

# Job Hunting Tips

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## 1. **The Early Bird Gets the Job.**

College recruiters say it takes about 9 months for students to find a job. However, many students don't start searching until a few months before graduation. Start your plan of attack early. You need time to research the job market, prepare your resume, and interview.

## 2. **What's In a Name?**

If you can, address your cover letter to the person hiring, not to a generic "Dear Sir or Madam." A little research will impress your potential boss. Check the company website or call to find out who is doing the hiring for the position that you are applying for.

## 3. **Time It Right.**

Show up for your job interview on time which means about 15 minutes early. Late equals unprofessional. Make sure that you know where you are going, how to get there, and where to park. Allow extra time in case your travel takes longer than expected.

## 4. **Be Careful with Grammar.**

Grammatical mistakes are the fastest way for your resume to end up in the trash. They are the most common mistakes made on resumes. Check your resume carefully. Be certain of spelling and grammar. Potential employers want to see that you pay attention to details.

### **5. Keep in Touch.**

Remember to follow up on your interviews. Within a day, send a note thanking the interviewer for his or her time. Your note will remind the potential employer that you are serious about landing the job. You can send a hand written note or a professionally written email.

### **6. Find a Hidden Job.**

Many of the best jobs are not advertised. In fact, more than half of all jobs are found through networking contacts. Remember to use your circle of friends, family, associates, and coworkers (basically everyone you know) to find those hidden job opportunities.

### **7. Dress Rehearsal.**

Consider scheduling an informational interview with someone in your field. It's a great way to learn about a potential career while also making important contacts. It's also a less stressful way to practice your interviewing skills.

### **8. Network Online.**

Consider tapping into career communities on the internet. From alumni associations to professional discussion groups, the web is a hot spot for networking. You can learn about particular career fields and specific jobs directly from professionals who work in those jobs.

### **9. Find a Mentor.**

He or she can show you the ropes, and perhaps help you find a job. A mentor can be your most important contact. Many colleges have formal mentoring programs, or you can find someone you admire on your own through internships and summer jobs.

### **10. Give Your Time.**

Career-related volunteering is a great way to build a resume. The experience will expand your knowledge and your network. It can also give you a sneak peek into the job world where you may meet potential mentors who could help your career going forward.

### **11. Stick to the Truth.**

Highlight accomplishments on your resume but don't stretch the truth. Employers often check those facts, and a lie can haunt your career in the future. If you don't fit the exact job qualifications, highlight your best attributes and sell your potential.

### **12. Know Yourself.**

Before you set out on a job search, do some personal evaluation. Think about your goals and priorities. What is most important to you in a job? Where do you excel? Visit your career center for a self-assessment test to determine what careers may be best for you.

### **13. Sign Up.**

Joining a professional organization can be a great way to network and learn more about a career. If you are a student, consider joining a student chapter of an organization that relates to your field. Membership perks can include newsletters, job listings, and contacts.

### **14. Get Experience.**

Internships offer excellent opportunities to gain experience in a particular career field. Employers often hire interns since they know an individual's work ethic and skills. Nothing looks better on your resume than real world work experience.

### **15. Practice, Practice, Practice.**

Preparation is the best way to become comfortable with interviewing. Consult career counselors or professionals in your field on what questions will likely be asked. Rehearse your answers and practice in mock interviews. The more you practice, the better you will be.

### **16. Email Update.**

Create a professional email address. Employers may not take you seriously if your contact information says "partygirl" or "studmeister." You can make a new email address with the click of a mouse. Using your name and a number is simple and professional.

### **17. Tips on Design.**

A resume should be clear and easy to read. Pick a simple font in a size that is easy to see. Be consistent with font styles throughout your resume. Don't use graphics to spice it up. Keep your margins aligned, and make sure each category is easy to find.

### **18. Sell Yourself.**

A resume is your calling card. Use it to highlight the skills you bring to a position. Make sure it includes all relevant work experience, community service work and extracurricular activities. The more experience you have that relates to a position, the better.

### **19. Get Your Resume Out There.**

Post your resume on job boards. It's one way to get your resume in the work world. Some of the big, national job boards include Monster.com, Hotjobs.com, and Careerbuilder.com. Local job boards can be even more effective. Keep track of where you post.

### **20. Go to the Fair.**

Career fairs are a great way to meet company recruiters. Bring your resume and dress for an interview. Find out what companies will be there and research background information on the ones you are interested in. Prepare an introduction and market yourself.

### **21. Call it Professional.**

Include your cell and home phone numbers on your resume, not a work number. You don't want potential employers to think you are job searching on the job. Record a professional message on your voice mail, and check for messages regularly. Promptly return calls.

### **22. Email it.**

When you email a resume, keep a few things in mind. Send it as a text file within the email, instead of as an attachment. This way you can be sure your page will be readable on the other end. Send it to yourself first to check it. Also, make sure you still include a cover letter.

### **23. Line up Your References.**

Positive, professional references can be your ticket to a job offer. Prepare a list of references for potential employers. Make sure you have asked permission from your references before you list them. Let each reference know what job you are applying for and who may call.

### **24. Search Like it's Your Job.**

If you are unemployed, think of job searching as a full-time job. Commit yourself to getting up early and working on your job search each day. If you are still in school, designate a part of each day to your job search. Set goals for yourself on a daily, weekly and monthly basis.

### **25. Ask Good Questions.**

Create a list of questions about the job and the company, before you go on an interview. Skip questions that are easily answered on the company website. Insightful questions impress employers and help you gain valuable information about the company and the job.

### **26. Phone Calls with Employers.**

When job hunting, answer your phone in a professional manner. If you have roommates, ask them to do the same. If an employer calls at a bad time, politely offer to call them back. Only answer if you are in a quiet spot. Never answer another call while talking to an employer.

### **27. Phoning it in.**

Sometimes companies interview job candidates by phone. Prepare for a phone interview as you would for a face-to-face interview. Turn off your call-waiting, call from a quiet room, have pen and paper ready, speak slowly and enunciate. Show enthusiasm in your voice.

### **28. Cover it.**

Cover letters entice employers to read your resume. Make sure your letter is targeted to a specific person and geared toward a specific job. Introduce yourself, explain why you are interested in the position, highlight relevant experience, and include contact information.

### **29. Is One Page Enough?**

Most students and recent graduates stick to a one page resume. If you have more relevant experience that leads to a second page, go for it. Just remember companies see thousands of resumes. Put the most pertinent information up front. Be concise and compelling.

### **30. Dress the Part.**

Make sure you are appropriately dressed for interviews. Appropriate clothing varies from career to career. Inquire with your career center or with a professional in the field. Dress one step up from what people usually wear so you will look professional but not over dressed.

### **31. Why Isn't the Phone Ringing?**

If you are waiting for a call from a potential employer, time can pass slowly. Be proactive. Call the employer and ask if you are still being considered for the job. Leave a message but don't keep calling. Continue your job search while you wait, seeking other opportunities.