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Maryland Employment Network's Top Job Search Tips

- Decide what you want to do - What are you interested in? What are you good at? What is your educational background or previous job experience? Job seekers tend to find higher levels of long term success when they obtain employment in areas that they are interested in and work at something they enjoy doing.
- Consider how your skills translate - You are not limited to one field just because that is what you have always done. What skills do you have or what have you learned from your past experiences, or even hobbies, that might help you in your new job? How can you use what you have learned from one job at another?
- Tailor your resume - Submit a different resume for every job you apply for! Carefully review the job description for the position which you are applying for and make sure your resume demonstrates how you meet each and every requirement. Try to identify keywords from the job description and be sure to include them in the skills or experience sections of your resume.
- Network - Consider your social circles: family, friends, neighbors, former co-workers, former classmates or teachers, people from your church, or anyone else you may know. Do they work in the field you are interested in? Do they have connections to people who may be able to help you?
- Cold-Call - It may seem old fashioned, but cold calling, or even going somewhere in person, is a great way to find out if employers have positions that they are looking to fill.
- Use the internet - Many employers require that applications be submitted online, even if you have made a connection face to face or on the phone. Additionally, career related websites such as Indeed.com and Monster.com can be a great resource for finding out what opportunities are available in your area. If you are uncomfortable with your computer skills, many libraries offer free classes designed to help you learn to navigate the web.
- Use Social Media - Do you have a LinkedIn, Facebook or Twitter page? Employers are utilizing Social Media more and more to post openings and recruit candidates. Update your social media pages to include your skills and history. But beware, make sure that all your social media content is "employer friendly" before making connections.
- Follow Up - Reconnecting with employers after you have submitted your application/resume, or had an interview, is a great way to demonstrate to employers that you are genuinely interested in the job. Just be mindful of not following up excessively, as this can be counterproductive.