

# Essential Tips courtesy of CEC-JPC

Job Hunting Tips

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### **#1: KNOW ABOUT YOURSELF**

- List down your:
  - Interest
  - Talent
  - Skills
  - Values
  - Personal Characteristics
- Always ask yourself "What am I interested in doing?"



## #2: BE YOUR OWN MATCHMAKER

Hooking Yourself up With a job

- List down all careers that you have come across.
- Read the job description and analyze whether the job description suit for you or not.
  - RIASEC career model will help you





## **#3: BE KEYWORD SAVVY**

Make sure your profile full of keywords (captain, president, leader)

Look through job postings and company profiles that appeal to you.

Don't forget to use action words (managed, designed)

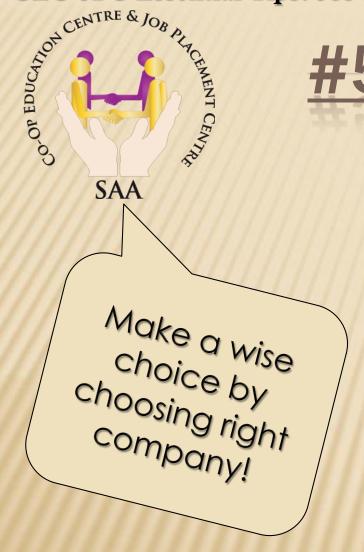


## #4: RESEARCH ON THE JOB

Browse through online and look carefully the job description.

Have an idea about the company, job & responsibilities and policies.

Filter and make a list of potential companies that you want to go for.



## #5: WHICH COMPANY TO LOOK FOR???

- ✓ Small and Medium Enterprises (SMC)
  - The companies whose personnel numbers fall below certain limits.
- ✓ Multinational Corporation (MNC)
  - A company that is registered in more than one country or that has operations in more than one country.
- ✓ Non-governmental Organizations (NGO)
  - A non-profit, voluntary citizens' group which is organized on a local, national or international level



## Tune in next week for more

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