Process Outline (Implementation)

Here is a process outline, to remind you of what should be considered and help you stay on track in implementing your plan for call and career:

A. Identify target organizations, decision-makers and positions, with:
   a. What information you need
   b. Where you can find this information

B. Overcome inner resistance – watch and pray, fast, visualize success, establish accountability.

C. Organize support – network for leads and contacts
   a. LeTourneau resources – faculty, staff, students, alumni, family and acquaintances
   b. Overcome inner resistance (watch & pray, fast, visualize success, establish accountability)
   c. Operate efficiently – develop and use system to manage time and information
   d. Apply effective follow-up (e.g., systematic messages of thanks for assistance)

D. Continue to watch and pray, and to visualize success (i.e., fulfillment of your plan)

E. Prepare credentials
   a. LeTourneau University credentials file – resume, current unofficial transcript, plus other portfolio elements you’d like kept available to prospective employers – Career Services maintains an archive of credentials for current students and LeTourneau graduates.
   b. Résumé(s)
      i. Gather or select necessary information
         1. Organization information – culture/values, activities, location
         2. Job type or title and description
         3. Job-related personal profile – descriptions and concrete examples (e.g., major talents/strengths/gifts, communication and relationship skills, planning and organization, problem-solving and decision-making, creativity, innovation, adaptation, initiative, motivation, teamwork, leadership, management of time and resources, going a second mile, learning from mistakes or ‘failure,’ computer and other technical knowledge and skills, relevant achievements, etc.)
      ii. Create and submit an appropriate résumé
         1. Format, style and appearance
         2. Organization (e.g., reverse-chronological, functional or mixed)
         3. Medium (e.g., hard-copy or electronic)
         4. Major sections (e.g., name and locator information, objective/goal, qualifications, certifications, skills, education, awards/scholarships, professional memberships, computer-related proficiency, work experience, publications, languages, activities, interests, and other/personal information)
      iii. Create and use effective pre-contact letters (i.e., cover or broadcast letters)
   F. Apply directly to hiring managers
      a. In person
      b. By telephone
      c. By Internet/WWW
d. By mail
G. Apply indirectly through job clearing houses
H. Evaluate and respond to work offers
   a. Before responding, assess the organization, prospective immediate supervisor and management style, overall management, specific job, development and advancement potential, compensation, organizational ethos and community, geography and culture, etc.
   b. Responding:
      i. Post-contact and thank-you letters or e-mails
      ii. Negotiation following an offer
      iii. Communications accepting or declining an offer
I. Succeed at work – factors in success and satisfaction after securing employment
   a. Establish constructive mutual relationships with supervisor, co-workers and subordinates
   b. Develop applicable interpersonal skills
   c. Develop applicable personal competence
   d. Establish dependability
   e. Sustain effective time management
   f. Optimize goodness of fit: build on strengths and manage around weaknesses
J. Continue practices of recurring career exploration (revisit Stages 1-3—a lifelong opportunity).

For more information on finding the career that's best for you, or to schedule a meeting with one of LeTourneau's career counselors please email Career Services.