WHEN SHOULD I START APPLYING?

Start Early: It can take anywhere from 6 to 9 months to complete the entire hiring process. This includes: finding, applying, accepting, and starting a new job. It is important to start the application process early! You should start applying 3 to 6 months before you graduate or are planning to transition from your current job.

Prepare: Before you start applying, make sure that you refine your résumé. We recommend tailoring each résumé to the job you're applying for, so using specific key words that are in that company's job description. Do some research on their current projects, what services they provide, who their clientele are, their values, etc.

WHAT SHOULD I USE TO APPLY?

Handshake + LinkedIn: Both are great starting points to for job searching in your area. Other websites, like Indeed, can be useful in your job search as well if you feel you are not making progress.

Company Websites: Companies will often list their openings on their website.

Networking + Job Fairs: Knowing people in your field can help you get a job. Job fairs are a great place to network and look for jobs at the same time.

WHAT DO I DO IF COMPANIES ARE NOT REACHING OUT AFTER I APPLY?

Application Strategy: First, we recommend increasing the amount of jobs that you are applying for each week. You should initially start with 5 jobs per week, but if you are still not hearing back, increase that amount to 10 or more each week. Next, consider if the jobs you are applying for are applicable to your skill set. Are you meeting the requirements for the job? Do you need extra certifications? Do you need more experience in the field? Do you need to include clearer examples of your relevant experience in your résumé?

Résumé and Cover Letter: It is important that you tailor each application to the job you are applying for. This means that the résumé and cover letter you submit to each job highlight skills that are important for that job. You can do this by including key words from the job description into your descriptions.

Follow Up: If you are not hearing back from companies, don't be afraid to reach out to their human resources department. We typically recommend waiting 1-2 weeks after you apply to reach out to the company. If the company does not give you information on who to contact, you should call the company and ask to speak to someone from the human resources department to ask about the status of your application.

Networking and Job Search Strategy: Never underestimate the power of networking! If you are able, consider attending job fairs, either in person or virtual. These are great ways to get to know the companies that are hiring in the area, as well as market yourself to those companies.

HOW DO I ADDRESS GAPS IN MY RÉSUMÉ?

Do you Need to Address the Gap?: You will only need to address the gaps in your résumé if you are directly asked about them.

Address the Gaps in a Positive Way: Frame any gaps you have in a positive way. If a gap is due to personal reasons, try to keep it brief and refrain from sharing overly personal details.

Examples: "After my last job, I took some time to enhance my skills and explore new opportunities", "I focused on school and I am prepared to return to work full time."

WHAT IS ATS, AND HOW DO I TAILOR MY RÉSUMÉ TO IT?

ATS: ATS stands for Applicant Tracking System. This is a system that scans résumés and analyzes them prior to a recruiter seeing them. Most companies have began using them to note how closely each résumé matches the listed job description.

Tailoring your Résumé: Making sure you use a clean and simple font, and include keywords throughout your résumé. Use standard headings like "Experience" or "Education". Use action verbs for each description, such as analyzed, collaborated, etc. Include any relevant skills that are applicable to your field, such as Python, SQL, Microsoft Office, etc. Avoid using color and icons in your résumé, as well as limit the use of uncommon abbreviations.

HOW DO I PREPARE FOR INTERVIEWS?

Do your Research: Prior to your interview you want to have some understanding of what the company does, what projects they are currently working on, and what their mission and values are. You should also understand the job you are applying for, and why you would be a good fit for that position.

Practice: Interviewing can be intimidating, but the more you practice answering questions the more confident you will be. Some common questions asked are "Tell me about yourself", "What makes you a good fit for this job?", "What are your strengths and weaknesses?". For some questions you may need to give an example, with these use the Problem, Action, Result (PAR) method to answer. Talk about what the issue was, what you did to mend the problem, and the result of your action!

Be Comfortable with the Uncomfortable! Interviewing is a learned skill that will feel uncomfortable at first, the more you practice, the less uncomfortable it will be and the more confident you will feel!

MAKE AN APPOINTMENT WITH US!
WE ARE HAPPY TO HELP

HAVE MORE QUESTIONS? CONTACT US!

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