



If your success were guaranteed, which career would you choose?

Fabulous You

The time went incredibly quickly today and even though we ran over a little I really appreciated the fabulous questions. Your career is just so important which is why some reflection on what YOU want is going to be very worthwhile.

So as promised, these are the five things we covered today:

- There are three elements you need to consider for any vacancy, namely the position itself (tasks and responsibilities), the people you'll be working with, *and* the environment you'll be working in.
- Before you put pen to paper or hand to keyboard for your application, write out the things that you believe you would need to have professionally to feel fulfilled and 'on purpose'. What do you LOVE to do? What makes you feel good? Stop trying to mould yourself to a specific position and start instead with what you want. Pay close attention to the context section of the vacancy announcement. Can you imagine yourself enjoying the job? It's up to you to do as much research as you can in advance of an application to make sure that you stay motivated for the entire recruitment process.
- Make the process of applying online easy for ever more by creating a word document with all of your details so that you can update your information and change key words as appropriate. Having a word

document will also help you keep track of what you have sent where (much easier to read than your online form).

- Look at your list of tasks and responsibilities/description of your work history. Does what you've written look like a list of statements? Although it will take some time, for every sentence you have written ask yourself the question 'so what?' and then answer it with 'so that ...'. Get clear on your achievements and show the reader that you have a good understanding of how you contribute.
- Don't be tempted to apply to a position because you want to get away from where you are. Negative motivation can lead to more negative emotion and you need to stay excited about your new opportunity so that you have a stunning interview!

Tomorrow we'll be looking at your cover letter also known as your letter of motivation and please join using [THIS LINK](#)

As was the case today we'll be starting at 2pm Central European Summer Time (Vienna, Rome, Berlin).

Finally, if you have questions you would like me to answer please do book a call and I'll be happy to help. I don't promise that we'll find *all* the answers you're looking for in 20 minutes but you will at least have some clarity about what to do next. You can access my calendar directly here: <https://bit.ly/20-Minutes-on-Teams>

Looking forward to welcoming online again tomorrow and until then stay fabulous, because you are!

With love

Gwyneth xx

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