decision.

A good starting place is to draft your own job description and compare it to openings listed in the classifieds. Here are a few things that you should consider.

- The position should

include positive entry-level benefits with ample advancement opportunities.

- The company will offer an attractive benefits package, 401(k) contribution, health insurance and a reasonable salary.

- Your qualifications and educational experience will meet the demands of the job posting.

- The day-to-day tasks of the position are enticing and include areas that you can manage fluently.

Once you complete a custom listing for your dream job, try to only apply for openings that meet your vision. As you travel your journey to obtain

your New Year's Resolution, check out some other strategies to perform that can streamline the achievement of your goals.

POLISH YOUR RESUME

If you have been in your current position for an extended period, your resume would likely benefit from an update. Consider including career milestones, professional achievements and adding new skills you have acquired throughout your working experience.

It's also a good idea to research the job listings you are interested in for keywords and incorporate them into your document. Since many companies use applicant tracking systems to filter out unqualified candidates, automated software may discard your application before reaching a hiring manager.

If documenting your professional life doesn't come easy, consider reaching out to a professional resume writer. With their expertise and way with words, your application can impress industry leaders and help you land the interview.

BE MINDFUL OF SOCIAL MEDIA

Perform a quick review of yourself by typing your name into an online search engine. Remember that you're viewing the same information that hiring managers can access through your public profiles. Take the time to clean up your online persona and pictures that may paint you in an unprofessional light. Also check the privacy settings on your social media accounts.

You should also consider signing up on professional networks like LinkedIn. According to the Society for

Human Resource Management, the site is the most widely used channel for HR and staffing experts' talent acquisition.

PRACTICE YOUR INTERVIEWING SKILLS

Applying to jobs from a computer is the easy part of the search. Learning to nail the interview is challenging without proper preparation and knowledge of the process. Research common questions that will likely arise and form answers that disclose your position and impress an HR manager.

If peer-to-peer conversations make you nervous, try to work with friends or even interviewing tutors to build your confidence. It's essential to speak with conviction during the meeting, maintain eye contact and show enthusiasm about the potential position.

HOT JOB PROFILE

DELIVERY TRUCK DRIVERS AND DRIVER/SALES WORKERS

Number of jobs in 2019: 1,506,000

Job outlook, 2019-29: 5% (Faster than average)

Employment change, 2019-29: 75,000

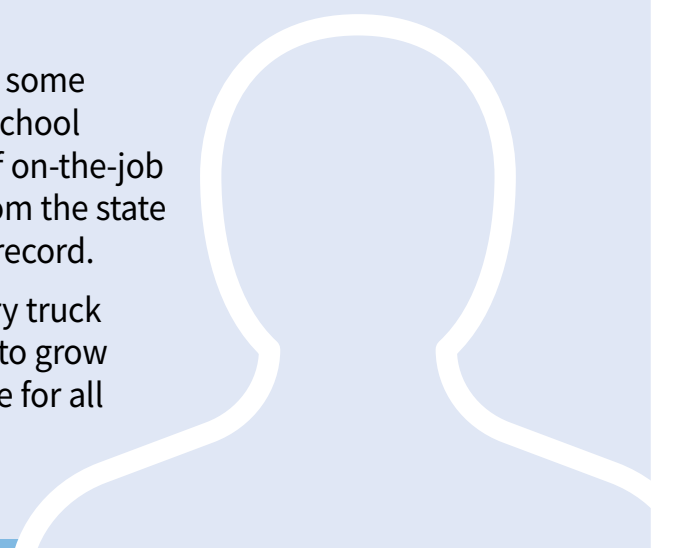
The role: Delivery truck drivers and driver/sales workers pick up, transport and drop off packages and small shipments within a local region or urban area.

Education required: Delivery truck drivers and driver/sales workers typically enter their occupations with a

high school diploma or equivalent. However, some opportunities exist for those without a high school diploma. Workers undergo 1 month or less of on-the-job training. They must have a driver's license from the state in which they work and have a clean driving record.

Job outlook: Overall employment of delivery truck drivers and driver/sales workers is projected to grow 5% from 2019 to 2029, faster than the average for all occupations.

Source: U.S. Bureau of Labor Statistics



AD SPACE