

Job Search Tips

1. RESUME WRITING

- Keep it simple
 - Use simple font. Avoid excessive formatting; borders, shading, tables, boxes, graphics, symbols or extra characters, colors, etc
 - Clearly place dates in chronological order, most recent at the top, the oldest at the bottom: Include Month and Year
 - Provide contact info: email and telephone. At least City and State
 - Start your resume with an 'Objective'. This should not be more than 3 lines and should make clear on what you bring to the table and what you want. (see link: <https://www.indeed.com/career-advice/resumes-cover-letters/resume-objective-examples>)
 - Check spelling and diction i.e., past experience in the past tense, current experience in the present tense
 - Use action verbs, include impact that your position had in that position (see link: <http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>)
 - Do not have too many bullets(4 to 5 maximum bullets per each position)
 - Include System/ Technical skills at the bottom
 - Students and recent graduates
 - should have their education right after the summary/profile section
 - can add relevant coursework to make up for lack of experience needed for the job
 - should add GPA
 - should add relevant college and related activities to indicate abilities in leadership, multi-tasking, creativity, and other relevant skills
 - should add volunteering activities
- Hobbies: Do not include unless they are really relevant/impactful to the position
- References: Do not include in the resume. If required it will be entered in the online application
- Awards: List those that are relevant/impactful (do not list if it takes up space you could use for other relevant info)
- Names: You can use shortened names as long as your legal name is in the application. There's no need to have middle names and titles. This helps with long names that are difficult to pronounce or remember.
- Contact info:
 - emails addresses should be professional (avoid catchy emails that do not look professional)
 - if your resume indicates that you are potentially a citizen of another country (physical address, email extension, education abroad, name, etc), ensure that the reader doesn't make any wrong assumptions based on fears of figuring out visas, sponsorships. Make it clear at first glance, include a phrase stating "able to work for any employer in the US"
- If you are able to relocate on your own and are applying to other states. Add a phrase stating: "willing to relocate to area"
- Create more than one resume version if you have more than one field/education/experience focus that might allow you to apply to different fields.

Note: *Have a professional voicemail so that recruiters can leave a message when they call.*

2. APPLYING TO JOBS

- Be quick to apply to new postings. Recruiters may pay more attention to early applicants because of the urgency to fill positions. Immediately follow through with online networking by using LinkedIn in to search for recruiters and contacts connected to the company you have applied to.

- Indeed.com is the best site to catch new postings.
- Whenever possible, apply to the company site directly:-
 - You will know if the posting is removed or no longer being recruited for.
 - Recruiters have to disposition candidates on company sites and are more likely to see resumes posted on company career sites.
 - You will have a chance to create a profile on the company site and get automatic notifications of positions matched to your profile.
- Do not send resumes to recruiters who have linkedin job postings without asking first.
- Unless asked, cover letters may not always be reviewed, so first focus on your resume. If an application site requires a cover letter, make sure that the cover letter refers to the job posting, your desire to join company and the transferable skills, knowledge and abilities. Address the cover to the “Hiring Manager” or “Department Head”. Include your name and telephone number at the end of the letter.
- Create a report to keep track of your applications so you can follow up timely.

3. NETWORKING

These are the most important networking forums. Applying online is only half the process.

a. LinkedIn:

- Create a profile (use your resume)
- Have a professional picture
- Have a profile summary (the one on your resume will do)
- Build your network: Connect with professors, Alumni, co-workers, former bosses, classmates, etc
- Join relevant Groups
- Follow companies you are interested in (you will get conversation feeds on them)
- Participate in conversations if you have something relevant to add.
- Ask for LinkedIn recommendations
- Most recruiters are on LinkedIn!
 - Search for recruiters working for the company you have applied, connect, start a conversation

b. Career Fairs & Networking events

- Prepare in advance. Identify and target the companies with open positions and possibilities.
- Dress professionally as if you would dress for an interview.
- Get there early before recruiters are tired from talking to candidates.
- Do not ask the representative to tell you about the company. You should know before you approach them.
- Do not use catchy phrases to introduce yourself. Go straight for your interest, ask about the open positions they have. Indicate your desire/interest to work for them.
- Be cognizant of their time, once you have made a connection, move on.
- Ask for a card, if the recruiter does not have a card ask for an email address and write it down.
- Send an email the recruiter stating your gratitude in meeting him/her and learning about opportunities (email on the same day, preferably before the job fair ends).
- Continue contacting the recruiter at least bi-weekly with a quick update on what you are doing, connect on LinkedIn.
- Networking events may not allow you to share your resume, so prepare in advance and find out who is attending.
 - Have a 30 second introduction of yourself
 - Dress professionally, and also ask about dress code if needed
 - Find out from the organizer list of people attending
 - Ask organizer for introductions if you cannot identify the people you want to meet

- Join in conversations and introduce yourself casually
- Do not try to speak to everyone at the event, be selective and have valuable conversations with those you are able to connect
- Take contact information and send an email by the next day reiterating your pleasure meeting the person and what you liked about the conversation you had with them and their company

4. **INTERVIEWING**

- Be on time. On time for interviews means at least 10-15 min before the interview so you have time to check in.
- Dress professional even if the company is casual.
- Carry a copy of your resume and note pad.
- Be courteous and professional to everyone you meet including front desk security. Bad and good feedback about candidates travels fast.
- Prepare by reading about the job requirement, company information, practice answering behavioral/situational questions.
- Do not talk about your personal life or ask the interviewer personal things. Eg. Where you come from, what nationality you are, your religion, your health, age, origin of your name, etc.
- Look up interview panel on LinkedIn to know who you are speaking with.
- Shake hands and make eye contact when you interview. Ensure that your responses are professional and devoid of slangs and language can be perceived as unfavorable. This includes your overall disposition during the interview. Remember making a connection, being personable, friendly and approachable is all part of the interview.
- Preparing job specific questions that show your interest in the position and your ability to bring value if hired.
- Be descriptive in your answers and show that you had solutions for problems and you overcame obstacles.
- Be cognizant of the time given for the interview.
- Thank the interviewer at the end of the interview and shake hands.
- Send thank you email the same day.
 - Brief and to the point, mention anything about your conversation.
 - Different notes for each interviewer. Include discussion notes.
- Follow up with recruiter and continue staying in touch with the recruiter, share updates about your career, updated resumes.

Job Search Sites	Staffing Agencies
<p>Indeed: This is the best place to begin your search. You can upload your resume</p> <p>Career Builder: job search site for all jobs. You can upload your resume</p> <p>Glassdoor: Job search site for all jobs</p> <p>Simply Hired: job search site for all jobs</p> <p>USA Jobs: Federal Government Jobs</p> <p>Craigslist: A giant classifieds site</p> <p>Dice: Tech jobs</p>	<p>Randstad</p> <p>Robert Half</p> <p>Adecco</p> <p>Aerotek</p> <p>Core Staffing Services</p> <p>Crawford Thomas</p> <p>Atrium</p> <p>Many more online</p>