**Tips for Getting a job -Self learning wordguide**

Unless you are one of the lucky few who works in a high-demand career, finding a new job can be a challenging and frustrating experience. You can make the job search a bit easier on yourself if you use proactive strategies for finding a new job – and the tips for finding a new job included in this article are applicable to all jobseekers, from those just starting out to experienced candidates who need a quick refresher.

Here are some of my best tips for finding a new job at any career level.

**1. Get clear on what you want**

Before starting your job search, take the time to reflect on your strengths and weaknesses and the type of work you enjoy doing. The better you know yourself, the more likely you’ll find a new job that provides you with greater satisfaction. What do you want in a job? What’s most important, title, money, promotion, the work itself, location, or company culture?

**2. Research your target companies**

Once you know what you want, it’s time to find out what the companies you’re applying for want. A great tip for finding a new job is to investigate a company’s Glassdoor page. It will help you get a feel for their company culture, figure out what questions they commonly ask in interviews, and even discover what salary you’re likely to be paid.

*Your resume is still one of the most critical tools of a job search. One of my best tips for finding a new job is to have an achievement-oriented resume that includes quantifiable achievements that are relevant to the job you’re applying for.*

**3. Tailor your resume to each job**

Your resume is still one of the most critical tools of a job search. A lot of resumes I see are full of responsibilities (instead of tangible achievements) and jobseekers send the same resume to various openings. One of my best tips for finding a new job is to have an achievement-oriented resume that includes quantifiable achievements that are relevant to the job you’re applying for.

Make yourself an obvious fit. Study the words and phrases that are used in the job description? Make sure you include them in your resume (provided you have that experience, of course). Tailor your resume to each job – the recruiter should know within a few seconds of looking at your resume that you have the skills they are looking for.

**Editor's note:** You can tailor your resume, or build a new one from scratch, using LiveCareer's free [resume builder](https://www.livecareer.com/resume-builder).

**4. Create your online career brand**

Building your brand simply means showcasing your expertise and passion online where employers searching the Web can find it. Most recruiters, including myself, use LinkedIn as their primary search tool and if you’re a professional, you need to be using LinkedIn to your full advantage. It’s a great resource for finding people working at companies that interest you and also for [positioning yourself to be found by recruiters](https://www.themuse.com/advice/3-smart-ways-to-attract-recruiters-to-your-linkedin-profile) and hiring managers with relevant openings.

**5. Get organized**

Before you start applying for jobs or interviewing with employers, take a moment to develop a system that works for you in organizing your job search. A simple spreadsheet works best for many to keep a track of the jobs you’ve applied for, where you have been invited to interview, etc.

**6. Build, cultivate, and utilize your network of contacts**

For the vast majority of jobseekers, a large and strong network of contacts — people who know you and want to help you uncover job leads — results in more job opportunities. Networking – in person and online – is essential to your success in your job search.

It also helps you to get a good idea of what is out there and available, so you can be more strategic in your job search.  Don’t be afraid to reach out to people on LinkedIn, and if you know someone working at a company that interests you, ask for a referral. Hiring managers would prefer to interview people who came recommended before sorting through the resumes arriving via a career website.

**7. Don’t limit yourself to online applications**

If you rely only on submitting online applications, you could be looking for a job for a very long time. By the time you apply, the company might be in the final interview stage, or the job might have even been filled. Contact companies that interest you directly - you might get in contact with an internal [recruiter](https://www.linkedin.com/pulse/how-network-recruiter-margaret-buj/) or [schedule informational interviews](https://www.themuse.com/advice/5-tips-for-nonawkward-informational-interviews) with people who work in those companies. Ideally, you want to be known to the people who might influence you getting your foot in the door.

**8. Aim to complete a few job-related goals daily**

It takes a great deal of time and effort to find a new job. In a long job search, it’s easy to get discouraged and distracted, but by focusing on achieving daily goals you can motivate yourself while also building a foundation for success.

**9. Be kind to yourself**

Looking for a job can be stressful. So, take some time to meditate, exercise, watch a movie or whatever it is that helps you unwind. Create a good support network – having people to brainstorm with or vent your frustrations to will help the process be less painful.

**10. Develop examples and stories that showcase your skills**

This is one of the main tips for finding a new job. People remember stories, so your goal should be developing a set of interview stories you can use in networking meetings or job interviews that clearly demonstrate your skills, achievements, and passion for your work. Be memorable! Using stories (use the [STAR format](https://interview-coach.co.uk/how-to-prepare-for-a-competency-based-interview-c/)) may also help you feel more comfortable talking about yourself.

**11. Prepare for all job interviews**

Before you get called for your first interview, develop responses for common interview questions, and then practice them — ideally using the mock-interviewing technique with a friend, network contact, or [interview coach](https://interview-coach.co.uk/work-with-me/interview-coaching/). The more prepared you are for the interview, the more comfortable you’ll be – and the more likely you’ll succeed.

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**12. Write thank-you notes after interviews to all interviewers**

A quick note (by email is fine) of thanks that emphasizes your interest and fit with the job and employer will not get you the job offer, but it will help make you stand out from the majority of jobseekers who do not bother with this simple act of courtesy.

**13. Continue following up with hiring managers**

Your work is not done once the interview is complete or the thank-you note sent. Following up with the hiring manager regularly shows your interest and enthusiasm for the job. The key is doing so in a way that is professional while not making you sound pesky or needy.

**14. Expect the job search to take longer than you think**

You can hope to have a new job within a short period, but the likely reality is that it might take months to find the right opportunity and get offered the position. You should mentally prepare yourself for a long battle — and then you can be happily surprised if you are one of the lucky few whose job search is short.

**5 Final Thoughts on Finding a New Job**

Here a few other tips for finding a new job if your job search situation does not fit the typical model – if conditions are such that finding employment will be unusually hard.

**First**, having both a positive attitude and outlook is extremely important. Employers can sense desperation and despair; organizations want to hire positive and competent people. If you’ve been unemployed for a long period and depressed or recently downsized and angry, find a way to shrug it off when job hunting or you will only be hurting yourself.

**Second**, if you’re an older worker trying to find a job, you may face age discrimination. Among the ways to proactively counter any issues about your age are to limit the number of years of experience you list on your resume (by keeping to the last 10-15 years), eliminate dates in the education section of your resume, and focus on adaptability and flexibility in the interview.

**Third**, remember that you may need additional training or experience, especially if you are entering a new career field.

**Fourth**, you may need to consider temping or volunteering for a short period to gain experience and build network contacts that can lead to a full-time position.

**Fifth**, in the most extreme cases, you may need to consider relocation to a place that has a higher concentration of jobs in your field.

Hope you’ve found these tips for finding a new job useful. I’d love to hear what you’re going to change in your job search after reading this article.

For more info please visit: <https://www.livecareer.com/resources/jobs/search/14-job-hunting-tips>

Activity I

According to what you have read, answer the following questions

1. What is the most important tip and why?
2. Is it important to be prepared all the times?
3. What kind of action you must never commit? / Give a little list of them
4. Is it necessary to be yourself in a Job Interview?

Activity II

Introduce yourself in English, Make a little record ( no more than two minutes) about yourself, giving a few description thinking about the important aspects you would like to tell about.

## Note: please attach the answers and the audio record compressed or in a link apart to my e-mail address / rodrigo.guzman@usach.cl