

Tip

Research

- 1 Identify which career field you want to work in. Go to open days, take sample courses, and speak to others in the industry to help you know what you want.
- 2 Consider your skills and qualifications. Do you need to improve them?
- 3 Educate yourself on the different job levels, from entry level to senior level. Some companies offer better progression than others.
- 4 Create a list of your wants and needs. This will help you understand what you want to gain from your career.
- 5 If you're searching for a career change, you can take a career aptitude test to find out which career best fits your personality.
- 6 Find out what employers look for in prospective employees. A company's culture page is a great place to start.

Update Your Resume and Cover Letter

- 7 Update your resume with your latest qualifications and skills.
- 8 Use LinkedIn, YouTube, and resume building apps for resume format samples.
- 9 Ensure your contact information is up-to-date. Consider including a photo of yourself, if you think it's suitable for the job type.
- 10 Include your work history that is relevant to the job you're applying for.
- 11 Make sure your resume has references, or note that they're available on request.
- 12 Use tools like Jobscan to optimize your resume. This way, you'll find out where your resume needs improvement.
- 13 Use simple language. You won't impress anyone by swallowing a thesaurus.
- 14 Use a grammar tool like LanguageTool to proofread your cover letter. Typos and mistakes will stick out like a sore thumb.
- 15 Keep it concise. Don't add unnecessary information. Assume the employer is busy and skim-reading, so cut to the chase.
- 16 Get someone else to proofread your resume. A fresh set of eyes will always see things you can't.
- 17 Don't spam your resume; make sure you customize your resume and cover letter for each job application.
- 18 Employers often state exactly what they are looking for in the job description. You can use that as an indication on what to include in your resume and cover letter.
- 19 Make sure you research the company before applying; look for their website and consume their content. This way, you'll know how to grab the recruiter's attention in your cover letter.

Use Online Resources

- 20 Engage with experts on LinkedIn for advice.
- 21 Gain skills by taking free courses on LinkedIn, Google, and Coursera.
- 22 Create an Excel spreadsheet to keep track of the jobs you have applied for. This can help you see when you might need to follow up with an employer.
- 23 Manage your alerts on job search platforms so you can stay updated on the latest vacancies. The job market is competitive, so you need to act quickly.
- 24 Use job search websites to filter out irrelevant jobs. You can make your search as specific as possible.

Actively Search for Jobs

- 25 Plan ahead and set measurable goals for your job search. You can set a weekly goal on how many jobs you want to apply for.
- 26 Set an alarm and spend time everyday looking for jobs you can apply for. Seeking employment is a job in itself.
- 27 Be organized and work out how many hours you'll spend job hunting every day. Don't get burnt out.
- 28 Create accounts on job search platforms and upload your resume so that you can apply with ease.
- 29 Use social media to network with professionals in your field. They might know about jobs which aren't publicly advertised.
- 30 Look for job ads on Facebook. Employers often use this to connect with a different audience.
- 31 Post and engage regularly on LinkedIn to gain recognition. Ask your existing connections to praise you.
- 32 Don't restrict yourself to jobs in one location. You can also search for jobs in surrounding areas, if you're able to travel.
- 33 Don't restrict your search to specific platforms. You can find jobs on underrated job search websites, or only on the company's website.
- 34 Don't doubt yourself. Apply for the jobs you think you don't qualify for. The worst that can happen is "no".
- 35 Go the extra mile by reaching out to hiring managers. They'll appreciate you being proactive.
- 36 Watch out for scams by thoroughly analyzing the job post. Never give over your bank details or money.
- 37 Be patient; finding a job might take longer than you expect, and don't rush into something you won't enjoy.

Interview Preparation

- 38 Prepare for your interview by researching the company and the interviewer.
- 39 Dress appropriately for the job. If you're unsure, go smart.
- 40 Be punctual for your interview. You don't want to keep anyone waiting.
- 41 Have multiple copies of your resume; one for you, the rest for the interview panel.
- 42 If you're going to have a digital interview, make sure your internet connection is stable. Test it and your webcam and microphone beforehand.
- 43 Pay attention to your body language. Sit up straight and maintain eye contact.
- 44 Be ready to answer challenging questions. If you're unsure, don't fumble through an answer; be honest.
- 45 Use interview guides online to rehearse commonly asked questions.
- 46 Be prepared to take a test, though this usually happens during the second or third round.
- 47 Don't drag out your answers. When practicing, you can use a timer or voice recorder to help you keep your answers short.
- 48 Be prepared to discuss your salary expectations. Do not undervalue yourself.
- 49 Take a mock interview on websites like Pramp or My Interview Practice.
- 50 Remain calm and be confident. Take a deep breath before answering and ask for some water if you need it.
- 51 Ask the interviewer questions about the job and the company. Even if you already know the answer, it can help you look engaged and invested.