

DOS AND DON'TS of Job Searching



عضو في مؤسسة قطر
Member of Qatar Foundation

Are you ready to begin searching for jobs but don't know where to start? Use the following tips to help you succeed in finding the job you want.

DOS

DO YOUR RESEARCH.

Employers are looking for candidates who understand their organization, values, mission, opportunities and challenges. Conduct thorough research on each employer of interest using multiple sources including the organization's social media accounts and website.



DO GIVE YOURSELF OPTIONS.

It's good to have a targeted employer in mind, but it's not wise to put all your eggs in one basket. Identify several employers that you are interested in to maximize your opportunities.

DO FOCUS ON NETWORKING.

Attend networking events and job fairs, join professional associations and utilize online networking platforms such as LinkedIn. Up to 80% of all jobs are found through someone you know, so it's important to invest in networking.



DO PREPARE AN ELEVATOR PITCH.

By crafting a 30-second pitch about yourself, you will clearly be able to articulate your skills, experience and motivation when networking with others.



DO VOLUNTEER.

You will build your network, gain potential job leads, develop your skills and gain relevant experience to include on your resume.



DO UPDATE YOUR RESUME.

By continually updating your resume with recent experiences and achievements, you will be prepared to apply whenever the perfect position is posted.



DO INCLUDE A COVER LETTER.

Use the opportunity to tell the employers more about why you want to work for them and what you bring to the table.



DON'TS

DON'T USE THE SAME RESUME FOR EVERY JOB APPLICATION.

Take the time to tailor it to align with each organization's values.

DON'T RELY SOLELY ON JOB SEARCH ENGINES.

While it's good to check for new job postings, many sites allow you to set up automated job alerts which can save time.

DON'T WAIT UNTIL YOU'RE ABOUT TO GRADUATE TO START LOOKING FOR A JOB.

Allow yourself as much time as possible. Start early!

DON'T FORGET TO REVIEW YOUR PERSONAL SOCIAL MEDIA SITES

Remove anything that may be considered distasteful to a future employer.

DON'T GIVE UP!

Job searching can take time so be patient with the process.