

#ENTRYLEVEL

TWEET

HEATHER R. HUHMAN
FOREWORD BY MARK STELZNER

Taking Your Career from Classroom to Cubicle

BOOK 01

A THINKaha BOOK

#ENTRYLEVEL**tweet**

Taking Your Career from Classroom to Cubicle

Book Excerpt

By Heather R. Huhman

**Foreword by Mark Stelzner,
Founder of JobAngels**

Taking Your Career from Classroom to Cubicle

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Foreword by Mark Stelzner

Heather Huhman has demystified career guidance with ‘#ENTRYLEVELtweet.’ Read it, absorb it, use it, and change your world.

Mark Stelzner, ***@stelzner***

Founder and Chairman,
JobAngels Founder,
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Workforce Advisory Board Member,
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Visit him at: <http://www.inflexionadvisors.com/principals.html>

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Section I

Identifying Your “Unique You”

Organizations want to hire employees who provide results. While you might not have much work experience, you have plenty to offer. This chapter will help you learn how to assess your personal and professional strengths.

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1

Many people in your life will steer you down a career path because it's one they've deemed "successful" or "practical."

2

Others, namely your parents, will "strongly encourage" you to take the first job you're offered out of college.

12

Let's examine your list
and begin to organize
it. There are three
different types of skills:
adaptive, transferable,
and job-specific.

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Section II

Developing Your “Career Tools”

What exactly do hiring managers look for when evaluating you and your application? In this chapter, you will learn how to develop your “career tools”: accomplishment stories, cover letter, résumé, social networking profiles, an online portfolio, business cards, and references.

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28

You should now have several stories about each skill and characteristic from your original list of ten each.

29

While some people believe cover letters are a huge waste of time, I am certainly not one of them. I always read cover letters first.

48

What counts
as experience?

Internships, volunteer
work, class projects,
leadership roles, and
starting your
own business.

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Section III

Networking as a Job Search Tool

Unfortunately, despite the fact that an estimated 80 percent of jobs are secured through networking, it is not taught at most colleges and universities. In this chapter, you will learn the ins and outs of networking online and offline.

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One networking tool you need but might be leaving at home is your 60-second story—who are you and what are you seeking?

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If you can't grab someone's attention within a matter of seconds at a networking event, his/her mind has already wandered.

92

If you're a nervous networker, you might want to write out your 60-second story and practice it in front of a mirror.

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Section VI

Succeeding on the Job

It's not enough to have a job; you have to succeed right from the beginning so you're not the last one in and the first one out. This chapter will briefly describe how to win over your boss and colleagues right from the start.

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Make a powerful first impression. On the first day, show you are ready to work by walking in on time and exuding a can-do attitude.

128

Always show up to your job
appropriately dressed and
well-groomed.

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Over-deliver on your first assignment.
If your boss asks for three examples,
give five.

133

Keep your opinions to yourself, and be aware of negative “types” in the office. Don’t partake in gossip!

About the Author



Heather R. Huhman, Founder and President of Come Recommended, is passionate about helping students and recent college graduates pursue their dream careers. As the oldest child in her family—even among her extended family—she did not have anyone to guide her through the trials and tribulations of developing her career. Now, as an experienced hiring manager and someone who has been in nearly every employment-related situation imaginable, she is serving as that much-needed guide for others.

Heather knows and understands the needs of today's employers and internship and entry-level job seekers. Her expertise in this area led to her selection as Examiner.

Taking Your Career from Classroom to Cubicle

com's entry-level careers columnist in mid-2008. The daily, national column educates high school students through recent college graduates about how to find, land, and succeed at internships and entry-level jobs.

Additionally, Heather is a career expert for the CAREEREALISM Twitter Advice Project, the job search expert for Campus Calm, a contributor to One Day, One Job, One Day, One Internship, and Personal Branding Blog and author of the e-books 'Relocating for an Entry-Level Job: Why You Probably Have to & How to Do It' and 'Gen Y Meets the Workforce: Launching Your Career During Economic Uncertainty.'

Heather resides in the Washington, D.C. area with her husband, dog, and two cats.

Getting “#ENTRYLEVELtweet”

(<http://happyabout.info/thinkaha/entryleveltweet01.php>)

“#ENTRYLEVELtweet” can be purchased as an eBook for \$14.95 or tradebook for \$19.95 at

<http://happyabout.info/thinkaha/entryleveltweet01.php> or at other online and physical book stores.

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