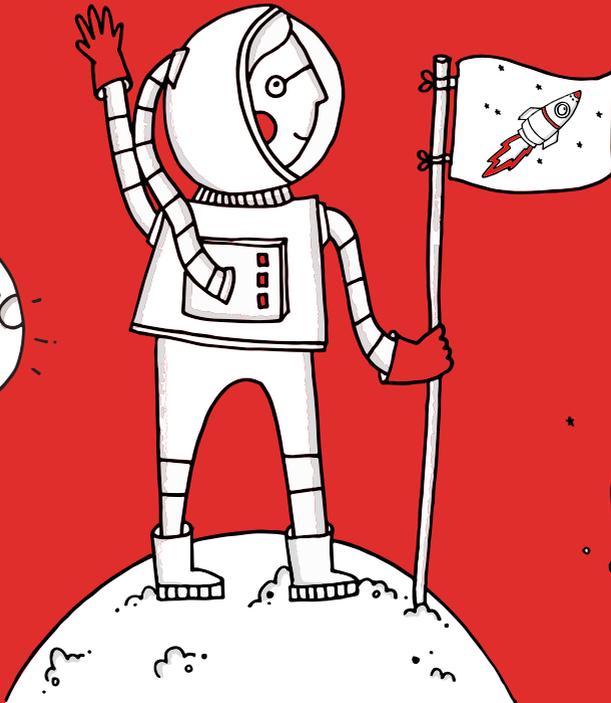
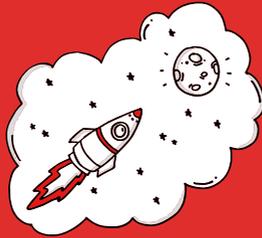


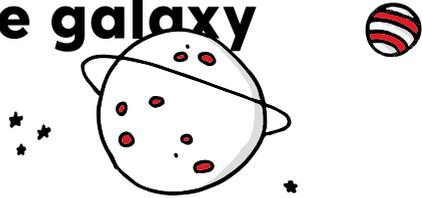


the job seeker's guide to the galaxy





the job seeker's guide to the galaxy

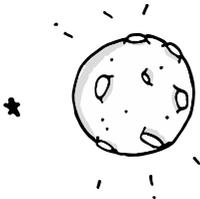


Hey job seeker! Are you hunting for a job but need a hand?

You've come to the right place. In our Job Seeker's Guide to the Galaxy, you'll find answers to all your questions, step by step, in an easy-to-read way.

Resume samples, cover letter tips and interview hacks. Worth its weight in gold, all in a single bundle.

Read our free e-book and get that job of your dreams!



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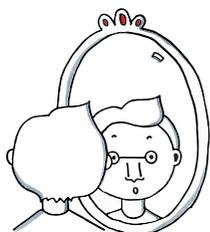
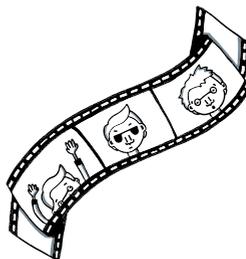
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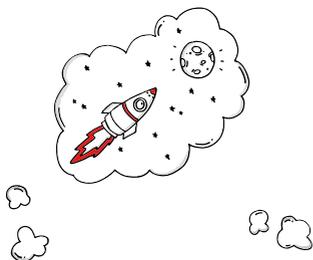


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CHAPTER



1



the first step to skyrocketing your career



Looking for a job is a toughie even if you have a clear goal, let alone if you can't fathom what your dream profession might be. Discovering what you want to do for a living can be one of the hardest things in life. Especially, if you keep hearing all these motivational speeches telling you: *"Only do what you love!"*

Yet, what if you love skiing but don't have the means to become a professional athlete at the age of twenty-four? Sometimes it's simply too late. Focus on who you are now and remember:

Everybody is good at something (Even you!).

You may be at the beginning of your professional journey or perhaps you're switching careers. Whichever it is, don't panic! We can help you with both.



WHAT IF I DON'T KNOW WHAT JOB TO LOOK FOR?

— Do some research and make a list of jobs that might interest you. It always helps if you studied something you really want to be doing. Still, many graduates—especially liberal arts and humanities majors—don't even know if they're actually useful, let alone what their dream job might be.

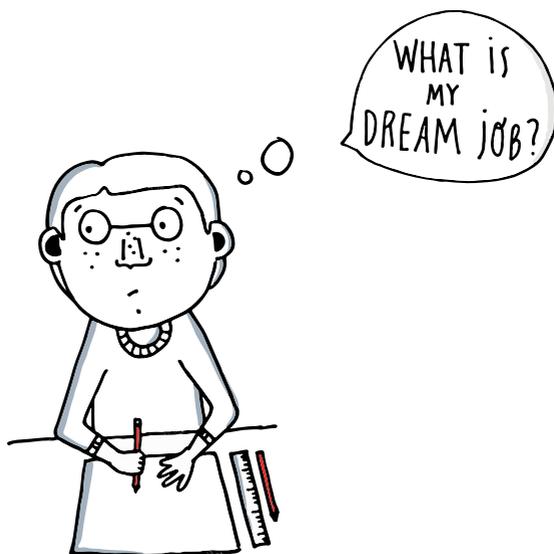
— Create your personal mind map. Pick two or three things you're good at, make a list of the personality traits and qualities that define you. Work on improving those. Don't forget to consider past experience and extracurricular activities you enjoyed (and were good at) when you were still at school.



WHAT IF MY DREAM JOB IS IN A COMPLETELY UNRELATED INDUSTRY?

— If you're a fresh graduate with next to no experience, it might be tricky to make someone to hire you. With no way of proving you have what it takes for the job, you have to be resourceful.

— In theory, it's quite straightforward. Learn the skill you lack and depend primarily on your transferrable skills. Find an internship or a volunteering position. Do some freelance work or get a part-time in the field.



HOW AM I SUPPOSED TO ACTUALLY FIND A JOB?

— There are plenty of sites with loads of job offers updated on an hourly basis. Still, some organizations don't advertise their job openings on regular job sites. It's best to visit their website and check the vacancies. Even if they don't have any positions available, send them an email. You want to let them know you're interested in working with them.

— If you want to score a job in your field of study, you can also ask for more information at your university's career center. Or perhaps get a recommendation from one of your favorite professors.

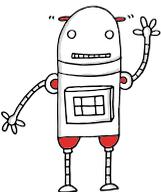
— Networking is a great way to find a job. Ask your friends, colleagues, classmates, or simply browse through the profiles on LinkedIn. Sorry, you'll probably have to make some friends after all.



KINDERGARTEN TIMES



WHEN
I GROW UP,
I WANT TO BE
AN ASTRONAUT!



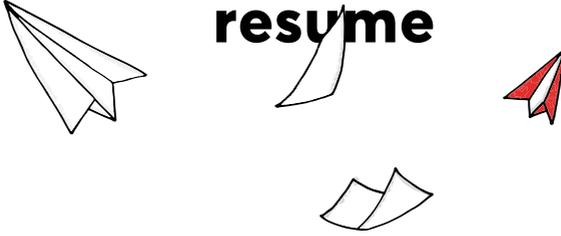
— find more tips [here](#)

CHAPTER



2

write a perfect resume



Your resume is like a business card that can briefly introduce you to a potential employer. Even though most people struggle with writing a resume, it's actually the easiest part of job hunting. Don't panic. All you have to do is to follow a set of simple guidelines and you'll be alright. Keep reading and see that resume writing can be a good fun.



HOW LONG SHOULD MY RESUME BE?

— There is no universal answer. It depends on several factors:

- EXPERIENCE

- *THE INDUSTRY*

- THE COUNTRY WHERE YOU'RE

- APPLYING

— Having said this, single-page resumes dominate today's job market. The reason is obvious. Since there is a higher demand on jobs than the supply, hiring managers have grown quite picky when selecting potential candidates. If the first page of your resume doesn't grab their attention, they won't continue reading.

— On average, recruiters spend around 6 seconds reviewing a resume. To improve your chances, you have to be clear and concise—keep only the most relevant information. You can always provide further details when you get an interview.

— On the other hand, if you have a lot to say and you absolutely believe it's relevant, don't squeeze it into a single page by using small fonts and sacrificing the layout.



— Basic resume sections you should use:

• *CONTACT INFORMATION*

• *HIGHLIGHTS AND
ACCOMPLISHMENTS*

• *EDUCATION*

• *EXPERIENCE*

• *VOLUNTEERING*

• *SKILLS*

• *AWARDS*



HOW SHOULD I DESIGN MY RESUME?

— The answer to this question is two-fold: structure and visuals. Generally, you want to put your personal details at the top and rearrange the rest based on your previous experience. The most relevant experience should go first. For instance, if you're fresh-out-of-college, list your education at the top, it's probably still your greatest accomplishment. Arrange your resume into clearly delineated thematic blocks with the most recent experience first. Sections should include your work experience, education, volunteering, and professional skills.

— Regarding the visuals, be advised that Microsoft Word documents are a thing of the past. Not that it's impossible to create a nice-looking resume in Word but it takes a considerable amount of time, effort, and skill. You don't have to be a designer to have a professionally designed resume. You can use a resume builder, such as Kickresume, where you'll find templates for any kind of job. Simple and sleek designs or more creative and off-the-wall templates.





WHAT PHRASES SHOULD I USE IN MY RESUME?

— You need to be careful about what words you use in your resume. Many phrases that used to be popular about ten years ago became cliché buzzwords. Avoid these at all costs (but more on that later). On the other hand, there are still some power words and action verbs that make your resume sound more professional.

— When trying to find the right words, you should take the job description into account. Reread it a few times and identify the essential keywords. Make sure to use these repeatedly in your resume. This will

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