

# 26 Career Enhancement Tips

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## **Preface**

After the success of “26 Self Improvement Thoughts,” I thought about what most people like to read about. Other than relationships, people want to know how to be better in their careers. Whether it is earning more money, getting promoted, or getting hired, people want to find a job where they can blossom and be rewarded.

Therefore, for all of the people in search of their dream occupation, this book is for you. May the advice given in this book change the way you work, the environment you work in, and the amount of income you receive.

## **The Importance of Being Satisfied With Your Job**

It is a great thing to have a job. However, it is important to enjoy the job you have. Therefore, it is time to explain why it is important to be satisfied with your job.

It is important to be happy with your job because one day in your life, you will want to retire.

You will want to receive a continuous check for your years of dedication to the company or companies you have served. With that, if you want a retirement check, you are going to want to be working in a place where you can thrive.

Working in a place where you can bloom will give you the encouragement to be all that you can be. You will look forward to going to work every day as you know that you are appreciated. You will not have a problem with dedicating your time and service to the company because of their dedication to you.

Another reason it is important for you to enjoy your job is because of how it affects your personal life. You want a job that supplies you with enough income for you to be able to do the things you want to do. You also want a job with decent work hours so you can enjoy time with your friends and family.

It is very vital for you to be employed in an environment that does not stress you out. You may enjoy working on automobiles. You may delight in sitting at a computer and typing. You may look forward to answering phone calls. Altogether, you want to be able to have a career where you are able to do a task that you take pleasure in.

Last but not the least; you want a satisfying job so that you are satisfied with yourself. You do not want to feel as if you missed out on other careers. You do not want to always be on the lookout for other job opportunities. You want to be able to go to work, like what you do, and benefit from it for the rest of your life.

As you can see, it is important to be pleased with the job you have. Therefore, if you do not enjoy your job, see if you can change what you do not like about it. If not, try switching positions or departments. Lastly, if none of these changes work or are possible, it may be time to switch careers altogether.

## **Road to Success - Don't Forget to Look Both Ways!**

Let's be honest. Whether society admits it to us or not, there are many things that we can do in life to be successful. Though people like to preach to us that we should find our purpose, we should actually take an easier approach to reaching our destiny. Rather than trying to find our purpose, we should try to simply find first find something to do.

When I got my first job, I was not looking for my assignment in life or my purpose. Instead, I was glad to have a job. I was glad to be making some money that I could use for whatever I wanted. I was excited and I felt important because I was now employed. I was doing something that gave me more significance in the world.

Honestly, I could have stayed at that job for the rest of my life and continually received promotions. I could have taken college courses during my off hours to better my chances of moving into the company's corporate division. Then, maybe one day, I could have been a regional or district manager or more.

If all of those things would have taken place, people would say, "He served his purpose. He was destined to be great in his field." Well, they obviously would be right. However, the more simple part would be that it all took place because I decided to find something I liked and stuck with it.

My reason for explaining this to you is so that you know you do not have to waste your time chasing a purpose. Instead, the best thing you can do to be successful is to be available to somebody or a company who needs you. You can do this by "looking both ways" when coming across the crossroads of life.

Looking both ways when you cross the street allows you to see what traffic may be coming your way. Looking both ways in life allows you to see what opportunities may be coming toward you. When you see one that you like, jump on it. If you like it enough, ride it out for as long as you can. Sooner or later, you may have made a career out of where you decided to be useful. Then, one day you can enjoy all of the benefits of your service.

You will know that you have made a difference in life, not because you chased a purpose, but because you "looked both ways." Therefore, keep your eyes open for opportunities, and then you will truly find your purpose.

## **Actions Will Speak Louder Than Words**

What you do says more about you than anything else. When people see you, the first thing they want to know is how you behave. In the business world, when you are being considered for a job or a promotion, employers want to know how you work. Even psychologists will tell you that 80% of what you say to others is said non-verbally or through body language. Therefore, it is time to talk about just how valuable what we do is, more than what we know or say.

Whenever you do a great job at work, you will be immediately noticed by your boss and employees. When doing a good job, people are not really wondering about how educated you are. Instead, they can see what you can do and give you an automatic validation of approval.

Also, when people see you doing an excellent job at work, they will want to promote you. Before you can even apply for a higher position with the company, you will already be a nominee. You may even be offered a high position without even knowing you were being considered.

If you are looking to stand out beyond just doing a good job at work, join a special committee. When your boss sees you joining a special committee, they see your dedication to the company. They also see that you are thinking about more than yourself as you are making time for the company's needs.

Having a strong resume also shows what you are capable of. Not only do you want your resume to be strong, you want to make sure that you have a good set of references. You want people who will certify that you are a hard-worker when they are asked about you.

Last but not the least; be consistent when it comes to performing well at work. You do not want to have on days and off days. You want to be constant in your good performance so that your boss sees you as reliable. This will not only set you up for more opportunities with the company, but with a good reputation. You will be seen as reliable and therefore be needed.

As you can see, what you do is very important. Therefore, if you are looking to be promoted or are trying to land your dream job, be sure of what you can do. Then, make sure you are doing it well and have good references to speak on your behalf about your work ethic.

## **Be On the Lookout for Opportunities**

Always be on the lookout for opportunities. Opportunities are all around you. Some of them will come your way and others you will create. On that note, let's talk about why and how you can be on the lookout for opportunities.

First of all, there are some things that you do not want to wait for. One of those things is an opportunity for a promotion. Promotions do not just happen to people. Instead, they happen to people who are prepared. Therefore, if you want to be promoted, put yourself in position to be advanced. Increase your education, volunteer to gain experience, and be mentored so that you can be ready for the next level.

If you are working, and looking to get promoted, a good place to start is within the company you are currently working for. If you have worked there for some time, you may have the experience needed for the next level. If so, you should use that experience to lead others rather than trying to work for another company.

Another thing you can do while being on the lookout for opportunities is to look for them. Yes, get on the internet, look in the classifieds, and ask people about special opportunities. Many of the opportunities that I have found have come from searching for them.

As you search for job opportunities, make yourself available to be found while searching. You can do this by posting your resume on job search websites. When doing this, be sure to list a good contact phone number, email, or both. Some websites may even ask you to provide your social networking profile. If so, and you use the social networking option, be sure that your

social networking profile is pure and has a nice profile picture. Also, be careful about what your friends may post on your feed(s).

Now, when you search for opportunities, make sure you use wisdom in choosing which one(s) to partake in. You do not just want to take on an opportunity because it is available. No, you want to first weigh out your options. This way, you choose opportunities that are beneficial to you and your life as a whole without regretting your decision later.

As you can see, you can find the opportunities you are looking for and be prepared to take them on. Therefore, enhance your knowledge, do your searching, and be prepared to step up to the next level.

## **What a Great Career Should Look Like!**

Many if not all of us want to have an excellent career. We want to work in a place where we enjoy what we do, are liked by others, and are rewarded for our productivity. Therefore, here are some good ideas of what a great job should withhold for us.

A great career will help us to be excited about getting out of the bed to go to work. We will want to go and be successful because of how much we are respected in our place of employment. We will feel that if we do not go to work, our life would not be right. Our commitment to the company will be very significant to our well being.

A fantastic job will provide us with the opportunity to work with people we can relate to. Our people skills will prosper as we build friendships in our workplace. Our friendships will lead to more friendships and great networking opportunities. Some of our friendships may lead to lifetime comradeships with one another.

A fabulous vocation not only allows our lives to become better, but our community as well. It will give us the opportunity to volunteer for special projects in the community on behalf of the company. The community in turn will respect our place of employment as well as us for our kind deeds.

A superb career will supply us with the benefits that are significant to what we need. It will allow us to do things such as increase our education, have excellent health care, and retirement plans via its contribution. It will also reward us for our time with the company by giving us extra vacation time based on our time of service.

A good job will not let us settle for less. It will encourage us to go for higher responsibility positions. It will encourage us to serve on special committees. It will encourage us to be more than we already are by challenging us.

An awesome career will not put us in a position that causes us to compromise our morals. It will not make us choose between what is right and what is wrong to stay employed. We will be able to do what is right at all times and be rewarded for making the right decision.

As you can see, a rewarding job is something we should seek to have. Therefore, if our jobs offer us the things mentioned, we should be thankful and stay dedicated to our employers. If our places of work do not offer these things, let today be the day we start looking for a place to serve that does offer them!

## **What a Great Career Should Look Like! - Part Two**

In part one I discussed some special keys to look for when trying to decide which job fits you best. Therefore, let's pick up where we left off as we look at more of what a prosperous occupation should entail for us!

A great career is one that rewards us well for our special skills. If we are working somewhere and we are not being rewarded, eventually we will feel drained. We will feel unappreciated, and may want to quit our jobs. If we get to the point of wanting to quit our jobs, we may even want to give up on ourselves. Therefore, let us make sure we are working in a place that rewards us for what you do.

A fruitful occupation will give us more than it will take from us. We will feel driven to succeed at work because of how much we receive for what we do. We will feel respected, and know that we are somebody. Also, we will show the same admiration for others because of how much appreciation we have been shown.

A good job will make us feel that we are in the right place in life. We will feel like we know that we are significant and mean something to somebody. Our self confidence will be high and so will our work ethic. Our high self confidence and work ethic will lead you into recognition and promotions. The recognitions and promotions will lead us to have a higher self esteem.

A great career inspires and prospers us inside and outside. We will be able to see how we are growing inwardly and will notice the fruits of our labor outwardly. We will feel like everything we do means something to ourselves, others, and the world as a whole.

A nice vocation will make us feel as if life would not be right without our contribution. We will not be seen as just another employee. Instead, we will be seen as a piece to the puzzle. If we were to leave that career, the puzzle would never be complete again. Therefore, a good career will show us how much we are authentic and needed.

Last but not the least, a fantastic career will not keep us away from our family. A great career will encourage us to build our family so that we prosper in our personal lives. A great career will give us benefits designed strictly for family building activities.

## **The Traits of a Good Employee**

Being a good employee is one of the basic things we should seek to do in our work life. If we are looking to make a career out of what we do, we need to show our employer how much we want to be a part of the team. Our actions should make us stand out to play an irreplaceable role in the prosperity of the company we are working for. With that, let's take a look at some traits of a good employee.

A key starter feature that a good employee should possess is promptness. Promptness consist of being on time to the places they are to be. Promptness also consist of the employee showing up prepared to work with what equipment they are supposed to have.

Promptness says a lot about a person. It shows how much they care, listen, and can be relied upon. People who are prompt make a good reputation for themselves and experience the better end of treatment from their bosses.

Another trait found in a good employee is humility. A good employee knows how to listen, admit when they are wrong, admit when they need help, and never tries to put themselves first. I have seen on multiple occasions in my career where an employee tried to put themselves first and suffered for their arrogance later on.

A really good characteristic of a good employee is that they are responsible. When they are assigned a task, they focus to complete it. When they make a mistake, they own up to it. When somebody who works under their authority does something wrong, they discipline them. Also, when the team fails, they do not look for somebody to blame.

A significant feature found in a good employee is their willingness to help others. They volunteer for special committees, help their coworkers learn jobs, and will clean up after others if needed.

They do not see themselves as too special to "get their hands dirty."

A standout trait of a good employee is their ability to do many things. They can be put in various departments throughout the business and they will function well. Also, they are not only multi-skilled, they can easily pick up new skills. They are quick learners and are good for using when trying out new projects for the company.

Let us all take a look at what we do for our company and see if what we do matches up with these characteristics. If not, may we better ourselves by being prompt, humble, responsible, and invaluable as we look to further our careers.

## **The Top 5 Traits All Employers Are Looking for in New Hires**

Are you in search of a new job? Do you have an interview setup in the near future? Are you getting yourself prepared for an upcoming career fair? If so, it is time to prepare you for your new career. With that, here are the top five traits employers are looking for in new hires.

One of the first things you will be asked when being considered for a job is what experience do you have? Where have you worked? Where have you volunteered? Where did you do an internship? Also, while you were with those companies or organizations, what job(s) did you perform? The person seeking to hire you wants to know what skills you possess and how your skill set can help the company.

The next trait an employer is looking for in a new hire is brains or smarts. The employer wants to know where you went to school and what you studied. They will want to know what type of diploma, degree, or certification you have. Some of them may want to know what your final grade point average was and where you placed among other students in your class.

The next thing the hiring manager or interviewer wants to see in you is your confidence. He or she wants to know just how much you believe in yourself. During the interview, you may be asked certain questions just to see how you respond and how much confidence you display. Or, they may want to know if you have held any leadership roles and how you were promoted to those roles.

An imperative characteristic employers look for in new hires is flexibility. The employer wants to know how well you react to changes. They may ask you questions concerning being constantly moved to new departments in which you have no knowledge of. They will want to

know if you will break or simply ask for help. They will want to know if you are open for special assignments. Your answers will enable them to see just how committed to the company you can be.

The final, but not least top trait that employers look for in new hires is maturity and self control.

They will be curious to know if you will join in with a crowd when the crowd is doing wrong.

Will you tell the truth about an employee you may be close with if they committed an act against the company's policy? Will you try to take advantage of a nice boss and ask for special favors?

The employer wants to know if you can be trusted.

As you can see, being prepared for a job is more than just wearing the right outfit to an interview and having a nice resume. Therefore, grow in your experiences, education, and confidence while remaining flexible and mature as you become a top choice job candidate.

## **How to Become a Senior Member at Work**

I am sure that you have been wondering how you can get promoted at work. Maybe you have even been wondering if you should which jobs so that you can work in a higher position. No matter which thought you have been contemplating, you have thought about moving up.

Therefore, why not focus on moving all the way and what it will take to get there? With that, let's take a look at what you can do to become the senior member at your place of employment.

In order to get promoted at work, you are going to have to know your job very well. If you want to be the top executive in the company, you are going to have to know your leaders' jobs well too. You cannot just expect to be promoted because you have a desire to be the leader. No; you want to get promoted because you have the skills and knowledge as well to progress the business of your company.

A great way to learn the job done by your leaders is to volunteer for special assignments. One thing that has gotten your leaders into their positions is their knowledge of multiple things concerning the company. Volunteering for special assignments will give you the opportunity to learn new things and see what you may actually like doing. You may even get the chance to lead a committee and gain some valuable leadership experience. Later you can put your service attributes on your resume.

A significant way to be chosen to be the leader of a special assignment is to be a team player. When people like you, they want to be around you. They will come to you for advice, guidance, and assistance with certain jobs and matters. Also, as you show loyalty to the team, people will

feel like they can trust you. Eventually, your value to the team may lead to an automatic promotion that you do not even apply for.

Last but not the least, another great way to become a senior member at your place of employment is to increase your education. Many, if not most executive level jobs require college level education credentials. More sophisticated jobs require higher level degrees or certifications. In order to have one of these jobs, you will need to have the education credits before you can even apply for the positions. Therefore, increase your level of education as much as possible in order to make yourself a more valuable candidate.

As you can see, you can be the chief of the organization if you put forth the effort. Therefore, be good at what you do, volunteer, support the team, and further your education as you head for the top.

## **A Bad Day or Quit Your Job - What Is the Best Course of Action?**

One of the toughest decisions to make is deciding when it is time to quit your job. Many of us are hard working people who like being dedicated to what we do. Some of us have been working at our place of employment for years and cannot see ourselves ever leaving. However, we all have had a day when we wondered if there was a better job we could be doing somewhere else. With that, let's take a look at when and whether you should or should not quit your job.

When somebody makes you upset at work, that does not mean you should quit your job. Even if the person makes you upset constantly, you still should not throw in the towel. If you are having a problem with a coworker, subordinate, or boss, you should speak to them about it. If things do not get fixed, go to their boss. Lastly, if the boss cannot resolve the problem, get the human resources department involved. As you proceed up the ladder of authority, keep notes about what each person you asked for help did or did not do. This way you have a strong case for your complaint.

If you make a mistake at work, it is still not time to quit your job. We have all made mistakes in our lives. However, the reason why we are still making things happen is because we moved on from those mistakes. If you have a mishap at work, own up to what you did. Quickly report your mistake and ask for help if needed. Then, think of how you can do better the next time.

If you are unable to perform the job you have been assigned at work, try switching to another job within your company. If the company cannot relocate you, ask for help on performing the job you have been assigned. After being helped, or if help is unavailable, and you continue to fail at

what you are doing, it may be time to quit. You simply cannot do what you do not know how to do.

If your place of employment has become a boring or stressful place to work in, try switching departments. If you are unable to switch departments, and you are continually being stressed out, it may be time to quit. Only you know how much stress you can take before you give up what pays your bills. Therefore, be wise about your employment while also being wise about your psychology and health.

Last but not the least, if there is no way for you to get promoted, it may be time to quit your job. However, do not quit until you have secured another one. Your current career may be the best thing for you. Also, one day, somebody above you may quit and you may receive their position. Only you know when you feel ready to advance. Therefore, be wise about when that time is and make the right move at the right time.

As you can see, though it is up to you when deciding to stay or quit, the decision is a big decision. Therefore, keep a clear mind about what you want in life, and do not let obstacles discourage you. Let yourself be the person who decides what your future holds.

## **Getting a 6 Digit Salary - How to Find Jobs That Pay \$100,000 a Year**

For many of us, we feel that the money we currently make is not enough to fulfill the desires we have for ourselves. Some of us wish to not only fulfill our personal desires, but the desires of others in our lives too. In order to do that, we wish we could be making more money. We wish we knew where to apply to be in the market for a larger salary. We wish we knew where to find employers who are willing to pay us six figures and how to reach out to them. With that, it is time to take a look at how you find a career that will pay you \$100,000 and more.

### **1. Theadders.com**

One of the first websites that comes to mind when it comes to finding employers offering six figure salaries is Theadders.com. Theadders.com offers various six digit payouts; most of them requiring college degrees. The recruiter who look for candidates on Theadders.com are looking for prospects who already make 100 grand or more. Therefore, the catch to Theadders.com is that in order to register with the website, you already have to be making at least a six integer salary. However, if you already are making around \$100,000 or more, it is a great website to set up your profile on.

### **2. 6figurejobs.com**

The next website you can view when looking for a six figure profession is 6figurejobs.com. On this website you can find news articles and advice. The news articles available are various as you can choose from 21 different categories. The subjects range from career advice to specific industry guidance such as pharmaceutical, engineering, or manufacturing. A special section of

the website entitled entrepreneur opps is specifically dedicated to people who want to start a six figure business. Also, the website itself is very easy to navigate through.

### **3. Salary.com**

On Salary.com, once again, the search for a six number paying job is simple. You can start from the homepage to find your six digit compensating career by clicking on the first tab to the left marked "Salary." After clicking on "Salary," you can go to the rectangular box and select "Browse US Salaries." Then you can select "\$100,000+" from the drop down tab and head over to the next page of "Six Figure Income Level Jobs."

### **4. Other Websites**

There are other websites and ways to find six integer incomes other than the ones mentioned above. Websites like Payscale.com and Careerbuilder.com will allow you to search for six figure paying occupations through their listings. Also, you can simply type in six figure salary jobs in most search engines and be led to multiple different websites that have catalogs of 100,000 dollar paying jobs and more.

As you can see, it is possible to find jobs that will give will give you six figures for your service. Therefore, start your search today and be on your way to a bigger paycheck or a new vocation!

## **Job Performance - Top 3 Ways to Improve Performance at Work**

If you are a person who cares about your life, you understand the importance of performing well at your job. You know that what you do for a living determines the amount of income you receive. The amount of income you receive helps establish the way you live based on how you spend it. Therefore, if you want to improve the way you live, you will need to spend what you earn wisely.

However, maybe you not only want to improve the way you live, but also upgrade the way you live. With that, you will need to earn more money. To make more money, you are going to have to improve the way you work to set yourself up for a raise or promotion. Therefore, here are three ways to better your performance at work.

1. Get a sufficient amount of rest before work.

In order to have a great day at work, you are going to need to be able to function properly. In order to function correctly, you are going to need energy. To have energy, you are going to want to be well rested.

Being well rested starts by having the proper amount of sleep. Not only should you try to have the proper amount of sleep, you should also have a good amount of quiet time. Your quiet time should be a time when you meditate, read a good book, or think about your day. This will give you time to plan and let your mind be cleared and refreshed.

Another way to ensure that you get proper rest is to make sure you eat well and exercise. Eating well will help you to digest your food properly so that it does sit on your stomach at night.

Exercising will keep your metabolism up to help break your food down and encourage you to sleep at night as your muscles relax.

## 2. Show up early to get organized.

Another great way to improve the way you perform at work is to get to work early. When you get to work early, you have time check your email (if you have a work email) and organize your work area. You also have time to grab a drink and talk with other coworkers before you start your daily assignment.

Getting to work early also enables you to catch up on things that you may have forgotten to do from the previous day. You may have forgotten to restock a shelf, make a phone call, or send out a report.

Showing up to your place of employment early allows you to also have time for yourself. You can check the day's news, your personal email (if allowed), or your social networking profile (if allowed). You can also see what time for favorite sports team is playing or what may be coming on television that day.

## 3. Take your breaks.

An awesome way to increase the way you perform at work is to take your breaks. Your breaks give you a time to pause from your tasks. They provide you a way to step back from what you are doing and take care of personal business.

During your breaks, you can eat snacks, make phone calls, or check and send text messages on your personal phone. You can also go for a walk outside (depending on where you work) or visit with coworkers on their breaks.

As you can see, having enough rest, arriving to work early, and taking your breaks are excellent ways to improve your work day. Not only will doing these things better the way you work, they will allow your day to be easier and more enjoyable. In turn, you will end up being more productive and stand out in what you do!

## **How to Have Confidence at Work**

Having confidence at work is extremely important. When people see you, you want them to see you as somebody who believes in them self. When people look at you, they should see you as an integral piece to the organization that they cannot afford to lose. Your confidence should show people what you are made of along with your skill set. Therefore, it is time to talk about things you can do to display poise at work.

A great way to be strong at what you do in your place of employment is to increase your education. Even if you already have the highest degree or certification possible, it is still good to learn more. The more you know, the more you can do. Therefore, stay up to speed with the latest books that will make you smarter at what you do for a living.

Another good way to have assurance in yourself in your career is to hang with encouraging people at work. Encouraging people will not let you think lowly of yourself. You can learn a lot from them concerning how to approach the situations of life and in turn, the situations you face at work. You may even develop friendships with these people that extend outside of your workplace.

An awesome way to build your self-confidence when it comes to your job is to be an apprentice. If you take the time to study under a professional who holds a position you want to one day hold, you can learn a lot. You will understand why they make certain decisions. You will see what they do and at what times. You will learn how they network, find time for special activities, and manage problems. After your apprenticeship, you will have the wisdom to lead and function like

they do due to what you have experienced under their supervision. Therefore, you will have the confidence to move up in life.

Last but not the least, a good way to display confidence at work is to encourage others. When you lift others up, it will be hard for people to put you down. They will see you as somebody who inspires people and they will not want to see you unmotivated. Instead, they will look forward to your bright attitude and want to keep you around.

As you can see, there are various ways to have faith in yourself in what you do for a living. Therefore, learn, be encouraged, encourage others, and learn from your leaders to increase your confidence at work.

## **Why You Should Try to Work Overseas**

Working overseas is something that every professional who wants to be the Chief Executive Officer one day should consider. If an employee wants to put themselves ahead of their peers, they need to do things to stand out. They need to do things that others will not want to do, such as working abroad in another country. With that, it is time to talk about more of the benefits that can come to an employee from working overseas.

The first and most obvious reason to try to work overseas is for resume purposes. When an employer sees that you have worked in another country across the ocean, they see you as somebody who can be flexible. You may be the person most likely to be asked to go on special assignments due to your experience with other cultures.

Next, when you work overseas, you get to experience different cultures as mentioned earlier. Therefore, you build people skills as you learn to thrive in other areas and lifestyles. You also may learn other ways of doing business while learning how to speak another language.

When working in a foreign land, you may also profit from finding other opportunities that are not available in your country. There are multiple stories I have heard about people who went to work abroad to do one thing, but ended up doing something better. Not only did they go overseas and find a new lifestyle, they found a new career. Some of those people even went as far as establishing a new home, family, and business in their new location.

Working abroad may be the easiest way to receive more pay for what you do. Usually, when a company wants one of their employees to work outside of the country, there is a nice pay

incentive. Or, you may work for another company overseas, doing the same job, and make up to three times as much as you do now.

Last, but not the least, finding a job in an unfamiliar land will boost your self confidence. You will no longer see yourself as somebody who can only be employed in one place. Instead, you will become more diverse, mobile, and see the world as your playing field, rather than just a planet with many regions.

As you can see, working overseas is not just good for your career, but for your life. Therefore, began to look for assignments in other countries on the other side of the great waters.

## **Tips for Getting a Job Without a High School Diploma**

If you do not have a high school diploma and are looking to be employed, today is the day to be encouraged. There are many jobs that want to hire you. Not only that, you may end up making more money than you imagined to when you secure the job. With that, it is time to look at how and where you can get a job with having a diploma.

Any job that hires people who are not at least 18 years old, are more than likely employers who are not concerned with diplomas. These jobs would consist of careers where you can find high school aged individuals working. This would include places like restaurants, theme parks, and retail stores. The employer may not pay a lot at first, but will be glad to have you as an employee. Plus, if they have many people who work there who are not 18, they probably have continuous turnover (people who come and go). Therefore, if you commit and work for them for a long time, you may experience multiple raises.

Other trades that do not really ask for high school diplomas are dirty jobs and help wanted appointments. Dirty jobs would consist of doing things such as yard work, shoveling snow from driveways, or custodial tasks. Help wanted work would consist of a desperate need for employees for experiments, short term assignments, or long term special assignments.

A very easy way to secure a job without having a diploma is to open your own business. When you open a business, believe it or not, the state does not ask you for education credentials. You can actually be a Chief Executive Officer before you graduate high school. These careers would require you to be creative. Things such as selling artwork, music compositions, food, or other things you have composed could lead you into forming your own business.

Many transportation needy employers do not ask for high school diplomas. There are many companies that simply want you to have a driver's license. They want you to get their product(s) from point to A to B and may even pay you well for doing so.

As you can, there are many jobs out there for a person without a high school diploma. Therefore, if you do not have a diploma or GED, do not get down on yourself. Instead, allow the advice given in this article to lead you into some income. In closing; whether you find a job or not, make getting a diploma one of your goals.

## **How to Evaluate Your Choice If You Ever Have Two Job Offers at Once**

Have you ever been in a situation where two companies wanted to hire you? Do you wish you could go back to that time and choose to work for the other company? Or, have you ever been considered for two different positions with the same company and did not know which one to choose? If so, ask yourself what was the deciding factor in helping you pick the job you accepted.

Was it the money? Was it the pay or benefits? Was it somebody that helped you to decide which occupation would be better? Whatever it was, it has landed you in the place you are in today. On that note, one day you may find yourself in the same situation. Therefore, whether you have been in that predicament or not, here are some tips on how to choose the best career path for you.

If two employers are trying to hire you, the first thing to evaluate is the pay. How much money you make will decide the type of lifestyle you can enjoy. Also, with the pay, you want to look at the pay incentives. Will one of the companies offer you double pay for overtime work while the other offers you 1.5 times your earning rate for overtime? Will one company give bonuses for achievements? Or, if they both give bonuses, which employer will allow you to receive the better buns deal?

Next, when trying to choose between two new positions, evaluate the benefits. If it is with two different companies, which one has the better health benefits? Which employer has a better sick leave plan? Or, which one has the better vacation or retirement plan?

Be sure to examine the hierarchy of the companies you may be working for. These would be questions that you ask during the interview. What kinds of education credentials do the people

who may be working above you have? What is their average age level? Were they recruited from within the company or outside? This will give you an idea of your competition and potential for moving up in the department or organization.

Last but not the least, when comparing two employers, research their histories. How long have they been around? What is their reputation with the media? Where do they rank amongst their peers? Or, where do they rank amongst other businesses as a whole?

As you can see, when choosing which job to take, there are various things that you can evaluate to help your decision. Therefore, use these tips and choose the job that is best for you!

## **Jobs Are In the Eye of the Beholder - What to Wear to an Interview**

One day, you will have to attend an interview. You will have to sit in front of somebody and answer questions concerning why they should hire you. Though you may have excellent answers, what you wear will say a lot about you as a person. In turn, what you wear will speak for you as a potential employee. Therefore, it is time to talk about what to wear to an interview.

First and foremost, do not wear any loud colors. These are stand out colors like red, yellow, pink, or lime green. Instead dawn yourself in solid colors. These colors would be black, brown, gray, maroon, or maybe forest green or a dark purple. This way, you do not look like somebody who is out for attention, but rather somebody who is concerned about getting employed.

When it comes to what exactly to wear, keep your attire on the business casual level and up. For men, this would be at minimum khaki pants and a nice polo shirt. For women, this would be at least khaki pants or a skirt (not a jean skirt), and a polo shirt or blouse. Anything dressier would only help your cause. However, do not get too dressed up by wearing something you would wear to a prom or ball.

As for shoes, once again, stick with shoes that fit the business casual category and above. For men, this would be loafers or low cut boots that can fit under khaki pants. For women, closed-toed flats or heels, or a women's loafer will work.

Having on jewelry can help your image if you sport it correctly. However, make sure the jewelry is more for accent purposes and not glamour or flashy purposes. A nice watch or small necklace should get the job done. For women, try to keep it to one earring per ear and let them not be more than a dime's average size in circumference.

Last but not the least, make sure you have a fresh hair do or hair cut. When people see you, they can tell whether you have done something with your hair for the day. Therefore, allow your hair to show how much you care about yourself.

As you can see, you can keep it simple and still be ready to show and prove for your interview. Therefore, look through your closet and find the look that suits you. Then, have it cleaned and pressed as you get ready for your meeting with your potentially new employer.

## **What Are Standard Interview Questions?**

Have you been ramping yourself up for an upcoming interview? Are you nervous? Are you wondering what questions to expect to be asked? If so, here are some very common questions that you may be asked in your first meeting with your prospective employer.

The first inquiry that may be made by the person hosting the interview may be about your interest in the position. Why do you want the position? What do you believe makes you the best choice for the job opening? If you are chosen for the job, what can we expect to see from you? To answer this question, make sure you display your self confidence and wisdom. Also, research the company to prepare yourself to respond to this question with knowledge of the organization's market position and how you can contribute.

The next question that you may be asked will be concerning your experience. What have you done in the past to prepare you for the position you are seeking, or what assignments have you taken on? You will want to be prepared to tell what you have done in the past that has geared you up you for the occupation.

The last couple of questions will be your time to blossom. You will more than likely be asked to tell why you are or will be a great employee. This is your opportunity to talk about your professional accomplishments. Mention how you boosted productions, outsold your peers, employee of the month selections, or perfect attendance awards. If you do not have many professional accolades, talk about educational accomplishments or special projects you were a part of.

Then you may be asked to talk about where you see yourself in five years. This is your time to talk about how dedicated you will be to the employer. Also, you can speak about how long you expect to be in the position before moving up and why.

Last but not the least, the interviewer may ask you if you have any questions for them. Be sure to ask about what you can expect if you are hired concerning benefits and work hours. Or, if you are looking to make a special impression, ask them how they received their position.

As you can see, when you are interviewed, you have an opportunity to shine bright. Therefore, answer the questions as best as you can and leave your potential employer with a good intuition of yourself.

## **The Best Answers to Give to the Most Common Interview Questions**

I have been through many interviews in my life as a professional. I have also read a couple of books and articles on interviewing and tips for answering interview questions. I can honestly tell you that most of the interviews I participated in and books and articles I read shared five things in common. Those five things are five common interview questions and ways to answer them.

The first question that will more than likely be asked of you is for you to tell the person hosting the meeting about yourself. This is your time to show your personality. The person or people in front of you do not know you so you can really make a good first impression. Therefore, when you answer the question, let them know the good things about yourself and be sure to include your education.

The next question may pertain to your job experience. When you answer the question, do not just tell the person or people hosting the interview where you worked. Take it further by explaining your previous or current positions, how you got hired, and any achievements that you made.

Then, you may be asked to explain what makes you a good candidate for the job you are applying for. As you respond, make sure your response includes all previous experience that has prepared you for the job opening. Also, include any relevant education that will help you to succeed at the position you are seeking to be hired into.

One of the last questions you may be asked is what will you do in a tough situation. The interviewer may give you a scenario then ask you to respond with what your course of action would be. Make your answer proficient by explaining how you will talk to people at fault before you tell on them (if needed). Also, show how obedient you will be to the company's policies.

Lastly, do not agree on any compromising questions by saying that you will not let somebody know if you saw something wrong happening.

The final question asked to you may simply be for you to ask them any questions you may have about the job. Make sure you have questions that make you look eager to work for the company. Make inquiries to the interviewer on when you should expect to know if you are hired or how they got promoted to their position.

As you can see, how you answer these five common questions will determine the impression you leave with the prospective employer. Therefore, tell them what you have done well and what you look forward to doing for them as you set yourself up for success.

## **Getting Through the First Round of a Job Interview**

If you were told that there would be a series of interviews for a job, you may be about to go through two to three interviews. The first round of cross examination may be conducted over the phone or in person. The second round of screening may be done in an office with a bigger boss, or you may find yourself in front of a board of people. On that note, let's take a look at how to get through the first round of interviews.

If your initial meeting with your potential employer is over the phone, make sure that you are well prepared. You can do this by making sure that you are well awake in case the call comes to you early in the morning. You want to make sure your voice box is warmed up and not crackling. If you are experiencing a cold, you will want to eat some hot soup and take a hot shower to clear up your sinuses.

Next, prepare an "About Me" script for your introduction. Being that the person conducting the interview cannot see you, they may ask you about yourself as a warm up question. Be ready to talk about who you are and what you have accomplished in 60 seconds or less.

Also, make sure you have a resume in front of you. This way when you are solicited about your job experiences, you will be able to tell them about different positions you have held. You will also be able to explain how long you held the position(s) and with which company it was without having to think.

If your first meeting with your prospective employer is held in person, make sure you are dressed well. Anything business casual and above should work, depending on the position. Obviously, if the position you are going for is more prestigious, you will want to dress more formal. However,

do not dress too formal and put on a tuxedo (for men) or a gown that you would wear to a prom or ball (for women).

Whether the interview is held over the phone or in person, do some research on the company's history. This would be good to know in case you are asked why you would like to work for the company. You can talk about the company's growth over the years and how you plan to contribute.

Last but not the least, have some questions for the interviewer. Questions about what a typical work day consists of and does the company have education benefits will make you stand out when inquiring about them.

There you have it ladies and gentlemen; what to expect in your initial round of being prospected. With that, get yourself ready to make it through your first meeting with your prospective employer.

## **Getting Through the Second Round of a Job Interview**

So, you have made it through the first round of your interview process. Then, you received notification that the company wants to bring you in for a second interview. Now you are about to get a deeper look at what you may be doing. However, on the other hand, the prospective employer is about to get a deeper look at you too. Therefore, it is time to discuss how to get through the second round of an interview.

Before you show up to your next meeting with the potential employer, do your research on the company. You just may be asked company specific questions to see how serious you are about the job. Also, do your research about the position. You want to know what to expect and be ready in case something does not seem right about the offer.

When you get dressed, dress nicely in business formal or above standard attire. But, make sure you are dressed comfortably. You may find yourself doing a lot of walking, sitting down, and standing back up. Also, make sure you wear something with a pocket big enough to keep a notepad in. This way you can take notes, and not have to squeeze your notepad back into a pocket that is hard to retrieve it from.

On the day of your second interview with the prospective employer, do not schedule anything before or after your interview. You want to be free to be relaxed and not feel like you have to hurry and be somewhere else. Also, you want to be fully focused on what you are learning, being asked, or are observing.

There may come a time during your interview process where the interviewer takes you to lunch or dinner. Therefore, do your research on some lunch and dinner etiquette things to be aware of.

If anything, remember basic table etiquette tips. These would include not having your elbows on the table, not talking with food in your mouth, and placing your napkin in your lap.

Last but not the least, have a set of questions ready for the interviewer. Since it is your second interview, it would be safe to consider yourself as a likely candidate for the position. Therefore, ask what a typical work day consists of. Then, if you feel warm enough with the person conducting the interview, ask where your desk may be placed. Or, ask if you will get your own computer, laptop, desk phone, or even cell phone.

As you can see, the second round of the job interview is your time to show just how much you want the job. Therefore, go for what you want, and find out what you want to know as you dress and behave to leave a good impression.

## **How to Say Thank You after a Job Interview**

After you have finished your job interview, you still have an opportunity to make a good impression on your prospective employer. This can be done by a simple act of kindness in the form of a thank you letter. Therefore, let us take a look at how to write a thank you letter to a potential employer after an interview.

There are three types of thank you letters you can send the employer who interviewed you. You can send them a typed letter by envelope, a store bought thank you card, or an email. The better way would be to send a typed letter by envelope or an email.

Your format for the typed letter or email will be very similar. Therefore, I am going to focus on how to write the typed letter as you can do the same for the email. Also, I am focusing on the typed letter because it is the best overall way to go when saying, "Thank you."

At the top of your letter, tabbed to the far right, include your name, address, city, state, zip code, phone number, and email address. Give your name its own line and under it on a separate line place your address. Then on the next line type out your city, state, and zip code. Afterward, on the next line place your e mail address and on the last line type your phone number.

Start the memo out by saying, "Dear," then add the person's name who interviewed you. As you drop down to begin the first paragraph, think about why you are excited about being considered for the job. Then include your thoughts of hope and gratitude in the same paragraph.

Allow the second paragraph to state what skills you look forward to putting to work for the company. Explain how and why you believe your skills are relevant, and maybe mention what you are doing to improve those skills.

If you need share something with the interviewer that you forgot to say at your screening, place it in the third paragraph. However, keep it short as you do not want to seem pushy.

In your closing paragraph, re-express your appreciation for being brought in for consideration for the position. Also, include an encouraging message for the person who interviewed you to keep working hard and enjoy their day.

Finally, make sure you send your thank you letter out 24 hours after the interview. This way you allow them some time to call you back. However, you are sending it out early enough for them to not forget you. Then, close the letter out by adding a space, typing "sincerely," then adding two spaces and typing your name. Print the letter out and sign your name in black or blue ink between the word sincerely and your typed out name.

Try to keep your letter between three to four paragraphs. Also, make sure you add a space between each paragraph.

Use these tips to send out a thank you letter that says thank you while showing your professionalism. Who knows; it may be your thank you letter that sets you above your competition.

## **Tips for Filling out a Job Application**

Believe it or not, there are things that people either do not think about, or forget to do when filling out a job application. Whether you are completing one at home or at the business location, there are necessary things you must have with you. With that, let's talk about some things to have with you as you apply for a new job.

One of the main things you want to have on hand when filling out an application is your previous employers' information. This would include their addresses, phone number, and previous boss's names. Also, make sure you can recall the dates you were employed with them.

The next thing you want to keep on hand when applying for a job is your resume. When you are filling out an application online, you may be asked to upload it. If you are filling out an application at the job location, you may be asked to leave a copy. Therefore, make sure you have a digital copy and a hard copy with you at all times.

If you want to gain an edge on your competition, have a cover letter. A cover letter will give you the opportunity to show your enthusiasm and self confidence concerning the occupation you are applying for. You may be able to upload it when filling out an application online, or submit it with your resume and application in person. Therefore, like the resume, make sure you maintain a digital copy and a hard copy with you at all times.

Make sure you have a good selection of references. These will be the people who you want to speak for you when asked about your work ethic. Have their names, phone numbers, addresses, and length of time you have known each other on hand.

Last but not the least, there are a few more things to keep in mind other than what to have with you when filling a job application. If you are applying via internet, make sure you have enough time to complete the application, if you are at a computer lab. If you apply for a job in person, be dressed nicely as you may receive an interview as you turn in your application. Then, before submitting your completed form, proof read it for grammar or anything else you may want to add.

As you can see, completing an application takes more than knowing your personal information. Therefore, allow these tips to guide and prepare you to successfully complete the form you need for the career you want.

## **5 Things You Can Do If You Don't Like Your Job**

Though some of us have been working in certain careers for some time, we cannot all say that we are pleased with our jobs. We do not look forward to going to work, and wish that we could be doing something else. Also, the negative feelings that we have toward our job has affected our personal life, and we want to do something about it. Therefore, here are five things you can do if you do not like your job.

### **1. Be knowledgeable of what you are good at.**

One of the main reasons you may not like your career may be because you are working in the wrong field. You wish you could be doing something that you enjoy or are good at doing. Therefore, if you are unsatisfied with your job, take some time to think about some things you do well. Know what will drive you to get out of bed to make somebody's day better. Know what you have always dreamed of accomplishing or doing for a lifetime. Know what comes natural to you and how you can use it to prosper yourself.

### **2. Talk to your boss about your position.**

After you have an understanding of what you are good at, speak about it with your boss. Try to see if there is a way for you to put your skills to work for your company in another department.

### **3. Take an immediate vacation.**

If there happens to not be an area within your place of employment that can use your talents, take an immediate vacation. This vacation should only be about five days long. Therefore, schedule it

around the weekend so that you only have to use about three vacation days, but be away from work for five.

This vacation will give you time to rest and have fun as you will not be at work. You can also get some personal things done that you may have been unable to finish do to your employer's demands.

#### **4. Start your job search.**

While on your vacation, you can also start your search for a new job. The vacation will give you free time to think and look for another occupation. You can check different job posting websites, your own company's website, or even the classifieds of newspapers. You may even go directly to a business's location and ask them if they are doing any hiring.

#### **5. Resign gracefully.**

Hopefully, during your vacation you will find a new place to work. If you do, prepare yourself for your new career. You can do this by brushing up on interview questions and answers, and slowly removing things away from your work area at work.

If you happen to get another job, make sure you give your employer a two week notice. This way you secure a good reputation with them in case you ever re-apply to work for them. Also, do not let everybody know that you are quitting. Simply talk to your boss and Human Resources to have a smooth transition to your next place of employment.

Just in case...

Now, if you happen to not find a new job during your vacation, do not quit your present job just yet. Instead, ask to switch departments to try other tasks to see if you like them, if the company you work for has other departments. Or, ask yourself some questions concerning why you are not pleased with your job. It may not be the career that you dislike, but the people.

As you can see, there are things you can do if you do not like your job. No matter which path you choose, always know that you do not have to allow your career to make your life miserable.

## **Getting a Raise - How to Negotiate Merit Raises**

If you are after a raise, there are some things you must know before you ask for one. With that, here are some key points to keep in mind when trying to negotiate a merit increase.

First, you surely want to make sure that you are asking for an increase in pay at the right time. If you received an increase in pay not too long ago, or within the last six months, you may want to wait a while. A good time to ask for an increase in pay is after a year or after a job switch.

Another good time to ask for a merit increase is when you receive an increase in responsibility. Now, do not immediately ask for a pay increase, but wait about six months (as previously stated). If you have been in an acting leadership position for over half of a year, you should be financially rewarded. Or, you should be promoted to that position permanently.

Whenever you take your conversation to your boss to ask for a raise, make sure you have hard reasons for your wish. Be able to talk about the improvements you have made for the organization. Be able to talk about the people you have promoted or trained into new positions. Be able to talk about the increase in profits the company has experienced due to a direct influence from you. Also (as stated earlier), be able to talk about any higher role of responsibility you voluntarily held and administered well.

As you ask for your raise, do not make it personal. Instead, make it strictly about the business. Do not say that you need more money to pay for personal expenses. Do not say that you want a pay increase in order to continue working for the company, or you will leave. Never say that you want a higher pay rate because somebody you know is making more money than you.

Last but not the least, have a plan explaining what more you look forward to doing after you receive your raise. Show how you dedicated you are to the company. Let them know that after your raise you will not stop working as hard as you currently do. Ensure your boss that your raise will be kept confidentially between yourself, them, and the Human Resources department.

As you can see, there are some key ways to ask for a raise that almost make it hard for your boss to say no. Therefore, execute the actions above and hopefully you will be on your way to a higher income!

## **How to Find a High Paying Job Without a College Degree**

Are you in pursuit of a job where you can make a lot of money but do not have a college degree? If so, get excited. Your wish for a high paying career with no degree is very possible. Therefore, here are some places and ways to find a high paying job without a college education.

First, think about the jobs that people do not want to do. There are many jobs that people do not pursue that pay very well. Two examples of jobs that people do not really dream about doing but can get paid well are in the farming and plumbing sectors. Farmers and plumbers easily make more money than people who have Associates, Bachelors, and some with Masters degrees. This is directly due to the demand of their services.

Next, explore jobs that will give you a certification. There are many trades that will train you then higher you as one of their specialist. A prime example is an insurance agent. Insurance companies and some financial brokers will train you and then give you an apprenticeship. If you secure your own agency, you can be making around six figures within the first three years depending on your customer base.

Jobs that require your creativity can pay extremely well too. People like musicians, artists, authors, and writers easily make more than people with Masters degrees and some Doctoral degrees. Musicians and artists can sell their works from as low as \$200 to \$10,000 or more. Authors and writers can receive publishing deals or get hired as columnists by top brand companies for the scribing skills.

Occupations that want you to look a certain way have a tendency to pay you nicely for being who you are. Models can make up to \$50,000 or more for a photo shoot. However, people with larger body sizes can make money from special movie roles, sports, or security jobs.

Last but not the least, one of the easiest ways to have a high paying job without college credentials is to start a business. There are plenty of work from home jobs that will start you off making the same amount of money as somebody with a degree. There are also many self owned businesses you can hold if you plan to travel and take your services to people's houses or businesses.

As you can see, you can make a lot of money without going to college. Therefore, allow these avenues and tips to work for you and find yourself an excellent paying job without ever having to go to college.