

## What Are The Biggest Job Search Mistakes?

Job search mistakes can keep you from getting your **dream job**. They can be unintended or they can be a desperate act the potential employee hopes will not be discovered. If you have been searching for a job without success, check to see if you are making any of the **biggest job search mistakes**.

Lying on your resume is a **huge mistake** and one that should be obvious to everyone applying for a job. Assume employers will eventually find out. It is much better to be open and honest on the front end than fraught and frantic when the past catches up to you.

Another mistake job seekers make is letting their frustration show through during an interview. Job seekers who become frustrated will often complain and give off **negative vibes**. Potential employers do not like to hear *'the dirt'* on your last boss.

### *Time Management*

If you are not spending a major portion of your time on your job search, you are doing yourself a disservice. Experts claim the job search process can be a full time job. If you have a job or are in school you will have to manage your time wisely.

Spend a portion of each day contacting people and networking. Make a goal to set up a certain number of interviews every week. If you work or are in school you can interview during your breaks – lunch hours and before or after work. If you do not work you should treat your job search like a full time job and work normal business hours.

### *Target Market*

The advertising term *'target market'* applies to the job hunt process. You will be making one of the **biggest job hunt mistakes** if you send your resume out to as many jobs as possible. The common wisdom seems to be that the more resumes you send the better your chances of a job. *However, will this method really get you the job you want?*

The best job search results come from recognizing your target market. Discover specific jobs and certain employers you want to work for and **target these employers**. *Only apply for these jobs!* Your time is better spent focused on applying for these jobs rather than approaching the job search process in an unorganized manner by pursuing any job that comes along whether or not it's a good fit.

### *The Flexible Resume*

A study by a major internet job search site reports that **71 percent** of employers like to see resumes prepared for the position they advertised. While this is easy to do in today's computerized world, the failure of job seekers to do so is one of the biggest job search mistakes.

*Why do job seekers not custom fit their resume for the open position?* Whatever the reason it can mean the difference between *'you're hired'* and *'we'll keep you in mind'*. It does not take much to customize your resume. You can update:

- Objectives
- Highlight achievements
- Your Profile
- Professional Development/Education

Your resume should be filled with **keywords** that highlight your **skill set**. In the study above, more than **65 percent** of employers are now putting resumes in searchable databases that seek out keywords. The software finds specific words that relate to the job. Fortune 500 and small companies use this technique.

Be **prepared** by updating your resume each time you apply for a job. It will only take minutes but may be the only way your information will ever get to the employer.

Finally, keep in mind that not all job opportunities are advertised. In fact, people are finding jobs less and less through traditional advertised job postings. A more **efficient** method is to go to the **company's web site** or contact their **human resources department**. Plus, don't underestimate the power of networking!

When you get the coveted interview, don't make the biggest job mistake of them all. The employer may not be ready to hire you, but do not accept defeat. Let the employer know how you can fit in as a part of their team. *If you really want to work for the company you may have to start somewhere else or seek a lower level position, and grow into your desired position!*

*Regal Resumes has the tools to help you make it through your job search successfully. Go to our Services page to find out more information.*