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99% Of All Job Seekers Will Never Discover This...

The Job Hunters Handbook

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Your job is to find a job

Job Hunting Tips

Are you a fresh graduate and planning to look for a job? Did you just recently quit your job and are looking for greener pastures? Are you unemployed and have little experience regarding ways to secure a job? Whatever your situation may be, it would be to your advantage to study the following tips:

Check your resume for mistakes

Before submitting your resume to a prospective employer, check your it for corrections at least three times before handing it over. After researching about the job position, it is critical that you format your resume to match the needs of the company. For example, if you are applying for an accounting job, you should put in detail your accounting experience on your resume. Typographical and grammatical errors are serious no-no's. It is also ideal to keep the length of the resume' to at least a page and a half long.

Taking the interview challenge

A survey conducted by a staffing and consulting firm based in California which corresponded with 1,400 chief financial officers concluded that candidates for employment made most of their mistakes on their interviews. Some of the mistakes they made include:

- Arriving late
- Having little knowledge about the company
- Having little knowledge about the position applied for
- Having a superiority complex
- Behaving arrogantly

The body language of the applicant must also denote that he is confident yet not overpowering. He must maintain eye contact, have a strong handshake, and avoid looking defensive by the act of crossing the arms. Wearing the right clothes is crucial for projecting a confident stance. As they say, it is better to go to an interview over-dressed than being under-dressed.

Answer questions smartly

A common mistake of interviewees is that they tend to get tense and

forget the questions that are given to them, which has the effect that they are not prepared for the interview. It is important to research the company and the position applied for to prevent being side-tracked during the interview. If you do not know the answer to the questions being asked, it is better to admit you don't know the answer to the question and add that you can research about it. Look for the skills or expertise that the company is looking for so that when interview day comes and the interviewer asks about your strengths and core competencies, you will be able to match it to what they need.

Getting the necessary referrals

Having a referral from one of the company employees can go a long way toward landing an interview. A typical company may receive job applications in the hundreds and usually 35% to 60% of all job vacancies are filled by referrals. The odds of getting hired when you have a referral are very high if you have another 200 to 500 applicants vying for the same position. If you do not know anyone from the company that may give you a referral, it is a good idea to network the alumni of your college or university, trade groups, social networks, and professional associations. Remember, having a referral greatly increases your chances of getting the position.

Online application

With the current trend of technology and its merging with business processes, more and more companies are now requiring prospective applicants to submit their application online. Thus, first impressions are relayed not by your first appearance but by the quality and content of your e-mail. E-mails regarding job application should be polished and well-articulated. When applying on-line, use the following tips:

Complete your sentences and do not abbreviate.

Employers do not like when you send them application letters that seem to be too casual. It is important to make a letter that is both formal and well written. This gives a good impression regarding your capabilities and skills.

Get directly to the point

When writing an application letter, you must be concise and straightforward. Do not put a story on the letter just to get the attention of the employer, chances are he or she will just get irritated

with you and this only reduces your chances of getting hired.

Consider potential issues that may hinder you from getting the job

You may find instances wherein there is a lot of need for a job but the requirements for the position may entail training programs that may bar you from getting the position due to its highly competitive nature. Some require a lot of experience even at least 3 years of work experience. Some may have no barriers to entry but the job itself may entail a very routine work flow.

Getting the job you want may be a challenge but never lose hope. It is better to wait a while and get a job that you will enjoy rather than get a job as soon as possible but ending up dissatisfied and unhappy. Make the right decision then act on it.

More information on completing a proper resume will follow in an upcoming chapter.