Post-graduation job search tips
By The N.M. Department of Workforce Solutions
For the Journal

Graduating from high school, a training program, or college is an exciting time and an important accomplishment. For most graduates, the next big step is entering the workforce. Entering the workforce after graduation can be a time of change and adjustment, but the transition can be easier with some preparation.

Preparing your resume: Having a resume that highlights your academic accomplishments and involvement in extracurricular activities can be a valuable asset when pursuing a new job. When you’re working on updating your resume, be sure to look at the job posting you’re interested in to identify skills that the potential employer is looking for in both professional attributes and hands-on experiences. After you have reviewed which skills the employer is seeking, you can decide whether or not to include courses that you took that directly apply.

Including unpaid work experiences, such as internships, can also be very useful. Internships demonstrate that you may have direct experience in the field for which you are seeking employment. If you were in any leadership positions, make sure to list those as well. Potential employers like to see that you were active and involved. This also applies to any volunteer work or clubs you were a part of during school or training program. If your GPA was strong, include it to help your resume stand out.

Assessing your transferable skills: If you do not have an extensive job history, focus on your transferable skills. Transferable skills are skills that you have gathered throughout your life that can be applied to your next job, such as speaking a second language, the ability to multi-task, or organizing events. When listing transferable skills, make sure that the skills you include are relevant to the job for which you are applying. Cluttering your resume too much will only detract from the elements you want to highlight.

Reviewing your social and professional networking sites: Another tip for improving your chances of landing a job is to take a close look at your online presence. While you may decide to have strong privacy settings for your social networks, some information on your profiles may still be accessible to the public. Even if you believe that your profiles are on lock down, make sure that your photos and posts represent you in a positive manner. If your profiles are public or specifically targeted for professional networking such as LinkedIn, use your online presence to your advantage. Demonstrate to potential employers that you are a professional by maintaining positive and non-controversial social networking profiles.

Finding opportunities: Now that you have written your resume and started your job search, what can you do to find a new career opportunity? Take the time to search for job openings that fit well with your personality, possible pay range, interests, experience, and strong points. Applying for just any job could have you pursuing a position that may not be well suited for you, and you will want to use your job search time wisely. Consider exploring entry level opportunities. These positions allow you to work your way up and can provide valuable lessons and experience.

Prepping for an interview: Once you have completed your resume and applied for jobs, you can begin preparing for an interview. Before you go into an interview, do a bit of research on the company or position for which you are applying. This will allow you to ask the potential employer relevant questions about the position and demonstrate that you are knowledgeable and well prepared.

For additional information and resources available to job seekers, visit the New Mexico Department of Workforce Solutions’ website at www.dws.state.nm.us, the New Mexico Workforce Connection Online System at www.jobs.state.nm.us, or stop by your local New Mexico Workforce Connection Center.

This is a regular column written by the N.M. Department of Workforce Solutions. For more information, go to www.dws.state.nm.us.

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