4 Ways That May Be Sabotaging Your Job Search

Here are four common job search mistakes you’ll want to avoid when you’re trying to get hired.

1. Conducting your search solely on internet job boards

While it’s possible to find jobs posted online, remember that once a job is posted online, you’re likely to be competing with HUNDREDS to THOUSANDS of applications, which significantly increases the odds that your resume may get lost in the shuffle.

You’ll find that in many cases, companies may have a position open but they prefer to rely on word of mouth or referrals to find their applicants. For one, this saves a company time prescreening and sorting as well as often the cost associated with advertising. A more effective use of time is to concentrate your efforts on specific companies you’d like to work for, network with employees through personal contacts, Facebook, LinkedIn, Twitter, Instructors, etc. Going to a seminar or joining a professional association in your area is a good way to put faces to names and stay visible in your field.

Having a direct connection, especially one who could give you a positive recommendation, is typically THE most effective way to be considered!

2. Applying for Jobs That Match Your Skills

When you’re desperate to find a job you may decide to randomly apply or submit a resume for a position (or perhaps to satisfy yourself or family by at least applying for something). While it’s fine to want to expand your knowledge and challenge yourself professionally, applying for jobs that don’t fit your skill set will only leave you feeling more frustrated when you don’t get a response. If you do get called in for an interview, you may find yourself stumbling when asked to explain why you’re a good fit for the position. If you do have the skills, whether they come from personal, academic, or professional experience, be sure that your resume indicates such. Do NOT send the same resume out for each job without taking time to fully examine the job description and perhaps researching the company values. If you are finding many jobs you have an interest in require additional skills or certifications, find out where to gain them so you will be better qualified.

3. Overlooking Minor Details

When you’re applying for jobs, sending out resumes, or updating your social media posts, take some extra time to read things over carefully, or have someone else do so. I will often type something into a Word document first to catch any key typos or errors, then copy and paste it where it needs to go. A careless typo or a simple grammatical error makes you seem less professional in the eyes of potential employers. It could be such a simple detail like that making the difference in whether or not you are considered. Employers have to eliminate the tons of applicants in order to narrow their search time – every detail matters!

It’s also important to read job postings through carefully before you rush to apply.

4. Not Perfecting Your Pitch

Your resume is more than just a list of your previous employers and work experience. It’s also an opportunity to highlight those qualities that make you the best choice for the job. The same is true of your cover letter. Utilize ACCOMPLISHMENT STATEMENTS as opposed to JOB DUTIES. Why? Listing something expected on your previous job is simply repeating part of a job description. Accomplishments showcase how well you performed on the job by making a positive impact saving the company time, money, etc.