

How Do I Re-Establish Myself in the Job Market After Being Laid Off?

You were laid off and may have felt discouraging and demoralizing, but now it's time to get back to work. It can be difficult to get into a routine of any kind, but that is exactly what it will take to get you into the mindset of **job hunting**.

In fact, you can combine both the need for routine and your actual job hunting efforts by first getting up **15 minutes** earlier each morning. The 15 minutes should be spent reading **newspapers** or **online articles** about the industry that is relevant to your field of interest. This is a great way to get tuned back into the job market and to update your knowledge in preparation for resume writing and finding a new job.

Your Neighbor's Best Friend

Staying engaged in the marketplace is important if you want to find another job as quickly as possible. And the best way to get involved is through networking. **Networking** is an amazing concept because you actually don't know for sure which person you talk to might know someone else who could potentially have an influence on the hiring process. In fact, it might be your neighbor's best friend whose mother is an executive with a local employer that leads to a job as opposed to the traditional application and resume you mailed in response to a job posting. Check out "*Are you Networking in all of the Right Places?*" for tips on networking!

The people you should network with is...**everyone!** If you don't tell people you are available they are not going to know. It's that simple. Each person you talk to may:

- Have an open position available and will encourage you to apply
- Know of a position that will be coming available
- Know someone who has an open position that needs filling
- Be knowledgeable about where you should look for a job
- Provide important contact information from potential employers

So *who are these people?* They are:

- Friends
- Family
- Professional contacts
- Business organizations
- Acquaintances,
- Even people you don't know, but know about, because of contacts you have made!

You want to take advantage of all your known connections, which will lead to new connections which will lead to yet more connections.

A Good Kind of Aggressive

Successful networking requires that you be somewhat aggressive in letting people know that you are looking to re-establish yourself in the job market. You can print **business cards** and create **electronic networking cards** and then hand them out or send to...**everyone!** It is important to develop a quick summary statement to deliver on the spot to people you know or come in contact with face to face or call on the phone or email.

It is also important to assemble a file with information needed to write the resume. You can collect your past:

- Performance appraisals
- Documentation of accomplishments
- Award certificates
- Anything else that has career relevant

The **Career Management File** will be instrumental in resume writing, but it also will give you a sense of purpose during the job search. The file will contain personal career information and eventually the research you do on potential employers.

If you have been laid off, you are certainly not alone. But there is no time like the present to get organized and to get busy finding a job. Jobs don't normally fall into people's laps which means you have to reach out into the marketplace. Networking gives you the reach you need to be successful.

Regal Resumes' 'Online Collaboration' tool enables existing to upload their career documents for safe keeping. Check out our services page to learn more about how this can help you in your job search.