

Recession Proof Your Job Search

When the job market is tight, it may be tempting to cut corners on your job search, but for the sake of landing a position, please don't. When it's a buyer's market, you owe it to yourself to put your best foot forward. **To stand out, there are three key factors you need to concentrate on—your resume, interview skills, and a follow-up strategy.**

1. Resume

Create a targeted resume for each job. Make it specific to the company, the company's clients, and the job duties. Tailor the resume to reflect how your unique skills, strengths, experience are the perfect fit. Creating a unique resume for each job will take time but will communicate to the employer you are serious about their needs.

2. Interview Skills

Admit it. How many interviews have you gone on without preparing? In a job-seeker-friendly market when companies are clamoring for great employees, the "wing it" method can work. But to compete in today's market, **you have to invest time getting acquainted with common interview questions and sample responses. Do your research, know yourself, the company, and the position.**

To get you started, go to the "Interviewing" section of the "Resources" page. You may want to utilize the on-line Perfect Interview software available at the Career Development Center (by appointment only 615/898-2500).

3. Follow-Up Strategies

The interview isn't over when you walk out of the interviewer's office. Chances are, many candidates interviewed for the position before you did and many more will interview for the position after you. **To remain competitive, it is essential that you write a follow-up letter.**

This is advice most job seekers tend to ignore. And it's a shame because the follow-up letter can seal a job offer. This is because only a small percentage of job seekers write a follow-up letter, so those who do take the time to write one stand out.

Jobweb.com has samples of follow-up letters. As well as other links on our "Resources" page.

In Closing:

Don't allow yourself to be caught up in the "could've, would've, should've" mentality. Taking that one extra business class, networking more, actually using the Career Development Center's services as a student, etc. may or may not have made a difference. Being caught in the cycle of "if only" can make a person negative and negative candidates do not get job offers.

Following the advice above will make you more confident. Confidence leads to more interviews. More interviews lead to job offers. Job offers lead to career satisfaction.

If you feel you need additional resources in your job search you may want to consider a licensed career coach, general staffing agency or industry specific staffing agency. The MTSU Career Development Center does not endorse or promote any of these alternatives; however they may be a viable complement to your own aggressive job search.

Career Coaches may be found at:

Middle Tennessee Career Center: <http://www.ncacworkforce.org/>
Association of Career Professionals, Tennessee: <http://www.acptn.org/>
Nashville Area Chamber of Commerce: www.nashvillechamber.com

Staffing Agencies may be found at:

Nashville Area Chamber of Commerce: www.nashvillechamber.com

Helpful networking sites:

Career Transition Support Group: <http://www.geocities.com/mtctg/>

Adapted from Salisbury University Career Services article by Linda Matias.