

## THE CHALLENGE

*Alex submitted dozens of random applications with a generic resume and never heard back from employers. After learning strategic job search techniques, he identified target companies, tailored his materials using keywords from each job description, and connected with a professional at one company through a tech meetup. Within two weeks of submitting his customized application—which highlighted how his capstone project demonstrated the exact skills mentioned in the job posting—he received an interview invitation. The hiring manager mentioned that his tailored application and personal connection helped him stand out from over 200 applicants.*

**What's the difference between applying to many jobs randomly and taking a strategic, targeted approach to the application process?**

### Learning Objectives

- Identify effective strategies for finding job opportunities across different industries.
- Understand how to read and interpret job descriptions and requirements.
- Develop techniques for customizing application materials for specific positions.
- Learn best practices for navigating applicant tracking systems (ATS).
- Recognize the importance of networking in the job search process.

## CORE CONCEPTS

Term	Definition
<b>Applicant Tracking System (ATS)</b>	Software used by employers to collect, sort, and filter job applications based on keywords and qualifications.
<b>Keywords</b>	Specific terms in job descriptions that highlight required skills, qualifications, and experience—essential for passing ATS screening.
<b>Cover Letter</b>	A document submitted with a resume that introduces you and highlights why you're qualified for the specific position.
<b>Networking</b>	Building professional relationships to exchange information, advice, and job opportunities.
<b>Tailoring</b>	Customizing your resume and cover letter for each job by incorporating relevant keywords and highlighting applicable experiences.

**Background:** The job application process is more than just sending out resumes—it requires research, preparation, and careful attention to detail. Studies show that 70-80% of jobs are never publicly advertised, highlighting the importance of networking. Additionally, most large companies use ATS software that filters applications before a human ever sees them, making keyword optimization and proper formatting essential.

**Key Statistic:** Approximately 75% of applications are rejected by ATS before reaching a human reviewer. Applications with tailored keywords and proper formatting are 3x more likely to pass initial screening.

## APPLY IT

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### PART A: JOB DESCRIPTION ANALYSIS

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Read the sample job description below and answer the questions that follow.

#### **Marketing Coordinator - TechStart Inc.**

**Location:** San Francisco, CA | **Type:** Full-Time

##### **Required Qualifications:**

- Bachelor's degree in Marketing, Communications, or related field
- 1-2 years of experience in digital marketing or social media management
- Proficiency in social media platforms and analytics tools
- Strong written and verbal communication skills
- Experience with content creation and campaign management

##### **Preferred Qualifications:**

- Experience with SEO and Google Analytics
- Knowledge of email marketing platforms (Mailchimp, Constant Contact)
- Graphic design skills (Adobe Creative Suite)

**Responsibilities:** Manage social media accounts, create engaging content, analyze campaign performance, coordinate marketing projects, collaborate with design team.

1. List 5 keywords from this job description that you should include in your application:

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2. What is the difference between required and preferred qualifications? Should you apply if you don't meet all requirements?

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### PART B: ATS OPTIMIZATION SCENARIOS

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For each scenario, identify whether the application strategy would help or hurt ATS compatibility.

### Scenario 1

Maya created a visually stunning resume with graphics, text boxes, and a creative layout to stand out from other applicants.

**ATS Impact:** \_\_\_\_\_ (helps / hurts)

**Why:** \_\_\_\_\_

### Scenario 2

James used exact phrases from the job description in his resume, such as "project management," "budget analysis," and "cross-functional collaboration."

**ATS Impact:** \_\_\_\_\_ (helps / hurts)

**Why:** \_\_\_\_\_

### Scenario 3

Emily saved her resume as "resume\_final\_v3.pdf" and used non-standard section headings like "My Journey" instead of "Experience."

**ATS Impact:** \_\_\_\_\_ (helps / hurts)

**Why:** \_\_\_\_\_

**Hint:** *ATS systems prefer simple formatting, standard section headings, and keyword-rich content that matches the job description.*

## PART C: NETWORKING STRATEGY

Given that 70-80% of jobs are found through networking, plan your networking approach:

**3.** List 3 networking strategies you could use to find job opportunities in your field of interest:

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## CHECK YOUR UNDERSTANDING

**1.** Why do most large companies use Applicant Tracking Systems (ATS)?

- ☐ A. To make applications more difficult
- ☐ B. To efficiently filter and rank large numbers of applications
- ☐ C. To automatically hire candidates
- ☐ D. To replace human hiring managers

2. What is the general rule for applying to jobs when you don't meet all listed requirements?

- ☐ A. Only apply if you meet 100% of requirements
- ☐ B. Apply if you meet about 70-80% of requirements, especially the essential ones
- ☐ C. Never apply unless you exceed all requirements
- ☐ D. Requirements don't matter; apply everywhere

3. Why is tailoring your application materials for each job more effective than using a generic resume?

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4. What is the appropriate timing and tone for a follow-up email after submitting an application?

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**5. Reflection:** Think about a job or field you're interested in. What specific steps would you take to find opportunities and create a successful application? Include both online strategies and networking approaches.

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