

Five important considerations for job seekers



Starting out, starting over or starting new in your career can be incredibly exciting, but also overwhelming. With so many things to think about and learn about through the job searching process, it can be hard to know what you should prioritise.

To help you we've put together five considerations for job seekers to ensure your time and energy go to the tasks that will help you get hired faster.

Write a winning resume.

Your resume is your first impression, your door opener. It gives recruiters and potential employers a greater understanding of your experience and expertise and how it relates to a specific position or any upcoming opportunities. For your resume to be able to do this it needs to be more than a simple record of your career history; it needs to be a marketing document that sells you.

Here are some quick tips to writing a winning resume:

- Customise your resume - it should be relevant to a position or potential opportunities a recruiter could assist you with.
- Ensure it is outcome focused - include qualitative or quantitative achievements.
- Prioritise the best content up front - a HR manager, recruiter or potential employer is likely to be scanning hundreds of resumes. With 5-10 seconds to grab attention, you want the most important information up first. The sign of a great resume is that decision-makers can assess you on the first page and have the rest as supplementary reading.

Increase your visibility through social media.

It should come as no surprise that in this day and age HR Managers, recruiters and potential employers will check out your social media accounts, specifically LinkedIn, to get a greater understanding of your expertise, experience and influence. A well presented LinkedIn profile with great connections can say a lot about you and your value as an employee.

Here are some quick tips for improving your visibility on LinkedIn:

- Don't copy and paste your resume - while you may have a winning resume now following the tips above, don't think you can copy and paste into your LinkedIn profile! Your LinkedIn profile should be your introduction and a rapport builder. Explain your experience and expertise in the same way you would if you were talking to someone.
- Get endorsements and recommendations - ask clients, colleagues and employers (past and present) to endorse your key skills and provide you with recommendations.

Make it easy for recruiters to work with you.

Recruiters can be great connections for you through the job searching process, after all, they are often in touch with a lot of employers and usually know about roles before they are advertised. But like any working relationship, it is give-and-take.

Here are some quick tips for working with recruiters:

- Know your career goals - when you know what you want and know the value you bring to an organisation you make it easy for a recruiter to be targeted in their job search for you.
- Be open to feedback - remember they deal with hundreds of candidates and resumes so if they give you advice and offer suggestions it's best to listen!
- Be contactable - make it easy for a recruiter to get in touch with you and in the instance that you do miss their call, make sure you get back to them quickly - opportunities don't wait.

Prepare for a great interview.

Getting an interview is a great sign, it means they think you can do the job. But that's not to say it isn't nerve-wracking!

Here are some quick tips for making a good impression at your interview:

- Do your research - you will offer far more value in your interview and ask far better questions if you have an understanding of the company interviewing you.
- Practice - while you can never be sure of the exact questions you will be asked you can still practice answering standard questions and how you want to position yourself.
- Send a thank you - always send a thank you email or follow up with a thank you call. Not only does it show good manners it also gives you a second opportunity to show your value.

Negotiate your salary and conditions like a pro.

For some, this can be one of the most dreaded parts of taking on new employment. But it is also an excellent opportunity to show your new employer that you value your skills and abilities.

Here are some tips for making the salary and conditions conversation a little less awkward:

- Don't be afraid to get in first - ask if they have a budget or remuneration package in mind.
- Know your worth - before you enter into negotiations find out how much you are worth in the marketplace and keep in mind that your last role is not the only measurement. SEEK and other job sites are great sources for this information.

So there you have it five important considerations for you as a job seeker.

You can find more tips on these topics in our [resources](#) section and in our [Starting Out](#), [Starting Over](#) and [Starting New](#) online career coaching programs.