

9 TIPS TO GET HIRED

WORK ON YOURSELF PRIOR TO APPLYING FOR A JOB AND TURN AROUND YOUR FUTURE

We all have weaknesses, and employers want to know about them. Remember, a weakness can become a positive. For example, one of your weaknesses could be procrastination. However, despite that, you always make the deadlines and produce excellent work, while working well under pressure.

The same can go for many other instances. Whatever your downfalls may be, use them to your advantage and show that even though you make mistakes, you know how to turn it around and work hard to improve both yourself and your work.

1 : ADDRESS YOUR WEAKNESSES AND WORK ON THEM TO CONVERT THEM INTO POSITIVES

2 : DEFINE YOUR CURRENT PICTURE OF JOB VS THE JOB YOU ARE LOOKING FOR SPECIFICALLY

Remain specific when it comes to where you want to work. Just because there are 10 openings in your field, doesn't mean you should apply to all of them. Research their employer brand online and speak with friends and family, so that you find a company and position that fits your work values and needs.

Before starting your research, try compiling a list of what the perfect company is to you, the type of work environment you thrive in and any companies that excite you.

3 : JOB SPECIFIC RESUME

Just like your cover letter, each resume you submit should focus on that particular job. Be sure to highlight certain skills and experience that caters to that position.

Leave out things that have very little to do with the position, highlight and address those specific skills so that you have room for selection based on what employer look for in your CV.

Without these, you might be missed by an applicant tracking system or the hiring manager and be immediately disqualified for the job

4 : KEEP YOUR CV INFORMATION RECENT YET SIMPLE

If you've been in the workforce for years and have pages of experience should you list it all? Not quite. When it comes to stating experience and work history, keep it recent and simple.

Detail out the past two-three jobs or past few years of employment or promotions vs roles highlight so to offer a clear view into your work experience. Offering too much information can be overwhelming .

5 : DEMONSTRATE YOUR SKILLS THROUGH STORY WAY

- While in the interview, it's important to back up your skills and experience. Spend some time recalling situations and scenarios where you demonstrated your skills and you got recognition or you were appreciated a lot. Share those stories addressing situations that really made your skills stand out. Ultimately employer or hiring manager wants to know that your skills helped benefit your last company.



6 : NETWORKING WITH OTHERS

Sometimes, job opportunities happen in the most unlikely of places. Be open to communicating and networking with others in your field. Whether at an industry event, over email - Allow yourself to connect with others and make your presence known.

7 : DON'T JUST QUIT



You've done your research and submitted your application/resume, but now what? Keep your eyes open for other potential employers and opportunities as they come available, it's better to apply for many positions that interest you than just applying to one or two.



If a company sends a rejection letter, take this opportunity to ask them what you could have done differently, and build on that for next time.

8 : REMEMBER THE COVER LETTER

- Hiring managers only spend between 5-7 seconds reviewing a resume, so it's important to grab their attention with a cover letter. It's best practice to change the cover letter for each position you apply for.
- Give a brief summary of your qualifications and touch on how you plan to help the company thrive. Hiring managers want to know what sets you apart from other applicants. Without this, it's possible your resume may not stand out and you may be passed up for the position.

9 : DRESS FOR WHAT YOU WANT

- Most have heard the saying, "dress for the job you want, not the job you have." Well, it really does hold some truth. When going into an interview, don't dress just for your part, dress for the part of upper or senior management, or the position that you hope to obtain during your career at the company.
- First impressions are everything, especially when you only have defined duration of approx. 30 minutes to talk with someone before they decide to hire you. Make it count!

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