



# JOB SEARCH

Today's job market is wildly competitive. To stay ahead of the game, you need relevant job skills and qualifications, **AND** the flexibility, creativity, and ability to meet the needs of whichever prospective workplace you've applied for. By developing a through out approach to your job search and application strategy, you will be better able to communicate your value to a potential employer. The following has been created to help demonstrate your most professional self to employers.

- Conduct a Self-Reflection by identifying your personal and professional goals, your personal values, and your values then itemizing what is most important to you.
- Brainstorm a list of your personal achievements, professional accomplishments/work history, highlights, and how you want to be viewed by others. Use this information to create a Personal Summary (3-5 sentences) that you can use at the top of your resume or when asked to answer the "tell me about yourself" question.
- Identify a selling strategy, including which platforms you will use to share your resume. Will you print and hand out in person? Upload to LinkedIn or Indeed? Use social media as a professional portfolio?
- Assemble a 'master resume' a document where you can list everything about yourself, including your skills and abilities, technical knowledge, current/past jobs (with accomplishments/role highlights), educational history (with dates of completion and achievements - certificates, diplomas, masters, degrees, licenses, etc), accomplishments, volunteer experience, etc.
- Search Google, LinkedIn, Social Media, Organization's websites and social media, along with other job platforms/websites for roles. Use skill-specific language after searching for specific job titles to broaden your search capacity.
- Read through each job description to see if it matches your skill set, interest and ability. If yes, then review the company's values against your personal goals, values and interests to verify you would like to work there.
- Update your resume to reflect the role you are applying to. This means your resume needs to use the key words from the job description in your resume as employers are not receptive to generic resumes, or applications that do not compare to their organizations job description.
- Save your resume as a PDF file using the file name as Your Name - Resume.
- Write a cover letter addressing the job description, stating how you demonstrate the skills they need. Avoid using AI to write this as it will not explain specifics about yourself.
- Apply for the job following the instructions outlined in the position description.