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Find Your Ideal Career (or Business) And Create Your Life Resume

By Maria Marsala

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Want a career (or business) that brings a smile to your heart? Don't know exactly what that career might be? This list of ideas can start you on your way. Make the process fun by scheduling a visit to your favorite place -- the beach, mountains, whatever -- where you can compile your lists and daydream too!

Seven years ago, I completed the process described below by trial and error -- or was it error and error?! I didn't have a non-biased person, such as my coach or a consultant to support and assist me in the process. I created the process as I went along. You are much luckier than I was at the time! You have this Life Resume and you know where you can go to hire a coach!

Take an assessment test: personality, skills, etc. I have compiled a few lists of free online assessment tests and quizzes for you at www.coachmaria.com/articles.html Also check your local phone book for college career centers, career consultants, or career counselors who offer such tests and many other helpful services too. Online visit the coach referral resources located at <http://www.coachmaria.com/coaching.html>

Start a new type of resume. List the first paying job you had and then start writing all the tasks you performed. You will not be graded on your penmanship... promise!

Compose a volunteer resume, same format as listed above -- listing the positions and tasks you performed.

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Create a list of what you volunteered to do when you went to school. What organizations did you belong to? What projects did you volunteer for? If you're a mom and/or wife (dad or husband), add lists for those areas too! You're putting together a "this is your life resume".

Create a list of every career you've ever thought you might enjoy since you were 5 years old. (Ages 6–10 are extremely important!)

Now go back to all your lists and cross off every task that drove you crazy, or that you couldn't stand doing, or that you promised yourself you'd never do again! Ask yourself, "is this something that I would enjoy doing for 8 hours"?

Take a look at what you are left with and look for the patterns. For example: Did you enjoy teaching in each paying and volunteer position you've held? Does organizing or working with numbers or working with your hands come up in your descriptions time and time again? Does a clear picture of your ideal career or business shine through?

If your ideal career isn't evident yet, try these resources:

~~ Visit the Department of Labor Occupational Outlook Handbook at <http://stats.bls.gov/ocohome.htm>

~~ Ask people, what careers someone would have if they were doing _____ (the things you enjoy doing)?

~~ Consider this...you have the perfect life while you are enjoying working. What would you be doing? OR you won a million dollars and the only stipulation in receiving it is that you'd have to continue working. What would you be working at?

Now, go find your ideal career (or business)! Or create something wonderful and new!! Take some classes if need be... and above all, SMILE...

With special thanks to the John Crystal Institute (NYC), Richard Boles, and the many other authors who wrote books I've read or studied over the years. Also thank you to everyone who was unable to create their resume, and instead asked me to design it for them.

Maria Marsala, Business & LifeCoach–Consultant. Maria works with individuals as they design, start or grow their businesses and careers around around what they love to do. Visit www.CoachMaria.com to subscribe to "Growing You and YourBusiness" a free weekly on–line newsletter.

Tips For Writing Your Winning Resume

By Gabriel Adams

Your resume is one of the most important documents that you will create in your lifetime. Many times an employer will not even give you a chance at a job without a stellar resume. Usually the difference between getting a job interview and not getting a job interview is how well you write your resume. You usually can not speak to your prospective employer until they have first seen your resume, so your resume writing has to do the speaking for you. Writing a resume is not very difficult if you just remember a few basic techniques.

1. Career Objectives - The career objective section should be located at the top of your resume. This section should contain your career goals and aspirations. It is a good idea to tailor this section so that it applies to the job which you are applying. This will let your prospective employer know that you are interested in the job, and that this job is a step towards your overall career objectives.

2. Work History - Make sure when you are writing your resume you give your last three jobs in your work history. Also if for some reason there are gaps in your work history make sure you write an explanation for the absence on your resume. Also, when you are writing about the tasks you performed on this job, try to emphasize the tasks that relate the most to the job you are trying to get.

3. Skills Section - This section is the most often overlooked when someone is writing a resume. However the skills section is the most important section in a resume. You want to make sure that you list all of the skills you have obtained, as well as the amount of experience that you have in each skill. This is very important to employers, because it tells them how much training they will have to give you if you are hired.

4. References - Depending on the job you are applying for, an employer may or may not contact your references for information about you. If they try to contact your references and they can not contact them, it will reflect poorly on you, and you might not get called in for an interview. Make sure that you keep your contact information current when writing your resume, and notify your references when you submit a resume so they will be prepared to be contacted if necessary.

Check out

to help you write your winning resume.



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