

# ELEMENTS OF A SUCCESSFUL LONG-DISTANCE JOB SEARCH

**BY RAYMOND GERSON**

## **Seven initial steps toward a long-distance job search:**

1. Select the geographical area and the destination city in which you want to live.
2. Know the type of work you are seeking so that you can conduct a focused search.
3. Identify the activities that can be accomplished only by visiting the destination area.
4. Identify activities that can be conducted from your present location.
5. Do as much research and preparation as possible in your present location (the ideal would be to begin preparing six months before moving).
6. Use as many available methods of contacting potential employers as you can: letter, telephone, fax, e-mail, and in person.
7. Accumulate a list of at least fifty potential employers to contact. (See the following list of methods for doing this task.)

## **Twenty ways to identify potential employers and opportunities:**

1. Contact the Chamber of Commerce in the destination city for a list of employers.
2. Conduct informational interviews with employees in your present location who work for companies which are located in your destination city. Ask the local employees for referrals for informational interviews.

3. Obtain a copy of the yellow pages in the city you are targeting.
4. Call employers in the destination city and request brochures, annual reports, and other printed materials containing company information.
5. Contact your high school and/or college alumni association(s) for a list of people who live in the destination area.
6. Subscribe to the newspaper in your destination city. Read the business section and the want ads for opportunities.
7. Subscribe to regional magazines which provide information on topics and people of interest in the destination area.
8. Attend seminars or conventions in the destination area (or other areas) with professionals in your career field of interest.
9. Read trade journals in your career field.
10. Polks city directories at the library provide the same information as a telephone book; they can be used when you do not have access to the yellow pages in the destination city.
11. Join professional organizations in your field of interest. (See the Encyclopedia of Associations in the library for a list of various professional associations.)
12. If you belong to a church or synagogue, see if any members have contacts with churches or synagogues in your destination city. Your minister or rabbi may be a good referral source also.
13. Use family, friends, and other members of your network to identify people for informational interviews in the destination city.
14. Contact state employment agencies in the destination city.
15. Contact temporary and permanent private employment agencies in the destination city or local firms with offices in your destination area.

16. Some cities have a Governor's Job Bank (or other job bank) with job listings of state government and universities.
17. Contact county and state government offices in the destination area.
18. Use libraries and library career centers for information. Ask the research librarian for assistance.
19. Athlete clubs, YMCA, YWCA, and community organizations may be a source of contacts.
20. University professors and past supervisors may be another referral source.

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Raymond Gerson has a masters in psychology and over forty years experience teaching personal and career development. Career counselor, job placement specialist, trainer, and former owner of an executive search business, he teaches college success strategy courses. He is the author of five books, including *Create the Life You Want*. Two of his e-books, *How to Create the Job You Want* and *Effective Job Search Strategies* are available for free at <http://www.raymondgerson.com> along with numerous articles on success and study skill strategies.