

Cheat Sheet: How Do You Get THAT Job?

BASIC TIPS:

- Be flexible. The first job you get may not be what you had in mind, but if it's in the right field, it could be a great opportunity. Of course, try to get the best job you can, just be realistic.
- Work hard. Once people see your strong work ethic they will give you more responsibility. More responsibility equals a promotion.
- Put in extra hours. Get to work on time and stay until everyone else leaves whenever possible. Your bosses will notice.
- Figure out what your boss wants, then exceed his or her expectations.
- Get to know the staff and your supervisors. Attend after-hour events so you can socialize outside the office. You want to create professional relationships.
- Keep an eye out for a mentor. Having someone in your career corner is a great asset.
- Sharpen your skills and take every opportunity to expand them. Use this job as a learning experience. Remember, you are going to list these abilities when you look for your next job.
- Be a team player. Pitch in on projects, listen attentively, and ask for help when you need it. Expect to do some grunt work. It's all part of paying your dues.
- Be a professional. Dress, speak and act the part. If you take yourself seriously, so will others.
- If you make a mistake, take responsibility for it.
- Attitude is everything. Bring enthusiasm and curiosity to your position. Others will notice, and your positive attitude will show up in your overall work product.