

Top Ten Job Searching Tips

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Over the past two years, through personal experience and classmates, I have learned numerous job searching “tricks of the trade.” I have found these tips to be among the most important *and* most overlooked. Happy Hunting – go forth and conquer!

1. **Attitude** The MOST important variable. Always be upbeat, optimistic, and keep a can-do attitude. Never, ever whine or make excuses. Never assume you deserve something, always be ready and willing to prove yourself.
2. **Rejection** Unless you are one of the lucky ones, you will be rejected at least several times. Understand that job search is a process with ups and downs – be ready for the rollercoaster ride.
3. **Role-play** practice, practice, practice with classmates or the mirror...until your delivery is smooth and polished. Delivery is second only to attitude.
4. **Interview Preparation** Study for an interview like a final exam. No less than five hours should be spent. Know industry current events, company & department specific transactions, company history, interviewer info, all alumni who are at the company (call them), executive officer info, ticker symbol, 52-week high/low. Know your answers in advance. The more you know the better.
5. **Developing Leads** Go with direct referrals (friend, relative) first; then indirect referrals (friends of friends), then cold call.
6. **Developing a pitch** The most overlooked aspect and most hazardous. First contact and impression is extremely important. Have a good reason why you are calling and why the person should want to help you. Keep it under 30 seconds.
7. **Follow-up** Always, always send thank you notes. Email is acceptable and fast, handwritten is more personal. Always personalize the message and send them within 3 days.

Advanced Tips

8. **Be interested in others** People like people who are interested in them and what they do. Be genuinely interested, curious, and enthusiastic.
9. **Cocktail parties and information sessions** Strong, sharp comments stand out and leave a lasting impression. Gain an interviewer’s undivided attention for a few questions then be gracious to allow other’s questions. Don’t linger for too long.
10. **Directing interviews** An open question (“tell me about yourself”, “walk me through your resume”) means that the interviewer is letting you decide where the interview will go. Steer the conversation to your strongest subject.
11. **Body Language (#11, I know)** Sounds simple, but poor posture immediately gives a negative vibe. Sit up straight, feet flat, firm handshake no crossed arms or legs, maintain a formal but relaxed pose, don’t point, use open hand gestures, and smile!

References:

[101 Great Answers to the Toughest Interview Questions](#) -- by Ronald W. Fry
[201 Best Questions To Ask On Your Interview](#) -- by John Kador