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EXECUTIVE ASSISTANT SEARCH & CONSULTING

November 2010

Issue: 2010-3



Welcome to EASearch

Dear Leni,

We send you wishes for a wonderful Happy Thanksgiving holiday!

It's the time of year that I always love. Traditionally I take inventory of the blessings in my life.

As I look at my company, I am asking...
What are we thankful for?

- We are thankful for the continued support of our candidate and company clients.
- We are thankful for the receptivity and appreciation of the new services we have created
- We are thankful to be in business and to have consulting and search activity

LOOKING FOR JOBS IN ALL THE RIGHT PLACES!

Do you, or someone you know, feel as though you are looking for jobs in all the wrong places? Are you looking for the right job? If so, please read on . . .

In today's market, there really *are* great jobs to be had! We will show you where they are and how to access them.

In this workshop, "**Looking for Jobs in All the Right Places,**" you'll learn headhunter's secrets to the *hidden* job market -- and the steps you need to take to find *your* right job.

Date: Saturday, December 11, 2010
Time: 2 to 5 P.M.
Cost: \$75.00
Location: EASearch offices, Sausalito, CA
Size: Maximum of twelve participants

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Featured On the Radio

Fueling Abundant Life

Marti Spiegelman, MFA recently hosted Rinaldo Brutoco, President of the World Business Academy, on her web radio show Awakening Value™.

They took a fierce look at both our desire to create an abundant life, and at the future we're blindly creating as we cling to short-term, control-based ideas of what's good for us.

In "**Looking for Jobs in All the Right Places,**" you'll learn the steps to finding the right job for you, including:

- Taking proactive charge of your job hunt
- Expanding and leveraging your network
- Using the best of today's technology in your job search]
- Creating a compelling and powerful resume
- Marketing yourself right into your target companies

For more information, and to register, please call 415-331-0269.

"Looking for Jobs" Webinar to be Announced after January 1, 2011. Please let us hear from you if you have an interest in attending either an on line or in-person workshop.

Have a wonderful holiday season.

Warm regards,

Leni Miller

Employment View from Where I Sit. Where are the jobs? by Leni Miller

What has today's job hunting have to do with the game we played as children, "Mother May I"?

Remember when we were children and we played, "Mother May I?" Someone was elected to be "Mother". Mother directed all the children as to what kinds of steps they could take and in what direction they needed to go. Mother would start directing at a rapid pace and, if mother decided to call on you, she might say things like, "Leni, take two steps forward!" as she turned quickly to another child and said, "Mark, take two steps backwards!" and so on... The first person to touch Mother, won.

The trick was that if Leni didn't say "Mother may I?" she had to go back to the start line. The even bigger trick was that Mother might not even call on Leni at all. Whether you remember this or not, the biggest "not fair!" about the whole game was that you had absolutely no control over whether Mother even called on you. Then, once Mother did call on you, you might be so excited that you totally forgot to say "Mother may I?" The end result was that despite your great intentions, focus and enthusiasm, your chances of winning, through no fault of your own, were slim to none!

What is today's job hunting market like if you are looking for jobs the way you always did? You are responding to online ads and hoping that recruiters will call you one day with the "perfect job"! You may be spending your days playing, "Mother, may I?!"

- Is this just the way it is?



Click icon to listen

For more details see **Fueling Abundant Life** article at left below.

On the Radio with Leni

Listen to Leni talk with Mike Consol about the value of outstanding Executive Assistants and the current realities of the job market.



Join Our Mailing List!

Call EASearch

415.331.0269

**Visit us at
EASearch.com!**

- Are there any jobs out there?
- If there are jobs where are the jobs?
- How do you find the job that you want?

Read on!

NO! That is not the way it is.

The way people are finding jobs has changed.

Sure, there are fewer jobs at this moment, but you only need one!

You don't have to play "Mother May I" anymore!

There is less and less likelihood that responding to an ad will secure even an interview. It's the nature of the platform and no need to take it personally..too many resumes..too little time.

What is the answer?

There are jobs out there, but people have to find them on their own and through their own network!

Become your own job recruiter! Become your own job hunter!

It's not difficult..it can be as easy as deciding the new direction:

1. Make a decision to be independent and proactive about finding your job.
2. Be clear as to what are your top five priorities relative to work.
3. Be specific as to what the resulting parameters of your ideal job/work situation are.
4. Utilize and expand your former employers, friends and family network as a community of helpers in the project of finding your next job.
5. Consistently let them know of companies in which you are interested, your skills, abilities and broad parameters of your ideal job.
6. Learn to use social networking to expand your network and utilize the help of your community.
7. Target companies rather than job openings.
8. Create search engines for target companies which send you updates on what the company is doing.
9. Maintain a high level of networking activity. Go to as many meetings, nonprofit volunteer opportunities, parties and events as possible.
10. You cannot talk to or meet too many people.
11. It is through your network that you are most likely to get the job for which you are searching.
12. Headhunters know that high volume of activity is important when conducting a search. Make sure that you take the job, of looking for a job, as one to which you commit high activity.

We'd love to see you either at our in person workshop in December or look for our Webinar in January:

"Looking For Jobs in All the Right Places".

Featured Celebrity Assistant!

Bonnie Low-Kramen

Bonnie is a passionate spokesperson on issues concerning all administrative professionals and enjoys setting the record straight. In a profession dominated by women, Bonnie and I share the idea that women need to help other women and we work together towards that goal. She co-founded NYCA in 1996 with seven fellow celebrity assistants. It is the only organization of its kind on the East Coast and has grown to over 120 members. In her almost 25 years with Olympia Dukakis, Bonnie worked on the Academy Award win for Moonstruck, the 1988 presidential campaign of Michael Dukakis, and has travelled around the world to places such as Sydney, London, Alaska and Prague.



Bonne Low-Kramen

In 2004, Bonnie published "[Be the Ultimate Assistant. A celebrity assistant's secrets to working with any high-powered employer](#)" in response to the great curiosity about her professional and the lack of solid resources available. Since then, she has traveled the country as a popular speaker to groups of administrative professionals where she talks about her work in entertaining and inspiring presentations.

Bonnie is the real deal. She speaks with first-hand knowledge about what every administrative professional experiences because she herself lives it every day. Her book is a page turner which you will keep at your desk as a valuable resource. I do.

On Sept 24, 2010, Bonnie was the keynote speaker at the IAPSP (International Association of Private Service Professionals) Conference in Houston, TX.

Bonnie has been my colleague and friend for many years. To know more: www.BonnieLowKramen.com

Fueling Abundant Life

Marti Spiegelman and Rinaldo Brutoco
on web radio Awakening Value

Marti Spiegelman, MFA recently hosted Rinaldo Brutoco, President of the **World Business Academy**, on her web radio show **Awakening Value™**. They took a fierce look at both our desire to create an abundant life, and at the future we're blindly creating as we cling to short-term, control-based ideas of what's good for us.

In '**Freedom from Mid-East Oil**', Rinaldo and his co-authors expose the mistakes we're making in fueling our lives, and define the choices we *must* make to save our lives and the resources our

planet provides. *"The linear 'strategic' mind alone cannot perceive these choices, so they remain impossible."*

On **Awakening Value™** Marti teaches us how to live in creative relational awareness where such choices are not only possible, they are perceived as the obvious thing to do now! Rinaldo's call to action is an exquisite example of an indigenous technique called 'working upstream' - using vision to see what is 'becoming', determine degrees of probability, and take focused action to manifest *only* beneficial long-term outcomes. This kind of mastery values the collective; its choice is life, not impending disaster. Marti and Rinaldo agreed that our only choice is to reset our state of consciousness and accept the collective impact of our actions. This is the only way we can craft a safe and abundant future.

Marti Spiegelman is CEO and Founder of Shaman's Light™ and creator of Shamanic Technologies.

Rinaldo Brutoco, futurist, attorney, entrepreneur, and thought leader is Co-Founder of the World Business Academy.



Marti Spiegelman
with Rinald Brutoco

Sincerely,

A handwritten signature in blue ink that reads 'Leni'.

Leni Miller
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