

JOB SEARCH LIKE A BOSS

Best Job Habits for 2018

Say this is your current scenario—you're looking for a job after graduating from Uni, or after leaving your previous work, and you sit there being confronted with the question:

'what now?'



You start scrolling through your phone or computer, searching for jobs, for tips on how and where to find jobs, and you stumble upon this blog (by the way, welcome). If that's where you are right now, let's start with this tip; to find a job, you need to be active—sitting back and waiting for something to pop-up won't work, most especially in the current employment climate. Get into the job boards, hop onto LinkedIn and other social media platforms, and refresh your profile. Make it easy for recruiters to see your phone number or email address, an overview of your skills; make their jobs easier by being more visible. Being visible makes you more accessible and being accessible takes you a step further to being noticed by recruiters, so don't be elusive.

Now that you've updated your profile, you're ready to job hunt; here's a few more tips to help you get your foot in the door.

Have a System – Save the jobs you've applied for so you can easily follow-up. Don't just give out resumes everywhere hoping somebody would call you back. Be intentional.

Job Board Profiles – As mentioned above, make sure your job board profile is refreshed. After being noticed by recruiters, or after sending out resumes, automate the settings in your profile so you'll get notified whenever job boards send you information.

Cover Letters – Create a format for Cover Letters that you can use for any job you apply for.

Resumes – Have an easy-to-follow resume that clearly outlines your skills and experience. Use keywords when you start sentences, and make sure your story is easy to follow.

Follow-up – If you haven't heard back from the companies you've applied for, don't lose heart. Just because you haven't received any feedback, doesn't mean that the position is already filled. Don't be afraid to send an email or make a call.

Don't Give Up – Sometimes the companies you're applying for may be in a slump, or maybe there are more applicants than vacancies, but don't give up. It may feel frustrating getting rejected, but you know what they say in sales; "every No brings you closer to a Yes."

Lastly, remember to take heart. It may take time to get a job you're looking for, but with persistence and the right attitude, nothing is impossible. If you've found this article helpful, check our website for more in-depth tips that could help you get ready for interviews, jobs, and the like or sign up [here](#) and be the first to read new blogs.