



Student's Handbook

Guide To Successful Job Search

First Edition



Muhd Hafizuddin bin Azmi

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GUIDE TO SUCCESSFUL JOB SEARCH
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AUTHOR'S PREFACE

Navigating today's job market can be a challenging, complex journey. A successful job search requires more than just finding openings and sending out resumes; it demands careful planning, a proactive approach, and a clear understanding of one's strengths and career goals. This guide, *A Guide to Successful Job Search*, is designed to be a comprehensive resource for job seekers at all levels, from recent graduates to seasoned professionals looking for a career change.

In these pages, readers will discover step-by-step guidance on how to set clear goals, identify the right opportunities, and prepare for the various stages of the job search process. The guide covers essential topics such as crafting a strong resume, utilizing networking opportunities, strategies for self-marketing, preparing for interviews, and career management. It also offers insights on managing the emotional ups and downs of job hunting, leveraging social media effectively, and understanding the unspoken expectations in different industries.

With the tips and strategies offered here, job seekers will be equipped not only with the tools they need but also with a mindset of resilience and adaptability—qualities essential in today's ever-evolving job market. My hope is that this guide will serve as a trusted companion, motivating readers to confidently pursue their goals and navigate the journey with purpose and optimism.

Thank you.

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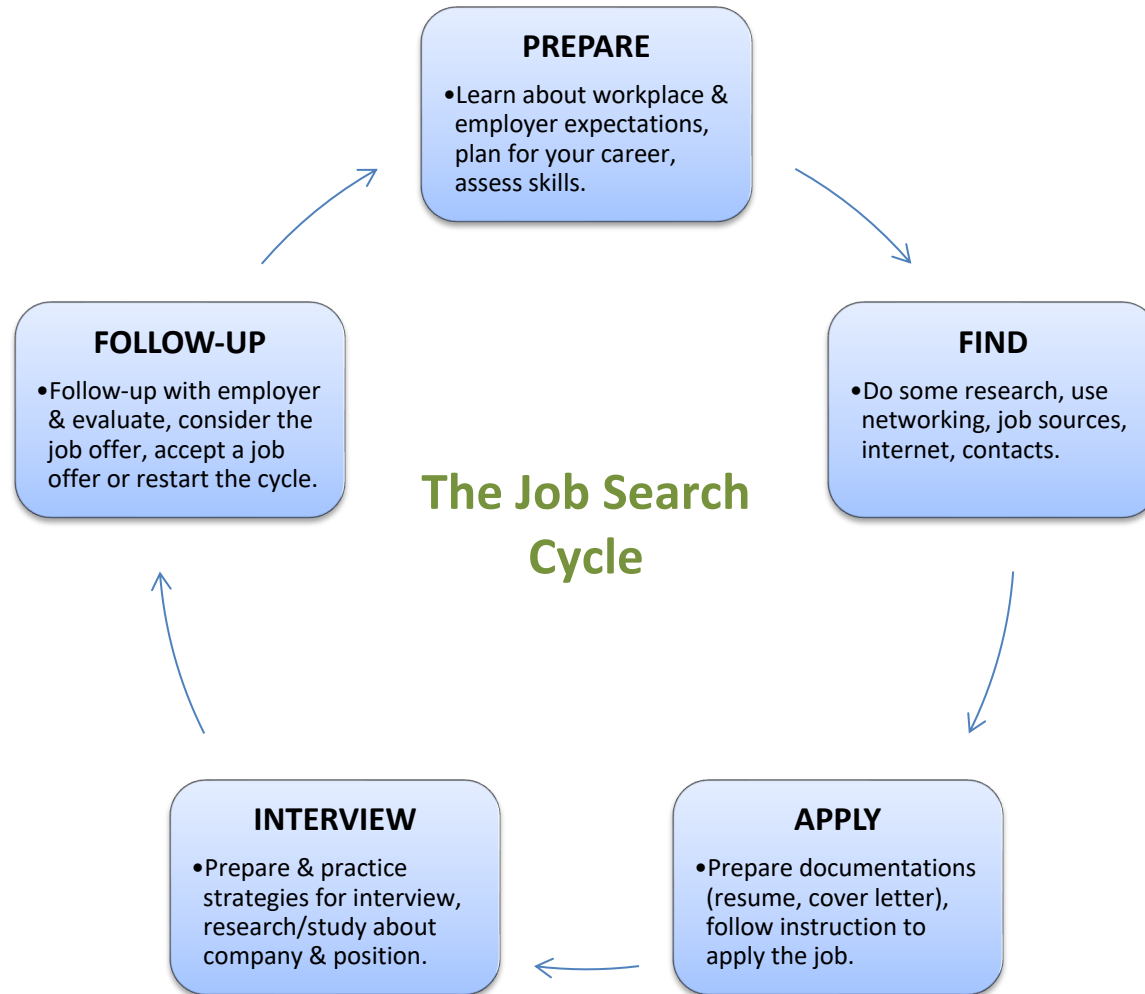
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1 The Job Search Process

chapter



SET-UP THE PLACE

If you work best with printed documents, use labeled file folders.

If you have computer & prefer for online, create a logical system of folders & subfolders for storing your works.

TRACK PROGRESS

Prepare weekly schedule.

Prepare daily plan.

Managing Your Job Search

Your Job Search Files & Career Portfolio

CAREER MANAGEMENT FILES TRACKER

- Research, notes, document drafts, contacts (items used in job search)

CAREER PORTFOLIO

- Cover letter, resume, references, work samples (selected documents from files tracker)

You are your own boss while you look for a job. Hold yourself accountable and report for work every day.

Success Strategies for Self-Marketing

Maintain a Positive Outlook



- ☐ Positive thinking & Behavior
- ☐ Positive visualization
- ☐ Positive self-talk
- ☐ Strong self-esteem



Set Goals for Your Job Search



- ☐ Set long-term & short-term
- ☐ Define goals clearly
- ☐ Define the purpose & benefits of your goals
- ☐ Develop an action plan, set deadlines, & act
- ☐ Identify your support system
- ☐ Record your progress
- ☐ Reward yourself
- ☐ Evaluate your goals & adjust as necessary

Manage Your Time



- ☐ Decide which activities are important/not important
- ☐ Break large projects into small – manageable
- ☐ Use time productively
- ☐ Try new ways
- ☐ Use daily planner

Be Proactive



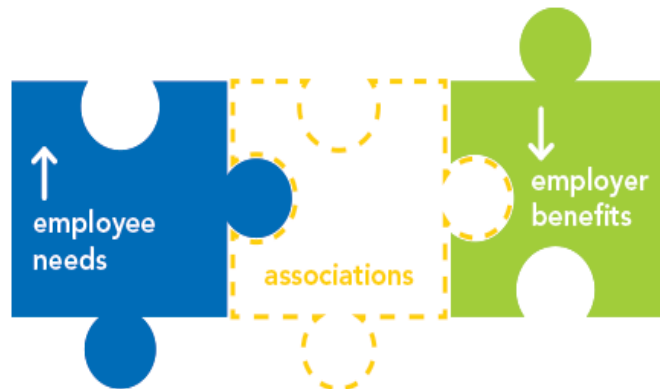
- ☐ Proactive approach
- ☐ Reactive approach

Basic Expectations

The Employer/Employee

Employers rely on employees to operate their business (profit, product, service, etc.) – invest money in employee's T&D, salary, etc.

Employees spend time & energy to perform their daily jobs/duties – expect to be paid, safety, health working environment, etc.



Employer's Expectations

Academic skills

Technical skills

Thinking skills

Interpersonal skills

Teamwork skills

Communication skills

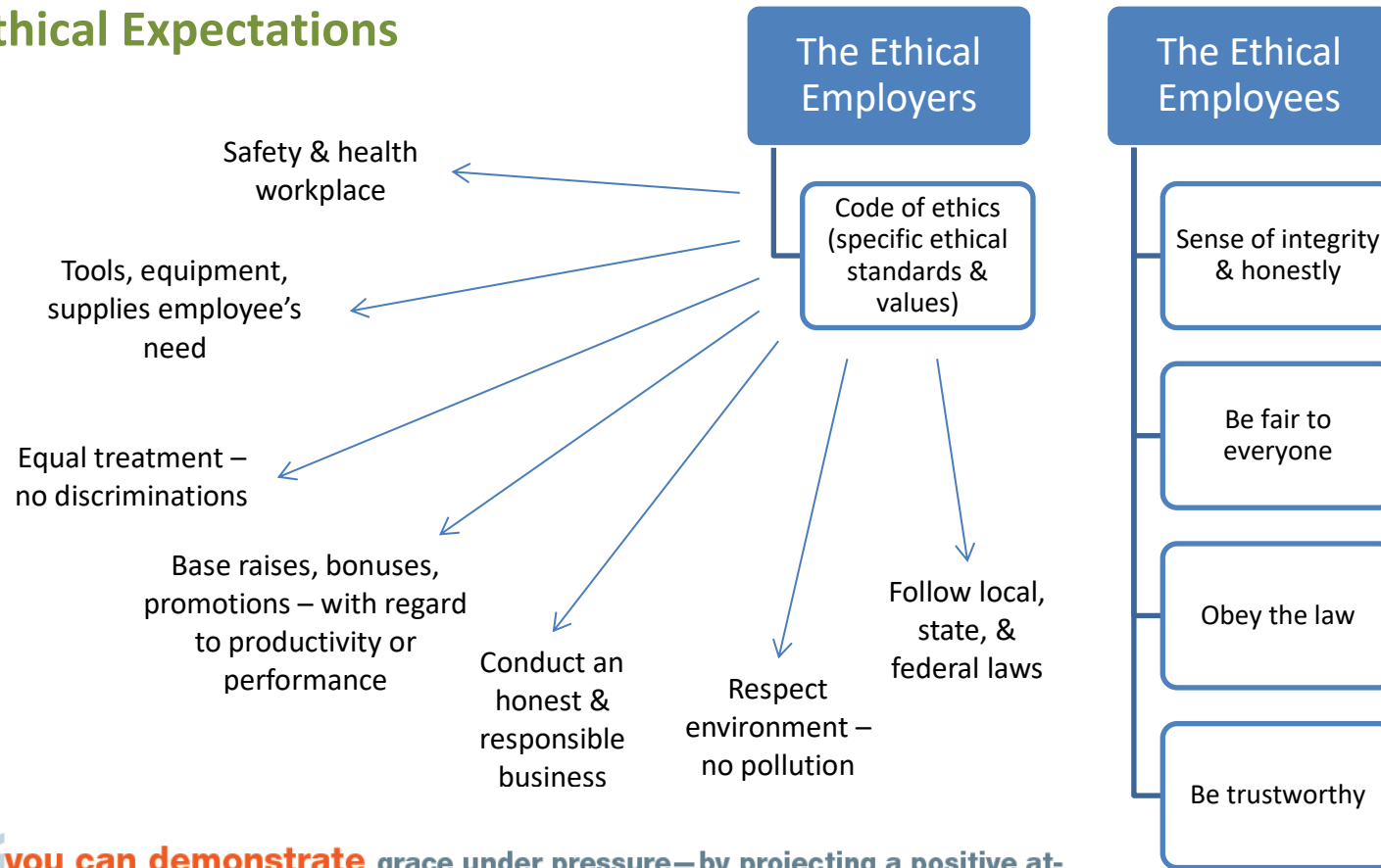
Job performance & productivity

Proper workplace behavior & conduct

Strong work ethics

chapter 2 Employer's Expectation

Ethical Expectations



If you can demonstrate grace under pressure—by projecting a positive attitude and working toward the goal when things get tough—you are a valuable employee.

chapter 3 Self-Marketing

Job-Specific Skills

“Skills and technical abilities that relate to a particular job”

Job-Specific Skills

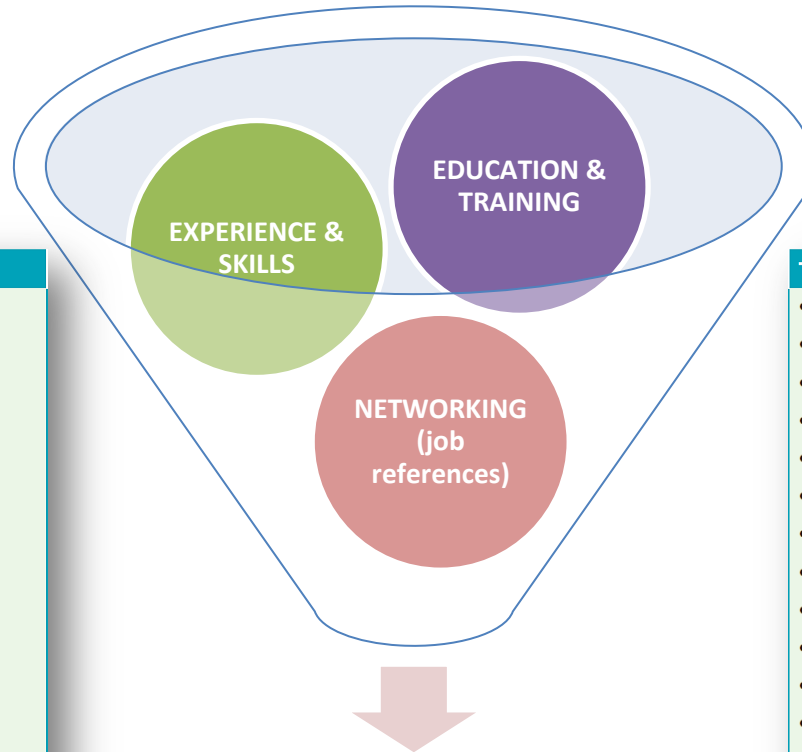
- Taking a patient's blood pressure
- Using specific software
- Operating a forklift
- Framing a house
- Driving a truck or vehicle
- Creating a balance sheet
- Giving a customer a manicure
- Calculating a store's cash receipts
- Applying makeup on a television actor
- Training a police dog
- Roasting vegetables
- Using e-mail to respond to a customer
- Repairing a dented bumper on a car
- Cleaning a hotel room
- Teaching a toddler the alphabet

Transferable Skills

“Abilities that can be applied in more than one work

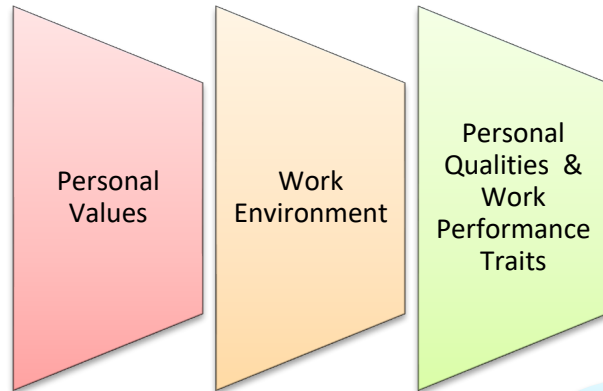
Transferable Competencies

- Managing budgets
- Research skills
- Public speaking skills
- Writing skills
- Problem-solving skills
- Human relations and interpersonal skills
- Interviewing skills
- Management skills
- Negotiating and resolving conflicts
- Planning and managing multiple tasks
- Coping with deadline pressure
- Maintaining a positive attitude
- Teaching others
- Time management
- Using resources wisely

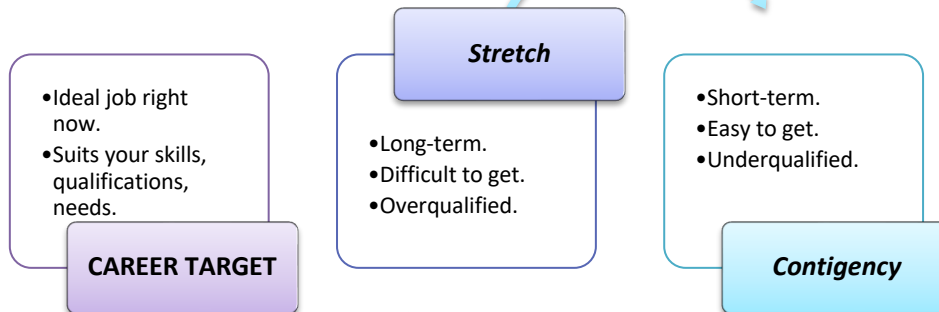
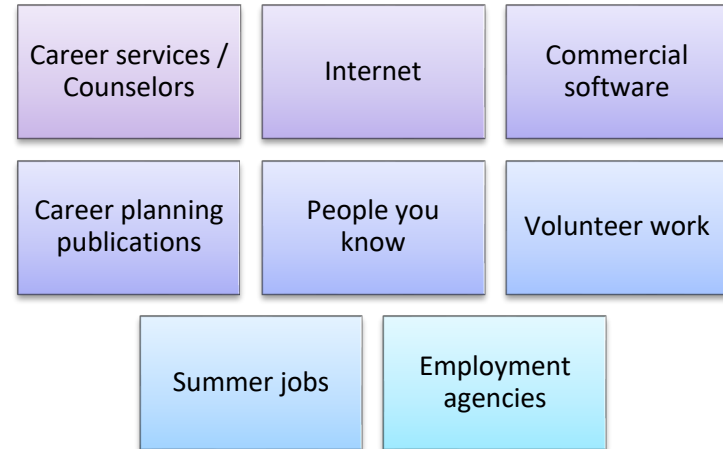


Personal Inventory

Know What is Important to You



Self-Assessment & Career Planning Resources

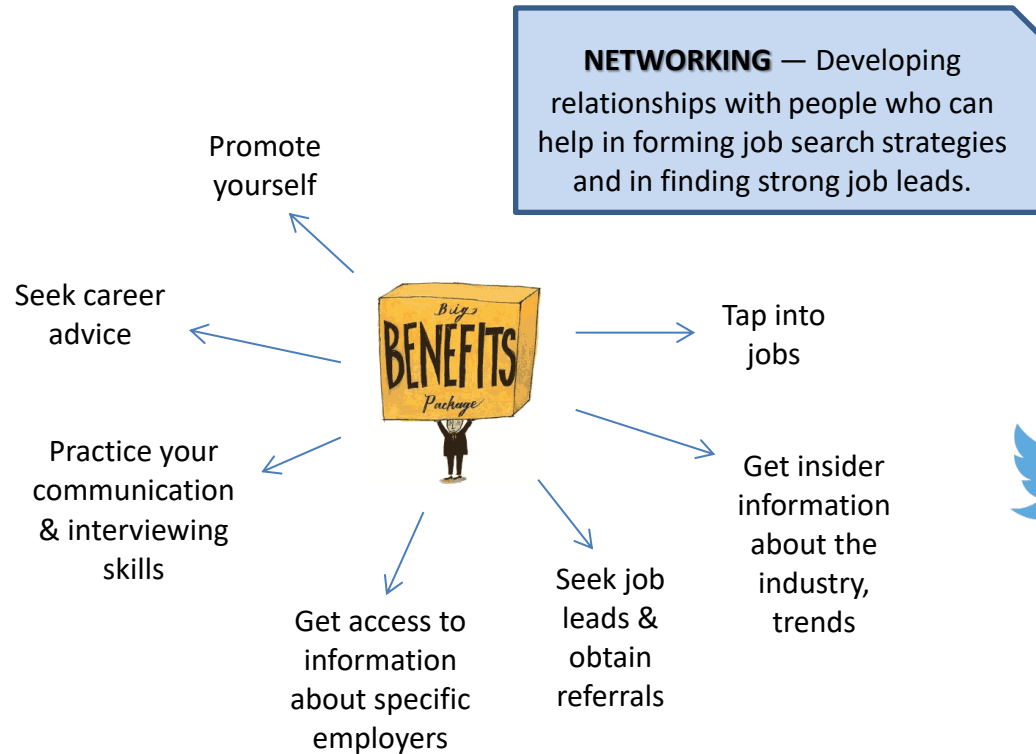


Career Targets

Know your strengths and weaknesses. Practice describing real situations where you used your strengths and overcame your weaknesses.

chapter 4 Networking

Networking Pays Off



Use your social network to maintain your people network.

Identify Your Networks

PERSONAL SUPPORT SYSTEM

- People who can motivate, advise, and encourage you during your job search and throughout your career.

JOB SEARCH NETWORK

- People who can provide advice, job leads, tell about job openings, arrange an interview, referrals / contacts, etc.

Strategies for Networking

Create a Network List and Contact the People on It

Talk about Your Job Search

Attend Job Fairs

Participate in Professional Groups

Join or Start a Job Club

Follow Networking Etiquette

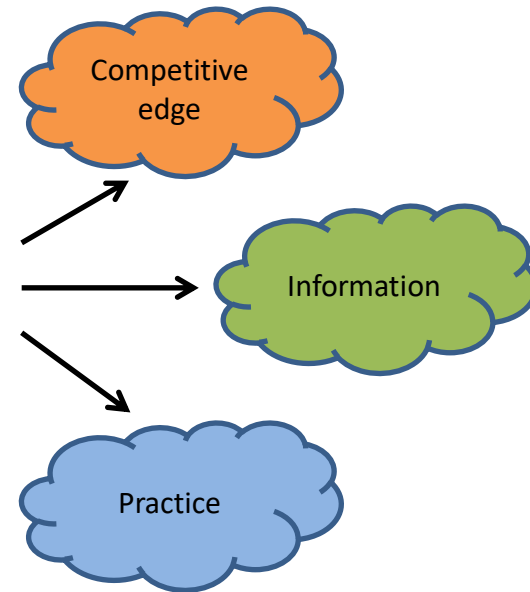
Personal References

Networking Correspondence (Communication)

Career Information Survey

Also known as an *informational interview* – a meeting in which a job seeker interviews a contact about his or her job or career

Through meeting, you will gain:

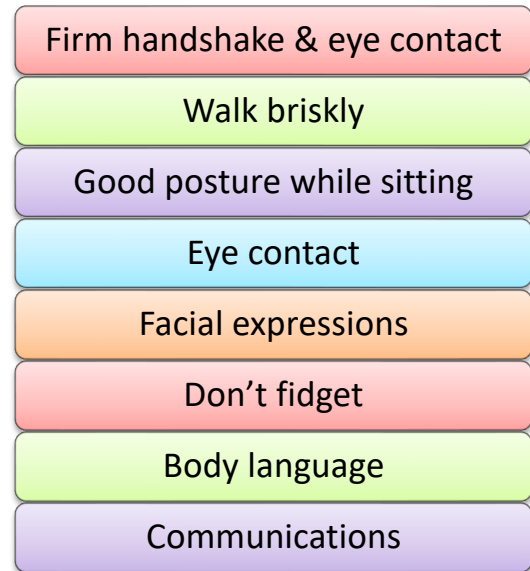


Before	During	After
<ul style="list-style-type: none"> *Contact at least two organizations – in person *If hard-to-reach: <ul style="list-style-type: none"> •Use network •Internet 	<ul style="list-style-type: none"> *Study the work environment *Be on the viewpoint for prospects *Be professional & friendly *Learn about your contact 	<ul style="list-style-type: none"> *Give thank you letter

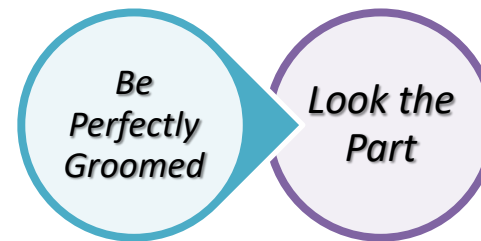
PROCESS

chapter 5 Interview Strategies

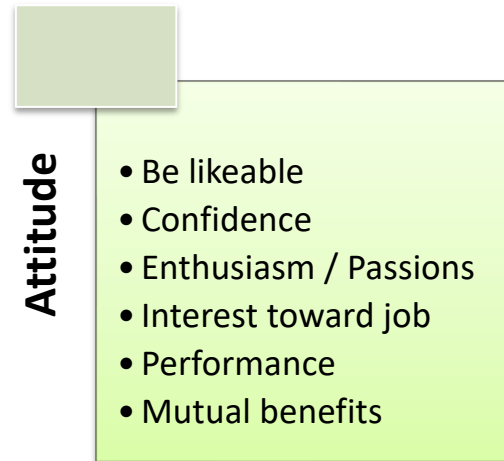
Positive Body Language



Dress for Success



Key Elements of Successful Interviews



If you think you don't have any physical mannerisms or don't know what they are, spend a day watching the body language of the people you interact with.



How You Say

- # Greeting the interviewer by name.
- # State your name.
- # Energetic, pleasant tone of voice.
- # Modulate your voice.
- # Don't slur your words.
- # Use positive words, phrases, grammar.

Speak Well for Yourself



What You Say

- # Emphasize how you fit the job, strengths.
- # Keep the interview businesslike.
- # Don't ramble.
- # Try to demonstrate a sense of humor.
- # Do not lie.

Marketing Kit



Items from your Career Portfolio.



A copy of your 30-Second Commercial.



A notebook with questions.



Your appointment calendar.

INTERVIEW



DRESS APPROPRIATELY



ARRIVE IN GOOD TIME



BODY LANGUAGE

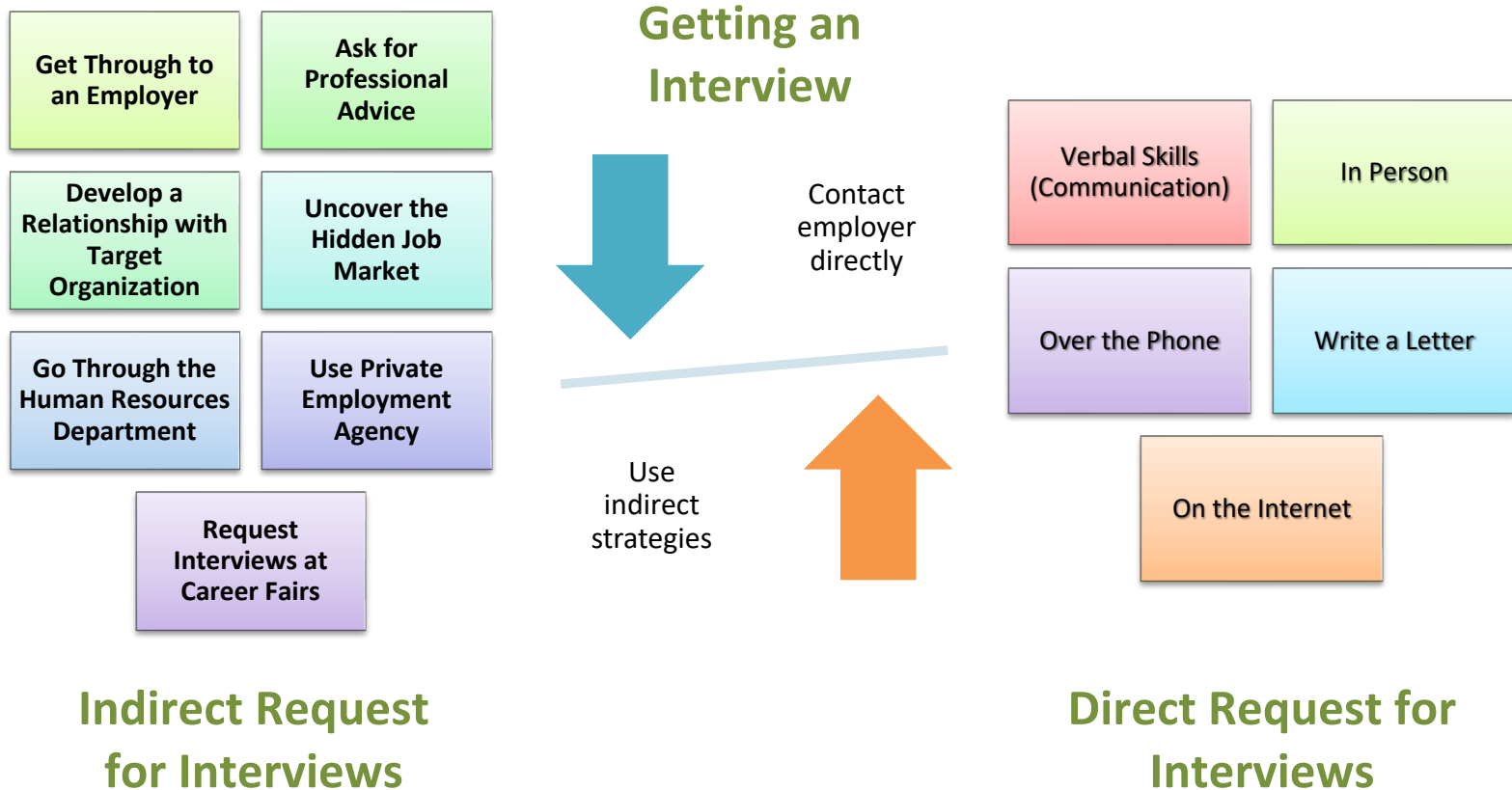


EXPECT THE UNEXPECTED



ASK QUESTIONS

chapter 6 Requesting an Interview



Sample Request for Career Advice

"Hello, Mr. Cuervo. This is Cecilia Lee. I'm completing an assignment for a career planning course and would appreciate your assistance with some of my research. I'm seeking opinions from people who are recognized and experienced in the field of (your field).

"My skills lie in the area(s) of _____. Could you please help me identify positions in (your career field) for which these skills would be most useful?

"I'd also appreciate your recommendations about any additional course work and preparation I may need."



Sample Request for Resume Advice

"Hello, Ms. Pappas. This is Nhon Tran. You've been highly recommended to me by Dr. Ivarsen of the Computer Information Systems Department of Nevada College. I'm developing a professional resume and would very much appreciate your critiquing it."

While Waiting for the Interview

Take Another Job

Follow Up

Attend Short-Courses

Involve in Social Work - NGO

Show the interviewer the type of employee you will be. Give solid, to-the-point answers. Ask thoughtful questions and never interrupt.

chapter 7 Interview Styles

Inside the Interview

Structured

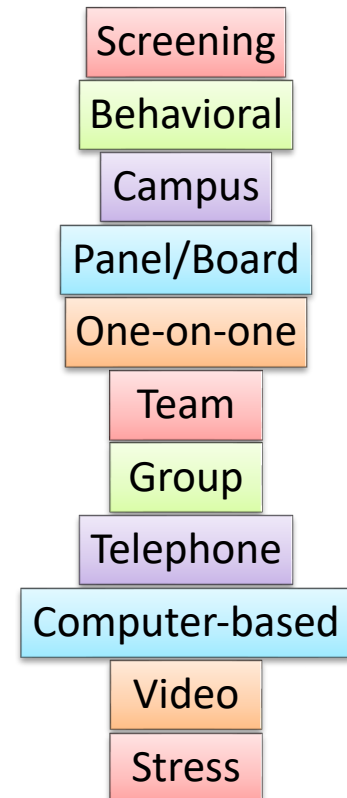
- Determined set of questions.
- Formal and focuses on obtaining factual information.
- Highly structured - may not give the interviewer adequate information about the applicant's personality and attitudes.

Unstructured

- Generally taken by people who are not professionally trained in interviewing.
- Informal and conversational in tone than a structured interview approach.
- Open-ended to encourage the interviewees to express their personalities, background, and goals.

In writing, answer every question you think you may be asked—and every question you hope you won't be asked.”

Types of Interview



Typical Interview Questions

General Information Questions

- To obtain factual information. They usually cover your skills, work experience, etc.

Behavioral Questions

- Probe the applicant's specific past performance & behaviours in details.

Character Questions

- To learn about your personal attributes, such as integrity, personality, attitudes, and motivation.

Stress Questions

- To determine how you perform under pressure (controlled and composed or nervous and unsettled).



Examples of Question

General Question

- Tell me about yourself.
- Why do you want this job?
- Why should we hire you?
- Do you have any question for me?
- What's your ideal company?

Behavior Question

- Give us an example of a goal that you set and how you achieved it.
- How did you handle a difficult situation with a co-worker?
- How would you describe your management style?
- Do you think you have been a motivation to others? How so?
- How do you keep track of performance of your subordinates?

Character Question

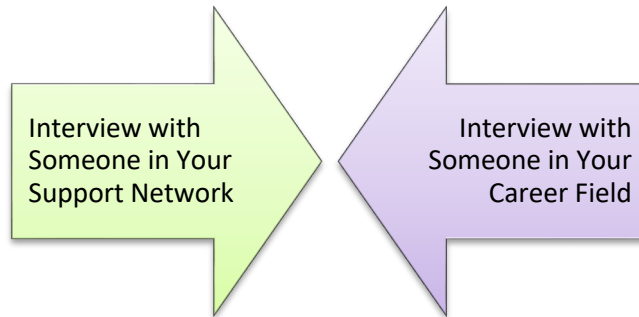
- How do you know you love someone?
- How would you change the world? The things around you? The people around you?
- How do you learn best?
- If you could change anything about your life what would it be?
- What's your greatest source of joy?

Stress Question

- What has been the most embarrassing moment in your entire life?
- What is the worst thing that you have heard about our company?
- How would you evaluate me as an interviewer?
- Don't you feel you are a little too old/young for this job?
- Can you please jump from that window?

chapter 8 Successful Interview

Gain a Competitive Advantage



Interview Preparation

Reduce stress

Study the JD, company

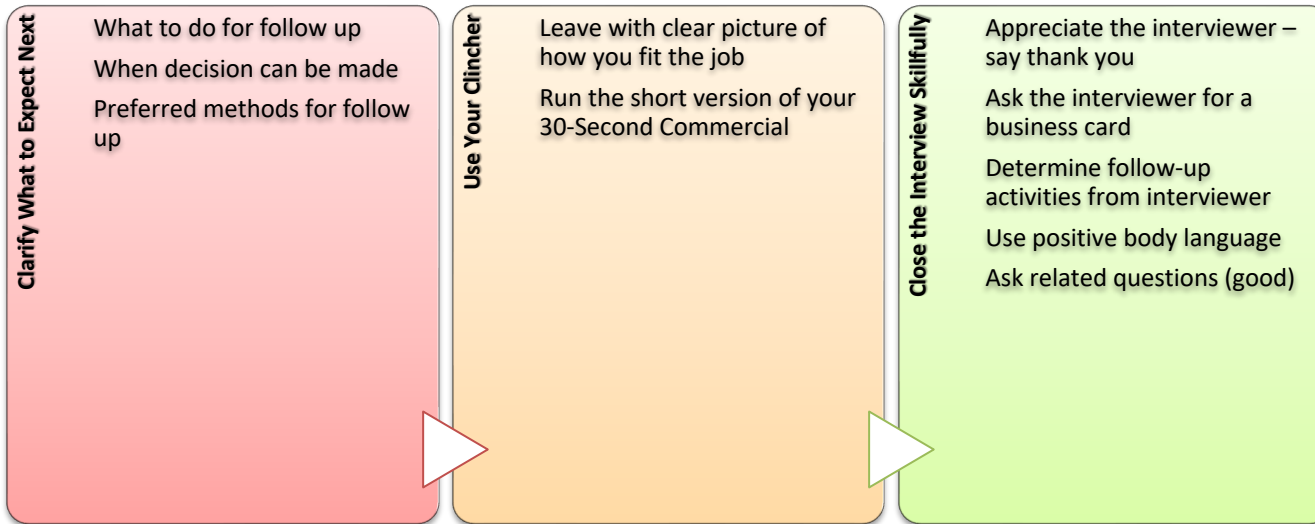
Assemble items in career portfolio

Take good care of self – eat well, get enough sleeps, personal hygiene

Practice communication, voice, body languages

Show portfolio items that highlight your hands-on experience in the areas that count the most. Do not use every item for every interview.

Wrap Up the Interview



Good Interview Follow-up

Interviewers see follow-up as a proactive step that shows initiative and interest

Increase chances of getting the job by 30 percent or more

Types of Employment Test

Personality Test

Personality refers to an individual's consistent pattern of behavior in which composed of psychological traits.

To determine whether your personal and behavioral preferences are well matched to the work involved, advance study doesn't apply. Technically, there are no wrong answers in these tests.



Skills Test

Evaluation to see if you possess specific skills.

e.g.; Level of proficiency on computer hardware or software or other job related skills needed.

Technical Test

To measure the knowledge and abilities needed to accomplish mathematical, engineering, scientific or computer-related duties, as well as other specific tasks.

To find out how much you know about the subject.

Cognitive Aptitude Test

To measure one's aptitude or mental capacity to acquire knowledge based on the accumulation of learning from all possible sources.

Focused on understanding individual's ability to reason, plan, solve problems, think abstractly, learn and adapt, and process and comprehend complex ideas and information.

Job Knowledge Test

To measure a candidate's knowledge of the duties of the job.

Easier to defend in terms of job relatedness and are quite valid and recommended

Computerized Test

For screening large numbers of applicants because it saves time and other expenses.

The test may be general in content, or it may be a skills or personality test.

Psychomotor Abilities Test

Classifications of ability test used when the job requires particular abilities.

Physical ability test are designed to assess a candidate's physical attributes (e.g., muscular tension and power, muscular endurance, cardiovascular endurance, flexibility, balance, and coordination).

Preparation Before Taking Employment Test

Search the detail of the test – format/type of test

Eat properly & get enough rest before test

Do some physical exercise

Come early at least 10 minutes before test

Ask exactly how much time allocated for the test

Read the test carefully to clarify the instructions

Double-check to be sure of no questions are skipped



9 Follow Up & Negotiation



Evaluate a Job Offer

Negotiate for Top Salaries & Benefits

Compensation Package

- Includes salary, bonus, allowances, etc.
- Consider: Trends, your worth, your needs (what important to you)

Research the Trends

- Talk with leaders in your field
- Search via internet

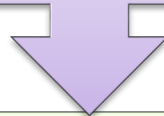
Salary Negotiation

- Postpone any discussion until you receive a job offer
- Concentrate on what employer will gain before focusing on the price

Before you accept the job offer is the best time to negotiate the terms of your employment.

Respond to a Job Offer Professionally

May be made by telephone, by letter, or in person

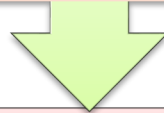


When the answer is “Yes”

Follow up immediately

Summarize your understanding
of the offer

Inform other companies –
already accepted a job



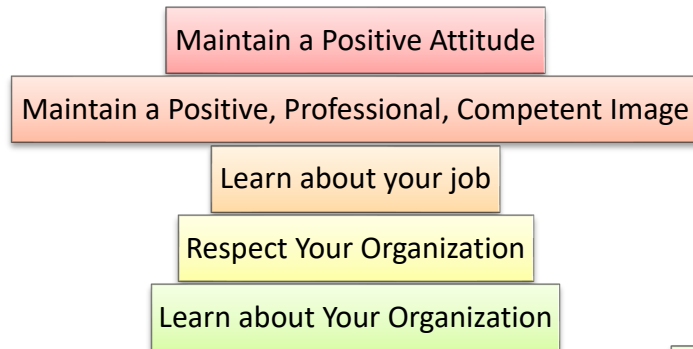
When the answer is “No”

Notify the employer by
telephone if possible

Politely decline the offer

Thank the employer

Start Career Successfully

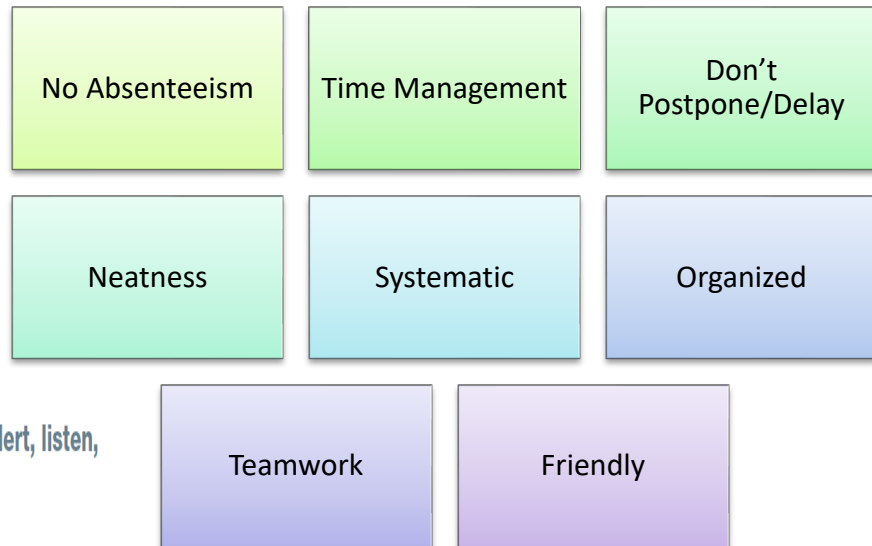


Expect that adjusting to your new job will take some time. Be alert, listen, and stay positive. Look, speak, and act professionally.

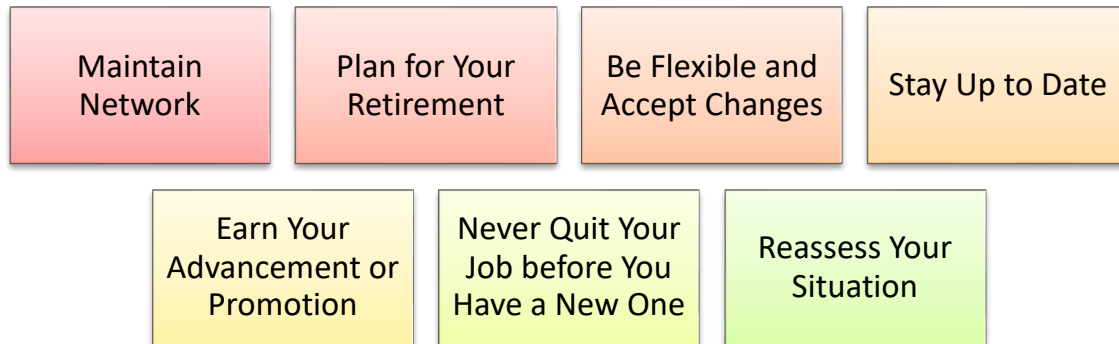
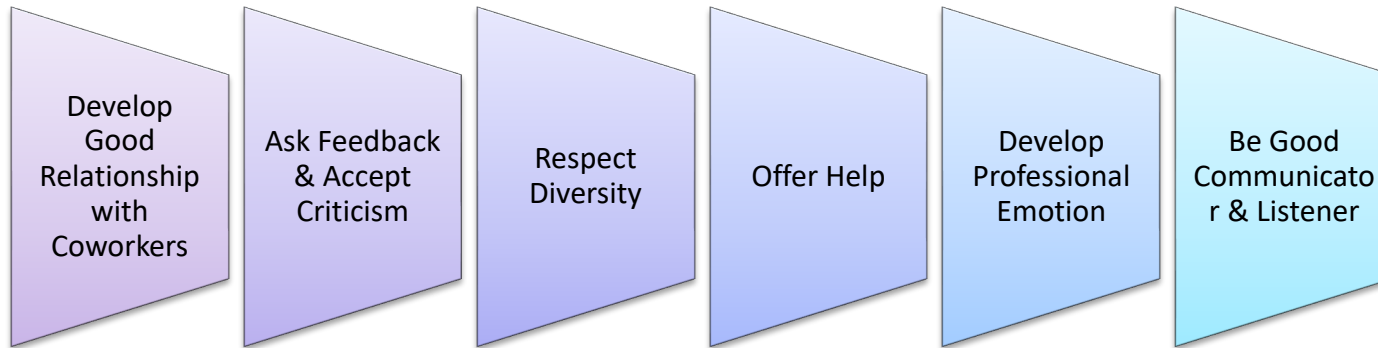
chapter 10

Successful Career Management

Develop Good Work Habits



Succeed with Co-workers



Manage Your Career

Earn Advancement or Promotion



Develop Good Relationships with Co-workers



Resume Development



1. Contact Information

- **Name:** Make it prominent at the top.
- **Phone Number:** Ensure it's current and includes the area code.
- **Email Address:** Use a professional email (ideally your full name).
- **LinkedIn Profile or Personal Website** (if applicable): These can provide additional information about your professional presence or portfolio.

2. Professional Summary or Objective

- **Objective:** For entry-level roles, this can outline your career goals and what you aim to bring to the organization.
- **Summary:** For more experienced candidates, summarize your key skills, experience, and achievements in a few sentences.

3. Education

- **Degree and Major:** Include your degree, major, and minor (if any).
- **University/College Name and Location.**
- **Graduation Date:** If you graduated recently, including the month and year can help.
- **GPA** (if strong or required) and any relevant honors or awards.
- **Relevant Coursework:** For students or recent grads, list specific courses relevant to the job.

Key Sections of
Resume

4. Experience

- **Job Title, Company Name, Location, and Dates of Employment:** Format these consistently.
- **Responsibilities and Achievements:** Use bullet points to describe your main duties and accomplishments, emphasizing quantifiable results (e.g., "Increased customer retention by 15%" or "Managed a team of 5 associates").
- **Internships, Part-Time Work, or Volunteer Work:** Include relevant experiences even if they are unpaid.

5. Skills

- **Technical Skills:** List specific tools, software, languages, and technical skills relevant to the job.
- **Soft Skills:** Include skills like communication, teamwork, or problem-solving, but tailor these to what is most relevant for the role.
- **Certifications and Licenses:** Include certifications that demonstrate specialized knowledge or skills related to the job.

6. Projects or Portfolio Work

- If you have significant projects, capstones, or freelance work, showcase these with a **brief description, technologies used, and results.**
- A **link to an online portfolio** is useful for fields like design, writing, or software development.

Key Sections of Resume

7. Achievements and Awards

- Include relevant **academic or professional awards** that demonstrate your accomplishments.
- This section can be merged with education or experience if space is tight.

8. Professional Affiliations or Extracurricular Activities

- Include memberships in professional organizations, volunteer roles, or leadership positions.
- Highlight any activities that show leadership, commitment, or relevant skills.

9. Additional Sections (if applicable)

- **References:** one or two persons as reference (not from your close relatives/parents) – include relevant details (name, position, company's name, phone number, email, etc.)
- **Languages:** List languages you speak and your proficiency level.
- **Publications, Conferences, or Research:** For academic or research-oriented roles, this can be a valuable section.
- **Volunteer Work or Community Service:** Particularly useful if it's relevant to the job or industry.

Key Sections of Resume

Tips for Good Resume Writing

Formatting

- **Consistency:** Use the same font, bullet style, and layout throughout.
- **Brevity:** Keep information concise and relevant.
- **Tailoring:** Customize your resume for each job by emphasizing the most relevant skills and experiences.

Tailor Your Resume to the Job Description

- **Keywords:** Analyze the job description and include relevant keywords to match the job requirements.
- **Prioritize Relevant Experience:** Put the most relevant information higher up to grab the hiring manager's attention quickly.
- **Highlight Specific Skills:** Emphasize skills and experiences that align with the job, even if it means reorganizing or rephrasing sections.

Use Action Verbs and Quantifiable Achievements

- **Strong Action Verbs:** Start bullet points with powerful verbs like "Led," "Developed," "Increased," or "Achieved."
- **Quantify Results:** Whenever possible, use numbers to show results, such as "Increased sales by 20%" or "Reduced project completion time by 30%."

Focus on Layout and Readability

- **White Space:** Use adequate spacing around sections to avoid clutter and improve readability.
- **Consistent Formatting:** Keep font sizes and styles consistent. Use bold or italics for emphasis, but don't overdo it.
- **Easy-to-Read Font:** Choose a clean, professional font like Arial, Calibri, or Times New Roman, usually between 10-12 points.

Optimize for Applicant Tracking Systems (ATS)

- **Simple Layout:** Avoid using graphics, tables, or unusual fonts that might confuse ATS software.
- **Clear Section Headings:** Use standard headings like "Experience," "Education," and "Skills" so ATS can correctly parse the information.
- **Avoid Excessive Abbreviations:** Write out common terms (e.g., "Bachelor of Science" instead of "B.Sc.") where possible.

Proofread Carefully

- **Spelling and Grammar:** Review carefully or use a tool like Grammarly to catch typos and errors.
- **Consistency:** Ensure consistent use of punctuation and formatting (e.g., dates formatted the same way throughout).
- **Fresh Eyes:** Have someone else review it to catch any mistakes you might have missed.

Tips for Good Resume Writing

Tips for Good Resume Writing

Keep it Concise and Relevant

- **One Page (If Possible):** For recent graduates and early-career professionals, aim to keep your resume to one page.
- **Focus on Relevant Experience:** Remove any irrelevant jobs or skills that don't align with the role.
- **Avoid Redundancy:** Each bullet point should offer new information or insights into your skills and experiences.

Showcase Transferable Skills

- Highlight skills that apply across various jobs, like communication, teamwork, and problem-solving, especially if you're shifting industries or have a non-traditional background.

Use a Professional File Name

- When sending electronically, save your resume with a clear, professional file name (e.g., "Hafiz_Resume").

Tips for Good Resume Writing

Update Contact Information and Online Presence

- **Email:** Make sure your email is professional and current.
- **LinkedIn and Social Media:** If you include a LinkedIn profile, ensure it's updated to match your resume. Remove any unprofessional content from public social media profiles.

Add a Personal Touch in the Cover Letter

- While not part of the resume itself, a personalized cover letter can complement your resume and provide more context about your enthusiasm for the role.

Choose a Professional Design (If Applicable)

- For creative fields, you may consider adding subtle color or design elements but keep it professional and avoid distracting from the content.
- Avoid overly decorative or flashy designs unless they align with the industry (e.g., graphic design or marketing).

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Student's Handbook Guide To Successful Job Search

F I R S T E D I T I O N

“Do not wait for opportunities to come your way. Find the path that takes you to your career goal and else create the one.”

Milton Berle

