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FIVE JOB SEEKER TOOLS

It Slices, it Dices, and it will find you a Job!

These are Comprehensive Documents to assist Job Seekers with Composing Cover Letters, Resumes, Marketing Plans, Researching Companies and People, as well as Presenting an Image.

I updated my original documents that I wrote years ago. At one time, I taught classes on *LinkedIn, Résumé Writing, and Researching the Internet* at the Employment Transition Center and Network Groups. As a “Trained Observer” combined with a “Legal Logic Approach,” I have been conducting *One-on-One Career Coaching for many years*. With these skills and abilities, I have personally helped hundreds of people with Career Coaching and other problems.

This is a summary of my “Five Job Seeker Tools,” which you are welcome to pass on to others as I freely allow distribution of all my documents that I create:

1. **Tips For Those in Transition- Update** – Eighteen-page “Commentary” how to write Cover Letters, Résumés, Marketing Plans, and 60-second Speeches. It shows *How to Shake Hands, How to “Give a Gift,”* and includes an “Interview Checklist Poem” containing a Checklist of 35 Things to Do before an Interview, in Rhyme. Mainly containing John Goldhamer's ideas, opinions, and thoughts that he suggests to Job Seekers in Transition that he developed while coaching, speaking in network meetings, and teaching. Some say it easier to read if printed.
2. **2014 Greater Richmond Largest Corporate Employers** – Database of the Top 50 Richmond Metropolitan Largest Private Employers and 65 other Companies with Richmond Headquarters, which includes links to company's Fortune 1000 Ranking, Stock Symbol, Company Website, and links to the company *Keyword Search of Open Positions*.
3. **One Stop Websites for Researching Business, People, Facts, & Beyond** – This is a Sixteen-page, 35 Subject, 270 Websites that is a convenient, functional, and practical Directory including brief descriptions for each Website with Links to Click and *Internal Links* inserted into the Table of Contents and Alphabetical Index.
4. **Access Reference USA- Procedures** – Procedures for *Free* access to this Great Database from your home computer to search over 24-million U.S. Businesses from your computer, all through the Henrico County Library System. This Database provides information on individuals, industries, business size, sales volumes, and credit scores. It searches millions of U.S. businesses, residences, or physicians by geographic location, size, and type.
5. **Repertoire of Business Sentences That Get Good Results** – Over twenty successful business sentences that usually get good results or a great response from the recipient.

Updates of the documents may be downloaded from the following Websites:

Career-Prospectors

<http://www.career-prospectors.com>

J.A.M. Session

http://saint-mikes.org/pastoral_care.php?pid=31

Meetup Career-Prospectors & J.A.M.

<http://www.meetup.com/http-career-prospectors-com>

I wish you the *Best of Luck while you are in transition and for your future employment!*

Good Luck,

John

John B. Goldhamer