

Search

Job Openings and Companies



25 Tips for Job Searching

Is a job change in order? If it's time for new beginnings, and if you're searching for a job, it's a good time to make sure your priorities are in check. Begin with some basic soul-searching and

career planning, move to creative networking, and conclude with the foremost ways to investigate prospective companies. Here are 25 tips to learn how to maximize your time, effectiveness, and chances of success in your career search!

1. Take a personal inventory.

Job hunting gives you the opportunity to go back to “square one” and decide all over again who you are. Identify what skills and knowledge you possess and define what you want to do. What do you want out of life? A job? A career? Where do you want to be in several years. Are you happy in your job or career? What would you like to change? This type of analysis helps clarify your skills and talents as well as your goals for the future.

2. Apply directly to an employer.

Identify 30-50 employers and begin to make direct contact. Determine what positions are available, learn the names of hiring managers, send your resume, and communicate your desire to be a part of their team.

3. Ask relatives and friends about jobs where they work.

Ask relatives and friends about vacancies. They may know about available positions where they work or through other friends. If you tell everyone you know or meet that you are job hunting and that you would appreciate their help, you dramatically increase your chances of success.

4. Search hidden job markets.

Networking is the “Hidden Job Market.” Every time you make contact with a person who is in direct line with your career interest, there is the possibility that he or she will network with other possible leads. Most of the available jobs are filled through networking. Believe it or not, this is your most valuable resource!

5. Ask a former employer or professor for job leads.

No one knows your capabilities, dedication, and discipline better than a former employer or professor who had the opportunity to work with you directly. Since more people find their work through direct referrals than any other way, this is a target audience you don't want to miss.

6. Spend more hours each week on your job hunt.

Finding a job is a job! Treat your job hunting just as you would a regular job and dedicate a set number of hours per week to the process. This will cut down dramatically on the length of time

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it takes you to find work. Did you know that the average person in the job market only spends about 5 hours per week looking for work? With that statistic, it isn't surprising that job searching can be a long, tedious process. Improve your chances by demonstrating your discipline and determination. Devote weekends to answering ads and planning your strategy for the next week. Don't spend precious weekday hours behind a computer. You need to be out there researching leads, networking, and interviewing.

7. Concentrate your job hunt on smaller companies.

Most new jobs will come from smaller, growing companies, typically with fewer than 500 employees. Although larger employers are more visible, well-known and aggressive in their search for employees, it is with the smaller companies that you may have the best chance of success in finding work. Pay particular attention to those companies that are expanding. They are easier to approach, it's usually easier to contact important decision-makers, and they are less likely to screen you out.

8. See more employers each week.

If you only visit six or seven employers a month in your job search, you will prolong your search and delay your successful outcome. This is one reason why job hunting takes so long. If you need to see 30-50 employers in your job search, it makes sense to see as many employers a week as possible. Make a plan to see 3 to 5 employers per week at a minimum! Do this for as many months as your job hunt lasts. Looking for a job is a numbers game. The more contacts you make, the more interviews you'll get, and the more offers you'll get.

9. Be prepared for phone interviews.

Would you believe that over 50% of prospective candidates are disqualified after the first phone contact is made with them by an employer? In today's world, employers don't have time to interview every possible applicant and are using phone calls as a less expensive, less time consuming way to weed out potentially unqualified candidates. The phone interview catches many people off guard. You might receive more than just one phone interview, so be prepared at all times. Have a 60-second summary of your experience, skills, and unique talents ready and do not answer the phone if you are not in a quiet atmosphere and ready to talk.

10. Create a support group.

It is easy to get discouraged, depressed, and despondent in the job search process. This can be one of the toughest and loneliest experiences in the world and the rejection you face can be brutal, but it doesn't have to be. The key is understanding that you are not alone. There are literally hundreds of thousands of people looking for work. Many job-hunting groups exist. Contact your local Chambers of Commerce or research online sup

11. Contact potential employers directly through professional associations.

Professional associations provide excellent networks for your job search. Many professionals are members of at least one or two professional associations. Additionally, most professional associations hold regularly scheduled meetings, which provide further opportunities to mingle with your professional peers on an informal basis. Finally, professional associations all have newsletters that can connect you with job openings in your field or connect you to other publications or associations.

“Have a 60-second summary of your experience, skills, and unique talents ready...”

12. Post your resume online.

Career Web sites allow you to submit your resume to a resume database where hiring companies search for qualified candidates. Use the Resume Caster feature to assist in transmitting your resume to the top job sites.

13. Promote yourself in unique ways.

There are many ways to promote yourself over and above sending your resume. For example, try getting creative with your cover letter or print a set of business cards that contain your name, profession, and contact information on the front; and your key skills, abilities, and accomplishments on the back. Giving these cards to potential contacts is a powerful way to generate job leads.

14. Accept a temporary position or perform volunteer work.

Accept a temporary position. This provides you with valuable experience, contacts, and references. Volunteer for organizations and activities with business sponsors that increase your visibility and personal contacts. Explore your possibilities and leave all options open. You never know which method may ultimately help you land your ideal job.

15. Make cold-calls.

Next to face-to-face meetings, the telephone is the most effective method available to find a job. Every call you make is an opportunity to sell yourself to a prospective employer, to pursue a new job opening, or network to other available jobs. Complete at least 15 calls per day. You will be astonished at the results. Always be agreeable, professional, and positive. Prepare a brief outline

for each call and rehearse it. Create brief statements that outline how you can help prospective employers accomplish their goals. Always, always, always ask for referrals to other companies or potential job leads.

16. Re-define your job hunt in terms of alternative possibilities.

Successful job hunters should have a back-up plan available if their initial job searching efforts produce limited results. Prepare alternative ways of describing what you do, alternative avenues of job hunting, alternative leads and contact lists, alternative target organizations and employers to contact, and alternative ways to approach prospective companies. There are many ways to get your message out. Be prepared to use a variety of methods for finding your ideal job.

17. Seek career counseling or job hunting help.

Many service providers, through the Internet, are offering career counseling services, job hunting advice, and reference tools that will help you in your search. Many of these services are free, and the number of resources on the Internet is growing each year.

18. Consider federal and local government sources.

The federal government is a huge resource of potential job openings and job search information, all available to you at little or no cost. Visit the Department of Labor Web site, or call your local employment office and take advantage of the services they offer.

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“You never know which method may ultimately help you land your ideal job.”

Nearly everyone you approach in your job search is going to ask for your resume at some point.

19. Make sure you can survive financially between jobs.

Budget your financial resources so that you can afford a prolonged job search. It is always helpful if you can get an overall view of how your money will carry you through any job search or training you may need to take on. If finances are tight, consider seeking temporary work as a temporary source of income.

20. Set and prioritize goals while job-hunting.

There are many types of jobs that are available. Determine what it is that you want, set your goals for achieving this, and prioritize the steps that you will ultimately need to take. The more specific you are about your goal, the better your chances of getting the job you want.

21. Focus in and research your career field and industry.

Before you start meeting people, you need to know something about the industry or field you want to work in. The more you know, the better your conversations with prospective employers will be, and the more impressed they will be with you.

22. Interview others in your career field.

Interview people whose occupations interest you. You can always find someone who is currently working or has experience in your career field and is willing to talk to you. Find people in

your career field by networking or calling local companies, and then contact them by phone or in person. You will learn a great deal about the career you're interested in and might even find yourself a job.

23. Organize a job search campaign.

Organize your job search campaign. Failing to plan is a common flaw in most job searches. Make a plan that includes: organizing your job strategy, setting up a base of operations center for your job hunt, preparing materials, setting goals, and measuring your progress.

24. Update your resume and be prepared.

Nearly everyone you approach in your job search is going to ask for your resume at some point. Always have your updated resume available for distribution. Additionally, by publishing your resume at Resume-Maker.com, your resume can be instantly accessible to hiring managers at any time. You can also use ResumeMaker.com to e-mail your resume to prospective employers.

25. Remain positive, dedicated, and focused.

Keeping a positive attitude, staying focused on your plan, and dedicating yourself to the job search process will improve your chances of landing your next job.

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