

## **JOB SEARCH TIPS**

### **JOB SEARCH TOOLS**

- Set up a LinkedIn account- today this is a direct way for employers and recruiters to contact you. As your information will be visible for all your connections and their connections, you want make to make sure to use all the resources provided by the platform
- LinkedIn is also the perfect way to build your professional network on line and market your background
- Join relevant professional groups on LinkedIn
- Use job boards. In Thailand these will include JobsDB and Glassdoor; other geographies might include Monster.com and others
- Network with friends and acquaintances and make sure they know you are open to new job opportunities
- Consider joining a professional networking group in your field – even in today's virtual world personal face-to-face contact adds tremendous value
- Read the newspaper, blogs and visit company websites to keep an eye on what companies are looking for
- Use LinkedIn to share and post good quality articles that highlight your professional interests

### **PHONE BASICS**

- Be polite and professional when answering phone calls, especially from unknown numbers
- When leaving a message for a potential employer, include your full name and your phone number in the message.
- Set up a professional voicemail greeting that includes your full name.
- LINE and other texting platforms might give you direct access to business decision makers. Make sure you have short scripts to introduce yourself

### **EMAIL BASICS**

- Use a professional email address for all job search correspondence
- Check your email's junk folder periodically to ensure you are not missing any important correspondence
- Include all pertinent contact information when responding to a job posting via email