

Focusing Your Job Search To Meet Your Needs

Graduates in industries as diverse as publishing and medical sales share a common affliction. Most graduates have never had to perform a job search for anything more than a part-time or temporary position during breaks from school. Indeed, many graduates leave the university setting unsure of their professional situation and perform a job search that is unfocused. Random applications with an unwieldy CV in hand can lead to frustrations and settling down in a job that they don't like. There is no reason to fret, however, as it is simple to focus your job search to fit personal and professional needs.

No matter which industry a graduate works within, the first step is assessing application materials like the CV and references. The CV is the only way in which a potential employer can confirm the experience or aptitude of an applicant. Updated references that are informed before hand that they will be contacted by an employer can offer better recommendations. Indeed, the CV is key to getting a foot in the door with an employer. Graduates should look to refine their CV to avoid going over the one to two page limit set by most employers. As well, applicants need to focus their CV on the particular job and industry they are applying to.

Graduates also need to keep track of the various applications and CVs submitted to companies during the job search. After all, the ease of using online job sites means that a graduate can send off dozens of applications in a day without much thought. The best way for a graduate applying for multiple jobs to keep track of his applications is to create a chart of when the application was sent, when the follow up communication was sent, and whether an interview was established.

Invariably, the graduate job search will lead to some interviews or group sessions with potential employers. While the application process often seems like it is done in a vacuum, the interview process can be nerve racking. After all, the people in an interview room are deciding whether a graduate lands a job or continues their job hunt. Graduates should not prepare in excess for interviews, as hiring managers can tell when an applicant is feeding them what they want to hear. Instead, a graduate needs to think about their achievements, their goals, and their potential and answer questions truthfully. Indeed, being genuine in interviews is an overlooked aspect of the process.

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About the Author

Wynnwith are a specialist [engineering recruitment agency](#) based in Woking, England. They provide a wide range of recruitment and managed services which include rail recruitment, aerospace recruitment and [pilot recruitment](#) solutions.