# Job-searching in 2023

Synthesis of all groups' advice lists

## I. Finding job offers in 2023:

### 1. Build and Utilize Your Network:

 - Attend networking events, alumni clubs, conferences, and expos.

 - Connect with friends, family, and professionals online and through university contacts.

 - Reach out to people in your desired companies directly, both online and in person.

 - Utilize LinkedIn to connect with active professionals and companies.

 - Keep your social media profiles clean and private to limit what potential employers can see.

### 2. Online Job Platforms and Social Media:

 - Use job platforms like LinkedIn, Glassdoor, Meetern, Azeryjobs, Yupeek, and Indeed.

 - Follow companies on social media platforms to stay updated on job openings.

 - Like and engage with posts from companies you're interested in.

### 3. Optimize Your Online Presence:

 - Optimize your LinkedIn profile with a professional picture and detailed experiences.

 - Use relevant buzzwords in your profiles.

 - Create a personal website showcasing your skills and experiences.

 - Consider creating videos or writing blogs related to your field.

### 4. Stay Proactive and Prepared:

 - Define your career goals and ambitions clearly.

 - Use recruitment agencies and inquire about potential job openings.

 - Prepare relevant questions for interviews.

 - Evaluate your salary expectations using online resources.

 - Consider flexible work options, such as remote work.

### 5. Utilize AI and Technology:

 - Use AI tools like ChatGPT for advice and guidance.

 - Leverage AI for resume building and coaching, as suggested by Jeff Su on YouTube.

### 6. Explore Various Avenues:

 - Explore internships and leverage past academic experiences.

 - Seek referrals from people within your desired companies.

 - Research and apply for job opportunities on specialized websites.

 - Take advantage of government resources and international job portals.

 - Attend job fairs and industry-specific events to network with potential employers.

### 7. Continuous Learning and Skill Development:

 - Stay updated on industry trends and developments.

 - Continuously develop your skills and certifications.

 - Participate in relevant online courses and workshops.

## II(a). Resume/CV Tips for 2023:

### 1. Tailor Your Content:

Customize your resume for each job application, focusing on relevant skills and experiences. Include quantifiable achievements to showcase your impact in previous roles.

### 2. Clear and Concise Format:

Keep your resume simple, using classic fonts and bullet points for readability. Avoid flashy colors and elaborate designs.

### 3. Adapt to Company Culture:

Use templates and formats that align with the company's style. Creative companies might appreciate colorful resumes, while technical firms prefer professional and straightforward formats.

### 4. Incorporate Keywords:

 Include relevant keywords from the job description to pass through Applicant Tracking Systems (ATS).

### 5. Highlight Soft Skills:

List soft skills in bullet points, demonstrating your interpersonal and teamwork abilities.

### 6. Use Action Verbs:

Describe your experiences using dynamic action verbs (e.g., managed, developed, achieved) to showcase your accomplishments.

### 7. Quantify Achievements:

Whenever possible, quantify your achievements with numbers and statistics to demonstrate the impact you made in previous roles.

### 8. LinkedIn Profile:

If available, include your LinkedIn profile in the contact information section.

### 9. One Page Limit:

Aim for a one-page resume, but consider a second page if you have extensive relevant experience.

### 10. Avoid Obvious Information:

Exclude irrelevant details, like secondary school education, unless they are pertinent to the job application.

## II(b). Cover Letter Tips for 2023:

### 1. Clear Introduction:

Start with a concise declaration of the job you're applying for.

### 2. Express Passion and Interest:

Demonstrate genuine interest in the job and company. Use researched knowledge in your cover letter.

### 3. Showcase Qualifications:

Summarize relevant skills and experiences, avoiding repetition from the resume.

### 4. Narrative Approach:

Craft a compelling story linking past experiences with the current job application.

### 5. Professional Format and Personal Touch:

Use a professional format and keep the cover letter between 200-400 words, but include relevant personal details to add a human element.

### 6. Proofreading and Feedback:

Have your cover letter proofread for vocabulary, grammar, and content. Ask for company feedback if possible.

### 7. Addressing Recipient:

Address the cover letter to a specific person, preferably the hiring manager or HR director.

### 8. Avoid Repetition:

Do not restate resume details; provide additional context and depth to your experiences.

### 9. Customize Each Cover Letter:

Personalize every cover letter for the specific job and company you're applying to.

## 10. Utilize Online Resources:

Watch tutorials for creative ideas and use online tools for structured content generation.

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## III. Job Interview Preparation Tips for 2023:

### Before the Interview:

#### 1. Honesty is Key:

Always be truthful during interviews; honesty is crucial for a successful career.

#### 2. Research and Prepare:

 - Understand the company's mission, culture, and values.

 - Investigate the interviewer's background without being intrusive.

 - Familiarize yourself with the specific job position and company products/services.

#### 3. Prepare Questions:

 - Prepare thoughtful questions for the interviewer, demonstrating your genuine interest.

 - Anticipate the type of interview (one-on-one, panel, video) and prepare accordingly.

#### 4. Self-Reflection:

 - Know your professional goals and articulate how the job aligns with your ambitions.

 - Identify your skills, experiences, and achievements (SEAT: Skills, Experience, Achievements, Type of person you are).

### During the Interview:

#### 1. Professionalism:

 - Take notes with a notebook and pen.

 - Maintain a careful handshake, sit on the edge of your chair, make eye contact, and smile.

 - Be aware of your body language; show enthusiasm and respect to everyone you encounter.

#### 2. Communication:

 - Keep your answers concise, focused, and relevant.

 - Use the STAR method (Situation, Task, Action, Result) to structure your responses to behavioral questions.

#### 3. Tech-Savvy Preparation:

 - Test your computer setup, internet connection, audio, and video capabilities before virtual interviews.

 - Minimize distractions; silence notifications and delete browser history.

### Post-Interview:

#### 1. Follow Up:

 - Send a thank-you email/note within 24 hours to express your gratitude and enthusiasm for the position.

#### 2. Continuous Learning:

 - Practice answering common interview questions with a partner.

 - Prepare smart questions for your interviewers to show your interest.

 - Familiarize yourself with technical interview formats and practice relevant skills.

#### 3. Documentation:

 - Prepare a list of professional references.

 - Print hard copies of your resume and bring them to the interview.

 - Research and understand the average salaries for the position on platforms like Glassdoor.

#### 4. Online Presence:

 - Utilize online platforms like LinkedIn, Facebook, and Instagram to connect with the company.

 - Watch videos and tutorials on platforms like Indeed and YouTube to enhance your interview skills.

#### 5. Continuous Improvement:

 - Reflect on your experiences and knowledge; be prepared to discuss how you've improved and learned over time.

 - Stay informed about industry trends and company news.

*Remember, each interview is an opportunity to learn and grow, regardless of the outcome. Stay confident, genuine, and well-prepared to make a lasting impression on your potential employers.*