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Looking for a Job? 50+ Tips for Job Search Success

It's hard to find the perfect job, but you can use these job search tips to aid your success. Plus, they're all available in a free cheat sheet!

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Looking for a job can be quite daunting. It's especially hard when you don't know where to look or what methods to use to find a job.

Job hunting isn't merely a matter of sending out your CV to numerous companies and hoping for the best. You need to put in some effort and strategy to ensure that you increase your chances of getting the job.

Fortunately, there's no need to be confused about how to conduct your job search. Here, you'll find a list of tips to help you with your job search.

FREE DOWNLOAD: This cheat sheet is available as a downloadable PDF from our distribution partner, TradePub. You will have to complete a short form to access it for the first time only. Download the [Tips for Job Search Success Cheat Sheet](#).

50+ Tips for Job Search Success

#	Tip
Research	
1	Identify which career field you want to work in. Go to open days, take sample courses, and speak to others in the industry to help you know what you want.
2	Consider your skills and qualifications. Do you need to improve them?
3	Educate yourself on the different job levels, from entry level to senior level. Some companies offer better progression than others.
4	Create a list of your wants and needs. This will help you understand what you want to gain from your career.
5	If you're searching for a career change, you can take a career aptitude test to find out which career best fits your personality.
6	Find out what employers look for in prospective employees. A company's culture page is a great place to start.
Update Your Resume and Cover Letter	
7	Update your resume with your latest qualifications and skills.
8	Use LinkedIn, YouTube, and resume building apps for resume format samples.
9	Ensure your contact information is up-to-date. Consider including a photo of yourself, if you think it's suitable for the job type.

Tip

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- 10 Include your work history that is relevant to the job you're applying for.
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- 11 Make sure your resume has references, or note that they're available on request.
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- 12 Use tools like Jobscan to optimize your resume. This way, you'll find out where your resume needs improvement.
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- 13 Use simple language. You won't impress anyone by swallowing a thesaurus.
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- 14 Use a grammar tool like LanguageTool to proofread your cover letter. Typos and mistakes will stick out like a sore thumb.
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- 15 Keep it concise. Don't add unnecessary information. Assume the employer is busy and skim-reading, so cut to the chase.
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- 16 Get someone else to proofread your resume. A fresh set of eyes will always see things you can't.
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- 17 Don't spam your resume; make sure you customize your resume and cover letter for each job application.
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- 18 Employers often state exactly what they are looking for in the job description. You can use that as an indication on what to include in your resume and cover letter.
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- 19 Make sure you research the company before applying; look for their website and consume their content. This way, you'll know how to grab the recruiter's attention in your cover letter.
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Use Online Resources

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- 20 Engage with experts on LinkedIn for advice.
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- 21 Gain skills by taking free courses on LinkedIn, Google, and Coursera.
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- 22 Create an Excel spreadsheet to keep track of the jobs you have applied for. This can help you see when you might need to follow up with an employer.
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- 23 Manage your alerts on job search platforms so you can stay updated on the latest vacancies. The job market is competitive, so you need to act quickly.
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- 24 Use job search websites to filter out irrelevant jobs. You can make your search as specific as possible.
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Actively Search for Jobs

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- 25 Plan ahead and set measurable goals for your job search. You can set a weekly goal on how many jobs you want to apply for.
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- 26 Set an alarm and spend time everyday looking for jobs you can apply for. Seeking employment is a job in itself.
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#	Tip
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27	Be organized and work out how many hours you'll spend job hunting every day. Don't get burnt out.
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28	Create accounts on job search platforms and upload your resume so that you can apply with ease.
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29	Use social media to network with professionals in your field. They might know about jobs which aren't publicly advertised.
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30	Look for job ads on Facebook. Employers often use this to connect with a different audience.
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31	Post and engage regularly on LinkedIn to gain recognition. Ask your existing connections to praise you.
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32	Don't restrict yourself to jobs in one location. You can also search for jobs in surrounding areas, if you're able to travel.
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33	Don't restrict your search to specific platforms. You can find jobs on underrated job search websites, or only on the company's website.
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34	Don't doubt yourself. Apply for the jobs you think you don't qualify for. The worst that can happen is "no".
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35	Go the extra mile by reaching out to hiring managers. They'll appreciate you being proactive.
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36	Watch out for scams by thoroughly analyzing the job post. Never give over your bank details or money.
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37	Be patient; finding a job might take longer than you expect, and don't rush into something you won't enjoy.
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Interview Preparation	
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38	Prepare for your interview by researching the company and the interviewer.
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39	Dress appropriately for the job. If you're unsure, go smart.
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40	Be punctual for your interview. You don't want to keep anyone waiting.
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41	Have multiple copies of your resume; one for you, the rest for the interview panel.
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42	If you're going to have a digital interview, make sure your internet connection is stable. Test it and your webcam and microphone beforehand.
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43	Pay attention to your body language. Sit up straight and maintain eye contact.
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44	Be ready to answer challenging questions. If you're unsure, don't fumble through an answer; be honest.
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Tip

45 Use interview guides online to rehearse commonly asked questions.

46 Be prepared to take a test, though this usually happens during the second or third round.

47 Don't drag out your answers. When practicing, you can use a timer or voice recorder to help you keep your answers short.

Stay Motivated When Job Hunting

48 Be prepared to discuss your salary expectations. Do not undervalue yourself.

The above-mentioned tips will help you stay ahead of the competition when you're

49 Take a mock interview on websites like Pramp or My Interview Practice.
seeking employment.

50 Remain calm and be confident. Take a deep breath before answering and ask for some water if you need it.

But, there's no telling when exactly you'll get that job you've been longing for. You'll likely

51 Ask the interviewer plenty of questions about the job and the company. Even if you already know the answer, it can help you look engaged and invested.

job search is to stay motivated, so don't give up.

Searching for
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