Job Search Tips:

Things To Do

A group of hiring managers was asked the following:

Name one thing a candidate can do to increase the likelihood you will invite them in for an interview. (all things being equal, meaning they actually look like they can do the job on paper)

* Exhibit good manners and an ability to listen.
* Anything that shows the candidate has initiative- some indication of additional classes/certifications pursued, even outside of the field; or a big problem the candidate tackled and solved in a previous position.
* Do tailor resume to job, make qualifications match clearly to requirements/job functions. Make sure everything you submit has no grammar or spelling errors.
* The cover letter actually speaks to the specific job and mission. It should not be generic.
* Look like you put some thought into the resume and cover letter, not just something generic. (I once hired an employee with experience in the industry, not experience to the specific job because her resume and cover letter showed her to be a hard worker with initiative. She was the best employee I ever hired.)
* Show pride and passion for what you do. I love to read the “why” in cover letters. It might just be a sentence, but it will make a difference.
* Tailored and succinct application materials. Show, don’t tell.
* Truly research the potential workplace and seem truly interested in working there.
* Cover letters should have specific examples of the experience listed in the resume that relates to the job.
* Follow the instructions listed in the job description/position announcement precisely. If you cannot follow simple instructions you most likely will not get an interview.