

Life Fitness: Getting Employment

Monday, September 1, 2008 - Life Fitness By Jason Mannino, West Hollywood

Life Fitness By Jason Mannino, West Hollywood, California (Monday, September 1, 2008) - Ok, we accept that jobs get cut in bad economic times.

A slow economy means that there are fewer jobs available than there may have been one year ago, but also that new opportunities will soon be opening when the slump turns upward.

A slowing economy does not mean that jobs don't exist. For a period of time organizations may be cutting back and reengineering their workforce.

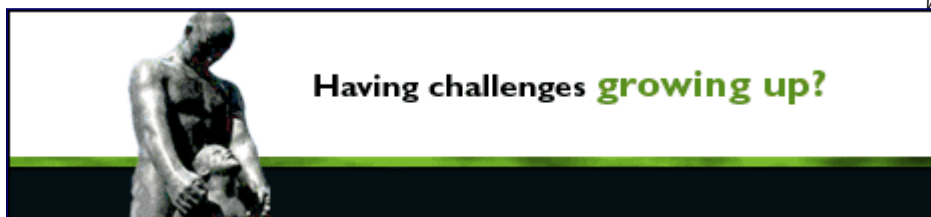
However, regardless of the economy, organizations can't function without their people.

After a decade as an Executive/Corporate Recruiter I know that companies are always expanding and contracting, whether the economy is good or bad.

At this time many may be in a contracting phase. Nonetheless, I reiterate, they still need people to function.



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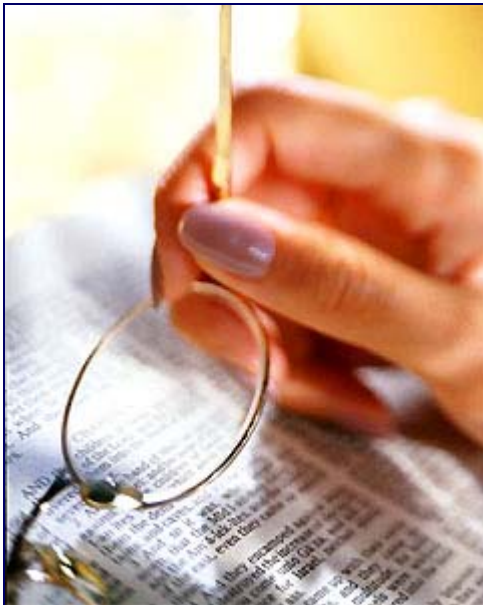
More often than not within a short period of time following a cut back, an organization is painfully reminded that it can't expand and grow without hiring talent.

When that happens the job market will again be robust.

My encouragement for the job seeker whether employed or unemployed is to maintain a positive attitude and implement strategies to keep themselves moving forward during these challenging times.

If you let them, challenges can be navigated and resolved rather than discouraging.

Because September is International Update Your Resume Month, over the course of the next four weeks I plan to present a series of articles that will offer strategies and tips to strategically write your resume, navigate your job search and succeed in the interviewing process.



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For many of you it goes without saying that you need a resume. A resume is your professional, marketing document that specifically outlines who you are and your accomplishments.

Although it is only one of the tools in your career marketing toolkit, everyone must have a resume.



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People have been writing resumes for eons. Generally accepted styles and standards for resumes have changed over time.

However, at any given time guidelines for formatting resumes are usually universal. Therefore, it's important as you update or write your resume that you seriously consider these guidelines.

I outline below what those are at this point in time.

The first thing to understand is resume formatting. In the age of technology resume formatting has changed significantly.

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Technology advances and constant upgrades in recruitment software have informed resume formatting.

Particularly, when you submit a resume online (which most of us do these days) it gets dumped into a database, which filters and reformats your resume according to its standards.

This means you need to keep formatting extremely simple so that when it goes through a database filter it



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is still easy to read.

Trust me, recruiters won't spend time on documents they can't read with hundreds of other resumes to go through.

Here are some simple formatting tips as you begin to write your resume:



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Font: your resume font should be in "Times New Roman" sized at 11-12points.

Name: your name should be centered at the top of the page larger than the rest of the text at about 18 point font.

Contact: your contact information should be on one line centered right below your name

Margins: margins should be one inch on all sides

Pages: if you've been out of college for a while and have had a couple of significant position more than one page is ok.

If you are just graduating from college you do not need more than one page.

Stay tuned for my next article, which will offer tips on how to strategically communicate content on your resume.

In preparation, I urge you to take the time to write down all of your accomplishments both personally and professionally.



Jason's goal is to employ everyone who wishes a job. WeHo News - West Hollywood's ONLY Newspaper, ONLY ONLINE!



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Jason Mannino, MA - Life Coach and Career Coach helps you maximize full potential and achieve life balance physically, mentally, and spiritually.

He leads various seminars and this August will be conducting "The Call: Realizing Your Mission, Grounding Your Vision", which takes people on an 8 week journey to realize their true-life purpose.

Explore how having a coach could add invaluable impact to your life by contacting him @ www.jmannino.com.



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