



BarkerGilmore

## Finding Your Next Job (or Having It Find You)

GC Advantage<sup>SM</sup> Webinar

November 2020



# GC Advantage<sup>SM</sup>

- Complimentary professional development program for corporate legal and compliance leaders.
- Visit the GC Advantage<sup>SM</sup> page on our website for future & on-demand webinars
- Upcoming
  - **Succeeding as a Great Lawyer, Savvy Business Person, and Indispensable Teammate – The In-House Counsel Imperative**  
December 3, 2020, 1-2pm ET
  - **Turning Lawyers into Leaders and Developing Successors**  
January 13, 2021, 1-2pm ET
  - **Data, Analytics, and KPIs, Oh My! How to Recognize and Use Metrics to Reduce Cost and Add Value**  
February 10, 2021, 1-2pm ET

# Questions & Answers



Submit questions to panelists at any time throughout the presentation via the **Q&A feature**. Questions will be answered at the end of the webinar.



You may use the **chat feature** to communicate with support staff regarding technical issues.

# Develop Action Plan

- Determine how much time you will devote to your job search
- Set goals
- Consider creating a written document containing:
  - Your professional objectives
  - What roles you are interested in
  - Brief positioning statement
  - Your areas of expertise
  - Business needs that you can address
  - Your major accomplishments
- Think about what locations will work for you
- Determine what industries you want to focus on
- Come up with a list of companies in target industries and geographic areas

# Resume Basics

- Keep it brief
- Keep it simple
- Highlight your skills
- Include your accomplishments
- Include key words from job postings for positions you want
- Make sure no typos and consistent format
- Send PDF, not Word version

# GC Resume: Key Bullet Points

- Advise management and the board of directors on a variety of complex transactional, litigation, compliance, regulatory, and governance matters, including ...
- Lead strategy development and implementation efforts by facilitating strategic planning sessions, collaborating with management in ...
- Analyze and interpret federal, state, and local laws, rules, regulations, policies, and administrative guidance, and deliver legal updates and educational sessions to employees, officers, and directors
- Draft, review, and negotiate legal documentation, including ...
- Manage and develop legal team, engage outside counsel, and prepare annual departmental budget
- Represent the Legal department on enterprise-wide committees, councils, and leadership groups including ...
- Supported company-wide diversity and inclusion initiatives by ...

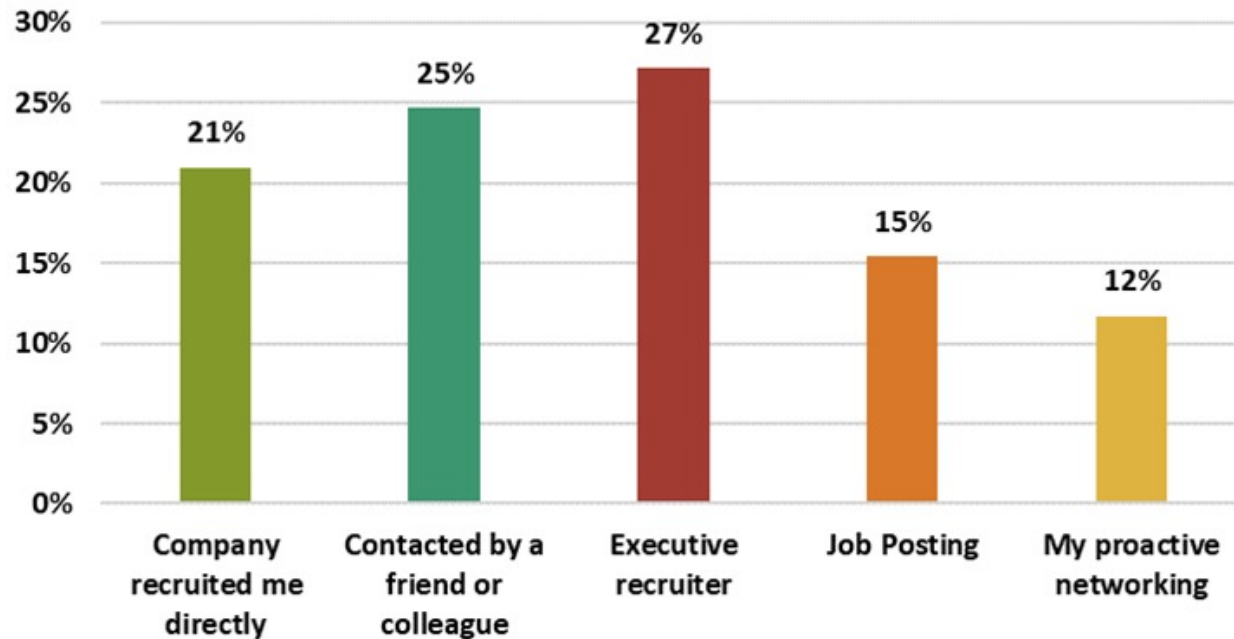
# LinkedIn Tips

- Photo: Recent professional headshot
- Summary: Describe what you do and highlight your strengths
- Skills: Include at least 5
- Endorsements: Give and get
- Include key words from postings of jobs you want
- Do not upload resume
- When revising, turn off notifications

# How Recruited GCs Learned about their Jobs



## Learned About Current Role



Source: BarkerGilmore GC Succession Survey Report



# Job Board Postings

- Checking postings should be part of a multifaceted search plan
- Set up job alerts
- Find company contacts
- Some posted jobs may not be available
- Getting through algorithm can be difficult
- If post, tailor your resume for the job posting
- Adjust expectations – may not get a response

# Remember in Job Interview

- Appearance is important
- Focus on your eye contact and body language
- Try to have your personality come through
- Have stories where you solved an issue to the benefit of your company
- Do not criticize current or prior employer
- Have questions

Thank you for attending.



Please let us know how BarkerGilmore can help  
you succeed.

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Panelist Biography:

**Sunita Holzer**, EVP & CHRO, Realogy Holdings