
Community Action Program, Inc.

10 Tips for Successful Job Search in 2018

1. **Identify your skill sets:** Experts suggest that job seekers look at the required skills of the position instead of looking at the job titles that sound most fitting to their career goals.
2. **Utilize online resources and company websites.**
3. **Narrow down your search to the best options:** It's best to narrow down your search and only apply to the positions that sound most fitting to your skill sets.
4. **Save the best job listings for future reference:** Even after you've submitted your application for a job, you should still copy or print the job listing for future reference.
5. **Customize your resume to match each position.**
6. **Don't restate your resume in your cover letter:** Your cover letter should provide hiring managers with more background information about who you are and why you are the right fit for the position and the company.
7. **Prepare for your interview:** Experts suggest you research the company you are interviewing with, practice answering interview questions beforehand, and look up background information about the individual with whom you will be interviewing .
8. **Always ask questions:** You should think about what information you want to know from the interviewer. If you don't ask questions, you run the risk of unintentionally appearing disengaged or uninterested.
9. **Send a thank you note:** To really stand out, you should always send a follow up note (by email or snail mail) thanking the hiring managers for meeting with you.
10. **Do not accept the job on the spot:** If offered the position, experts say you should thank the employer for the opportunity and confirm by when you will need to accept the job. Use this time to carefully consider if the offer is right and whether you need to negotiate your salary.

For more information on how SCCAP's Employment Training Center can help you in your job search, please call Marcy at 518-234-2568 x3024 or email mholmes@sccapinc.org