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Two Tips for Starting Your Search

By: Paul Horn - Executive Recruiter

When you decide it is time to look for a new opportunity, it might seem like an overwhelming task. It is often a long process and, whether you choose to tackle the search yourself or work with a trusted recruiter, there will probably be challenges. However, with some honest self-reflection and a bit of planning at the outset, you can save yourself quite a few headaches along the way.

Before you call your favorite recruiter or hit the job boards, you need to spend some time creating a plan and preparing to put your best foot forward. At this stage, there are two key things that I suggest you keep in mind:

1.) **Be Specific.** You need to spend a few minutes taking stock of what is really important to you. This goes beyond just job responsibilities and compensation. Are you really willing to relocate? If so, where? Have you discussed relocation with your family? Are there any specific companies you would like to work with or companies you would like to avoid? Are you better at managing accounts directly or would you rather sell through distribution? Leave no stone unturned at this stage. I cannot tell you how many times I have talked to individuals who say they are actively searching for a new role but cannot go any deeper than saying, "I'm looking for a better job that pays more." If you do not know what you are looking for, it is hard for me to help you find it. If you truly want to find your dream job, you need to put effort into figuring out what that job looks like and what specific criteria it has to meet.

2.) **Be Smart.** Building a resume has never been fun. However, I cannot stress enough how important it is to your job search. It is usually the first time a recruiter or a hiring manager gets to see a complete picture of what you have accomplished and it is also a snapshot of how you operate. Do you want people to think that you are sloppy and do not proofread your work? I would hope not. So, while it is time consuming and not very exciting, you *must* spend time creating a strong

Industrial Team

Steve Sanders
VP/GM of Industrial Practice
Direct Line: (757) 208-7038
Email: steve.sanders@tyges.com

Fulfillment Team

Joshua Toth
Direct Line: (757) 208-7226
Email: joshua.toth@tyges.com

Alexa Williamson
Direct Line: (757) 208-7233
Email: alexa.williamson@tyges.com

Bill Downing
Direct Line: (757) 208-7228
Email: bill.downing@tyges.com

Paul Horn
Direct Line: (757) 208-7224
Email: paul.horn@tyges.com

Michelle Crockett
Direct Line: (757) 208-7229
Email: michelle.crockett@tyges.com

Tom Peterkin
Direct Line: (757) 603-4023
Email: tom.peterkin@tyges.com

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resume. First, make sure the formatting is consistent and easy to follow. The where/what/when of your career should be crystal clear at first glance. Second, make sure the dates, titles, and responsibilities are complete and accurate. Dishonesty on your resume will bring an interview process to a screeching halt. Last, you have to double, triple, and quadruple check that there are NO grammatical mistakes or spelling errors. Have someone else proofread it. It may seem like overkill but first impressions carry a lot of weight. Your resume is the first chance you will get to impress a hiring authority and you should treat it that way. If you need some help getting started, you can find a sample resume template on our website [HERE](#). Once you have it completed, you can send it to us via this link: [SUBMIT RESUME HERE](#).

If your goal is to take the next step in your career and not just find another job, these suggestions will help make that process more efficient. If you are *specific* about what you are looking for and *smart* about how you present yourself, you will save time and help others help you.

ACTIVE JOB OPENINGS:

- Quality Manager - Chicago
- Purchasing Manager / Strategic Sourcing Manager - California
- Commodity Manager - California
- R&D Engineer - Chicago

Please note: I want to direct you to a blog that our firm started the first of 2014: www.reinventingrecruiting.com. It deals with a multitude of topics and I encourage you to follow it and make comments or ask questions. Please check the blog out and follow us to receive some great content and give you the ability to actively interact with discussions.

Should you be interested in learning more about any of our current job openings or Impact Players, please contact us at caroline.mutch@tyges.com. We look forward to working with you in the future.

TYGES International
5400 Discovery Park Blvd., Suite 201
Williamsburg, VA 23188
855-TYGES77

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