

The Five Habits of Highly Effective Job Hunters

July 2022

Your Presenter

- Terrence H. “Terry” Seamon
- Executive Career Transition Consultant with Smart Moves Coaching
- Co-Founder of St. Matthias Employment Ministry in Somerset
- Find me on LinkedIn and let’s connect



The Five Habits



- Get Focus
- Prioritize Activities
- Present your Best Self
- Leverage Relationships
- Be the solution



Habit 1: Get Focus

- The highly effective job hunter is very focused:
 - The **Objective**(s) of their search, i.e., what they want to achieve
 - **Target** Roles/Companies/Organizations where they would like to land and work
 - Their **Strategy**, i.e., how they plan to reach their goal
 - Their **Career** plan, i.e., a Vision for the future



Habit 2: Prioritize Activities

- The highly effective job hunter spends their time on the most important activities, especially:
 - **Networking**, i.e., reaching out to others to form mutually beneficial connections
 - **Learning**, i.e., adding to their portfolio of capabilities
 - **Marketing**, i.e., finding out where the needs are and putting themselves “out there” to increase their visibility



Habit 3: Present Your Best Self

- The highly effective job hunter works on presenting their “best self,” especially on:
 - The Resume (and cover letters, follow-up notes etc)
 - LinkedIn profile and presence (and other social media)
 - In Person



Habit 4: Leverage Relationships

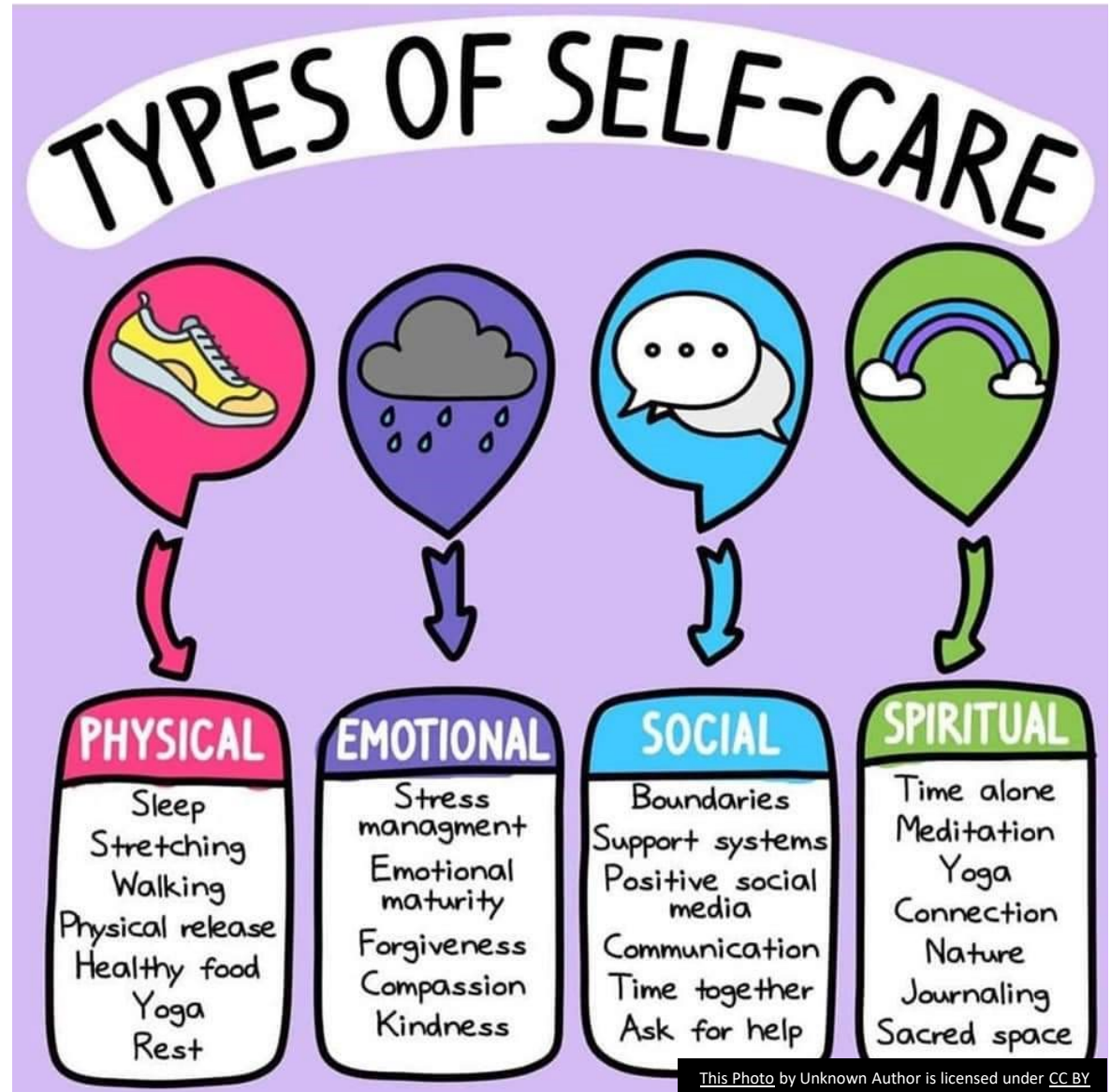
- The highly effective job hunter cultivates relationships:
 - The people you know
 - The people they know
 - The people you want to know



Habit 5: Be the Solution

- The highly effective job hunter knows the “secret” to getting hired: It’s You. You have value. Know that.
 - Be the **solution**.
 - **Believe** in your self.
 - Be **prepared**. Be **positive**
 - Be **open**. Be ready to **change**.

Habit 6: Take Care of You



Question for You

Which habit do you need to
work on?



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)