



Job Hunting Tips 2:

1. **Know What You Really Want:** Identify what you want to achieve. It is important though that you know what you really desire so you can focus your preparation on that specific outlet.

2. **Look for Openings:** You should be able to find something that suits your needs and can give you the experience you are seeking and look for something that states that the employer will train the potential applicant, or that little or no experience is necessary for the job. The newspaper and the internet are the best places to look for it.

3. **Prepare Your Resume:** It is essential for writing relevant and strong applications, which persuade a company or organization that you are a good fit for the job. For fresh graduates: you may use your participations in extracurricular activities to highlight the experience that you have developed through the academic career.

4. **Submit your Application:** Aside from your resume, you may also need to prepare your application letter. You can submit your application personally or you can do it online if the option is available on the company's website. Most companies today also have referral programs.



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5. **Have Your Phone Ready:** It is important that you have to be attentive to your phone, making sure you pick up any calls that may open a bright career for you. It is also helpful that you get used to answering phone calls politely and enthusiastically. The usual “hello” is okay, but it will make you sound more professional if you add your name on it. “Hello, (your name) speaking,” makes you appear more accommodating and saves the caller—who is most likely an HR.

6. **Be Ready for Exams and Interviews:** Whether you have been invited for an exam/interview or you are applying as a walk in applicant, leave a good first impression. Be confident and don’t panic. Looking like you know exactly what you are doing gives you more edge than you can imagine.

7. **Don’t be Easily Discouraged:** They say that when an interviewer tells you that they’ll call you means they wouldn’t. This isn’t always true. Most of the time they just need more time reviewing your application and exam results.