

**H<sub>OW</sub> To F<sub>IND</sub>**  
**A J<sub>OB</sub> OR C<sub>REATE</sub>**  
**O<sub>NE!</sub>**

Use your creativity to get what you want!

**FREE**

**E-REPORT BY:**

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and founder of the Golden Goddesses

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[www.fairebooks.com](http://www.fairebooks.com)

Printed by Fair Productions/Publication Division  
In the United States

## HOW TO FIND A JOB OR CREATE ONE! BY: M. FAIR

The economy has created a loss of jobs. People are frustrated, confused and worried. The future once thought to be secure is now a mind-set of the past.

There are two schools of thought about this situation:

- A. *To live in fear and stop trying*
- B. *To get creative*

### Plan B. Final Answer

We are here to survive and thrive. According to most inspirational books that have been written over the years, that is the consistent message they affirm.

The first thing that needs to be attended to is a change of mind. Completely **STOP** thinking about negative situations that have happened up to this point in time. **LET IT GO!**

### **DO NOT DO ANY OF THE FOLLOWING:**

- Mope around feeling sorry for yourself
- Say you can't do anything about your situation
- Insist that you have tried everything
- Use your age as an excuse not to try
- Hesitate to take action to improve your circumstances

Trust me, anything on that bullet list is negative and will only make you suffer more and do less to take control back over your life. **LET IT GO!**

## WHAT YOU SHOULD DO – IMMEDIATELY:

- Start taking a 30 minute walk outside every other morning
- Eat a balanced diet
- Get enough sleep
- Do something that makes you laugh
- Go to the library and find an inspirational book

These are basic techniques that can be done to clear your head and get motivated. Given time and self-programming, you can get out of negative energy cycles.

If you prefer company, find a friend or two in your situation, join together for support, and reinforce a positive environment by insisting everyone remain positive or at least refrain from negative comments.



The following book is a good read to get into a positive frame of mind:

**“SUCCESS THROUGH A POSITIVE MENTAL ATTITUDE”**  
By Napoleon Hill, Author of “Think and Grow Rich” and W. Clement Stone.

If it is cost-prohibitive for you to purchase a copy, then go to the library and borrow it. If they are out of copies, go to a new book store, pull up a chair and read.

There are many sources of inspiration to be found in books. Search for something that motivates you to **TAKE ACTION!**

If you need a job the above steps are mandatory: **YOU HAVE TO GET YOURSELF INTO A POSITIVE FRAME OF MIND—STOP SULKING - JUST DO IT!** Instant gratification is for sissies!

Once you have taken a few days to rest and collect your thoughts, you are ready to allow yourself to be inspired. It is a choice that you will be responsible to make every morning.

At this point, it might be a good idea to freshen up your resume. List all of your experiences work-related, and make sure to include any fund-raising or other volunteer work that has gained you new skills. If you are not certain as how to go about creating a resume, again go to library or bookstore. You can also “Google” for information. If you do not have a computer, the library will once again be your friend.

Below are a few websites to hunt for jobs. I have not used all of them, but have heard good things about: Career Builders and Monster. Try these, and of course, do your own searches.

[www.job.com](http://www.job.com)  
[www.jobswire.com](http://www.jobswire.com)  
[www.indeed.com](http://www.indeed.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.onlinewritingjobs.com](http://www.onlinewritingjobs.com)  
[www.monster.com](http://www.monster.com)  
[www.usajobs.gov](http://www.usajobs.gov)  
[www.craigslist.org](http://www.craigslist.org)  
[www.snagajob.com](http://www.snagajob.com)  
[www.losangelesjobing.com](http://www.losangelesjobing.com)  
[www.workforce50.com](http://www.workforce50.com)

## A SUGGESTION:

When I lived in Atlanta, I did find two jobs on [www.craigslist.org](http://www.craigslist.org) , by thinking “**OUTSIDE OF THE PICTURE FRAME**”.

Instead of going online and looking for available jobs, create a post for “**JOBS WANTED**”. I posted exactly what kind of employment I wanted; and a resume with my experience, and why I would be an asset to a company. Also, I posted my required pay scale. If you seek an hourly wage job, be honest. There are many people looking for work.

It is best to state your bottom to top requirement. For example: \$14.00 - \$16.00 an hour. Most companies will offer the lower end. It is up to your discretion, it depends on your level of skill, and what the market realistically pays today.

If you require a yearly salary, then post it:

**EXAMPLE**: \$35,000 - \$40,000 yearly salary. Again, they will automatically go for the lower end. Make sure it is an amount you can live with. But, if you are not working and need to pay bills, be flexible. **JUST DO IT!**

Of course I did go on many interviews before I found a job. You must be willing to do the work to find employment.

Think creatively. It may be time to think of a new career. It may be temporary until the economy improves. The idea is to bring in money.



Health care field

For example: In the **Health care field** there are many jobs available for caregivers. If you have compassion for people and like to help others, it is a good job to consider. As with any other work, the pay is based on experience. Generally, it pays less than other types of work in the medical field. However, if you need to work immediately to get money coming in, it is worth your consideration.

If you are able to be an overnight caregiver, you can earn a higher rate, and just work 2 – 4 nights a week. There are many agencies online. Do a Google search for your neighborhood.



Pet sitting

Another job might be: **Pet sitting**. If you enjoy dogs and cats, there are many people who need the services of pet-sitters. You can also post fliers where you live. You may want to check on any requirements first, such as being bonded and knowing how to provide emergency medical treatment for pets in your care. It is a responsibility, but a good opportunity for people who have experience with pets and need to earn extra money.

### **DON'T FORGET ABOUT JOB CAREER FAIRS!**

Another good resource for job searching is to attend Job Career Fairs. Look in your Sunday newspaper and free newspapers. There is usually information about job fairs posted regularly

***HELP WANTED***

**Networking** is a great way to job hunt.

**HOW TO NETWORK:**

- Make a list of everyone you know
- Gather email addresses and phone numbers
- Keep your resume close at hand
- Start calling people
- Start e-mailing people
- Tell everyone you meet that you are job hunting
- Smile

Networking is an effective tool for serious job-hunters. You never know who might have a job for you or know someone who is in need of your skills. **JUST DO IT!**

As easy as it is to make business cards; consider making a simple card that says Job Hunting; what you do and your phone number:

**EXAMPLE:** My card would say: Marguerite Fair: Skilled Writer, Caregiver & Administrative Assistant seeking employment: 310-555-5555. Pass the cards out where ever you go. It shows that you are creative and seriously looking for work. Make sure to keep several resumes with you at all times.

When you have more than one type of work experience, make a separate resume for each one.

**EXAMPLE:** I would have a one page resume with my writing skills and experience. A one page resume for my caregiver skills and experience; and a third one page resume for my Administrative Assistant skills and experience.

## **DRESS FOR SUCCESS!!!**



**DRESS FOR SUCCESS:** This is important. As you move around in your daily activities to network, it is important to dress in an appropriate manner. If you seek employment in an office environment, dress the part when you go out. Keep your positive mental attitude in force, smile and bring your cards and resumes with you.



## **BE A CONSULTANT!**

A great job choice: **Consultant**. Utilize your acquired skills. Start your own circle of work by word of mouth. Perhaps you can: **Tutor** someone with needs in your area of expertise. Now is the time to be flexible. It is possible that a small job can eventually turn into a new career. Do the best you can every day. Smile and remain hopeful.

It is a good idea to remember how to interact with people when you job hunt. While using the computer as a tool to apply for jobs is practical; remember that everyone else is doing it as well.

When I was an administrative assistant in a doctor's office in Atlanta, we needed additional office help. The first day I posted the ad; there were over 200 responses and another 250 within the next two days.

You must also spend a block of time applying for jobs in person. Bring some resumes, dress professionally, stop by local businesses and office parks, and hand out your cards. Remember, people know other people. You will be remembered for doing things differently. You will stand a better chance of finding a job quickly. **JUST DO IT!**

Another way to job hunt is to sign up with two or three temporary agencies. That can be a fast way to find a job. Of course you will be tested on your skills, which should not be a problem. The biggest hurdle is to have basic computer skills. If you are serious about a job, basic computer skills are necessary.



### **Update your Computer skills!**

Brush up on your skills; go to your local library to find out where you can find free classes. You can also use the library computer. In addition, the temp agencies frequently allow you to schedule time to practice on their computers. In the library there will be plenty of computer training for dummies books available. Take advantage of any free service that gets you employed!

The best part about working for a temp agency is that you can find a permanent job at a company you like. Many companies use a temp service exactly for that reason. They want good fits, and you should too. **JUST DO IT!**

# TAKE OUT YOUR PAD AND PEN!



On this sheet of paper, you need to write down the name of every person you know.

## **EXAMPLE:**

- **FRIENDS**
- **FAMILY MEMBERS**
- **ACQUAINTANCES**
- **DOCTOR**
- **DENTIST**
- **LAWYER**
- **CASHIERS IN STORES**
- **BANK TELLERS**
- **GYM BUDDIES**
- **CLASS MATES**
- **CLUBS OR ORGANIZATIONS YOU ATTEND**
- **FORMER EMPLOYERS**

**Brain storm with friends to extend your list!**

The list will get your mind moving into forward motion. Write down everyone's name you can think of. When you are asked this question by anyone during your day: ***"How are you doing?"*** Do not resort to the old boring line: ***"I'm fine."*** ***Say this instead*** (with a smile): ***"I'm doing great! I'm looking for a new job. Do you know anyone who is hiring?"*** Then hand him one of your special business cards.

Practice it in front of the mirror. Be sincere and project a positive image. You know why? People will remember you. Plus, if you have given him a card, if he does run into a future employer seeking your skills, you gain an advantage over the competition.

This report is filled with positive suggestions to help you get a job or create one. Ultimately it is up to you to follow through and do your best.

Remember that your level of success rests in your hands. There are no guarantees, and you are the driver of the success car in your life.

Do not be intimidated about starting an online business. It is the new way to survive in today's unstable economy.

Life is too short to be lived in fear or resistance. Accept reality, take a deep breath, have faith and **JUST DO IT!**

**End of Report**

**Marguerite A. Fair is a writer and founder of the Golden Goddesses, presently living in the West, Los Angeles area.**

**Other books by Marguerite:**

**\*Telling on Myself/How to not lose weight, find love or age gracefully!**

**\*Am I Still Talking? (Did I say something funny?)**

**\*Extreme Low Budget Apartment Makeovers/How to be your own design team**

**\*Of the Same Mind/A novel about love an obsession**

**\*How to Save Money in a Poor Economy**

**\*Golden Goddess Cookbook**

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