

Job Seeker Tips

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1 Take a Temporary Position

Try temping!

Consider an interim staffing to fill a temporary slot for work that needs to be done.

Or temp with a company that interests you.

Many of these options pay well and can lead to a permanent position.

2 Pay Attention to Small Details

Don't use a template cover letter- tailor each letter for each company.

Be early for your interview.

Send a thank-you note or email after the interview.

3 Go Directly to the Source

Figure out where you want to work, target that company- research them!

Contact the hiring manager to discuss options and make yourself known.

Target a company that you would love to work at, not because there are necessarily openings.

And, if they have a career page online, fill out a profile and keep it updated.

4 Try Online Recruiters

Recruiters will help match you with jobs that meet your specific skills and needs. Not sure where to start? Sites such as recruiterlink.com, onlinerecruitersdirectory.com, searchfirm.com and i-recruit.com provide links to online headhunters for job seekers.

5 Utilize Video Resume

Video resumes are just one more way to stand out to employers. Intended as supplements to -- not replacements for -- traditional résumés, video résumés allow job seekers to showcase a little bit of their personalities and highlight one or two points of interest on their résumés.

6 Formal e-mails

Even if you're confirming your interview, it's important to be professional.

Avoid writing in shorthand (no "thanx" or "2morrow"!)

Emails should be clean and polished