

# Quick Tips



## Job Search

### 1. Attend Job Fairs:

Prepare in advance by researching which companies will be in attendance and bring tailored resumes to hand out to those companies. Dress appropriately as you would for an interview and have your elevator pitch prepared. Your elevator pitch is your personal introduction, a brief description of your skill set, your objectives and an offer of a copy of your resume; It should be about a minute long.

### 2. Network online and in person:

Internships and Volunteering are great ways to gain experience and put you in contact with more people and resources. These experiences can also bolster your resume, especially if you don't have a lot of work experience. Attending online workshops and webinars in the industries that you are interested in working can help you meet and connect with people in those industries and give you a good indication of what their expectations are before you apply.

### 3. Informational interviews and the hidden job market:

Make an appointment to visit a company or person in the industry that you are interested in working for. This is a good opportunity to find out about the job's roles and responsibilities and whether there will be any job openings. Walk-ins and handing out your tailored resumes to relevant companies is another way to discover any hidden jobs which may not have been advertised publicly.

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## 4. Look for key words and phrases:

Identify and use key words found in the job posting and use those throughout your online applications. Many companies use AI algorithms to screen applications, so using key words and phrases may increase the chance of your application being viewed.

## 5. Keep up with industry trends and education:

Follow company social media, read industry related publications, follow influencers and experts in your chosen field. Complete self-directed learning courses and free online education such as those offered through Coursera. This will help you appear more knowledgeable and invested in the industry you're applying to, whilst also giving you confidence to answer any questions that may be put to you during the interview process.

## 6. Reach out to employment agencies:

Training Inc. Employment Advisors have the expertise that can prepare and support you during the search, application and interview process, giving you the best chance of successful employment.

## 7. Clean up your online presence and social media:

The reality is that hiring managers are looking at your social media to check out who you are before they meet you. Here are some tips to protect yourself from bias and keep your personal and your professional lives separate. Google yourself to see what comes up. Remember that people do change and evolve, so delete those old high school accounts which you no longer use and remove any controversial influencers you may have followed. Your lifestyle choices, hobbies and interests that you share online may conflict with the hiring managers; if in doubt delete or deactivate.