

# GET THE JOB

## 4 Job Search Tips for the New Grad

When submitting your career materials as a new graduate, you may still be riding your confidence from graduating. The cold truth about the job market is you're often more likely to not hear back from a company than you are to get a response.

This can make filling out online applications and following up with hiring managers a somewhat daunting experience. Not to mention the competition in your field, as the typical job announcement fields hundreds of applications from candidates.

These factors shouldn't rattle you, however. Remember that as a new grad, you just accomplished something special. Now it's time to put your education to work, remain confident and utilize your network of professionals, friends and instructors to uncover your next great professional opportunity.

### CREATE SOLID MATERIALS

A resume and a curriculum



© ADOBE STOCK

vitae (CV) are two very different ways of listing your experience and skills. A CV is longer than a resume, usually two to three pages, and is generally used in the medical or research fields. It is a credential-based document providing a comprehensive list of your education, certifications, research experience and any professional affiliations.

A resume, on the other hand, is usually one page and is skills-based, showcasing your key attributes and achievements. You must keep your resume succinct to make any kind of impact on a pro-

spective hiring manager or recruiter.

Know the difference between a CV and resume, and be sure you're following the correct format for your field.

### CHECK YOUR SPELLING AND GRAMMAR

Nothing gets a resume placed at the back of the pile like a spelling or grammatical mistake. Your resume or CV are your handshake to a company. One that is riddled with easily fixed errors will make your first impression a negative one.

Finding spelling and grammatical mistakes is not easy if you're working on your document yourself. There are tools like spellcheck and Grammarly that can help clean up your document. You can also ask a colleague, friend or family member to check it for you.

Pay attention to formatting errors, as well. Always send your documents as PDFs. This eliminates the chance of formatting inconsistencies between software programs.

### TAILOR YOUR MATERIALS

When it comes to building

your resume, you should always customize it to match the requirements of the job announcement you're targeting. This includes adding keywords or strategic phrases that you see in the announcement.

Companies plug this wording into their applicant tracking systems to make sure their hiring managers are only receiving qualified resumes or CVs. Identify some of the key skills you have that match up with the announcement, and integrate them at least a few times throughout the document.

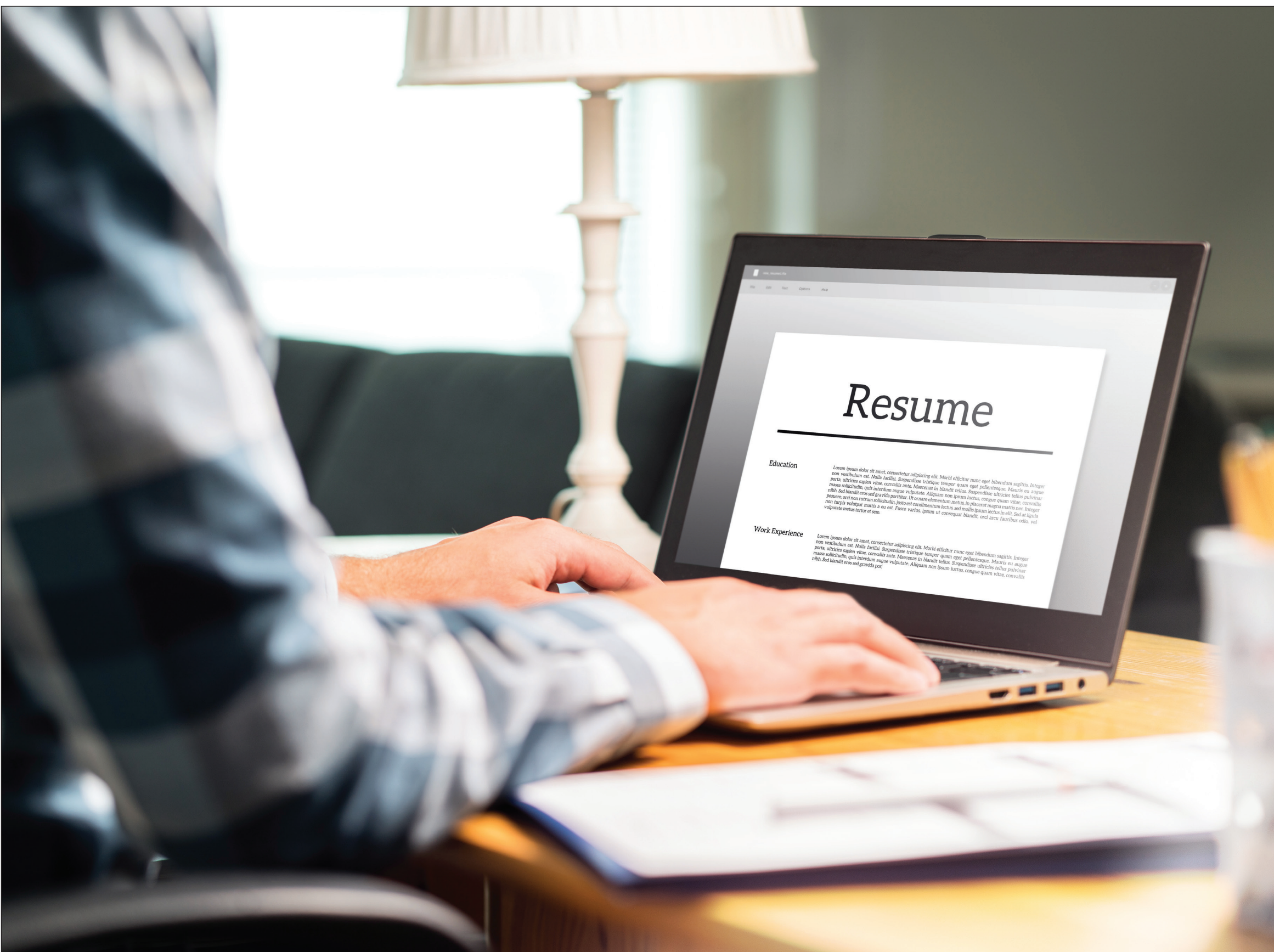
### DON'T FORGET THE COVER LETTER

Your cover letter can be the difference between landing a job and getting beat out by the competition. A lackluster cover letter will do nothing for your case, and may signal to a hiring manager that you're not that interested in the job vacancy.

A custom cover letter that mentions your college achievements and volunteer work will stand out much more than a boilerplate template. Tie your collegiate experience into what the company is looking for in a new candidate.

They understand you're limited in experience, and are looking for ways that you'll join the company and make an immediate difference.

# GET THE JOB



© ADOBE STOCK

## 4 Job Search Tips for the New Grad

When submitting your career materials as a new graduate, you may still be riding your confidence from graduating. The cold truth about the job market is you're often more likely to not hear back from a company than you are to get a response.

This can make filling out online applications and following up with hiring managers a somewhat daunting experience. Not to mention the competition in your field, as the typical job announcement fields hundreds of applications from candidates.

These factors shouldn't rattle you, however. Remember that as a new grad, you just accomplished something special. Now it's time to put your education to work, remain confident and utilize your network of professionals, friends and instructors to uncover your next great pro-

fessional opportunity.

### CREATE SOLID MATERIALS

A resume and a curriculum vitae (CV) are two very different ways of listing your experience and skills. A CV is longer than a resume, usually two to three pages, and is generally used in the medical or research fields. It is a credential-based document providing a comprehensive list of your education, certifications, research experience and any professional affiliations.

A resume, on the other hand, is usually one page and

is skills-based, showcasing your key attributes and achievements. You must keep your resume succinct to make any kind of impact on a prospective hiring manager or recruiter.

Know the difference between a CV and resume, and be sure you're following the correct format for your field.

### CHECK YOUR SPELLING AND GRAMMAR

Nothing gets a resume placed at the back of the pile like a spelling or grammatical mistake. Your resume or CV are your handshake to a company. One that is riddled with easily fixed errors will make your first impression a negative one.

Finding spelling and grammatical mistakes is not easy if you're working on your document yourself. There are tools like spellcheck and Grammarly that can help

clean up your document. You can also ask a colleague, friend or family member to check it for you.

Pay attention to formatting errors, as well. Always send your documents as PDFs. This eliminates the chance of formatting inconsistencies between software programs.

### TAILOR YOUR MATERIALS

When it comes to building your resume, you should always customize it to match the requirements of the job announcement you're targeting. This includes adding keywords or strategic phrases that you see in the announcement.

Companies plug this wording into their applicant tracking systems to make sure their hiring managers are only receiving qualified resumes or CVs. Identify some of the key skills you have that match up with the announcement, and

integrate them at least a few times throughout the document.

### DON'T FORGET THE COVER LETTER

Your cover letter can be the difference between landing a job and getting beat out by the competition. A lackluster cover letter will do nothing for your case, and may signal to a hiring manager that you're not that interested in the job vacancy.

A custom cover letter that mentions your college achievements and volunteer work will stand out much more than a boilerplate template. Tie your collegiate experience into what the company is looking for in a new candidate.

They understand you're limited in experience, and are looking for ways that you'll join the company and make an immediate difference.

### HOT JOB PROFILE

#### AIRFIELD OPERATIONS SPECIALISTS

**Number of jobs in 2019:** 10,900

**Job outlook, 2019-29:** 6% (faster than average)

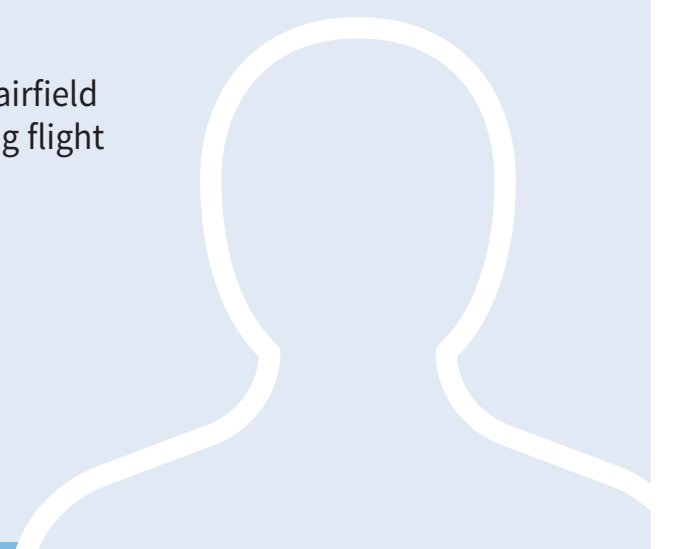
**Employment change, 2019-29:** 700

**The role:** Ensure the safe takeoff and landing of commercial and military aircraft. Duties include coordination between air-traffic control and maintenance personnel, dispatching, using airfield

landing and navigational aids, implementing airfield safety procedures, monitoring and maintaining flight records, and applying knowledge of weather information.

**Education required:** High school diploma or equivalent.

Source: U.S. Bureau of Labor Statistics



## AD SPACE