

Five Job Hunting Errors

Poor resume. Employers use resume's as a quick screening device, so if yours does not strike them as outstanding, you won't get an interview. Your resume should describe your education and experience in a concise, well-written format and most importantly, it should emphasize your accomplishments.

Failure to network. Make sure to contact friends and acquaintances, and to follow up with people they refer you to get information on job leads.

Limiting job sources. The job hunter needs to use all possible methods to learn of appropriate jobs: classified ads, employment agencies, and other sources.

Inadequate interview preparation. Remember that each interview situation is different and will require it's own unique preparation. Your responses need to be timely, flexible, and address the specific needs of the employer you are interviewing with at the time.

Poor physical appearance. Job applicants who do not come in properly dressed and groomed are demonstrating a lack of self-respect and are not creating a positive image. These individuals are usually judged to be unacceptable by employers.