Microsoft Excel and Job Hunting

By Blair Milster

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About Blair Milster:

- I've been using Excel to track details and manage work since the days of Windows 3.1

- I am an International Logistics and Trade Compliance specialist with experience managing freight, compliance and supply chains, mostly using Excel.

- I write VBA macros and have used many of the functions with Excel in both work and academia.

- I got my start with Excel when a former manager saw me doing some homework for an MS Office class and he exclaimed: "You know Excel? Have I got a project for you!". That overtime alone paid for the cost of the class. The rest is history.

Contents:

- What is Excel?

- How are we going to use Excel today?

- Topics to organize

  Tabs for: Your Brand

                    Companies

                    Activities

- Examples from Excel

        (Not just in the context of job hunting)

- Further reading

- Closing / Questions

Notes and Housekeeping:

- My speaking style is meant to engage you the audience.

    If / when you have questions, please speak up.

- This file and the example file are for general use. Email me at: bamilster@gmail.com and
    I will forward them.

- Feel free to forward this to anyone who may find it useful. Distribution for non-commercial use is fine.
    I just ask that if it helps land a job, send me a note.

What is Excel?

- Excel is a tool for:
  - Organizing data and making comparisons

  - Analyzing data and presenting it in many forms
    - i.e. Charts, Graphs, numeric, conditional formats
      and more

  - Making decisions and managing processes

How are we going to use Excel today?

- Today we are going to look at ways to track your main project:

Finding Your Next Career Move

- Excel offers ways to:
  - Organize the details of your job hunt
  - Track the companies you may want to look at
  - Track your interaction with companies

- Note: The organization and layout in the example is only one way to do this. They key is to get organized. Modify the tabs and details to suit your situation

Your Brand

- It is key to define your brand.

  This helps you focus your job search and how you present yourself to employers.

- The key is to use it to keep yourself focused on your goal. In a formal project, this would be the "Scope" section.

- This tab can be used much like the scroll in the

  Life Map exercise or it can be used to keep reminders or motivators to help you.

Companies

- This tab is for tracking the companies that:
  - You want to work for
  - May have opportunities
  - May affect your market

- Track details about:
  - The company
  - Managers or contact information
  - News or useful details

Activities

- This tab is to track what is going with a company or the job market.

- Apply the KISS principle   (Keep It Simple, Silly)

    Don't retype the world.

    Key the details you need.

- Minimal tracking details are:

Date   Company   Open or Closed

Action type   Action details / Notes

Examples from Excel

- Formulas can:
  - Make comparisons (IF formula)
  - Look up data between lists (VLOOKUP)
  - Present data in pivot tables

    (See example file for the above)

- Excel can present data in:
  - Charts
  - Graphs
    (In 2 or 3 dimensions with various colors
        and many styles)

Further Reading

- On the web:
  - Mrexcel.com

    OR Google what you want to do.

      i.e. "data validation pull down box"

- In print:
  - Shelly Cashman: MS Office series or Excel series

    (They are probably at the community college's book store in the used section. Well written, detailed and easier to follow.)

  - S. Christian Albright: VBA for Modelers

Closing
and
Questions ?