

5x5 Steps to Landing a New Job!

Finding a new job can feel daunting and like a ton of work! Let’s break it down into some key steps. The 5X5 below covers the 5 main process steps with 5 tips per step to set up you up for success. There is more that can be done, but this 5X5 overview will help you nail the basics!

Write a Killer Resume	Use Your Network	Prepare, Prepare, Prepare for Interviews	Nail Your Interview	After the Interview
Remember – the one and only purpose of your resume is to get you an interview, not to tell your life story.	Make sure you have a profile on LinkedIn and that your details match your resume. Use this as a way to build your network!	Companies want to know what you are going to do for them, not what they can do for you - think about how you can solve their problem!	Take care of all personal, physical needs before arriving for your interview.	Ask for next steps from HR before you end the interview.
Put your most important info at the top of the resume and the top of each section – assume the recruiter is only reading the first few lines.	Talk to your network and let them know you are searching for a job, but don’t ask them to get you a job.	Prepare for behavioral interview questions by having examples ready.	Dress the part – better to be over dressed than under-dressed but be sure you are comfortable.	Send a thank you note to every person you met – include something meaningful from the interview and why you are perfect for the job!
Be sure to highlight the results you achieved, don’t just list your job duties.	Ask if they know anyone that would be good for you to network with. Reciprocate and ask how you can assist them now or in the future.	Talk with a trusted friend or advisor about your best career moments and write these down to use in response to questions.	Interviews are a two-way street – they are assessing you and you should be assessing them.	If you don’t think the job is right for you, graciously bow out of the position – it’s a small world, so no ghosting and no snarky comments.
Don’t include anything that will get you tossed out – no typos, no old school stuff (physical address), no photo, no references upon request.	When you see a job you are interested in, research who you know that works there, and ask if they will put in a good word for you.	Do your research on the company and the people you will be meeting with.	You should assess if the company is a good place to work, if you like the job position and if you want to work for the manager.	Follow-up with your main contact if you haven’t heard by the promised date of next steps.
Keep it to two pages at max - nobody will read more than that.	The best time to nurture your network is when you aren’t looking for a job - make this a regular habit and don’t ever stop!	Prepare and practice your answers to the “typical” interview questions.	Calm yourself down before walking in – deep breathing, lower caffeine intake – whatever works for you!	If you are offered the job, congratulations! Don’t accept on the initial call. Give yourself time to talk to family and think it over.