

## 10. JOB HUNTING

### Job Hunting: Looking for a job. Writing a CV/Resume. Cover letter. Job interview.

1. What are the best strategies for job hunting?
2. What is a resume/CV? What should your resume include?
3. What is cover letter?
4. How to get ready for a job interview?

#### JOB HUNTING STRATEGIES

Job hunting involves more than searching for open positions and sending your resume to employers. You also need to make sure you're a good fit for the job, can catch the hiring manager's attention and are well-prepared to answer interview questions.

✓ **Build your professional brand.** Create profiles on LinkedIn and other networking sites. A strong personal brand that portrays you in a professional light will provide recruiters, employers, and contacts with a strong positive impression of you as a candidate they should be interested in.

✓ **Create your resume/CV and Cover Letter.** It's important to take the time to write targeted résumés and cover letters that specifically link your qualifications to the hiring criteria for the jobs you are applying for.

✓ **Connect with your contacts.** Connect with everyone you know, because you never know which contact may be able to help you with your job search or put you in touch with someone who can.

✓ **Keep your job search focused.** Use the job search engines to find jobs by using keywords that match your interests and the location where you want to work. Narrowing your search criteria will help you focus your job search and will give you more relevant job listings

✓ **Create a list of companies you'd love to work for.** It's a good idea to research company information and create a list of companies to target in your job search. You can do some special outreach to get your application noticed and get email notifications for new job openings immediately after they are posted.

✓ **Be clear and simple when describing the job you want.** If you express interest in any open position in a company, the hiring manager will likely not take you seriously among other candidates.

#### Resume, CV, Cover Letter

A **CV (or résumé)** is a written description of your education, qualifications, previous jobs, and personal interests that you send to an employer when you are trying to get a job. A **CV** is a descriptive and in-depth document that lists out the whole course of your career in full detail, while a **résumé** is a short, concise document presenting key facts about your professional experience, educational background, and skills that are tailored to a particular job opening. In the UK a CV can be used both for academic purposes and job search. In the US a CV is used mainly for academic applications such as academic jobs, grants, advanced research, and a résumé – to apply for jobs, internships, etc.

A **cover letter** is a detailed document that shows hiring managers your desire for a particular job. It is an opportunity to demonstrate more of your personality than you can on your resume. Throughout the letter, you can discuss specific items listed in the job description and how your skills and experience match those requirements.

You should adapt your resume to each job you apply for. Study the job description to determine why you are a great fit. Then, add your skills, experience and measurable achievements that are relevant to that position. Hiring managers who look through many resumes should be able to read yours and quickly know that you have the skills for the position.

#### What to put on a resume? Here are the key items to include:

- Contact Information
- Opening Statement: Summary or Objective

- Work History
- Education
- Soft Skills and Technical Skills
- Certifications and Professional Memberships
- Achievements and Awards
- Additional Sections (Community Involvement, Volunteering, etc.)

## JOB INTERVIEW

The job interview is probably the most important step you will take in your job search journey - it's your best chance to show the a hiring manager that you're the best person for their job. Preparing for an interview primarily means taking time to thoughtfully **consider your goals and qualifications relative to the position and employer**. Before your interview, you should have a good understanding of **why you want the job** and why you're qualified. **Researching the company you're applying to** is an important part of preparing for an interview. It will also help you when **preparing thoughtful questions** for your interviewers. Modern companies usually have social media accounts and blogs that discuss their company culture and industry. This information can give you an impression of the tone and personality of the company, as well as what they value. You should also **consider the answers to common interview questions**.

