



## 5 Actions That Will Lead You To The Career You Want

1. Take the time to research and get to know the company and position you are applying for.
  - Before you submit your application, learn about the company through their website, but also take time to see through different resources what others (customers, current or previous employees) have to say about their experience with that company.
  - Also, research yourself- how are you represented through social media? Would your employer find something that might get in the way of you landing the job? You always want to make sure that your social media accounts (if they can be seen by the employer) showcase you in the best way, because they will be looking.
2. Write a resume that resonates.
  - Before sending your resume to a potential employer, make sure that your resume shows how and/or why you are the best choice. Connect your skills, experiences, and/or education to what this potential employer is looking for.
3. Don't be shy- share all experience (not just work) if it relates to the job you want.
  - Experience and skills highlighted on your resume does not always come from previous jobs. If the experience relates to the position you are applying for, don't be afraid to share. Highlight what tasks, skills, talents you learned/mastered in school activities or groups, clubs, sport teams, extracurricular activities, volunteering, internships, church groups, networking groups.
4. Your people know people-they even know the right people.
  - Make sure that your family and friends know about your career goals and interests in employment. 80% of job positions are filled without employer advertising, meaning the job opening was filled by personal recommendations from current team members. Reach out to family, friends, fellow students, fellow supports, etc... and ask if they may know anyone from ABC Company. Having someone make a personal reference or connection for you to an employer is extremely powerful.
5. Follow up after an interview, it can be a valuable reminder to that employer that you are the right choice.
  - After an interview follow up and thank them for taking the time to consider you, let them know that you are happy to answer any more questions. This shows not only are you considerate, but you have the interest and passion to work with them, which goes a long way.

**Call us today to learn more – (813) 870-1300**