

Step 1

- Read Defining Your Focus
- Defining Your Focus - Areas Of Focus Worksheet
- Defining your Focus - Industries of Interest Worksheet

Step 2

- Read What Makes you Great
- What Makes you Great - 5 Subjective Traits Worksheet
- What Makes you Great - List Objective Assets Worksheet
- What Makes you Great - Self-Assessment Worksheet

Step 3

- Read Communicate Your Value
- Communicate Your Value - Professional Summary Example/Template
- Communicate Your Value - Professional Resume Summary Examples

Step 4

- Read Conquer The Interview
- Conquer The Interview - Common Interview Questions Worksheet
- Conquer The Interview - Common Behavioral Questions Worksheet
- Conquer The Interview - What You Want To Communicate Worksheet

Step 5

- Read Networking
- Networking - Professional Networking Message Template
- Networking - Networking And Personal Contact Spreadsheet

Step 6

- Read Interview Follow-Up
- Interview Follow-Up - Email Follow-Up Template
- Interview Follow-Up - Email Check-in Template

Step 7

- Read Negotiating The Offer
- Negotiating The Offer - Components To Negotiate
- Negotiating The Offer - Create A Counteroffer

Additional Resources

- Resume Templates (2)
- Cover Letter Template
- Personal References Template