

# THE **SUCCESSFUL INTROVERT**

HOW TO...  
ENHANCE YOUR  
**JOB SEARCH**  
AND ADVANCE  
YOUR CAREER



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HappyAbout.info



# **“The Successful Introvert” Book Excerpt**

How to Enhance Your Job Search  
and Advance Your Career

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# Introduction

My first encounter with the word “introvert” was in the fourth grade. I remember standing with my classmates around the desk of our teacher, Mrs. Nelson, while—for reasons I no longer recall—she explained to us the distinction between introverts and extraverts and suggested to each of us which one we were. She was quite explicit that neither was better or worse than the other, but when she told me I was an introvert, I was quietly disappointed. I didn’t disagree. But I had already internalized the message from society that being outward-focused was the preferred style, despite her statement to the contrary.

## Out of Sync

In our society, extraversion is often held up as the gold standard for all people to aspire to. As a result, the feeling of being out of sync is common among introverts. Because of the extraverted culture that we live and work in, we absorb a lot of negative messages that suggest we are somehow “less than” whatever is expected. People misinterpret our more reserved personalities—they think we’re aloof, non-communicative, withholding, snobbish, and lots of other unflattering qualities. In my adulthood I was told that some of my extended family were concerned that there was something seriously wrong with me when I was little because I was so quiet.

Many of us recognize that we're out of sync with the rest of society and internalize the notion that there's "something wrong." Most of the images we see in the media are of people involved in extraverted activities. I remember being puzzled as a child by the exuberance shown by guests on quiz shows. I knew that even if I won the million-dollar jackpot, it simply would never be my style to jump up and down, scream with joy, and hug everyone around me. Sitcoms, dramas, reality shows—people are engaged in social activities. After all, how much drama is there in watching someone in a typically introverted activity such as reading or thinking?! There may be a lot of drama going on in that individual's head, but none of it is visible to the outside viewer. What's the fun in watching that? So there's little external recognition or validation of that behavior as something positive. Note—because there's been "so" much drama going on internally, the introvert may sometimes assume that all that activity "was" somehow apparent to the outside observer and be puzzled that coworkers or managers don't realize all that the introvert was engaged in.

With pressure all around us to be more extraverted, it's no surprise that this same message carries over into the professional realm, both on the job and in the job search. I came face-to-face with the typical extraverted advice in the job search world when I was entering my current profession as a resume writer/career advisor. Planning to put together a "tip sheet" on interview skills for my resume clients, I went to the library and found all the books I could on the subject (typical behavior for an introvert) and began to read through them. To my dismay, most of the books offered advice about horn tooting and sales and other behavior I couldn't relate to, which literally made me cringe and despair that "I could never do that." But I put my objections aside, thinking they were my own individual quirks and shortcomings, and adopted and even taught the commonly held views. (After all, all those experts can't be wrong, can they?) And then one day, as I was giving a workshop on interview skills, I came to a PowerPoint slide that said, "Sell yourself." Suddenly a hand went up, and a voice spoke out: "What are you supposed to do when you don't want to sound like you think you're the greatest thing since sliced bread?" As I looked around the room, I saw that about half the people in the room were nodding their heads in agreement. I suddenly realized this one individual had voiced the objections that are actually felt by many people but are often left unsaid. While some people hear that advice and feel empowered by it, others hear the same advice and feel diminished by it.

As I began to listen more to the objections and concerns of clients as they looked for new jobs and transitioned into them, I came to realize that there

were few resources that addressed the issue of professional success from this perspective. My goal in writing this book is to pick up where other job search and career transition books leave off and to honor people of all types. If you've ever felt discouraged because you've heard that you have to "toot your own horn" or "sell yourself" or brag about all that you've done, rest assured that not everyone needs to play the horn to get a job or succeed in one. Employers, like orchestras, need a variety of instruments to create their music. It's possible to succeed without undergoing a personality makeover. This book will help you develop the skills and strategies that will enable you to present yourself so that an employer will understand and appreciate the unique "sound" that you will contribute to the organization.

At the same time, the purpose of this book is also to validate the experiences you've had as an introvert—quietly and often in isolation from others, perhaps not realizing that you share those experiences with many others and that you're not alone in your reactions to the world. Ultimately, I hope that you move from self-awareness to self-acceptance to self-appreciation, that you come to embrace and celebrate all that is positive about your introversion and to become comfortable in your own skin.

The biggest challenge in the job search process is that the skills required to be successful in the search are not the same skills required to be successful on the job. The search process requires a combination of strong social and communication skills, and the typical advice sends the message to introverts that they must transform themselves into extraverts in order to succeed. This book will look at the process from a different perspective—introverts can be successful by using their introverted strengths. In addition, introverts sometimes forget that there are disadvantages to being extraverted, as well, and I will speak to the fact that the grass isn't always greener on the other side. As Mrs. Nelson said, it isn't better or worse to be one or the other. The key is learning to capitalize on those situations where introversion gives us an advantage and to compensate for those where it puts us at a disadvantage.

## **Possibilities**

A key theme throughout this book will be the notion of possibilities. Whether we are introverted or extraverted, shy or outgoing, we have choices and decisions about how we will behave in any situation. Both ends of the behavioral spectrum have advantages and disadvantages.



What's important is recognizing when introverted or shy behaviors serve our goals and when they interfere, so that we can select the behaviors that are most appropriate and effective for the task at hand. The key to success is versatility.

A lot of the standard advice on job search and career management comes in the form of "shoulds," such as "You've got to toot your own horn," "You have to sell yourself," and so on. This book is unusual in that it contains no shoulds. Instead, it contains suggestions that are intended to open up possibilities and provide choices. It recognizes that people are individuals and "one size does not fit all."

All of us make decisions based on our beliefs and assumptions about how the world works. But we don't always recognize when we're making assumptions, when our "beliefs" are really just stories that we've created to provide explanations for events when we have incomplete information about them. We introverts have such active inner worlds that we probably do that even more than the average person, and we don't even realize the extent to which we do it. Part of what I'll do in some of the strategies and suggestions I present is to provide what I call "reframes"—these are essentially alternative stories that you can use to replace the story you may be telling yourself if that story is holding you back from something you want or need to do. Since we base our behavior on stories, this approach allows you to pick stories that enable you to get where you want to go. Remember, too, that the stories that you have been telling yourself are not necessarily the stories that others are telling themselves—so your assumptions may be faulty in the first place.

In addition to the stories we tell ourselves, we also tell stories to others. These are the true stories you can share with employers in the course of your job search and with managers throughout your work life as a way to promote yourself. This book will provide a way to identify those stories and use them in your communications with prospective and actual employers.

Finally, another aspect of possibilities is the vast range of occupations that introverts choose and are successful in, from low-profile, behind-the-scenes jobs to positions of leadership and high visibility. Introversion is not a limiting characteristic, although the accompanying traits may require some special accommodations (also true of extraversion, but that's a subject for another book). We make comparisons to people who are highly successful and see the ways in which we fall short. Meanwhile, we don't

get to see the struggles or challenges that they had to deal with, so their success looks falsely uncomplicated. We will look at stories of some famous people to apply some reality testing to our notions of what it means to be successful. Sometimes we only see the surface success and not the choices that lie beneath the success.

## Introversion and Shyness

I've written this book for both introverted and shy people, although the two groups are not the same (Chapter 1 explains the distinction), as well as for people whose upbringing taught them more modest and reserved behavior, people who are uncomfortable promoting themselves. If you're introverted or shy, you typically dislike some of the heavily social aspects of the job search process—and there are many social aspects in the process—and as a result may feel at a disadvantage. You'll see throughout the chapters that follow that an effective job search also relies heavily on some of the skills we excel at and thrive on, and we actually have the edge in some parts of the process.

In those instances where success involves using other skills, I've tried to offer options for you to try, with the understanding that developing these other skills will enhance your effectiveness by adding to your other introverted strengths. I am not suggesting you need to be someone you're not. Note that, with regard to shyness, I sometimes refer to “overcoming” shyness because many people set that as a goal for themselves in response to their own internal discomfort; thus, I offer some strategies and quotes in support of that goal.

It's been fun to think about the population of introverts and shy people and to realize that one of the things that characterizes this group is that it isn't, in fact, a group. In the first place, most introverts and shy people, by definition, avoid groups. In a delightful paradox, one of my interviewees said, “We introverts have to stick together.” I had to laugh at the imaginary “Professional Association of Introverts” organization that my mind conjured up as I thought about where to market this book. Who would attend the meetings?! In the second place, whether or not this population actually gathers together physically, the people within it are not all alike. There is a spectrum of behaviors, attitudes, values, and experiences. As a result, every strategy presented in this book will not work for each person who reads the book. Some of the strategies may even be contradictory. But all

of them are offered because other introverts or shy people have found them helpful. You can select the ones that make sense to you, knowing that in one way or another they all take into consideration some of the attributes that make introverts distinct from extraverts.

## The Writing Process

As an introvert, I tend to want to gather as much information as I can to make sure I really know what I'm talking about, to assure myself that I have a comprehensive understanding, before I offer my opinion. It's very easy to get distracted by any number of tangents and to want to dig deeper into each of those. It's hard to cut off the process and say that whatever information I have is enough. And this part of the process is much more fun for me than actually starting to formulate the language to express my findings.

Several aspects of this process required me to use my extraverted skills in order to move forward with this book. I had to begin to talk with people about my writing project, starting with a publisher, and present a compelling case for myself. Finding people to interview for my project was daunting. Mostly I relied on email, since I could reach more people with less expenditure of energy. Email also allowed me to avoid what may be my least favorite activity, making phone calls. In some instances, though, I needed to contact people by phone, including some strangers. This took me “way” out of my comfort zone. Most people were extraordinarily gracious as well as generous with their time and their observations. Everyone answered quite thoughtfully. Most people gave very comprehensive answers, clearly seeming to enjoy thinking about and chewing on these issues. A smaller number, having thought about the issues, synthesized their answers into much shorter answers that were very concise and to the point, and in some cases I experienced the reaction that I believe extraverts have, wishing people would elaborate and be less terse.

Interviewing people, contacting strangers, even just sharing with friends and colleagues that I was writing this book, all required me to manage my introversion and to apply several of the strategies I present in the book.

- “Eyes on the Prize” strategy (see Chapter 1) reminded me of my goal and its importance to me—getting this book written and published.

- “Feel the Fear and Do It Anyway” (see Chapter 4) helped me to approach many strangers. I emailed several people I discovered who blog on this topic—most responded positively and agreed to participate, but some didn’t. I focused my energy on appreciating the generosity of those who offered to help and did not berate myself for “bothering” those who didn’t respond. I gave myself alternative explanations for their lack of response and didn’t dwell on it. For example, my email might not have reached them because of spam filters or because they simply deleted a message from a source they didn’t recognize.
- “Reporting, Not Bragging” (see Chapters 3 and 5) came into play when people asked me, “What’s new?” and I enthusiastically shared what I was working on. When I did so, to my surprise, many people revealed to me their own introversion or shyness and offered to share their experiences or provide help in any way they could. That hadn’t been my intention in telling them what was going on with me. But I had given them specific information that they could then respond to. By defining myself and identifying my purpose, I had attracted the interest of others in ways I never imagined.
- On one occasion I became consumed with my own discomfort and tried all kinds of work-arounds to avoid doing something I thought I would be imposing on someone. When my work-arounds failed and I had to “impose,” I discovered that my “imposition” had actually created an opportunity for someone else to track down information that was helpful to him, too—a reminder of the need to “Shift the Focus” (see Chapter 4).

In general, I had to manage energy flow throughout this project. There were parts of it that were very interactive, and I found that interviewing too many people in one day could be draining, so I tried to balance those interviews with the more inner-directed research and writing. I also found that I worked better if I could stay focused on a single task—and was thrown when, in a two-day span, I received three emails from my publisher urging me to come up with a subtitle for the book, select a cover design, and learn and use a new piece of software that would enable me to work collaboratively with my editor.

It’s been interesting talking with so many introverts and seeing the range of behaviors. Some, predictably, asked to know my questions prior to

actually talking, and some preferred to write out their answers rather than have a conversation. A few prepared specific answers to the questions I had given them and sounded uncomfortable with any follow-up questions that they hadn't had time to prepare for. But without exception, the answers I received from *everyone* contained a richness and depth that are breathtaking!

The people I interviewed for this book include family, friends, colleagues, and complete strangers. They range in age from mid 20s to mid 60s, with most in their 30s, 40s, or 50s and in the middle of their careers. They currently live in nine states in all regions of the country, and their past and present occupations cover a wide range of job titles, in both support and leadership roles. A partial list (in alphabetical order, with more than one person frequently represented in several of the categories) includes: administrative assistant, author, business development manager, career coach, college career services consultant, client relations manager, college professor, corporate writer, dental assistant, desktop publisher, director of corporate relations, doctor of osteopathy, documentation clerk, editor, EEO Affirmative Action manager, film director, financial services executive, fundraising researcher, healthcare researcher, human resources manager, Internet strategist and efficiency expert, life coach, MBA student/management consultant, mechanical engineer, medical researcher, organizational consultant, professional speaker, purchasing assistant, retail merchandiser, sales and customer service representative, social worker, software engineer, and teacher.

## How to Use This Book

This will be the 20,000-foot view, not the in-depth treatment that, as an introvert, I was originally inclined to write. I decided that there is a lot of good information available about many aspects of job search, and I didn't want to repeat a lot of what's already been written about. Instead, I want to concentrate on those aspects of the process that are often sticking points for people who are introverted and shy, and to provide information specific to that population. In addition, I have included information on the newest trends in job search, many of which have not been written about in great detail for a wide audience.

The strategies presented here are intended to provide new options to try and to remove some of the discomfort from job search and career transi-

tion (recognizing that it's impossible to remove all of the discomfort). The purpose is to help you develop the versatility to apply skills that are appropriate to each situation, not to be someone you're not.

The book contains three sections. Section 1, "Foundations", explains in more detail the distinction between introversion and shyness and discusses the implications for job search. It also provides lists of famous people in both categories and presents some additional detail about the choices made by several successful celebrities. Section 2, "Job Search and Transition", looks at some of the traditional topics in a job search—finding job leads, creating an effective resume, interviewing, cultivating connections (networking), and successfully transitioning—but focuses on specific strategies geared toward those who are introverted or shy. Thus, we'll look at self-promotion, managing energy-draining social encounters, handling the spotlight, and thinking on your feet, as they come up again and again in the job search and on the job. The chapters in this section all follow the same format—they begin with a general introduction to the topic, followed by examples of typical stories that we tell ourselves that get in our way. Those are followed by a series of reframes of the stories, and then by specific strategies that you can choose from. These strategies come from a variety of sources: my own experience with introversion and shyness along with extensive research on shyness and introversion, the experiences of thousands of clients I've talked with over the years, and specific suggestions offered by numerous individuals who described themselves as introverted, shy, or both, and who generously shared their insights and observations with me specifically for this project. Finally, Section 3, "Embracing Your Introversion," recaps the strengths that introverts can be proud of and can draw on as they manage their professional lives. The book is designed so that you can read it in full, from start to finish, or you can just read the portions that address your specific concerns.



# 2 Finding Job Leads

Being introverted or shy poses special challenges in the job search process, with its heavy emphasis on social skills. The following chapters will highlight those aspects of the process that draw on the strengths of introverts while also suggesting strategies that can be helpful in those stages that tend to be challenging. We'll begin by looking at what you can do to identify job opportunities.

Since the mid-1990s, the Internet has increasingly become a part of the job search process. People who are shy or introverted, in particular, have taken full advantage of the opportunity to post their resume and conduct much of their search by responding to online postings. Generally speaking, this strategy works best when combined with others, which will be outlined below.

## Change the Story

We tell ourselves a lot of stories that get in our way. For example:

"Searching online is the most important job search strategy. If I concentrate my energies on posting my resume online and then diligently scour the various job sites and send out resumes to every appropriate opportunity, I'm doing all I need to do to find a job."



“I don’t care what kind of job I get—I’ll take anything.”

The rest of this chapter will discuss reframes of those stories and will present strategies to help you maximize your results.

## **Multiple Paths**

Figuring out where the job opportunities are is a big part of the challenge of the job search process, and whether you’re an introvert and or an extravert, you will be drawn toward the path of least resistance. That path will lead you to jobs that are advertised in various places, such as newspapers, Internet job boards, and postings at college and state career services offices. It’s also a particularly comfortable path for those who are introverted or shy, because uncovering these opportunities falls into the category of research, a nice, solitary activity that is usually well within our comfort zone. So a caveat, especially to introverts: remember to balance your introverted activities with some extraverted ones to achieve the best results.

The other path to explore will typically require more effort, but it will take you to the land of the so-called “hidden job market,” or unadvertised jobs, where you’ll be able to uncover the very sizable number of job opportunities that are not posted. Studies have shown that anywhere between two-thirds and three-quarters of all jobs may fall into this category! Many of the traditional activities required to tap into these possibilities are more extraverted activities, but this chapter will present strategies you can use that draw on your introverted strengths. In fact, you’ll find that there are some aspects of this process in which introverts probably have something of an advantage over extraverts.

It’s a good idea for you to explore both the advertised and the unadvertised paths for a shorter and more productive job search. It’s also helpful to track your activities as you go along. How much time are you spending on different activities? If you get stuck in a pattern of little return on your investment of time, change the proportion of time you’re spending in each area to see if that produces different results. And make sure you are, in fact, exploring all the possible avenues. Tracking your activities will also reassure yourself (and your loved ones, whose well-intentioned impatience can sometimes add to the pressure you’re already feeling) that you are doing all that you can do.

## Focus Your Search

Sometimes people say they don't care what they do, they just need a job. They think that, if they cast a wide net, they are more likely to land something. You'll find that the opposite is true—that the more you narrow what you're looking for, the easier it is to find—and to receive useful help from other people once they understand what it is that you're looking for.

## Strategies

### Advertised Jobs

**Newspaper Ads**—Many employers still place ads in newspapers, particularly smaller organizations and those that are looking to draw from a narrow geographic area. However, newspaper classified sections are growing smaller, so don't rely only on them. And understand that the ads that are printed in the written publication are not always the same ads that are posted on the newspaper's Web site, so be sure to check both places.

**Internet Job Sites**—These have entered the job search landscape in a big way in the past decade, and they allow you to apply to a lot of jobs very easily—and very introvertedly. Among the better-known job sites, as of this writing, are <http://careerbuilder.com>, <http://monster.com>, <http://hotjobs.yahoo.com/>, and <http://craigslist.org/>, with <http://idealist.org> being well-recognized for nonprofit jobs and <http://usajobs.gov> for federal government jobs. Another site to explore is called <http://indeed.com>, which is a search engine that searches other job boards, company Web sites, professional association sites, and other relevant sites to identify jobs that match the criteria you select. A similar site, <http://simplyhired.com>, also links to the <http://linkedin.com> networking site, which is discussed below in Web Identity. You can learn about industry-specific sites at <http://weddles.com>.

**Company Web Sites**—Placing ads in newspapers or on job boards costs companies money, and when the economy is flooded with people seeking work, companies sometimes choose not to place ads in newspapers or on job boards and to advertise only on their own site. They are looking to hire people who want to work specifically for them, not just people who want “a job.” If you are interested in that company, they figure, you'll visit their site directly to find out the company's hiring needs. A good strategy in any job

search is to develop a list of target companies or organizations that you would like to work for and that can use your unique combination of skills, credentials, and personal attributes, and to look for openings at those companies. As you'll see shortly, this strategy crosses over into the Unadvertised Opportunities section, as well.

**Recruiters/Staffing Companies (Pros and Cons)**—The Pros: The ideal circumstance for an introvert is to have someone else promote you. Recruiters and staffing companies can serve that purpose, connecting you with jobs that you qualify for. In particular, staffing companies can connect you with temporary or temp-to-perm opportunities, which are increasingly becoming an avenue that employers use to “hedge their bets” before bringing a candidate on board permanently. Temp and contract opportunities exist in all fields and at all levels. You can find links to recruiting firms through the Riley Guide: <http://rileyguide.com/recruiters.html>. The American Staffing Association lists staffing companies: [http://americanstaffing.net/jobseekers/find\\_company.cfm](http://americanstaffing.net/jobseekers/find_company.cfm) (<http://tinyurl.com/4f35c2>). Kennedy Information publishes a list of executive recruiters: <http://kennedyinfo.com/js/der.html>. The Cons: However, keep in mind that recruiters don't actually work for you—that is, they are paid by companies to fill positions. If you match the specifications they're looking for, they'll be interested in helping you because they stand to earn a nice commission if they place you. But the employer pays the commission. If you're not a good fit, they don't get paid to try to uncover possibilities that do match. They don't perform the role of an agent, where you pay them to present and represent you in the hiring transaction (as much as we wish someone would do that for us).

**Professional Association Web Sites**—Some professional association sites post relevant job openings. Worth checking. And again, there's an opportunity for “unadvertised” job search through professional associations, as we'll see below. You can find a comprehensive list of professional associations at <http://weddles.com>.

**Job Fairs**—Job fairs can be a useful place to connect one-on-one with employers. You can find local job fairs through your state one-stop career centers (<http://servicelocator.org/>) and on many of the Internet job boards noted above. Usually the job fair announcements will link to the employers in attendance, so you can check to see if there are jobs that you qualify for and seek out those specific employers—that will enable you to manage your energy at these large gatherings and to seek out the most promising

opportunities. If energy and time permit, consider one or two stops to talk with employers that are of lesser interest to you for an opportunity to practice your interviewing and other interpersonal skills where there's less at stake. Then move on to the employers that most interest you.

## **Unadvertised Opportunities**

**Target Companies**—This strategy builds on the process we've just discussed, to develop a list of companies that you'd like to work for and looking on the company Web sites for appropriate positions. However, I encourage you to take this process a step further. It's entirely possible that there will be no suitable openings at the time you begin your search. So another step is to look for opportunities to talk with people who work there now or who worked there previously. Do some information gathering. What's it like to work for that company? What are its current challenges? What's happening with the competition? How might someone with your skills fit in? Here's where you can apply your inclination to "go deep" and really get to know about the organization. The sources of this information, the people who work(ed) there, can be found simply by asking your current contacts if they know people at your target companies who might be willing to have a conversation with you. This is all done at a one-on-one level, first with people you already have relationships with and who are inclined to want to help with your job search, and then with their contacts. It's been my experience writing this book that even strangers are willing to take time to provide information and advice if they think they can be helpful. In addition, business networking sites such as <http://linkedin.com> can enable you to locate and connect with people at target companies (additional information and advice will be presented on this topic in the Chapter 4). Caveat: Watch out for spending too much time doing research and not enough time actually applying for jobs or networking or engaging in other activities that will ultimately bear fruit.

**Web Identity**—Look for forums and other opportunities to exchange ideas with people in your industry. As an introvert, you can enjoy the opportunity to reflect on what you want to say before you post your thoughts, but at the same time you are interacting with others and making yourself professionally visible. You can post questions or provide answers and establish your professional expertise. Increasingly, recruiters are using the Internet to find professional talent. In addition to participating in professional discussions, check to see what recruiters will find when they "Google" your name—will they find you at all, and if so, will it be in a profes-

sionally positive light. Besides professional forums, there are many ways to create a Web identity for yourself. For example, you can develop a professional blog in your area of expertise. Discuss the latest trends in your field, review presentations or books you've heard or read, present your own research findings, and so on. You can also create a Web portfolio, using audio and video, links to other sources, and other tools to showcase your achievements in more detail. In addition, you can create a profile on professional networking sites such as LinkedIn or Facebook, and invite your contacts to participate. This is an easy way to capitalize on the one-on-one relationships that introverts prefer. LinkedIn has a question-and-answer board that provides a place to help others while at the same time positioning yourself as knowledgeable in your field. This tool plays to the strengths of introverts by giving you time to reflect on the questions and carefully think through your answers. Employers also look at these sites to find promising candidates, so remember that whatever pictures or information you put out there need to reflect a positive and professional image.

## Quotes

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**Jason Alba, CEO, JibberJobber.com, author of *I'm On LinkedIn: Now What?* and *I'm On Facebook: Now What?***

*"Social networking sites allow you to get to know others in the comfort of your own home, with some level of being anonymous. Even though you are saying who you are, and they are saying who they are, we still get time to digest their message and personality, and determine if this is someone we want to forge a relationship with. Instead of the other person being 'in my face,' I can move forward at a pace that I'm comfortable with."*

*"Interestingly enough, some of the people I know who are more 'aggressive' on social networks like LinkedIn and Facebook are quiet and reserved in a face-to-face environment!"*

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**Donna Jean Kaiser, mechanical engineer**

*"Keep a log of activities—so you can see your progress, or lack of, and have something to analyze; be objective about your progress (because you can so easily lose perspective)."*

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**Kathy Scarpone, administrative specialist**

*“I found temping to be helpful while looking for a permanent job—and often times, finding permanency through temping. It worked out perfectly, because I already knew the culture, the people, the job and made it more than it was first written up to be.”*

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**Patty Lebau, teacher**

*“[Job search] has always been a not-fun process, but when I changed it into a research project, I was able to turn it into something I could handle. A research project is the kind of intellectual area that I’m comfortable with.”*

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## About the Author



**Wendy Gelberg** is the owner of Gentle Job Search/ Advantage Resumes. She is a certified career coach and resume writer whose expertise is in helping people who are uncomfortable “tooting their own horn.” Designated the “Job-Hunt Pro for Introverts” for <http://job-hunt.org>, Wendy coaches individuals, gives workshops and writes articles and blogs on all aspects of the job search process. Samples of her resumes and career advice appear in over 20 books. Wendy has owned her business for over 10 years. She has been an introvert all her life. Contact Wendy at [wendy@gentlejobsearch.com](mailto:wendy@gentlejobsearch.com).



## Getting “The Successful Introvert”

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