Job hunting

An important thing for an undergraduate to consider is when to start looking for an entry-level job. Job-hunting can be a challenging process, and it can be difficult for those who do not know where to start. If you are new to a job application process, it is very important to research yourself and identify valuable skills the employer is looking for.

The first place where you can ask for a job is the organization where you are undergoing an internship or job shadowing. Work for a month or two, mainly learning how to apply your knowledge and skills in real life.

When you find a vacancy, you are to prepare a resume. A CV (or resume) is a written description of your education, qualification, previous jobs, and personal interests that you send to an employer. You should make sure that your CV is well-organized, clearly written and contains no spelling mistakes. Include only relevant information, break it into sections, use bullet points and a bold header.

If you want to create a strong first impression, start your CV with a killer personal profile. It is a short paragraph at the top. Don’t forget to leave contact information: your name, phone number, address, e-mail address and personal links. In education section list your degrees in reverse chronological order. You may include relevant coursework and honours to highlight specific skills and knowledge. In experience section you can include full-time or part-time job as well as internship, volunteer work and academic projects. Don’t forget to demonstrate your transferable skills such as communication, teamwork, leadership, creativity and others and mention extracurricular activities.

Cover letter does is set up the resume by highlighting what makes you a great fit for the job. It shows your personality with 3 concise paragraphs that should be readable in around 10 seconds or less. As in CV, start with header, don’t forget date, then leave personal information: name, address, contact information. Kick it off with a greeting to reader. In opening paragraph introduce yourself and tell employer why you’re applying for the job. In middle paragraph dig into your most relevant experience and talk about the specific qualifications and skills, that make you the perfect candidate. Make connections between your previous accomplishments. To close the letter, thank the employer. Then provide a complimentary close and signature that’s friendly yet formal, followed by your name.

During the interview use opportunity to sell yourself and ask a lot of interesting questions relevant to the company’s business. To prepare to interview better you should, firstly, find out the type interview that you will be going to attend. There are some types of an interview: panel, traditional, competence-based, phone and stress. Then practice the answers to common questions and get some feedback from your friends. Research the company you are applied to and the latest developments in the relevant business area, so it shows your initiative. It is important that you look smart and professional. Speak clearly and not too fast. Employers respect employees who maintain a sense of honest or integrity above all. Be on time and turn off your phone.