

Your success in your work search will depend largely on a realistic appraisal of yourself and what you have to offer – and you *do* have a lot to offer! A positive self-image and assertive communication are the keys to your successful work search: they will enable you to make transitions and adapt to change and new environments.

Assertive communication conveys your purpose and desired outcomes in a positive and confident way. Assertive does not mean aggressive: assertive communication respects the needs, desires and purpose of everyone involved in the communication.

Exercise 1

Rewrite each of the following into an assertive statement.

At least listen to what I have to offer.

We don't really need to discuss that do we? I was simply going to show you my résumé.

I can blow the rest of your staff right out of the water. I'm more qualified than anyone you currently have on your team.

You probably see a lot of candidates/applicants who are far more skilled/qualified than I am, don't you?

I've only ever fixed cars. I don't know how to do anything else.

I did help organize a fundraiser at my church, but that doesn't count because I didn't get paid for it.
