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## Job Search Workshop Summary

### Pain & Risk:

- All employment is about Pain & Risk (Not your pain, not your risk but the employer's)
- Understanding the Hiring Manager's Pain and Risk leads to the Candidate of Choice
- 75% of available positions are not advertised
- It is presumptuous for you to assume you know where an agency is going to advertise their job openings
- Any and all job advertisements should be viewed as a window on the “pain” of what's not working in an organization
- Pain equals an employment opportunity

### Profile of Skills & Experiences:

- Clearly identifiable skills, abilities and experiences that resonate with the industry and sector you are targeting
- Have at least one easy to follow theme running through resume
- Chronological Format is recommended because it is easy for the reader to follow and understand
- Bullet format is recommended because you can reprioritize your bullets to address the employer's pain and risk
- Use your resume as a roadmap to employers, jobs and associations looking for you.

### Resume:

- Your resume has only one job – that is, to get you an interview
- Your resume is your calling card for communicating your profile of skills and experiences to an employer.
- If you do not receive any requests to interview, your resume is not working for you.
- Remember, you are writing and sending your resume to someone who knows nothing of you or what you have done. All they will know is what they read
- Be sure to quantify and offer examples of the depth and breadth of your skills and experiences
- Your skills and experiences should obviously show how well you fit the position or the organization you are targeting
- Hiring managers are usually very busy and doing two jobs simultaneously; the job they were hired to do and trying to hire for the position that is open, they are not going to give a lot of their time to the hiring and interviewing task. Make the reading of your resume an easy and immediately understandable task for them.
- Employer's will spend only 5 to 10 seconds looking over your resume
- Readers of your resume are reading your resume for **exclusion not inclusion** (remember, they are trying to take away their immediate pain and eliminate their risk)
- The only good resume is one that is **Read, Remembered, Referred on and Results in an interview**

### Cover Letter:

- In one page or less explain why you are interested in this position and the organization.
- Tell them how you have before and can again with this position relieve their pain and minimize their risk.
- Fleshing out relevant aspects of a similar jobs you've held and skills you have developed over several positions
- Elaborate on any relevant soft skills and experiences that you would not include in a resume
- Use an informal tone

### Networking:

- Networking is getting other people to market your skills and experiences for you. They are worth their weight in gold!

### Associations:

- Join Professional Associations and attend professional conferences - find like minded and skilled people as yourself. Employers will also be advertising to these like- minded groups and associations.
  - Foreign Policy Association
  - Center for Global Development
  - Society for International Development

## Internships, Field Work & Teaching Assistantships

- Be Strategic and purposefully in building and adding to your skills and experience portfolio

## NGO Job Boards where you can find **PAIN & RISK** that resonates with your skills and experiences:

- These web sites serve only as partial listings of those available on the topic of Advertising. Keep in mind that some sites will serve multiple functions so be sure to search for the information you need
- International Employment Weekly: [http:// www.internationaljobs.org/](http://www.internationaljobs.org/)
- Idealist.org: organization search, internship search, job search, Career Resource Center – <http://www.idealists.org>
- Any Work Any Where - <http://www.anyworkanywhere.com/>
- Chronicle of Philanthropy: <http://www.philanthropy.com/jobs/>
- Echoing Green (social entrepreneurship): <http://www.echoinggreen.org/index.cfm>
- Foundation Center: <http://foundationcenter.org/>
- Human Rights Databank: <http://www.hri.ca/jobboard/>
- Nonprofit Career Network: <http://www.nonprofitcareer.com/>

## Job Search Techniques:

- Advanced Search - You can increase the accuracy of your searches by adding operators that fine-tune your job search keywords. Google's [Advanced Search page](#)

## Three (3) useful Google Syntax Search Techniques for discovering employer **Pain & Risk**:

- Boolean – Google uses the comma ( , ) as **AND**
- Phrase Search – Google will find the phrase or sequence of words inside the quotes “ ”
- Site Search – Google will narrow your search by a site or top-level domain **Site:**
- **Google Syntax help** - <http://www.google.com/help/cheatsheets.html>

## Transition Industries or Skills:

Transitioning is always a challenge for the applicant. Do not deny the skills and abilities you have developed and are already part of your skill and experience portfolio. It is vital for you to recognize what skills and experiences you already have and how they address the pain and risk of the employers you are targeting. You want to identify and leverage those skills and abilities that are valuable in addressing the "pain" and "risk" of the industry/sector you are targeting.

## Skills & Abilities defined:

- Skills involve the measurable manipulation of data, things, or people that one has gained as a result of practice or training
- Ability is the natural or acquired power to perform a mental or physical activity.
- The main difference is that abilities suggest a capacity to perform, whereas skills result from the actual performance.
- For the most part and for the purpose of r sum  writing determining or recognizing the difference between skills and abilities is not always vital.

## Do you need a Master's Degree?

Generally my experience is a Master's Degree is very helpful after the person has been hire - for retention, promotion and internal transfer. Initial employment is all about having the necessary skills and experiences relevant to the immediate needs of the position. Relevant skills and experiences can be gained through work experience and or academic training. A strong combination of work experience and advanced academic training positions a candidate well for immediate employment and future advancement.