



## **OK, I lost my job now what do I do?**

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I am going to assume this layoff came at you totally out of the blue and you were not expecting it. If you were expecting it you may have already started on some of the steps outlined below.

**Start Networking.** This is the most important part of your job search, you need to do this first and you need to spend more time on this than anything else. I have written a complete article about networking that is available on my web site ([www.qcitech.com](http://www.qcitech.com)) but you need to start talking to people. Get out there and start to ask what is going on in the marketplace. There are a ton of new tools out there to use since Web 2.0 kicked off (Linked In, Plaxo, Face Book, My Space, Twitter and others) as well as all the tried and true methods. So get involved at your church, get involved in the community, call everyone you have ever worked with, talk to your neighbors. Do this the very first day and every day for the rest of your life.

**Get to know yourself.** I suggest a book "Now, Discover Your Strengths" by Marcus Buckingham. Do an honest appraisal of your strengths and weaknesses paying special attention to your strengths. Think about your accomplishments in business and in life.

**Make Google your friend.** Research how to write a resume, sample interview questions, various industries, ANYTHING you can think of you can research through Google. You do NOT need to know Boolean logic, just type in "How do I write a resume" and get started. I would also suggest going down to your local bookstore, grab some of the books on how to look for a job (and the self improvement ones like "Now, Discover your strengths" and head to their coffee shop. Buy a cup of coffee and start reading. Look at the table of contents and the first and last paragraph of each book. If you do not like the book put it down, if you do like it then read more, if you love it then buy it or if money is tight go on line at Amazon and buy a used copy of it. Take it home, mark it up and use it.

**Now write your resume** (are you surprised this did not come first?). Again I have written a complete article on this and it is available at [www.qcitech.com](http://www.qcitech.com) but use those accomplishments you have been remembering.

**Stay positive!** I put this next because by now you might be feeling down and you have definitely run across some people who are very negative. It is VERY easy to get down when you are unemployed especially during a down market so do whatever you have to do to stay positive. There is a reason that there are so many books written on this subject because staying positive works. Don't moan and groan, get busy with your job search,

take care of your body with exercise and diet, take care of your mind by staying positive. Make sure the message on your cell phone and your home phone to one that is professional. Get a personal email account set up that is professional looking. Keep yourself looking decent at all times you might find your next employer at the grocery store or book store.

This article and others like it are available on QCI's web site at [www.qcitech.com](http://www.qcitech.com).

