

# Maryland

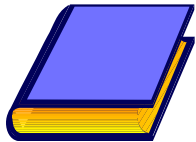


## *Voice of the Chesapeake*

Volume 19

Issue 1

January/February 2008



### Book Review

### Jumpstart Your Job!

Many of us in workforce development in Anne Arundel County remember Marcia Hall as the President of the West Anne Arundel County Chamber of Commerce during a period of rapid growth in that region – the development of the Piney Orchard area of Odenton and the Arundel Mills Mall and surrounding expansion in Hanover. Since her retirement from the Chamber, Marcia has written several books on job search and is the founder of *Reputation Counts*, providing seminars and assistance to individuals entering the workplace and others to improve their networking and business skills.

In **Jumpstart Your Job: 12 Simple Ways to Shift Your Career into High Gear**, Marcia offers practical advice to young people on how to succeed in their job search and in their first job. After consulting with scores of business people, educators and workforce professionals, Marcia concluded that “The secret to what really counts...is your everyday behavior.” While specific job skills are important, what makes individuals stand out is the way they project personal attributes that they can control. Marcia provides insight and tips on twelve key behaviors that employers value. They are: a positive attitude, dress, honesty, punctuality,

effort, responsiveness, dealing with mistakes, saying “thank-you,” teamwork, respect, adaptability, and listening. Each behavior is addressed through real-life examples, and is accompanied by tips on making these behaviors a habit. The book includes a bibliography of additional books that would be helpful to young job seekers and young professionals, as well as a list of online resources for job search.

For young people who may find their first venture into the world of job search daunting, Marcia’s message is reassuring – so much of what they need to know and do in order to succeed is within their control. Marcia’s simple, practical approach encourages readers to take it one step at a time – read a chapter on one of the “simple ways,” incorporate the behaviors into daily life, and once that “way” is mastered, move on to the next one.

To order a copy, go to  
[www.reputationcounts.com](http://www.reputationcounts.com).