

THINGS TO KEEP IN MIND WHEN FINDING A JOB

Tips on how to conduct an effective job search and to make yourself a competitive applicant



Look for the right job that fits your interest, background, and skillsets.



Do your research! Understand what the company do, their culture, and about this position.



Prepare for your interview! Have a career coach look over your resume.



Attend career fairs and network with employers. Ask about what skills you can bring to them.



Send a generic message to everyone. Make sure you make connections before asking.



Narrow your search. Always seek out all potential opportunities wherever you can find them.



Make simple mistakes. You should read (and reread) all parts of your job application!



Ask about compensation too quickly. Wait until you've gone through at least two rounds of interviews.



Workforce Education and Training Team

REFERENCES

Cochran, Carol. "What NOT to Do When Job Searching." FlexJobs Job Search Tips and Blog, FlexJobs.com, 28 Dec. 2020, www.flexjobs.com/blog/post/what-not-to-do-when-job-searching/. Accessed 8 Jan. 2022.