

## Contributed by:

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# WASHINGTON ASSOCIATION OF MONEY MANAGERS

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## PREPARING FOR A JOB SEARCH

### WORK HISTORY (NOT A RESUME)

- Complete work history; company name, term (month, year) positions by title & function...
- Responsibilities
- Accomplishments
- Results
- Describe the situation as you found it; what you did about it; specific results.
- If you left, why?
- Evaluate people you worked with.
- Happy or unhappy in the position.
- Describe enjoyable and less desirable aspects. Why?
- Should be five to ten pages. If less, not enough detail.

### PERSONAL HISTORY

- List your skills, abilities, talents and personal characteristics.
- After each, describe how you use these personal resources.
- How have they enabled you to get ahead?
- In the list include both professional and those in your innate personality.
- Include negative as well as positive traits.
- List a minimum of ten personal resources – write one paragraph on each.

### PERSONAL SATISFACTIONS AND GRATIFICATIONS

- Think back on your schooling, community activities, social life, family relationships, political activities, hobbies, athletics or other activities that you have found enjoyable.
- Prepare a list of achievements, accomplishments, acquisitions, or any other experience apart from your employment.
- State why it's important and why the satisfaction you felt meant so much.
- List at least ten and write at least one paragraph on each.

## FUNCTIONAL PROGRESS

Think of your work history in overall general achievements, as well as in the continuous use of your specific training.

- Reevaluate the specific accomplishments you set forth in your work history, but now by the function involved.
- Function                      Accomplishment                      Result
- Each function should contain at least three examples of the specific accomplishment and the result to the company.
- List a minimum of six functions; three accomplishments and results for each.

## POTENTIAL BARRIERS

- Every person has certain intellectual or personal faults or characteristics that, in a limited way, prevent achieving maximum success.
- Most important is your own personal evaluation of these factors.
- List a minimum of ten barriers and at least three examples of each of the following:
  1. Job conditions you find objectionable.
  2. Your own personal characteristics or traits that prevent you from carrying out assigned responsibilities or responsibilities.
  3. Characteristics in other people you do not like.
  4. The above factors may be educational, social or personal.

## VALUE SCALE

- Experience or the knowledge to perform well in a position may be hindered by many key factors - lack of interest, motivation, desire or drive. It could be even deeper issues.
- Make a list of those values that mean the most to you.
- Place them in order of importance.
- Indicate why you have included the value and why it is placed in its position on the scale.
- List at least nine values.

## PROJECT FOR YOUR SPOUSE (AT THE DESCRETION OF BOTH HUSBAND AND WIFE)

- Few people know you better.

- To the Spouse: List anything that you believe will help someone better understand your spouse such as: personality, goals, and objectives.
- Explain what you believe to be the fine points in each.
- List those issues that you feel might impede progress.
- Tell the greatest talents.
- Tell where and how you would like to live, your future goals for you, your spouse and your family.
- This project should cover a minimum of three pages.

Referenced from Challenger, Grey & Christmas