

How To Apply

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*Stay
curious* 



Be Prepared

- Decide what you want and need
 - Weigh your wants and needs
- Know your history
 - Previous employers, previous salaries, addresses, contact info
- Do your research
 - Learn about where you're applying
- Have your resume information handy
 - So frustrating to spend extra time searching for things!

Social Media Presence

- LinkedIn
 - Lots of employers *do* look at this
- Social media settings
 - How much are you sharing and making public, and what does your profile say about you?
- Nothing truly is “hidden” on the internet
 - People have lost jobs before they’ve even started due to their social media history



Be a Detective



- Learn their chain-of-command
 - Names, contact information
- Research their website and company information
 - This information can help you evaluate what kind of employee they are looking for and what they want to accomplish as a business
- Learn their mission, goals, target numbers, marketing plan, etc.
 - This information can help you fine tune your resume and cover letter to reflect the job and the company and shows you've taken the time to do your work

Please Don't...



- Reach out to companies via email or social media postings
- Harass potential job leads
- Blast a company on social media
- Complain about your current job (on social media)
- Have lots of typos or crossed out things on application materials
- Forget to include something important (application, resume, cover letter)
- Use abbreviations/slang in official communications
 - Plz, kthnx, lol, emojis

Please Do...



- Be confident
- Maintain a professional relationship
- Be flexible and demonstrate willingness
- Be patient with yourself and hiring managers



<https://youtu.be/Uo0KjdDJr1c>



Lab Time Q & A