



## Discover Your Dream Job!

Whether you're unemployed or working but entertaining thoughts of moving on, finding a new job is an involved process that takes lots of commitment and hard work. Sifting through job openings can be akin to finding a needle in a haystack.

Searching through that proverbial haystack, however, is even more difficult when you're forced to compete against hundreds of others doing exactly the same. But finding a job, and doing so quickly, doesn't need to be so difficult. The following tips should help cut down on the trials and tribulations of looking for work.

- **Network.** Recognizing you're not the only one looking for a job is essential to finding one you really want. Recruiters' inboxes are overflowing with the resumes of potential applicants, so you need an edge. Where most job seekers find the most success is through word-of-mouth. Family, friends, former co-workers or anyone else you have regular contact with outside of your current office can all be great sources of information when looking for a job.

- **Get organized.** Keep track of your job-searching efforts. Finding a job can be a drawn out process, as recruiters typically must sift through large applicant pools before setting up any interviews. Keep a separate file on all jobs you've applied to, complete with a job description and copy of the cover letter and resume you sent to that particular job. Keep these files easily accessible and organized, as you never know when you might be contacted by a prospective employer.

- **Know what you have to offer.** Examine your strengths and work on communicating those strengths. Effectively explaining what you do best is your best chance of landing that dream job, so practice illustrating how your skills apply to each position you're seeking and how those skills can benefit the company.

- **Customize your letters and resumes.** No two jobs are the same, so no two sets of cover letters and resumes should be the same, either. Tailor each letter and resume to the specific job you're applying to. In particular, cover letters should emphasize specific skills that might apply to each job. Save all cover letters and resumes under different filenames as well, as you'll want extra copies of each should you be granted an interview.

- **Stay motivated.** Particularly if you're unemployed or working part-time until you can get back into your field, the process of looking for a job can be defeating. Tales of finding a job early on in the process do exist, but more often than not the process requires sending out plenty of resumes and dealing with lots of rejection. It's a process that everyone goes through, not just you. Keep working hard and you'll find that, in due time, opportunity will come knocking. Following all of these tips will make sure that once that knock does come, you'll be prepared to answer the call.

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