



Job Hunting can feel Overwhelming without Proper Preparation

Our comprehensive guide to navigating today's job market equips you with the insights needed to work through the process confidently and efficiently, ensuring you are well prepared when the time comes to apply!

Read The Instructions Carefully

Pay close attention to the application instructions and follow them precisely to ensure your submission is complete and meets the employer's expectations.

Customize your Resume

Tailor your resume to highlight relevant or transferable skills and experiences that align with the job description to make a strong impression on recruiters.

Create a Cover Letter

Write a personalized cover letter that showcases your enthusiasm for the position and explains why you're the ideal candidate.

Prepare Ahead of Time

Gather all required documents, such as transcripts, certifications, and portfolios. Decide who your references will be in advance.

Quantify Achievements

Whenever possible, quantify your accomplishments with specific numbers or percentages to demonstrate the impact you've had in previous roles.

Research the Company

Familiarize yourself with the company's mission, values, and culture to tailor your application and demonstrate your genuine interest in the organization.

Double-Check for Errors

Proofread your application materials thoroughly to catch any spelling or grammatical errors.

Follow Up

After submitting your application, consider sending a polite follow-up email or making a phone call to express your continued interest in the position.

Stay Organized

Keep track of the jobs you applied for, including application deadlines and follow-up dates.

Be Honest

Never lie or exaggerate on your resume or during interviews. Employers value self-awareness and a willingness to improve.

ETR JS 203 | UPDATED 6.2024