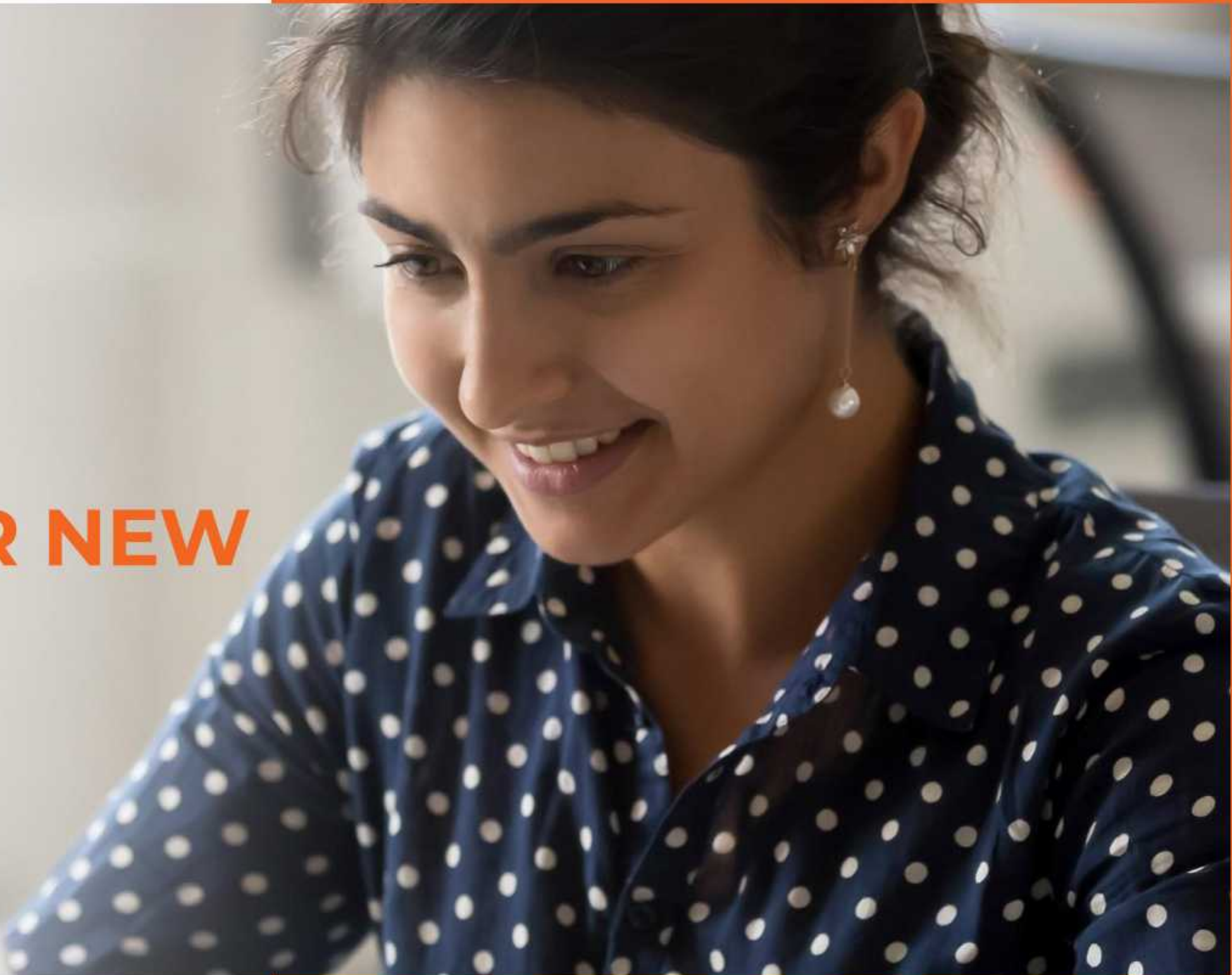




JOB SEARCH STRATEGIES FOR NEW AMERICANS


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KEY JOB SEARCH STRATEGIES



**Customize your
resumes**



**Target your job
search &
applications**

U.S. RESUME BASICS

Include:

- Full Name
- Contact information
- Professional Summary
- Key Skills
- Professional Experience
- Education
- Any other experience (volunteer work)
- Professional Development (certifications/licenses)

Remember:

- use consistent font size, type and overall formatting
- no tables or text boxes
- no punctuation at the end of bullet points
- spell check with U.S. English

Do not include:

- Photo
- Date of Birth
- Marital Status
- Other personal information

WHY CUSTOMIZE A RESUME?

A **Customized Resume** is a resume written for a specific job posting.



Ensures the qualifications and experience in the job description also appear in your resume



Customizing your resume can help you pass through **Applicant Tracking Systems (ATS)**



It shows the recruiter or hiring manager that you are a close match for the job description

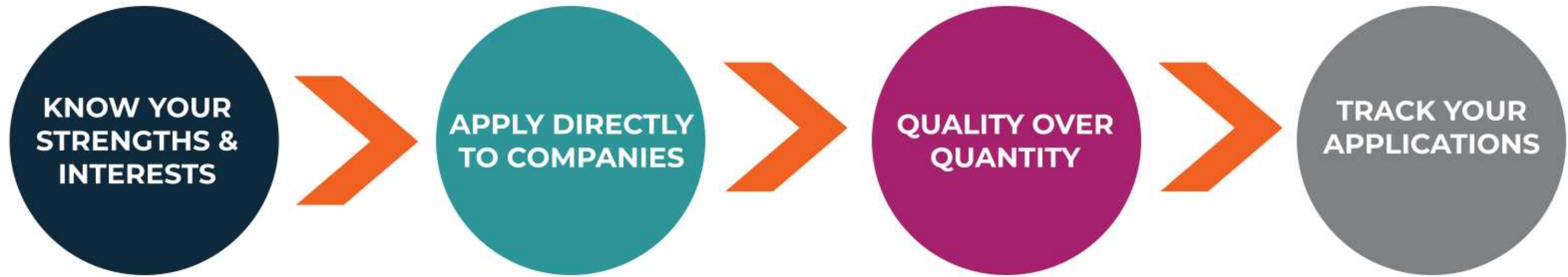


Customizing doesn't mean you have to invent words/information. Restate your experience in a way that fits the job description!

HOW TO CUSTOMIZE A RESUME

- **Read the job description**
- **Use keywords**
- **Highlight what is relevant**

TARGETED JOB SEARCH



WHAT TO LOOK FOR

- 1. Job titles:** Different companies call different roles by different names. Make a list of common job titles you see and search for these different keywords

Example: Front desk jobs can be called “ Receptionist”, “Administrative Assistant”, “Front Desk Clerk”, “Front Desk Associate”, etc.

- 1. Date job was posted:** Apply to the jobs that are more recently posted (1-2 weeks)

- 2. Job description:** Make sure you meet 80% or more of the job qualifications



JOB BOARD WEBSITES

Tip: Apply directly on company website whenever possible!

1. [Indeed](#)
2. [LinkedIn](#)
3. [Monster](#)
4. [Glassdoor](#)
5. [Flexjobs](#) (work remotely)
6. [ZipRecruiter](#)
7. [The Muse](#)



SEARCH FOR JOBS **HERE**



The screenshot shows the LinkedIn Jobs page. At the top, there is a navigation bar with the LinkedIn logo, a search bar, and navigation icons for Home, My Network, Jobs (highlighted with a red box), Messaging, Notifications, and Me. Below the navigation bar, the page is divided into three main sections: a left sidebar with navigation options, a central main content area, and a right sidebar with additional resources.

Left Sidebar:

- My Jobs
- Job Alerts
- Salary
- Skill Assessments
- Interview Prep
- Resume Builder
- Job Seeker Guidance
- Application Settings
- Post a free job

Main Content Area:

- Recent job searches:** Clear
environmental engineer (22 new)
New York, New York, United States
business manager (1,592 new)
New York, New York, United States
business manager (16,285 new)
United States
[See more](#)
- Premium Promotion:** Try Premium to see jobs where you would be a top applicant. Millions of members use Premium. [Try Free for 1 Month](#)
- Recommended for you:** Based on your profile and search history.
FB Diversity, Inclusion, & Belonging Programs - Program Manager
Facebook
United States (Remote)
1 company alumnus works here
4 hours ago

Right Sidebar:

- Ways to prepare:**
Best practices
Get the most out of your job search and stand out to recruiters
- About Accessibility Help Center
Privacy & Terms Ad Choices
Advertising Business Services
Get the LinkedIn app More
LinkedIn LinkedIn Corporation © 2021

Bottom Right: Messaging icon and navigation arrows.

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