

5 Tips Before You Apply for Your Next Job

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Looking for a job, but don't know where to start? Here are five tips that will get you started on your employment journey.

1. Set up a personal email

A personal email is another form of contact that employers will use. Email is often the first form of contact that an employer will use when trying to get in touch with you about a job opportunity. Email may also be required for certain jobs so you can communicate with clients, fellow co-workers, etc.

You can set up an email on different platforms such as: Gmail, Yahoo, Outlook, etc.

Here are some resource links for setting up an email on various platforms:

How to set up a [Gmail account](#)

How to set up a [Yahoo account](#)

How to create an [Outlook\(Microsoft\) account](#)

2. Have a phone or phone number

Having a reliable phone number ensures that employers can get in contact with you quickly and efficiently. If an employer can't get in contact with you through email, they will likely try contacting you through your phone number. A phone number will also have voicemail, so people can leave you a message if you miss their call.

3. Obtain a driver's license or state ID.

Some form of Identification is crucial when you are searching for a job. Employers need to be able to confirm that you are who you say you are.

4. Talk with loved ones to identify your strengths

We all have unique strengths that we bring to the table. Ask your loved ones such as friends and family members what your strengths are. Make a list of these strengths. In job interviews, employers will often ask potential employees what their strengths are. When they ask you this question, you'll be prepared!

You could phrase the question a few different ways:

- What do you think are my strongest qualities?
- What areas do you think I excel in, whether it's in personal projects, interactions with others, or specific tasks?
- When you think about my work or hobbies, what strengths and skills come to mind?

5. Ask others about their jobs

There is a large variety of jobs out in the world. Talk with those around you that you trust. Ask them about their job. What do they do? Do they enjoy their job? What is a typical day at work like? If the opportunity is there, you could even ask to come by their workplace and try a few tasks yourself!

Applying for jobs can be a daunting process, but if you apply these five tips to your process; you will find more success as you seek for the job that is the right fit for you.