

Job Hunting Tips & Tricks

1. Get clear on what you want

Before you start your job searching, determine what your strengths and weaknesses are.

2. Research your target companies

Now you know what you want, find out what the companies out there want in you. Investigate their 'glassdoor page'

3. Tailor your resume to each job

Have an achievement-oriented resume that includes quantifiable achievements that are relevant to the job you're applying for.

4. Create your own on-line brand

Building your brand simply means showcasing your expertise and passion online where employers searching the Web can find it. Most recruiters, including myself, use LinkedIn as their primary search tool and if you're a professional, you need to be using LinkedIn to your full advantage.

5. Get organised

Before you start applying for jobs or interviewing with employers, take a moment to develop a system that works for you in organizing your job search. A simple spreadsheet works best for many to keep a track of the jobs you've applied for, where you have been invited to interview, etc.

6. Build, cultivate and utilise network contacts

Networking – in person and online – is essential to your success in your job search. Reach out on LinkedIn.

7. Don't limit yourself to on-line applications only

If you rely only on submitting online applications, you could be looking for a job for a very long time. By the time you apply, the company might be in the final interview stage, or the job might have even been filled. Contact companies that interest you directly - you might get in contact with an internal recruiter or schedule informational interviews with people who work in those companies. Ideally, you want to be known to the people who might influence you getting your foot in the door.

8. Aim to complete a few job-related goals daily

It takes a great deal of time and effort to find a new job. In a long job search, it's easy to get discouraged and distracted, but by focusing on achieving daily goals you can motivate yourself while also building a foundation for success.

9. Be kind to yourself

Looking for a job can be stressful. So, take some time to meditate, exercise, watch a movie or whatever it is that helps you unwind. Create a good support network – having people to brainstorm with or vent your frustrations to will help the process be less painful.

10. Develop examples and stories that showcase your skills

This is one of the main tips for finding a new job. People remember stories, so your goal should be developing a set of interview stories you can use in networking meetings or job interviews that clearly demonstrate your skills, achievements, and passion for your work. Be memorable! Using stories (use the STAR format) may also help you feel more comfortable talking about yourself.

11. Prepare for job interviews

Before you get called for your first interview, develop responses for common interview questions, and then practice them — ideally using the mock-interviewing technique with a friend, network contact, or interview coach. The more prepared you are for the interview, the more comfortable you'll be — and the more likely you'll succeed. Contact me for successful 1:1 interview coaching workshops to help you feel good and confident about your interview performance on bernadette@tailormaderesumes.com.au

12. Do thank you notes to those prospective employers

A quick note (by email is fine) of thanks that emphasizes your interest and fit with the job and employer will not get you the job offer, but it will help make you stand out from the majority of job seekers who do not bother with this simple act of courtesy.

13. Continue following up with employers

our work is not done once the interview is complete or the thank-you note sent. Following up with the hiring manager regularly shows your interest and enthusiasm for the job. The key is doing so in a way that is professional while not making you sound pesky or needy.

14. Be prepared in knowing that your job search can take longer than expected

You can hope to have a new job within a short period, but the likely reality is that it might take months to find the right opportunity and get offered the position. You should mentally prepare yourself for a long battle — and then you can be happily surprised if you are one of the lucky few whose job search is short.

