

5-Step Job Application Process

Explore Your Options

CONSIDER ROLE, COMPANY, INDUSTRY, LOCATION, COMPANY VALUES AND COMPENSATION

The first step is to determine what role you would like, what your interests are, what are your values, what skills do you have, and what corporations would offer you the best development opportunities.

Reflect on what you enjoy doing and what you can't stand doing, think about the size of companies and teams you've worked on in the past and what you liked/didn't like.

Evaluate the type of industry you would like to work in (health, tech, consulting, non-profit, government, media, etc

Fulfill the requirements

MODIFY YOUR RESUME & SUBMIT YOUR APPLICATION

Your resume should cater to the job description of the role you are applying to. What key skills and qualifications are mentioned on the job description? Those should be added to your resume. A resume should have your experience, education, skills, and summary.

Let some refer you

ASK SOMEONE FROM YOUR NETWORK TO REFER YOU

Companies usually have an employee referral program. Employee's can even get bonuses if their referral is hired. Reach out to the people in your network that work at the company's you wish to apply to and ask for a referral.

Complete Application

ENSURE EVERYTHING'S IN ORDER

Double check you have completed every part of the application requirements. Check that you applied on the platform stated, completed the required documents, and have a good amount of qualifications stated on the job description.

Follow Up

FOLLOW UP AFTER YOU APPLY

Follow up on your application status after a few weeks have passed from your job application submission. Inquire about when you should expect to hear back, state your excitement for the role, and share the impact you see yourself making at the corporation you applied to.