

SECRETS TO SUCCESSFUL CAREER



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Introduction

“You will never change your life until you change something you do daily”, said by the popular televangelist Mike Murdock. Once you arrive at the torturous decision of changing your career, do not waste more time dwelling on the rationale behind this decision.

Get all your acts together and think of better ways of giving yourself a set of career skills that can gear you up for a new life and a new career.

Beefing up your career skills is rather an essential step of achieving true success. There are some secrets that will aid you in acquiring these skills. Learning these secrets can be very beneficial indeed.

Once you have learned all these secrets, you are on your way to enjoying a better career, a sense of stability and more money. All of the time, energy and efforts in strengthening your career skills will be well worth the investment.

By strengthening your career skills, you can become one of the potential candidates that employers are looking for. Thus, it is important to pay attention to these secrets.

One of the first steps of acquiring a new set of career skills is arranging funds that allow you to attend a university or school. This is a big step to moving forward for you to obtain a new set of skills.

Taking it a step further than college is also important. You may want to check out some extracurricular activities such as clubs or maybe even participate in a volunteer event. These are just a couple of examples that can be very beneficial.

Chapter 1:

Basic Career Skills

All employers are searching for potential employees who already have their basic career skills that serve as their foundation skills.

Here are the basics pertaining to your career skill to ponder on:

- Reading: You can understand, interpret and locate written information like graphs, schedules and manuals.
- Writing: You can communicate ideas, information, thoughts and messages effectively in writing. You can further create documents like manuals, flow charts, graphs, reports, directions and letters.
- Mathematics/Arithmetic Skills: You can further perform computations and face practical problems by means of choosing from a wide array of mathematical techniques.
- Listening: You can attend to, interpret, respond and receive verbal cues and messages.
- Speaking: You can communicate and organize ideas orally.
- Interpersonal and Team Skills

An applicant must be competent with verbal communication.

Answering questions in a good and positive manner is a good point.

There is a need to be direct to the point and demonstrate good skills