



The Treasury Job Search: Skills, Tools and Tactics



Daniel J. Carmody, CTP
Managing Director
(773) 209-2094
dan@treasolution.com

Searching for a treasury job can be challenging. If you utilize the proper job searching skills, tools and tactics you will have a greater chance of success sooner! Listed below are a few ideas that may be able to make your job search more efficient and successful.

Skills

Job Fundamentals

In order to be competitive, treasury professionals need to continuously enhance their current skill set. If you are just entering the treasury management field, or if you have experience and require additional training, job seekers can enhance their treasury management skills in several ways.

- 1.) Study and take the Certified Treasury Professional (CTP) Exam
- 2.) Take a “Fundamentals of Cash Management” Course
- 3.) Attend a local treasury conference and attend the presentations

By completing these actions (and listing them on your resume) you will be taking proactive measures to enhance your treasury management skills and your competitiveness in the job marketplace.

Organization

Complete organization is critical if you are seeking a new treasury position. Throughout your job search you will need to create self-marketing material, search for organizations requiring your skills and communicate with numerous people. In order to effectively coordinate all activities you must have effective tools and the ability to organize your job search into manageable tasks. Additionally, you may want to separate your job search into distinct phases in order to achieve your job search milestones in the correct sequence. A sample job search may be organized into the following phases:

- Phase 1: Enhance Skills and Professional Network
- Phase 2: Create Self-Marketing Material
- Phase 3: Communicate Job Search (with everyone!)
- Phase 4: Interview Preparation
- Phase 5: Job Interview
- Phase 6: Job Selection

During your job search, remember the famous saying from Henry Ford, “Nothing is particularly hard if you divide it into small jobs.”

Communication

Communicate with everyone. Once you have concluded that you are officially seeking a new position, be sure to let everyone who may be able to assist you know. I have found that generally people enjoy helping other people.

Therefore, let people know that you are seeking a new position and ask for their help. More often than not, people will remember your request and try to assist you if they can. Communication, coupled with networking, will be your most important tool when seeking a new position.

Tools

Business Cards

Personal business cards can be a very helpful tools when searching for a new position. There are several resources were you can obtain professional looking business cards at a low cost. (VistaPrint.com offers 250 free business cards, not including shipping.) Having a personal business card while searching for a new position helps creates a professional image and promotes active networking.

Word Processing Software with .PDF Capabilities

We all know that you need a professional looking resume while searching for a treasury related position. Creating a good resume requires a substantial amount of time and a word processing software program. Once you save your resume, did you know that your prospective employer may not see your resume formatted the same way? There are many technical issues that may arise that can distort your resume's formatting. A simple and professional solution to this issue is to save your resume in Adobe's .pdf format. The Adobe .pdf file format will retain the integrity of your resume's format and create a more professional and polished image.

If you do not have a word processing software program that can save in a “.pdf” format, you may want to consider openoffice.org. OpenOffice.org can enable you create a professional looking resume that can be saved as both Microsoft Word or Adobe .pdf formats.

Professional E-mail Address

An e-mail address is a critical communication tool for job searching and it is important to ensure the your job searching and it is important to ensure the your current e-mail address is business appropriate. If your e-mail address contains your nick-name, favorite hobby, make & model of your car, etc., you may want to consider a new e-mail address. Most business e-mail addresses incorporate the owner's name. Therefore, if your current e-mail address does not convey a professional image, you may want to obtain a new business e-mail specifically for your job search.

Tactics

Regional Treasury Management Associations

One of the best methods for networking and searching

for a new treasury position is to join a regional treasury management association. (TreaSolution maintains an extensive list of treasury associations at http://www.treasolution.com/ts_treasurylinks.html).

The professionals who join treasury associations realize the value of networking and, more often than not, are happy to help you search for a new position.

Additionally, the majority of treasury associations post job openings for their member's consideration on their websites.

Treasury Recruiters

If you haven't already done so, contact professional recruiters to assist in your job search. Often recruiters are aware of job openings that are not well advertised. Additionally, recruiters are continuously speaking with hiring managers about their current or future vacancies. Therefore, a prudent job search tactic is to contact as many recruiters as possible and discuss your qualifications and targeted position.

Hand-Written Letters

One way to make a positive and unique impression with a potential employer is to write a letter. Determine who within the organization is hiring the position you are seeking and write them a note stating your interest. In your letter be sure to describe your qualifications, goals and desire to interview for the available position. Hand-written letters are unique and memorable because of the forethought and time required to create them. Therefore, if you are seeking to differentiate yourself from other candidates, be unique and take the time to write a professional and courteous note.

In conclusion, I'll leave you with one of my favorite quotes from Steve Jobs, CEO of Apple Computer:

“Your time is limited, so don't waste it living someone else's life. Don't be trapped by dogma – which is living with the results of other people's thinking. Don't let the noise of other's opinions drown out your own inner voice. And most important, have the courage to follow your heart and intuition. They somehow already know what you truly want to become. Everything else is secondary.”

If you have any questions or would like to know more about TreaSolution, please feel free to contact me directly at dan@treasolution.com.

Thank you!