

JOB HUNTING TIPS AND HOW TO GET A JOB

1. Look at the required skills of a position and identify the skill sets you possess and the job that best matches your experiences. Focusing on the required skills of a position can open your search up to more job titles. Apply if you fit 75% of the requirements or more.
2. Utilize online resources and company websites. Companies use their website to advertise job openings, and job search platforms can help identify opportunities. Use these sites to search for a specific position, and to look for “similar jobs” or “suggested jobs” that may catch your interest.
3. Do background research on the company of values and why employees do or don’t like working there. Network to see if you’re connected to someone who has worked at the company. If you don’t know anyone there, then volunteering at a company’s local charity event can be a great way to meet people. Use LinkedIn to search for people who have the job title you want and read their resumes to see what skills are highlighted.
4. Save the job listings for future reference. After you’ve submitted your application for a job, copy and paste or print the job listing for future reference, so you can prepare for an interview. Many employers remove a position once they’ve received enough applicants.
5. Customize your resume to match each position you are applying to. This gives you a competitive edge over other applicants. Look for repeated words or phrases and mirror them in your resume and cover letter. They’ll help employers searching for specific keywords to find you easier.
6. Don’t restate your resume in your cover letter. Include more information about who you are and why you’re a right fit for the position and the company. Include, “I look forward to connecting to discuss next steps.” If a job application doesn’t ask for a cover letter, you can still send one. It can set you apart from competition.
7. Prepare for your interview.
 - 1. Research the company you are interviewing with and the work they do.
 - 2. Practice answering tough and common interview questions beforehand.
 - 3. Look up background information about the individual you are interviewing with.
8. Prepare questions you have for the interviewer. Ask questions in an interview so you don’t appear disengaged or uninterested. Ask questions about growth opportunities of the company. Be a good listener and encourage the interviewer to talk about themselves.
9. Stand out and show your appreciation for the interview. Always send a follow up note thanking the hiring managers for taking time out of their schedule to meet with you. Via email or snail mail. Before sending, triple check to make sure there are no grammatical errors and that all names are spelled correctly.
10. Know what is negotiable and non-negotiable with the offered salary and benefits before the interview. If you are offered a position that does not meet your minimum requirements; inform the employer and ask for 24 hours to get back to them with an answer.