

Section 1  
Beginning the Transition

## Section 1 - Beginning the Transition

Orion Talent was founded in 1991 by five former Junior Military Officers who met while working for a recruiting firm in Atlanta, Georgia. The team had successfully thrived as a cohesive unit in the midst of a fiercely competitive environment due to their cooperation, idea sharing, and their ability to put the interest of the group ahead of their individual interests. When the firm they were working for was no longer meeting their personal and professional standards, the team of five decided to venture on their own and focus exclusively on serving job seekers transitioning from the military.

Since 1991, Orion Talent is proud to have helped more than 30,000 military leaders find jobs in Corporate America, and we have placed more veterans than any other military recruiting firm. Our company consists of former military professionals representing all branches of the Armed Forces. The Orion Talent family is now comprised of five regional offices located in San Diego, Austin, Cincinnati, Virginia Beach, and Raleigh; with corporate headquarters also located in Raleigh.

Throughout our company's history we have maintained certain values that set us apart, including personal integrity and professional ethics, dignity and respect for every individual that we work with, and an unyielding commitment to teamwork. Put into practice, these values allow us to deliver superior customer service, personal attention to each and every candidate and client, and an unmatched dedication to establishing the best fit between job seeker and employer.

Orion Talent exists to strengthen the fabric of America by providing ethical leaders to America's companies. We provide our honorable service members with what is in short supply when they exit the military - we listen, consult, and treat them with the honesty and dignity they deserve.

### Orion's Core Purpose and Values

#### Our Purpose

To strengthen American Business with Best-in-Class Military Talent, through the relentless pursuit of excellence and unwavering commitment to our Nation's Military Professionals.

#### Our Values

- Excellence
- Teamwork
- Innovation
- Warrior Ethos
- Commitment

#### How We Can Help

We understand that preparing for and making a career transition can be a very stressful life event. We are here to help. Here is an overview of the services we can provide and what we can do to help you.

## We represent you in your Career Search

Our team is here to help you. The Orion Candidate Recruiter is your representative in the hiring process. Your Recruiter will assist you in preparing your resume and with preparing for interviews. Once a Recruiting Manager introduces you to a career opportunity with one of our clients, an Account Executive will serve as your liaison to that client. Our Account Executive team works with thousands of companies nationwide to give you the largest number of career opportunities possible. Together, we work to find that win-win situation: the right “fit” for both you and the company.

## The Hiring Process

Orion places candidates in one of 3 ways: hiring conferences, mini-conferences®, or direct placements. These are not mutually exclusive methods of placement; we may utilize any or all of these methods in your career transition. We will tailor a customized plan for you based on your unique situation.

### Hiring Conferences

Hiring Conferences are not job fairs. Hiring Conferences are regional hiring events that feature multiple companies looking to hire for specific opportunities. Hiring Conferences are the most efficient way to find a position, because they enable you to receive professional interview training and interview with multiple companies at the same time and place. Day One of the conference is a preparation day that consists of an interview workshop and briefings on the companies in attendance. Day Two consists of individual interviews personally matched for you by your Orion Candidate Recruiter based on your personal qualifications and preferences. You should receive an invitation about one to two months before the event, possibly closer as new clients confirm and new opportunities appear. We recommend that you plan to attend a hiring conference 90 days prior to your planned start date. Conferences are invitation only and spots are limited, so confirm attendance with your Orion Candidate Recruiter as soon as possible.

### Distinguished Candidate Conference

Orion has created the Distinguished Candidate Conference (DCC) to provide exceptional career opportunities for our candidates that have distinguished themselves in education, performance, and experience, while meeting our top clients’ needs for an outstanding pipeline of talent from which to grow their future leadership. DCCs are national hiring conferences and are attended by Senior Leaders from our highest caliber clients, seeking Officers who will make an immediate impact within their new roles. High growth positions are available in Operations Management, Engineering, Sales, and Leadership Development Programs across the country.

### Mini-conferences®

Your Orion Candidate Recruiter will contact you as mini-conference® opportunities arise that are a match for your qualifications and personal preferences. Mini-conferences® are hiring events held for a single company with multiple positions available. Typically, interviews will be conducted onsite

and the hiring process is expedited. Mini-conferences® are our second most effective means of helping you find your next career.

### Direct Placement

Direct Placement is a means of helping you by presenting you an opportunity with a specific company. Your Orion Candidate Recruiter will contact you as direct placement opportunities arise that are a match for your qualifications and personal preferences. Typically, the hiring process for direct placement is more deliberate and will involve a screening interview (typically on the telephone) followed by an onsite interview.

Most companies find it more cost efficient to conduct their hiring in a conference format, where they have the opportunity to evaluate several candidates at one time. As a result, fewer companies are choosing to go the direct placement route. What this means to you is simple: Hiring Conferences are our most effective means of helping you find a position.

### Cost

Our services are completely FREE OF CHARGE for you. Companies pay us a fee to recruit and prepare qualified candidates. As a transitioning military leader, you have many traits that companies desire: responsibility, dedication, discipline, leadership and a maturity that surpasses that of your civilian peers. These companies understand the investment needed to hire candidates of your quality.

### Preparing for Your Transition

This is an important step for both you and Orion Talent as we begin to form a mutually rewarding partnership. To accomplish this, we both must be focused on certain responsibilities. We can assure you that we will employ every resource available to assist you in your transition. You will also have certain responsibilities as you prepare for your transition:

- Dedicate yourself to a detailed self-analysis of your strengths, areas that need improvement, special skills, abilities and desires. Commit to interview practice and professional reading. Only YOU can articulate your value to a company.
- Set aside time to attend scheduled interview workshops, as well as one-on-one interviews by phone or during base visits with your Orion Candidate Recruiter. We will always let you know in advance when we will be at your base. It is critical that you make your career search a priority.
- Keep your file current always. Please be proactive and let us know of any updates to your transition plan (timeline, preferences, etc.) or any changes to your resume so we can best assist you. Ensure that we have all pertinent contact information (work, home, cell and civilian email address).
- Please be responsive. As you approach your transition date/window, we will need to reach you always. Check your email frequently. Opportunities come open with little notice; if we cannot contact you, we cannot submit you for that opportunity. Never hesitate to call us if there is anything we can assist you with!

Orion Talent is here to make your transition a successful one! With a combined effort of five regional offices throughout the nation, 50+ regional hiring conferences per year, trained consultants and several thousand client companies, no other firm can provide you the same depth of resources, experience and exceptional customer service. Please feel free to call your Orion Candidate Recruiter with any questions or concerns. We look forward to helping you find your next career!

## Your Transition Timeline

We typically start working with candidates who are approximately 18 months from their planned start date. Based on that timeline, you can use the following checklist as a guide to ensure you are doing everything possible to prepare yourself for your transition:

### 18-7 months out

- Attend a base visit presentation and/or schedule a base visit interview.
- Conduct an initial phone screen with an Orion Candidate Recruiter to determine initial interests and establish general target locations. Your recruiter will send you an initial preparation packet.
- Establish your timeline. Let your recruiter know your planned Earliest Start Date.
- Complete a rough draft of your resume using one of our approved formats.
- Read Interviewing Handbook for The Military Leader by Paul Kreider or Knock 'Em Dead by Martin Yate.
- Begin your professional reading in targeted areas using our suggested reading list.

### 6 - 4 months out

- Attend a base visit presentation and/or schedule a base visit interview, if not previously conducted.
- Complete a final draft of your resume with the help from your Orion recruiter.
- Complete the interview preparation sections of the Orion Military Transition Guide.
- Continue professional readings.
- During this time, we will be in contact with you every couple of months in order to answer any questions and confirm your transition plan.

### 4 months out

- Finalize plans to attend a conference, as recommended by recruiter.
- Speak with an Orion Recruiting Manager to ensure clarity on the event and to begin researching targeted companies.
- Continue professional readings and interview preparation.
- Conduct a mock interview with Orion recruiter.

### 3 months out - Separation

- Attend a hiring conference. Communicate with your Recruiting Manager to conduct follow up interviews, solicit offer advice, and finalize accepting an offer.
- Should the conference not provide the targeted career opportunity, coordinate with your recruiter to attend another regional hiring conference, mini-conference, or be submitted to an opportunity via direct placement.
- Start work in your new career with Orion's assistance.

## Military Officer Transition Checklist

Suggested Months from Transition	Action Item	Date Complete
13 months	Visit Orion's <a href="#">Transition Corner</a> to learn about the transition process from the perspective of fellow veterans who share their experiences with all aspects of the process from finance, to logistics, to challenges faced when starting a civilian career.	
12 months	Visit Orion's <a href="#">Job Seeker Success</a> page. Search our database on branch, pay grade, location, industry, company or even job title, to learn about the specific experiences of hundreds of Orion alumni enjoying success in the civilian workforce.	
11 months	Download and read <a href="#">Military Transition Guide - Preparing to Enter Corporate America</a> . Attend our <a href="#">Career Transition Webinar</a> which will cover all the basics of planning your transition - what you can do to make yourself most marketable, current market conditions, careers you may consider, working with a recruiter, and much more.	
10 months	Check out our list of suggested books for <a href="#">Professional Reading</a> , and commit to reading at least one book on sales and one other book, prior to beginning interviews.	
9 months	View our <a href="#">Resume Writing Webinar</a> , which covers all of the basics of resume writing - why a resume is so important, what you should and shouldn't include, how to write a resume that is easily understood by a civilian hiring manager, and much more. Download and read <a href="#">Military Transition Guide - Resume Preparation</a>	
8 months	Attend our <a href="#">Interview Preparation Webinar</a> , which will cover all the basics of Interview Preparation - how and what you should prepare, do's and don'ts during any interview, practical assignments to help guide you, and much more.	
7 months	Download and read <a href="#">Military Transition Guide - Introduction to Interviewing &amp; Detailed Interview Preparation</a> . After reading, work through the sample questions to apply what you have learned.	
6 months	Download and read <a href="#">Military Officer Career Preparation: Management and Sales</a> . Prepare answers for the sample questions and begin assembling your 'brag book' if you will be interviewing for sales positions. Attend our <a href="#">Sales Overview and Preparation Webinar</a> which will provide you with an understanding of why sales can be a great starting point in the private sector, help you determine if sales is a good option for you, and give great pointers to winning a sales interview.	
5 months	Create an outline of your interview stories and examples utilizing the STAR format, to clearly demonstrate your most marketable skills and experiences.	
4 months	Congratulations, you have completed Orion's Military Officer Transition Program! <b>Please email this completed checklist to your Recruiter.</b>	

## Documentation Orion will need from you prior to beginning interview

Item Needed	Date Complete
<b>College Transcripts.</b> Request a copy of your College Transcripts from your undergraduate and/or graduate school(s). Send a copy to your Recruiter. This does not need to be sealed, and an unofficial copy is fine.	
<b>Evaluation Reports.</b> Send a copy of your last 3 observed reports to your Recruiter. We use these to get an idea of what you have accomplished in the military, and they are a great starting point in writing your resume. Additionally, reviewing your evaluations will help your Recruiter identify key points to highlight when preparing you for interviews.	
<b>Professional References.</b> Using the link included in your email (please ask if you have not received this link), provide us with your professional references. You will be asked for the names and contact information of 2-3 supervisors, and 3-4 peers. It is a good idea to let the person know that you would like to use them as a reference during your job search. Please note, they do not need to write you a letter of recommendation, they just need to be willing to answer a few questions over the phone and provide a quick review of your performance.	
<b>Final Resume.</b> Once you've completed your resume, email to your Recruiter for review.	

## Career Opportunities for Veterans – Industries and Typical Positions

What are you qualified for? We've been asked this question many times. Just as the positions in the military vary widely, so do the career tracks in the corporate world. We realize that you may still be in the process of deciding what you want in a new career. Your next career should be based on your qualifications, skills, goals, and the type of work you would like to do. Below we have listed some of the industries and career fields that the vast majority of transitioning officers move into as they separate from the military, to give you a better idea of what opportunities exist and where you may best fit.

We highly recommend being open to a wide range of industries and position types during your career search. Much like being flexible on geography, being open on 'fit' allows you to find the best possible career choice. The positions listed below are generally where most JMOs begin their civilian career. Keep in mind that these positions are only a starting point. You can expect promotions to more appealing shifts or other positions that will draw upon your leadership from the military and your newly acquired business skills.

### Manufacturing Management

#### Why Manufacturing Management?

Manufacturing management is a great place to begin a second career, as the U.S. manufacturing sector is a robust, dynamic industry. The U.S. manufacturing sector by itself is the eighth largest economy in the world per the Manufacturing Institute, producing more than 21% of the world's goods. It employs more than 12 million Americans (9% of the U.S. workforce) and U.S. manufacturers conduct two-thirds of all research and development in the U.S. A management or engineering position in manufacturing can provide you an excellent understanding of the core business operations required to move on to more senior leadership roles in the company. Manufacturing management is very well suited for JMOs with a very strong leadership background. A technical background is sometimes required to fully understand the operations and maintenance of mechanical, electrical, and hydraulic devices that are typically found in a manufacturing setting.

Each manufacturing plant varies in the complexity of its machinery and the skill level of the people on the production line. Some plants are very labor intensive, requiring strong managers to motivate the work force. Other plants vary from semi-automated to fully automated plants where computerized machines do the manufacturing and the work force is limited to those machine operators that maintain quality assurance aspects. As companies introduce newer and faster equipment, the production line constantly changes. An individual in manufacturing must be able to adapt to change. It is the job of the Production Supervisor and the Plant Engineers to maximize efficiency of operators, assemblers, and machinery to increase production, lower cost, and improve product quality. The transition to Manufacturing is one of the best areas for JMOs due to the direct correlation of your military experience and leadership style. Unlike many other career paths, you can hit the ground running and make an immediate impact on the organization's bottom line and profitability.

## Typical Positions

Listed below are some of the most common positions available to transitioning military officers in the Manufacturing field:

### Production Supervisor

A Production Supervisor, also often called Area Manager, Team Leader or Shift Supervisor, is a mid-level manager that leads a team of plant operators or assemblers and is overall responsible for day-to-day operations in their area of responsibility. Production Supervisors ensure maximum production by regulating schedules, ensuring safety, and assigning operating quotas. These roles often require candidates to be open to shift work. You also work closely with the Maintenance Supervisors, Quality Assurance Personnel, and Inventory Control to maximize efficiency. Strong leadership experience is required.

### Maintenance Manager

A Maintenance Manager is responsible for maintenance personnel to ensure routine maintenance and emergency maintenance is taken care of quickly and efficiently to minimize “line-down” time. A solid background in maintenance operations is typically required.

### Process /Manufacturing Engineer

Process Engineers establish and monitor ongoing processes, and look for problems within a company’s processes and offer solutions to increase efficiencies where possible. Process Engineering also involves developing new processes and troubleshooting existing procedures. Process Engineers are typically trained in, or receive training in, Six Sigma and other Lean Manufacturing processes.

## Career Progression

From these roles, you can expect to move into other roles of increasing responsibility to include Operations Manager, Engineering Manager, Plant Management and ultimately into executive leadership positions within a company. Due to the robust nature of manufacturing in the U.S., workforce aging, and a resurgence of domestic manufacturing, starting a career and gaining experience in manufacturing in our current economy will prove to be a very rewarding decision.



## Operations Management

### Why Operations Management?

The operations field consists of general management positions in Corporate America. Operations is an excellent field for transitioning military leaders because of variety of roles available, and in some roles like distribution or transportation, because you can transition from a very similar capacity in the military.

An operations management role will put a premium on your leadership, organization and communication skills. As an operations manager, you are a mid-level manager in the company. Your specific duties will differ from company to company.

### Typical Positions

Listed below are some of the positions most commonly available to transitioning military officers in the operations field:

#### Distribution Manager

A distribution manager oversees scheduling operations, personnel management, and day-to-day operations in a distribution environment. You are overall responsible for the timely and efficient movement of products. You typically work in a warehouse or in a section of a manufacturing facility dedicated to distribution. Logistics or supply chain management experience may be preferred.

#### Transportation Manager

A transportation manager oversees scheduling operations, personnel management, and day-to-day operations in the transportation industry. You are overall responsible for the timely and efficient movement of transportation assets in support of company operations. Innovations like satellite communication systems and faster, more efficient transportation have taken this industry into the information age. Transportation or supply chain management experience is usually preferred.

#### Project Manager

Project managers are the key managers responsible for the overall direction of key projects. The projects differ significantly depending on the industry, from construction to manufacturing to defense, but the overall position requirements are similar - manage resources to get an assigned project done on time and at budget. Most positions in project management require a Project Management Professional (PMP) certification and/or previous project or program management experience.

#### Retail Manager

A retail manager is responsible for day to day operations of a retail store. Common responsibilities include personnel management, profit and loss, and community relations. Retail often requires

flexible working hours, as the company needs to adjust to customer needs. Significant bonuses based off profitability are not uncommon.

### Other Operations Roles

We also see operations management roles in Marketing, Finance, Consulting, and Human Resources from time to time. These roles are often not the ideal entry point for a military officer, since they may require subject matter expertise in that functional area. But, they are often roles that our candidates move into after gaining experience within the company.

## Career Progression

There are several career paths you can follow from all of these types of positions. You can stay in Operations Management or move into Technical Services, Engineering, IT, Human Resources, or Loss Prevention with the right qualifications. A successful Operations Manager can move into a Senior Manager position as early as two years. The willingness to relocate will increase promotion potential significantly.

## Engineering

### Why Engineering?

Engineering is the most in demand career field. Engineering encompasses a broad range of positions. Many JMO candidates do not feel qualified for a position in this field since they have been out of school and “out of practice” for several years. In many cases, it does not matter if you have an engineering degree or not, or how recently you have used it. Companies may take a candidate with a hard science degree, strong technical aptitude and practical experience for some engineering roles. Serving as an Engineering Division Officer on a ship or the Quality Assurance Officer in your squadron may qualify you for an engineering role.

### Typical Positions

Below are some of the most common positions available to transitioning military officers in the Engineering field:

#### Process Engineers

Process Engineers establish and monitor ongoing processes, and look for problems within a company’s processes and offer solutions to increase efficiencies where possible. Process Engineering also involves developing new processes and troubleshooting existing procedures. Process Engineers are typically trained or receive training in Six Sigma and other Lean Manufacturing processes.

### Quality Engineers

Quality Engineers perform quality inspections and analysis in conjunction with Process Engineering that help to optimize plant layout, improve process flow, and reduce cycle time and costs. Quality Engineers are typically well versed in ISO standards and Six Sigma and other Lean Manufacturing processes. Quality Engineers want to ensure that there is little variation in a product that is produced (QC) or verify that all specifications are met and adhered to (QA).

### Application Engineers

An Application Engineer is a liaison position where you will provide information on the selection, application, and performance of company products with a customer. Responsibilities normally include counseling customers on product use and maintenance in addition to keeping current with standards and innovations in product design and development.

### Project Engineers

Project Engineers are commonly found in the construction industry, but they can also be found in other fields. The role normally requires strong project management skills and the ability to work in a variety of areas. In the construction industry, it would include possible work on roads, bridges and/or commercial construction. In other industries, it may involve commissioning or installing new equipment. Strong interpersonal skills are a must since you will be negotiating and working with vendors. Project engineers also work to ensure the technical specifications, proper materials, compliance issues and rate of work are being met as you work up to becoming a certified Project Manager.

### Test Engineer

Test Engineers are responsible for testing new products prior to full scale manufacturing to ensure they can be profitably manufactured and supported logistically through the field service force of the company.

### Power Plant Engineer

There are many engineering and operations roles well suited to those military officers who have been involved with power production in the military. Navy submarine and surface warfare officers who have held engineering roles have the most transferable experiences to the power industry. Some companies will also be interested in those candidates with electrical or mechanical engineering degrees and a desire to begin a career in this field.

### Manufacturing Engineer

A Manufacturing Engineer establishes and directs manufacturing practices, processes, procedures, facilities, tools and equipment in order for production to achieve safety, quality, and quantity objectives. Most manufacturing engineers utilize lean manufacturing principles to achieve these goals.

### Reliability Engineer

This role focuses on providing maintenance reliability expertise for a wide range of equipment in a wide range of industries. Understanding predictive maintenance and root cause analysis is key, allowing the company to minimize equipment down time, or at least to predict when heavy maintenance needs will occur.

### Career Progression

From these roles, you can expect to move into other roles of increasing responsibility to include Engineering Manager, Plant Management and ultimately into executive leadership positions within a company. You will find that companies that are technical in nature (Aerospace & Defense, Construction, Manufacturing, R&D) tend to have leaders that possess a background in engineering. Starting a career in engineering will lead to significant opportunities across the U.S. economy.

### Sales

A career in sales can be a challenging but very rewarding field for former military leaders. A successful salesperson should be driven, able to work autonomously, an achiever, and somebody with outstanding communication and presentation skills. You should be goal-oriented. Companies want driven individuals to be the “face” of their organization.

A sales career can be very rewarding financially. Typically, a top performing individual in sales can make more than his or her counterpart in the Operations or Management fields. Sales is a pay-for-performance field. The better you perform, the more you earn.

Sales is a very autonomous career. You may work for a company as part of a sales team, but getting the job done daily is strictly up to you. Research, client calls, scheduling, presentations, follow-up, and closing a deal are ultimately driven by you alone. An individual’s success in sales is primarily defined by his or her personality, drive, ability to influence people, and time management skills.

### Why Sales?

Sales is not a career field most military leaders immediately consider as an option during their transition from the military to civilian life. As military leaders, we tend to gravitate naturally towards operations, management and project management - because that is what we are comfortable with. But, those things that made you a great military leader are exactly what make a good sales representative: your intelligence, drive, your goal-oriented and competitive nature, great communication skills, strong interpersonal skills, a desire to be the best, and a desire to be challenged. Why not sales? We strongly recommend that you at least explore the option. Here are the facts:

### Compensation

You are almost certain to make more money in sales than in most management or operations positions. Companies need to sell products or services to survive, and reward successful sales people extremely well. The compensation is designed to reward and retain performers. The better you do, the more you earn. Professional level sales roles are paid a base salary + commission and usually include benefits like car and cell allowances and an expense account.

### Route into Executive Leadership

85% of chief executives and senior managers either started their career or have spent some time in their career in sales and felt that their roles in sales were critical to their professional development and career progression. It gives you an appreciation of what happens at the 'tip of the spear'—at the customer interface. As a military officer, you have already developed leadership skills and have solid leadership experiences. After performing well in a sales role, former military officers are routinely selected for promotion into leadership positions faster than their peers. Not all great sales people are good leaders; this can be a great advantage to you starting a new career.

### Personal Control

In general, you are in control of your schedule. You make your own appointments, and run your own day the way you think is best. As long as you are producing positive results and meeting or exceeding your established goals, you have the freedom to set your own schedule.

### Job Security

Companies know that successful sales people are not expendable. If you were to lose your job, or choose to leave it, it is relatively easy to get a new job if you can demonstrate a 'track record' of success in sales. A successful sales person should always be able to get a job and make a living. Sales is also a great way to build your reputation inside your company. The CEO will know who the top sales representatives are within their organization.

### Helping Others

Sales is about assisting others in achieving their goals and solving their problems by introducing your company's products and services. It is not about forcing others to buy goods and services that they do not want. Sales is about working diligently to discover areas where your company's products and services will add value, having a clear understanding of the needs and desires of your customer, and then working to fill these needs. When done properly, problem solving in this way will earn their respect, gratitude and their business.

## Typical Positions

Listed below are some of the most common positions available to transitioning military officers in the Sales field:

### Industrial/Technical Sales

Industrial or Technical Sales is a specialized business-to-business sale of generally high cost technical products (machinery, specialized equipment, etc.). Candidates should possess a strong sales profile and typically have some technical experience. The technical experience required can vary greatly from some basic technical aptitude to an engineering degree and hands on experience. Compensation generally consists of a base salary with commission or a bonus plan.

### Pharmaceutical/Medical Sales

Pharmaceutical and Medical Sales are client focused sales careers with the primary end user being doctors and medical professionals. Candidates must possess a strong sales profile and outstanding communication and presentation skills. A strong technical or medical background is usually preferred. Both fields require significant preparation and research.

### Outside Sales Rep/Account Manager

Most sales positions not mentioned above are generally classified as an outside sales representative. These positions are available across a broad swath of industries and while the products you represent vary widely, the position requirements do not - represent your company and products to clients in a professional manner through direct contact with potential clients. Strong communication skills and customer service skills are a must.

### Career Progression

A position in sales can also open a lot of doors for you in the future within an organization. An individual with a successful sales background and strong leadership experience from the military can successfully move into a wide range of roles in other areas of the company such as training, brand management, marketing or operations. Some JMOs that enter a sales career when leaving the military choose to spend their entire career selling or in a sales manager role due to the great work/life balance that can come with a sales career, as well as the fairly unlimited earning potential.

### Challenges

There is always a place for a sharp and enthusiastic sales person, and given the correct training and support, most bright people who are willing to work hard and learn will succeed in sales and make a better than average living. However, as in all things, every silver lining has a cloud or two.

### Hard Work

A successful career in sales requires hard work and a strong overall work ethic. If it were easy, more people would be doing it. It is commonly said that for every one person who says 'Yes!', there are nine who say 'No!'. If you need to find five people a day to say 'Yes', you will have to talk to fifty people a day. If you aren't extremely motivated and don't have a great work ethic, a career in sales is likely not for you.

### Results Matter

Sales is a profession where you are judged almost exclusively by your results. Being a 'nice guy' does not cut it, on its own. You will be expected to achieve certain levels of performance, and if you do not do this, you will be counseled, and may even lose your job. You must be goal oriented, organized and self-motivated. If that doesn't describe you, you should not consider a career in sales.

### Disappointment

As mentioned above, a lot of people will say 'No!' and will not be interested in the products or services that you are offering them. If you are the sort of person who will take these disappointments to heart, then do not consider a career in sales. You must be able to handle rejection and disappointment.

### On Call

In many cases, as the Sales Person, you will be the smiling face of the company you represent. In fact, apart from the driver who delivers the products you have sold, you may be the only person from your company that your customer knows in person. So, when things go wrong, as they sometimes do, it will be you that the customer calls, demanding satisfaction, even if it is after hours. But remember, no matter what job you hold in business, you spend a lot of your time selling: selling ideas to your bosses, your colleagues, your juniors, your suppliers and your customers. Spending time in sales prepares you to communicate effectively, and to 'win friends and influence people' (Dale Carnegie).

## Getting Started on Your Career Search

Getting your career search started can be an extremely stressful time in your life. The Orion Talent Team is here to help and we have built this document to serve as a guide. Now that you have an overview of our services and the types of positions that we recruit for, we will dive into developing your resume and interview skills.