

Adams & Garth

STAFFING AND EXECUTIVE SEARCH

Adams & Garth's Executive Search department has compiled a list of useful websites to assist people who are searching for the next career. Here are some of the websites that our Executive Recruiters have found to be useful:

www.theladders.com
www.linkedin.com
www.salesgenie.com
www.juju.com

www.execunet.com
www.zoominfo.com
www.infousa.com

www.craigslist.com
www.hoovers.com
www.indeed.com

Note: Salesgenie.com, infousa.com, zoominfo.com and hoovers.com are all fee based but have a tremendous amount of helpful information if you are willing to spend the time.

In addition, our Executive Search team suggests that the active job searcher needs to be aggressive and develop a proactive strategy to start uncovering job leads. The following is a rough outline on how the active job seeker would develop a proactive strategy:

1. Identify companies that are in similar markets with the companies where you have worked or where you are interested
2. Perform a 10 – 15 minute analysis on each company (size, culture, product, etc.) utilizing search engines and internet sites
3. Make sure you visit every company's website and glean as much information as possible from their website
4. Build a list of at least 25 companies that interest you enough to have a conversation
5. Prepare a 30 second introduction (value statement based on your skill set / accomplishments)
6. Cold call and ask for the President or the highest level executive possible (no, no, no, not HR)
7. Introduce yourself with goal of creating a face to face meeting
8. Most likely they will not have an opening, be prepared to talk about why they should create a position
9. Network--ask them who is hiring, who are the knowledge workers, etc.
10. Ask them for advice; e.g. If you were me, where would you look and who would you talk to.....Can you tell me about competitors of yours who you think I should consider?

Thoughts about resumes.....

11. When someone reads your resume for 12 – 15 seconds, have they read anything that would make them want to keep reading? Have you articulated how you are going to make them money or save them money? Are you using action words or are you utilizing sentences that are boring and not really meaningful? How many action words does your resume utilize?
12. If you choose to have a multiple page resume, you are reducing the odds that people will read the entire document. Do you have the margins set as liberal as possible to see if you can make the resume one page? Happy Hunting!!!!