

# JOB SEARCH CHEAT SHEET

## Define Your Goals

Clearly define your career goals by considering both your long-term vision and the immediate steps needed to achieve it. Take stock of your unique skills and strengths, including both technical abilities and personal qualities, that can help you stand out in the job market.



### Polish Your CV/Resume

Tailor your resume to the specific job you're applying for.  
Highlight your relevant skills, experiences, and accomplishments.  
Use action verbs and quantify your achievements.



### Create an Impressive LinkedIn Profile

Optimise your LinkedIn profile with keywords related to your desired role.  
Add a professional profile picture and a compelling headline.  
Highlight skills, projects, and endorsements to showcase expertise.



### Expand Your Network

Connect with professionals in your industry on LinkedIn.  
Attend networking events, job fairs, and conferences to meet potential employers.

## Leverage Job Boards

Explore job boards like LinkedIn, Indeed, and Glassdoor for job listings. Set up job alerts to receive notifications about relevant positions.

nexxt  
careerbuilder

MONSTER

Dice

glassdoor

Hired

builtin

indeed



Jobs2Careers

ResumeLibrary

### Personalize Your Applications

Customize your cover letter for each application, highlighting your enthusiasm and qualifications.  
Tailor your resume to match the job description and requirements.

### Research Companies

Investigate companies you're interested in to understand their culture and values.  
Prepare for interviews by learning about their products, services, and recent news.

### Ace the Interview

Practice common interview questions.  
Showcase your skills using the STAR method (Situation, Task, Action, Result). Ask thoughtful questions to demonstrate your interest and engagement.

### Follow Up

Send a thank-you email within 24 hours after the interview to express your appreciation. Reiterate your interest in the role and your enthusiasm for joining the team.



### Negotiate Your Offer

Research salary ranges for your desired position and location.  
Negotiate confidently, considering factors like benefits, growth opportunities, and work-life balance.



## Stay Positive and Persistent

Job searching can be a journey, so maintain a positive mindset and persevere. Learn from rejections and continuously improve your application and interview skills to increase your chances of success with each new opportunity.  
Good luck in your job search journey!