



Skills for Job Search

Job hunting can be a very demanding and difficult too. Job search done in the right manner with the right attitude can easily get you the position and pay you are looking for. To master the steps in job search process requires certain skills. If you are able to master those skills, your job search will be successful.

Finding a job is not a fast process. If you think that today you make an application and within few days you will be hired with the perks and salary of your choice, it never happens that way. It may take weeks or even months. Your application has to be shortlisted, and then if you are shortlisted you will be called for an interview. There may be 2-3 rounds of interview. Then if you are selected, you need to finalize your package. It has to suit you as well as the company. Finally if everything works you are hired.

Your anxiety is understandable. You spent couple of days preparing your resume. Then you shortlisted the companies and sent your application. But still if you don't get any response you tend to get worried as to why nobody is hiring you. But are you sure you have done your part right?

Here's a checklist for you to review.

1. Goal Clarity - Before you start your job search make sure you have clarity about your goals. You need to clear about your short-term and long-term objectives. This step is very important for creating an effective resume.

2. The Right Job - You may have made 100 applications. But are you sure they all align with your experience, education and skills. Not all applications match your skills. Therefore you will not get response from half of them. Divide you applications into two parts. One from which you expect to get a response and other from which you will not get any response. The jobs that match your skills, experience and education are the ones that should be the measure of your success.

3. Location - Don't blame yourself for not getting any leads. Review your location. The job market differs in different cities. It may be possible that the kind of job you are looking for is not available in your area. You may need to relocate. But that is your personal choice. But location is an important aspect you need to consider while assessing the progress of your job search.

4. Your resume - Contact information is very important in your resume. Your full name, address, city, state, home phone number, cell number, email address, all should be mentioned clearly in



your resume. Check again if you have done that.

Secondly, keywords also play an important role. Using the same keywords that appear in job descriptions will improve your chances of being shortlisted for an interview.

Many employers don't open the attachment for security reasons. It is always advisable to paste the resume in the body of the mail in addition to the attachment.

And lastly, did you write a cover letter? Without a cover letter chances are there that you may not be considered for the position.

5. Presentation - Presentation means a lot and it conveys loads about your personality. Right from your resume to your cover letter and even your own clothes and appearance all matters. Your professionalism is judged by how you present yourself to employers.

Your resume is the key to your success. With little effort you can show your style. Keep your resume formal and get it proof read by an expert. A single spelling mistake can leave a very poor impression on the employer to the extent that he may consider you careless and you may not get any interview call. Your cover letter should be very crisp and to the point. If you have any doubts get your cover letter done by a professional.

And lastly, dress appropriately for your interview. Your clothes should be nicely ironed and you need to have well groomed looks.

6. Interview - Getting called for an interview means you have crossed the first hurdle. If you did not make in the interview you need to review your performance. You need to check out your body language. May be your communication skills need polishing. Preparation is a key to success in any interview. So prepare well.