

# DYNAMIC AND EFFICIENT JOB HUNTING



## Tricks and tips for establishing a good action plan



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# AN EFFECTIVE JOB SEARCH

Have you ever wished an employer would call you and say, “I’ve heard so much good about you, would you please come work for my company?” Sadly, this happens quite rarely. In reality, jobs don’t come from nowhere— finding a job that suits you is a process.

## TIPS AND HINTS :

- Start searching today! Even if you don’t need a job right now, nothing is keeping you from learning about the job market;
- Know what you have to offer to a employer, as well as the positions you could fill within a company;
- Visualize your desired position. See yourself in the company, within the physical environment, the workplace ambiance, etc.;
- Trust in your potential. Believe that you are qualified;
- Know your strengths, your relevant work experience and what distinguishes you from the rest when you apply for a position;
- Be yourself, and smile. A pleasant personality and demeanour are highly impressive;
- Think positively. Take it as a fact that the perfect job for you exists somewhere!



# ACTION PLAN

There are many ways to make a job search more efficient. The more methods you combine, the more your chances of reaching your goal.

- Target the companies you wish to work for the most. Gather information and documentation on these companies to know them as well as possible;
- Read the papers to know where enterprises will be investing within their companies, and to read job offers. There are also numerous web-sites to explore;
- Start building a network in the area of work that interests you (go to conferences, breakfast meets, etc). Let yourself be known! Did you know that 80% of all jobs are never advertised? They are filled through networking;
- Be sure that every one of your acquaintances knows that you are searching for a job. Ask for names of contacts or ideas to pursue;
- Sign-up with different candidate banks, recruiting or placement agencies;
- If an employer tells you that there are no positions available, ask when they think they may be hiring. Take note and contact them at this time;
- Contact the person in charge of human resources to request an interview, during which you will present your services and ask for further information. (Who does what, future investments, etc);
- After a few weeks, send a thank-you letter following this meeting, underlining a few of your strong points that could be useful to them and reaffirming your availability;
- When you cannot obtain an interview, send your resume, with a cover letter, indicating that you will contact them soon.



# TO BE AVOIDED

- Job searching without a plan;
- Not researching the companies you want to work for;
- Sending out too many resumes, and not directing them to the right people;
- Having too many constraints (schedule, salary, etc.);
- Having a negative attitude (repeating to yourself that there are no jobs available and no one wants to hire you);
- Shooting too high or too low;
- Addressing cover letters “To Whom it May Concern,” instead of learning the name of the person in charge of hiring;
- Not looking professional by having typos, bad spelling, or bad formatting in your cover letter or resume,
- Printing your resume and cover letter on coloured paper or using clip art;
- Using an unprofessional email address;
- Not being specific about the position you are applying for (writing “Any” on job applications);
- Expecting the job search to yield instant results;
- Applying for jobs that do not correspond to your profile;
- Applying for jobs when you don’t meet minimum qualifications;
- Only relying on posted job openings;
- Waiting for the phone to ring (without following up);
- Not doing enough networking.

