



# Job Search Process

**Job Searching** is a process that involves necessary steps and follow-ups to ensure you can land a job.

## Tools Needed to Prepare

When preparing to apply for a job, certain tools, such as a resume, are needed to provide a description of your prior work experience. This one-to-two page long description should include personal contacting information, past work and/or education levels, as well as qualifications within a certain field of expertise. Along with a resume, a cover letter is written and sent to the employer along with a resume detailing your qualifications and interest in that position.

## 1. Understanding a Job Description

Within a job description of a company that's looking to hire are key components to understand in order to know if this job is the right fit for you. One piece of the description is the company description that talks about what the company does and its values. Employment type is another key piece as this will show if the company is looking to hire full-time or part-time employees. Required qualifications might include years of work-related experience as well as education level, skills, or physical abilities.

## 2. Creating a Resume

Some rules to follow when creating a resume can be crucial to standing out to employers. One rule to follow when listing your experience is to include context which can be the location of a previous job and the duties you had at that job. Another rule to follow is to format your resume so it's easy to read with a simple font and the size of text no smaller than 10-point font



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## 3. Cover Letters

When writing a cover letter, even if the job doesn't require it, you can get an employers attention by making the letter unique to the job posting while explaining why you're qualified for the job. While keeping in mind your resume may have your qualifications listed, it's important to remember not to repeat them, rather highlight the reasons why you're a good fit. If your resume is lacking experience, use this opportunity to explain why you're still the person for the job with strengths that can come in handy

## 4. Preparing For an Interview

With any job interview, its important to fully understand the job and have some insight on the company you want to work for, Be prepared to answer questions about your qualifications, strengths/weaknesses, and a time you persevered during a stressful situation. Have some questions about the company or a more detailed explanation about the specific job you are applying for. Interviewers are interested in you, and sometimes ask about hobbies or are curious about how react in certain working environments. Remember to dress professional, clean clothes and looking your best will go a long way to helping you feel your best.

## 5. Steps To Take After an Interview

After the interview is over, it's never a bad idea to ask the hiring manager next steps, such as asking them how long the decision making process will be and what form of communication will they use to contact you. Next, assessing your interview performance by writing down the questions they asked and your response to them can help assist you with future interviews. This could also provide an opportunity to ask questions in a follow-up that might have been forgotten. In order to leave a lasting impression on an employer, sending a thank you note or email within 24 hours of the interview is best to show gratitude to the company for taking the time to interview you,