

WELCOME!

Welcome to this issue of Career Communiqué!

We want this to be your newsletter, so please feel free to forward any suggestions on what you would like to see covered in this newsletter.

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CAREER *communiqué!*

Avoiding stress and burnout!

Welcome to this issue of Career Communiqué. I trust you had an enjoyable Christmas break and have returned to work de-stressed, refreshed and rejuvenated - ready to tackle the year ahead.

While enjoying my recent holiday break I was able to catch up on my reading – a pastime I thoroughly enjoy, however with a busy schedule and copious commitments (as I'm sure you can all relate to), I unfortunately do not get as many opportunities to read as I would like.

An interesting article that caught my eye was in the Sunday Herald Sun (25/1/04 issue), which spoke about high

anxiety within the workplace. The article quoted figures from a recent ACTU survey, which confirmed this problem. The survey findings stated that:

Attitudes are more important than facts.
Carl Menninger

- 78% of employees stated that their workplace was understaffed;
- 78% felt that they were overloaded;
- 71% statement that they had to work long and difficult hours; and
- 56% commented that their managers "bossed them around."

These figures are not only very high, but also worrying. Because we

spend the majority of our time within the workplace, by not addressing and eliminating anxiety-causing factors, continued exposure to high levels of stress could ultimately lead to burnout.

While there can be many underlying factors to tension in the workplace, some of the more common stress-causing factors can be reduced by following a number of simple strategies.

- ✓ With a seemingly ever-increasing 'to-do' list, prioritize the items into three categories: Urgent – must do today; Important; and Not-so-Important.

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SUGGESTIONS?

Do you have a suggestion for a topic that you would like covered in our upcoming newsletters. Please forward your suggestion to: communiqué@aresumewriter.net

10 most commonly-asked interview questions:

1. Tell me about yourself.
2. Why do you want to work for our company?
3. What did you do in your last position?
4. Why are you leaving your current position?
5. What are your weaknesses/strengths?
6. Tell me about a time you failed?
7. Where do you want to be in five years time?
8. What was your relationship like with your manager?
9. How do you manage stress?
10. Why should I hire you?

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Avoiding stress and burnout!-con't

Ensure the Urgent items are completed first rather than trying to juggle too many things at once and you end up with nothing accomplished.

✓ Delegate – while we would all like to think we are superhuman, there are only so many minutes in each day that we can allocate our time to. If a task can be completed by another team member, ask them for assistance.

✓ Follow through a task to completion, even if it is only a 15-minute job – allow yourself that sense of accomplishment.

✓ Take regular 'power' breaks, particularly if you are working at a computer. Get up,

stretch, walk around, change your posture or perform another task that does not involve computer work to prevent tension and strain on your eyes, neck

rather talk about it with your colleagues and managers – they may be willing to share the load.

If you still continue to experience excessive levels of stress and job dissatisfaction, you may need to seek professional assistance to help you identify whether or not you are in the right job.

Success is putting simple ideas into practice each and every day!

Anon.

and shoulders.

✓ Learn some basic stress reduction techniques such as meditation or deep breathing that you can perform during the day to prevent stress build up.

✓ Avoid feeling pressured to taking on extra responsibilities above your own set tasks. Don't bottle up your concerns, but

QUESTIONS?

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**COMMON INTERVIEW
BLOOPERS:**

- ◆ Arriving late for the interview without ringing to advise the interviewer.
- ◆ Attending the interview with no regard to one's appearance.
- ◆ Being over friendly.
- ◆ Limp and damp handshake.
- ◆ Not listening to the interviewer's questions properly.
- ◆ Babbling
- ◆ Referring to 'we' instead of 'I'
- ◆ Being poorly prepared
- ◆ Eating one's lunch (No joke—this has actually happened)
- ◆ Answering mobile and continuing to take the call while in the interview! (I kid you not—I have read that this has happened too)
- ◆ Bringing mum along to the interview

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TOP 10 CAREER MILESTONES: A TRIP DOWN MEMORY LANE CAN ADD MOMENTUM FOR THE MILES AHEAD

2004 will undoubtedly bring a rash of New Year's Resolutions (both career and personal) as many people look forward to a fresh start and clean slate. Some of us love to make resolutions; others happily dismiss them as an unnecessary evil! Whatever your opinion about Resolutions and looking forward, consider instead the benefits of Milestones and looking back. Those milestones and meaningful moments will give you some good memories and momentum for the miles ahead. Here are 10 "Career Milestone" items that may give you cause for celebration:

Milestone #1. Accomplishments: What did

you accomplish in your career this past year that you are most proud of? Momentum is a byproduct of accomplishments. Look to your accomplish-

To realise true happiness, erase the barriers between who you are and what you do.

Paul Keene

ments—big or small—to see where you've made progress and built momentum. What beliefs or behaviours did you put in place that allowed you to achieve these accomplishments?

Milestone #2. Improvements: What improvements or opportunities did you capitalize on in 2003? Perhaps you committed to doing things a little differently. What

caused you to want to change? How have these changes benefited you?

Milestone #3. Insights: What insights did you gain about your career-life this past year? Learning and growth stem from being aware of thoughts and behaviours. What are you aware of today about yourself or your career-life that you weren't aware of at the beginning of the year? How will you use those insights to your benefit?

Milestone #4. People: Who made the most positive impact on your career this year? We are inextricably connected to others, whether from working on a team, being coached or

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QUESTIONS?

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... Career Milestones

Continued from P3

mentored, taking a class from an industry leader, reading inspirational material by your favorite author, etc. After you identify that person(s) in your life that positively impacted you, think about what you can do to allow something similar to happen in 2004.

Milestone #5. Impacts: What positive impact have you made on others this past year? Consider the benefits you have brought to your boss, coworkers, colleagues, vendors, or customers. There is great satisfaction in knowing that you have had an impact on others.

Milestone #6. Courage: How did you show courage this year? Merriam-Webster defines courage as “mental or moral strength to venture, persevere, and withstand danger, fear or difficulty.” What or who was in place that enabled you to act courageously? How can you leverage that courage to face new challenges?

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TOP 10 CAREER MILESTONES: A TRIP DOWN MEMORY LANE CAN ADD MOMENTUM FOR THE MILES AHEAD—con’t

Milestone #7. Value: How did you add value to your career this past year? Maybe you’ve added a new skill to your toolbox or learned new communication or time management techniques. How has your employer (or clients) benefited from this value?

Milestone #8. Disappointments: Disappointments are an unavoidable part of life. What was disappointing to you this past year? You can make this a milestone by putting systems in place so that you don’t repeat it in the new year. Who can help hold you accountable?

Milestone #9. Gratitude: What are you most grateful for in

your career? An attitude of gratitude can be one of the most powerful success tools you possess. Rather than focusing on what’s

**To change everything,
simply change your
attitude.**

Anon.

wrong, focus on what’s right. It takes just as much energy to focus on the positives as it does the negatives—it’s a matter of choice!

Milestone #10. Success: What’s your definition of success? People define career success in a number of ways. In the end, the definitions seem to boil down to doing what’s important to you while bringing value to

others. In your work this past year, how have you done what’s important to you? If at the end of each day you can point to some activity that was important to you and brought value to others, you can consider yourself a success. Now that’s empowering!

Enjoy your trip down memory lane ... and may the miles ahead be filled with great views, good company, and more meaningful milestones.

Source: Career Coach Academy

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**COMMON INTERVIEW
BLOOPERS-CON'T:**

- ◆ Bad posture—
slouching and hunching over.
- ◆ Not speaking clearly—
mumbling responses.
- ◆ Making negative remarks regarding previous boss and employer.
- ◆ Not researching the company or position.
- ◆ Overemphasising salary expectations and that you are motivated more by money than by the position and opportunities.
- ◆ Lack of confidence.
- ◆ Making general statements rather than providing concrete examples.

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Guest-Writer Spotlight—Clare Maxfield from *Corporate Confidence*

His Style.

(Original article printed: Sept. 2003)

How many of you have heard the term Metrosexual? I have heard it bandied around so often of late that I decided I should mention this new breed of man and welcome him into our lives. Whilst we had the SNAGS (Sensitive New Age GuyS) in the 80's and 90's he has now had to make way for the new breed, the metrosexual. This is the modern metropolitan man, conscious of his appearance, well groomed and dressed, often confused for his cousin the homosexual, but is actually heterosexual.

I am not surprised at the emergence of this new breed of male. In the animal kingdom it is

more often the male of the species who uses his looks to attract the female. They are often more elaborately plumed or coloured and spend their days chasing after and fighting over women.

Major goals achieved are really a string of smaller goals, (one step at a time).

The females of many animal species will just sit back and see who manages to raise her interest and possibly her pulse. But that is an issue for the Discovery channel more so than here. We girl's know how much we have enjoyed pampering and preening ourselves over the ages. It has just taken the guys a little longer to catch on.

With us celebrating the Father's in our lives this month and especially this Sunday I thought I would

focus on the boys for a change and what they should take into account regarding their appearance.

Starting at the top a man needs a hairstyle which reflects his personality, can be easily maintained and, if it is short, is trimmed often. There is nothing

more off putting than a hairy neck on a well groomed gentleman or any gentleman for that matter. A man should consult with a hairdresser as to what style will suit his face shape. A man with a long face needs to create width so opt for styles that are not too full on top or even avoid the spiked up styles that are still quite popular today. This style is magic on a man with a round or wide face as it can give him some length and height.

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Continued P 6

Do you have a horror interview story that you would like to share with our subscribers? Or perhaps you would like to share with others, some tips and strategies that have worked in your career? Please send them through to: communicate@aresumewriter.net

His Style

Con't from P 5

This season sees the shelves stocked with all styles of collars including the spread collar and the long pointed collars. It is important to understand the significance your collar can have on your appearance. A man with a wide face and a short/thick neck will look as if he has been squashed into his shirt with a spread collar. At the same time a man with a long thin neck and long face will start to look like Beaker, from the Muppets, when he wears a pointed collar. A standard collar suits all face shapes and necks. Remember if you are wearing a collar that buttons down it must be worn buttoned down and not unbuttoned. You may as well have your fly open. It is not a design feature that looks good undone.

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Guest-Writer Spotlight—Clare Maxfield from *Corporate Confidence*—His Style con't

Your tie is equally important. When wearing a wide collar you need a thick knot so you should tie a full Windsor. A half Windsor will give you a more triangular knot which will suit most business shirts and the four in hand is a more narrow knot and suited to the button down style of shirt.

If you would like more information regarding how to tie a tie please drop me an email clare@corporateconfidence.com.au with how to tie a tie in the subject line and I will send you an info sheet. Whatever style of tie you are wearing a dimple is very important to the finished knot. This is best achieved by pinching the fold in as you tighten the knot.

The colour of your tie says a great deal about the type of person you are. The brighter the tie the brighter your personality. Red ties are great to make yourself known and create a pres-

the green ties impeccably. Lose the orange ties and I would only choose pink to keep the girls happy. The guys, even if you are metrosexual will not respond well. Purples and

lilacs are the closets you can come to the softer colours and look fabulous with both white and blue shirts. Grey and black ties are suited

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ence. Be careful though of being too obvious as the old style of bright red tie, white shirt and black suit is very last century. Yellow and gold ties are uplifting and lively. They look ideal with blue shirts but go for the new colours and not the very gold ties of the past decade. Blue ties are conservative, green ties will work in generally muted colours mind you I have a client with cat green eyes and he suits

to formal occasions and sombre ones. The really tone down your look and will not place you as a progressive male. Never ever let me see one of my clients in a comic tie. There is only one joke that can come from wearing a tie or socks for that matter with comics on them and the joke will be the wearer.

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PASS US ON!

We hope you are able to use some of the information in our newsletter to enhance your career! Do you know anyone who may benefit from our newsletter. If so, please feel free to send them a copy, or send us through an email with their details to: communiquer@aresumewriter.net We will gladly add them to our subscribers list.

His Style

Continued from P 6

The suits at the moment that I am recommending my clients to wear are the single breasted, three button style. They are flattering to all shapes, give you a great shape and hide any imperfections easily. Be wary of wearing any jacket that is too tight. It will pull in at the waist giving you one of a woman's figure and pull open at the bottom button revealing the bottom of your tie and giving you a Ginger Meggs appearance. A boy with his tie hanging below his jacket. Knowing you should always wear a jacket with the bottom button undone leaves no place to hide your tie which would sit well concealed under a well fitting jacket.

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Depending on your age you might like to start wearing suits with flat front trousers. They are a modern look and look amazing. If you have any pants with double pleats in the front it is time to say goodbye to them.

There is much more to a smart and stylish presentation for a man. In the coming months I will have a site up

dedicated to men and their clothing requirements. Keep a look out for it and its address to be advised in future newsletters.

A couple of hints to a good fitting suit. The buttons do up and the jacket will sit flush to the body without revealing the belt or bottom section of your tie.

The sleeves finish about two centimetres below your wrist bone. The jacket length should not be above your hip bone or too low on your body.

Unless you are very tall

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cuffs will make you look shorter. Mind you many pants these days have no cuffs.

Lastly ensure there are no more than two breaks (creases or folds) at your pants hem. It is a sign your pants are too long. Your tie at its widest point should be roughly the same width as your lapels, also at their widest point.

Remember gentlemen it is just as important to have a good fit as it is to have a good fabric and good quality. An expensive suit that does not fit you well is simply a waste of money.

About the Writer:

Melbourne born and based, Clare Maxfield is an inspiring and entertaining image consultant and speaker who has dedicated

her life to the all importance of image and achieving personal goals. Visit Clare's website at:

www.corporateconfidence.com.au

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RÉSUMÉ Q & A:

Help—I have to provide some referee names however I have no idea whose names to provide. Can you help?
Joan, Melbourne

Dear Joan

Your question is one that is frequently asked by job seekers who are at a loss as whose names they can provide as suitable referees. This can be due to a number of reasons, some of which include:

- closure of the company and therefore not being able to locate previous supervisors or managers;
- losing contact with previous bosses due to their leaving the company;
- your current boss is unaware that you are seeking other job opportunities and you do not want to jeopardise your current position; or
- you have been out of the workforce for some time and therefore do not have a recent manager or boss who can verify your professionalism and abilities within a reference checking process.

CAREER *communiqué! con't*

It is better to provide a referee who knows you in a work context rather than, say, a close friend, relative or neighbor, however for some job seekers this is almost impossible.

If you find yourself in either one of the above situations there are a number of strategies you can consider:

- If you have recently completed professional development or courses, you could consider providing the name of your lecturer or tutor.
- If you have volunteered for a local community organisation, perhaps consider providing the name of the President or other member of the board or committee.
- A professional, or other high-standing member of the community who has known you for many years and can verify

your honesty and integrity. These people may include a minister, a doctor or lawyer.

- If you are unable to locate a previous

referee. Who better than a previous or existing customer to vouch for your commitment and high standard of work ethic?

Once you have developed a list of possible referees, contact each one to ask them and confirm if they would be willing to act as a referee, and obtain their correct

Many of us will never do great things, but we can do small things in a great way.

manager, consider providing the name of a colleague with whom you have worked. They can certainly confirm your overall professionalism and experience within the workplace. Or if not a direct supervisor, you may consider a supervisor from another department who has had some dealings with you on a professional level.

- Perhaps you can contact a number of your customers/clients, to see if they would be willing to act as a referee.

contact details. Also provide them with a copy of your resume and a brief overview of the positions you will be targeting.

Ensure you follow up with your referees each time you provide their names to a potential employer, to advise them of the company you have applied with and the position; and, if possible, the name of the person who will be contacting them. This will ensure that your referee is not caught off guard when contacted during the reference checking process.

Best of luck!

NEW YEAR'S RESOLUTION?

Do you know anyone who is not happy in their current role or is struggling with doubt over whether they are even in the right position? Or perhaps they have been meaning to make a move, but fearful and unsure of those first steps? Contact AEC and ask about our career counselling/awareness programme to assist them in discovering their authentic self.