

# GET THE JOB

## Getting Out There After Graduating

Kickstarting a career can be harder than securing your degree

Graduating from college affords aspiring young professionals a wealth of knowledge, but oftentimes they have little real-world experience. That can make securing their first job quite difficult. Here's how to make smart preparations to help smooth the way.

### BEFORE APPLYING

You've already marked quite an achievement, simply by staying the course through to a hard-earned graduation ceremony. It's a major accomplishment, but one we often simply don't have time to enjoy in any extended way. After all, there are bills to pay now — and perhaps even a student loan to address. That's why it's best to start early, notifying hiring managers that you're applying while still completing your coursework. Be sure to inform them of your planned graduation date. If you wait until then, there could be difficult new financial pressures. Some job openings will draw a large number of other candidates, so you may not immediately be able to secure that coveted first job.

### BEST FOOT FORWARD

Take advantage of intern-



© ADOBE STOCK

ship opportunities while still in school, and lean on your network of family, friends, professors and early professional contacts in order to discover new job openings. Their recommendations might help you secure an opportunity you wouldn't have gotten with a cold-call application.

Depending on the position, you may be asked to apply

with a simple resume or a curriculum vitae. Both include information on your experience and skill set, but in different formats. Resumes are limited to one page and focus on personal skills. A CV, on the other hand, is more in-depth and often stretches to multiple pages. They're typically required in the educational, medical or research fields. You'll include a broad-

er spectrum of professional information, including education, certificates and affiliations.

### WHAT TO AVOID

Make sure you follow the required application format. Resume-based openings are usually handled by overwhelmed hiring managers who might not have time for an initial deep read on your

application. So, make sure all pertinent information is prominently displayed — and keep your resume short and sweet. Read and re-read to make sure there are no spelling or grammatical mishaps, since that's the quickest way for an applicant to get passed over. Prospective employers will assume you are inattentive if you can't submit an application free of mistakes.