

Job Search Tips

Job hunting involves more than searching for open positions and sending your resume to employers. Here are tips that you can use to improve your chances of finding the employment you desire:

1. Conduct a self-assessment to define your strengths, passions, and career goals
2. Update your resume, cover letter and online profile. *Note:* these tools are not set in stone and should be modified for the job that you are applying for.
3. Use all job hunting resources available (below)
4. Customize your resume to the role you are applying for
5. Network regularly
6. Track all of your application and networking activity
7. Schedule informational interviews
8. Prepare, prepare, prepare for interviews
9. Follow up

Job Hunting Sources:

1. Job Search Websites- Indeed, LinkedIn, Glassdoor, ZipRecruiter...
 - a. There are dozens of job search engines. The two most popular and inclusive sites are Indeed and LinkedIn.
 - b. It's important to set up an online profile so you can easily apply and track your job activity and so that recruiters can "cold-call" you.
 - c. Some professions (non-profit, IT, higher education, creative...) have niche search engines that are also important to search and/or have a profile for.
 - d. Setup a weekly job alert from each site so you can review new openings regularly.
2. Networking- leaning on your personal and professional network is critical and often how most people find their next role
3. Recruiting agencies- some companies don't post their openings and only work with staffing agencies to find new employees
4. In person advertisements- store windows, message boards
5. Social Media- join local town pages, groups and organizations where people may post for openings
6. Cold Calling/ Direct Contact- reach out to your "dream company" to express your interest

Job Application Tips:

1. Follow instructions and complete the application in its entirety. For example, if they ask you to include a cover letter be sure to include one so you are not disqualified
2. Tailor your resume and cover letter to the role and company to underscore your interest, to stand out from the competition and to get past the automated vetting process

3. Use complete words (no abbreviations)
4. Be accurate and honest
5. Follow up on your application
6. If you're applying for a job in person:
 - a. Dress professionally
 - b. Bring a copy of your resume
 - c. Go alone
 - d. Write legibly and proofread for spelling and grammar errors
 - e. Be courteous and respectful regardless of who you are speaking to

For more information contact:

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