

**TIPS FOR
LANDING THE
RIGHT JOB**



TIP 1: FOLLOW COMPANIES & ORGS OF INTEREST

- **LinkedIn, Indeed, ZipRecruiter, etc. are great to follow as ‘feeder sites’ to become aware of jobs and companies you’re interested in, but we always suggest applying directly on the companies’ websites rather than applying through these feeder sites.**
- **Research the companies and make sure that their values and practices align with yours.**
- **Engage your networks (friends, family, business, community, and social media connections) to ask and learn more about companies and jobs they are connected to.**
- **Generate a list of companies/orgs you’re interested in and frequently visit and/or subscribe to their job sites to see what opportunities are available.**

TIP 2: IDENTIFY WHAT WOULD BE A GREAT NEXT JOB FOR YOU

- While you have ultimate career goals, it's important to note that your next job may not be your ultimate job. It should, however, position you to gain skills and experience that could be instrumental in helping you eventually land your ultimate job. Steps toward your ultimate career goals are progressions; be patient, start somewhere, learn all you can, and keep climbing!
- Familiarize yourself with the kinds of titles businesses use for the next job you would like to land and begin to search for jobs by those titles.
- Keep a list of job titles that interest you for the next phase of your career.

TIP 3: MAKE SURE YOU MEET THE MINIMUM REQUIREMENTS

- Once you've identified the types of companies and jobs you want to pursue for your next job, thoroughly review the job postings you come across.
- Many people waste time applying for jobs for which they don't meet the minimum educational and experience requirements. It is extremely rare for companies to make exceptions to these minimum requirements, unless they state that they will consider unique combinations of education and experience in lieu of the stated minimum requirements.
- If you are repeatedly disappointed because you don't meet the minimum requirements, consider if there are ways you can work toward meeting those requirements or if you are looking for the wrong type of job, and adjust accordingly.

TIP 4: PREPARE YOUR RESUME AND COVER LETTER

- Prepare both a resume and a cover letter (yes, both are needed) that demonstrate how you are qualified to do the job you're seeking and how you will add value to the department/organization.
- There are many tips for preparing professional, well-written documents (See our tips for preparing a resume and cover letter document, and see resume and cover letter templates available for purchase in our virtual store).
- If you need help and are ready to invest in your career journey, consider seeking professional help to assist you in building your job readiness materials. Five Talents has years of experience and success branding job seekers for their next opportunity.

TIP 5: APPLY

- **Submit your prepared materials and follow the company's process as they have laid it out. Therefore, if they want you to submit an application that seemingly has you input all the same info that you already included on your materials... that's annoying, but do it anyway!**
- **It takes some time to get through the application process. This is why we advise you to be selective about what you're applying for in tips 1-3.**
- **Make sure you've completed the entire process and received a confirmation of receipt and completion of your application.**

TIP 6: WAIT

- This is one of the hardest parts! After you've put the work in, we know you would love to immediately receive a response, but it doesn't typically happen that way.

Common question:

Can I apply for more than one position at a time? At the same company?

It's perhaps okay (depending on how it is perceived by the company), but don't just apply for multiple, random positions at the same company, especially at the same time – you'll look desperate, unfocused, and like you want “a” position rather than “this” position (always remember Tip 3).

TIP 7: INTERVIEW PREP

- **Congratulations! Receiving a callback for an interview is definitely something to celebrate.**
- **Prepare yourself for the interview by doing a deeper dive into researching the company and practice for the interview (Five Talents offers tailored mock interviews)**
- **Find out who you'll be meeting with and research who they are and what they do.**
- **Drive to the location in advance (if possible) to ensure that you know how to get there, where to park, etc. Arrive 5-10 minutes early for the interview.**

TIP 8: THE INTERVIEW

- Dress for success in a way that shows that you are serious about the job and about representing yourself professionally.
- Bring something to write with and on, an inconspicuous “help sheet” for answering questions, and if appropriate, something tangible to provide the interviewers that demonstrates your ability to be effective in the role.
- Try to find the right mix of relaxed and excited, speak clearly with appropriate pacing and volume, and share eye contact with each of the interviewers.
- Answer the questions to the best of your ability and prepare thoughtful questions for your interviewers.
- Interview prep with Five Talents helps with each of these interview tips.

TIP 9: SEND A THANK YOU

- Within a day of the interview, email a thoughtful ‘thank you’ to the interviewers. This touch isn’t required by every company/hiring manager, but it is a nice touch when done well.
- Make sure it is well-written and demonstrates your professionalism and personality.

TIP 10: WAIT AGAIN!

- It can take significant time for a company to make a hiring decision. There may be a 'next' round of interviews or they may make a job offer.

Common question:

Is it appropriate for me to check with the company to find out the status of the job?

Not right away. If it has been a couple weeks and you haven't heard anything, a professional email checking on the status may be appropriate as a gentle nudge. Don't be pushy or come off as 'annoyed' – ultimately if they want you there, they will let you know.

CONCLUDING ENCOURAGEMENT

- Choose to be encouraged rather than discouraged – it feels better! It takes a lot to land the right job. It thickens your skin to get a ‘no’ and can, at times, provide you with useful feedback to better know what you are missing and what you can do better.
- It is much more common to get a ‘no’ than a ‘yes’ in your job pursuit. Every ‘no’ moves you closer to the right ‘yes’ – keep going.
- Receiving rejections makes you really appreciate when you land a good opportunity. Don’t give up!