

JOB PREPARATION TIP SHEET



Are you looking for a job or preparing to start your job search? These tools can help you be ready and be ahead of the game to land a job successfully!

Step 1

Before beginning a job search, organize a list of the following:

- Types of Jobs that you are interested in applying.
- Career Level (entry, mid, senior).
- Job Type (full-time, part-time, contract, permanent).
- Company Type (including size, culture, and industry).
- Job location, Transportation.
- Factors of importance (salary, work-life balance and schedule, childcare).

Step 2

GET NOTICED

- Use your LinkedIn profile and other social media platforms and connect with your network to look at Job Boards.
- Online Job Boards / Company Websites.
- Referrals from a friend, mentor, or acquaintance.

Step 3

APPLICATION TIPS

- Monitor your LinkedIn profile and social media accounts, and check your email on regular basis, including your junk folder.
- Don't have experience? It happens! Everyone needs to start from somewhere.
- If you do not have a lot of experience, leverage your volunteer networks, get involved in your community, and look for volunteer opportunities to gain experience.
- Read, review, and revise your resume constantly. Make sure your resume does not have grammar errors.
- Cover Letter-prepare a generic cover letter and tailor it individually for each job that you are applying for.
- Reference Letters-try to collect 2 to 3 reference letters from your previous employment, volunteer job or your school.
- Reference Contact Information: Contact your references and get their updated contact information.

Step 4

THE INTERVIEW

- Dress for Success: First impressions matters, especially in an Interview. Arrive at the interview with clean and ironed clothes.
- Arrive 10 to15 minutes early to an interview. It will calm your nerves and will allow you to gather your thoughts for the interview. This is a big deal for an employer, and it shows that you take your interview seriously.
- Prepare and ask questions during the interview, ask what can make you successful candidate.
- Send follow up thank you emails to each person you have interviewed with. If you did not get their email addresses, you can ask the recruiter or receptionist, who set you up with the interview for their email addresses. If not, you can also message them via LinkedIn.
- If you really want the job, you need to demonstrate that to the employer! Do your research and come prepared.

Good Luck!!!