

Written by Administrator
Tuesday, 22 June 2010 11:24

Yes, you better believe, there is a right way.

Like any other Sales Campaign secretarial jobs seeking requires proper planning, if it's going to get the right results, winning your dream admin secretarial job. There is a research phase, a design phase, a launch phase a sales phase and a follow up phase. Here we talk about the launch phase, and weigh up your competition.

If you're an admin secretarial job seeker right now and you are up against millions of others of great Candidates who are all slapping on job boards, teaming around forums and posting "currently available" on every discussions group ever invented.

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Heck, people are even inventing groups and networks for just that purpose. It's all a bit tiresome and rubbish.

So how can you stand out from the crowd as well as President Obama in the 2008 election?

Innovation is key here. Take some time to brain storm. Take time to design a profile that is unique, concise and individual.

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Application cover letters are essential these days if you are sending your secretarial jobs applications by e-mail. In the age of hackers and computer viruses, your reader will need to know a bit about you before opening an e-mail attachment. A well written profile paragraph is a good bet and enough info to suffice.

There are various options available of how you present your CV now. PDF, word doc, video CV or downloadable CV from a professional mini site etc, you get the picture. Every different take on how you present yourself in the digital age is a unique selling point that makes you stand out against a swarm of others secretarial jobs applicants.

Or how about putting your CV in the body of an e-mail?

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Think of the advantages:

Straight to the readers eyes.

It bypasses spam filters that ban attachments.

More likely to get read.

In the age of hackers and phishers, people are scared of opening attachments they did not ask for.

Which mediums to use to hunt your admin secretarial job?

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If you are unemployed right now and need work, use all of them.

- Secretarial Recruiters
 - Secretarial employment Agencies
- Introductions
- Industry news streams
 - Professional profiles.
 - Keyword and SEO optimised CV.
 - Blogs,
 - Forums
 - Discussions
 - Groups
 - Networks
 - Secretarial Jobs boards
 - Secretarial Career resources
 - Colleagues

You are totally encouraged to use any or all of these as long as you are unique, professional and add value to every contact you use. You should never approach a network or post a comment to a discussion unless you are adding value, being very professional and bringing something useful to the discussion.

How to send to win your admin secretarial job?

What's your e-mail headline?

"Currently available"

"Seeking new challenge"

"Looking for Opportunities"

All of these smack of desperation, and desperation repels secretarial recruiters and employers alike. Avoid it at all costs. Instead when posting or uploading your CV onto secretarial jobs boards, use every information field to cram relevant useful, professional information that will help you win the admin secretarial job.

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When to e-mail your CV?

Strange question? Is it that important.....

If you confine your job seeking just to week ends and evenings you are going to be at the bottom of the spammy pile of e-mails.

Most peoples inboxes fill up over the weekend, the first thing they do is dig out of e-mail on a Monday morning, that means hitting delete, delete, delete, without reading at all.

So if you are working right now, how can you send your CV out at a time when it will actually be read and effective. Send it in the middle of the working week day. But how can you? You work. Right?

Set e-mails up and send as drafts and have some-one else press the button at the right time for you.

Or, if you use outlook there is a useful little function that allows you to send delayed e-mails. Just stick the terms "delayed e-mail" into the help function of Microsoft outlook and follow the instructions.

So, whats the result? Your CV/ e-mail is read straight away when people are at work, bored in the afternoon, etc. You are more likely to win your dream admin secretarial job.

What sounds better?

A bit of bait and intrigue. That makes the reader want to read more to find out.

Experienced PA with office management skills

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Highly skilled legal secretary with focus on conveyancing.

These all sound much better and more befitting of a professional level person.

And how is your follow up?

How many people actually read unsolicited mails properly?

I know I don't, isn't that what the delete button was invented for? Absolutely.

So follow up your e-mails with a call the next day to make contact, stay in the hiring managers mind and get to grips with what sort of secretarial vacancies are actually out there. You will be the first person they think of when other secretarial vacancies are available.

But what do you say if there are no secretarial vacancies?

Make every call count. Follow up with a cross sell opportunity.

Do you know anyone who is hiring does currently have secretarial vacancies?
Do you have any colleagues who need anyone at the moment.

Maximise every opportunity to your advantage – win your dream admin secretarial job.

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