

# GET THE JOB

## Search Tips for Recent Grads

Getting started right out of school can be more challenging than graduating itself.

Applying for your first job after classwork ends is often a daunting proposition. Grads typically have more book-learned knowledge than real-world experience. But joining the workforce doesn't have to become an impossible task. It just takes the right preparation.

### BEFORE YOU APPLY

You should arrive at this job search brimming with hard-won confidence. You've just achieved a major accomplishment in graduating from school. Be aware, however, that some openings draw numerous candidates from across a wide spectrum of skills and experience. You may not immediately secure a job in your field, despite your academic credentials. So start early, while notifying any prospective employer of when you're set to leave school. Utilize the network of friends, family, professors and initial professional contacts you've already made to pinpoint job opportunities. They can provide a needed recommendation that can open doors which might remain closed with a blind application.



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### SELLING YOURSELF

Depending on the job, you may be expected to apply

with a resume or curriculum vitae. Both provide a platform for your skills and expe-

rience, but they do it in different ways. A CV is typically submitted in research, edu-

cational or medical fields. This credential-based document is more in depth than a resume, stretching into multiple pages. You'll list education, experience, certifications and other professional affiliations. A resume, however, should be limited to one page while focusing more on your personal skills. Busy hiring managers typically have a stack of resumes to go through for any coveted job opening, so make sure yours is to the point.

### THINGS TO AVOID

Follow the correct application format for your field. Closely examine your documents to make sure there are no grammatical or spelling mistakes. Nothing will get your application passed over more quickly. First impressions matter, and employers will disregard you as a candidate if you're too inattentive to submit a mistake-free application. If you're worried that you might miss something, employ a standard spellcheck function or the Grammarly app to double check. Friends or family members who are careful readers can also be a huge benefit. Tailor everything to the job you're applying for, focusing on strategic phrases or keywords that are part of the company mission. And don't forget the cover letter.