

## **INTRODUCTION**

*Your company has asked Lee Hecht Harrison to help you prepare for finding a new job. Lee Hecht Harrison, a well-known nationwide career consulting firm, specializes in helping people make difficult career decisions and changes.*

*Our program was developed to assist you in finding new job opportunities by teaching you effective job search skills. Your participation in our program includes a close look at your work experience, accomplishments and skills, and any special needs and concerns which relate particularly to your situation. Based on this knowledge, you will be able to decide the best way to proceed with your career.*

*Our major purpose is to prepare you to get a good job quickly and efficiently, with dignity and with positive results. Our program will assist you in doing this by teaching you the following job search skills:*

- *Knowing your marketable skills*
- *Setting a career objective*
- *Writing a fact sheet that effectively markets your skills*
- *Writing good cover letters*
- *Learning telephone skills which lead to interviews*
- *Developing job leads and contacts*
- *Completing job application forms*
- *Training for interviews including handling tough questions*
- *Discussing and negotiating wages*
- *Answering advertisements*
- *Working with employment agencies*
- *Knowing where to look for jobs*
- *Dealing with Unemployment Bureau Procedures*
- *Developing weekly action plans*