



# Learn English: Career Goals and Idioms with Present Tense Forms

## Reading Comprehension

Whether you are looking for a new challenge at work or are unemployed, searching for a new job is hardly a piece of cake. Despite this, it's important to stay on the ball and continue your job search, no matter how long you have been looking for new employment. If you are just beginning your job search or find yourself stuck, use these tips to aid you in finding the right job.



- You should start by deciding what kind of job you want and where you would like to work.
- Having a resume you are proud of is very important. However, most employers prefer a one-page resume. If you have been working for a long time, you may want to add a cover letter to highlight your most important experience and include a list of the skills you are able to offer.
- Have your references ready in case your potential employers ask for them. Good references include managers and colleagues you have worked with in the past.
- It has never been a good idea to wait and see if recruiters will reach out to you. Instead, go to career fairs and introduce yourself to as many recruiters as possible.
- Networking increases your chances of getting a job. Usually, it's not about what you know; it's about who you know. Call your friends, family members, past colleagues, and even old friends from your university.
- You shouldn't take the first offer you receive. To get the best of both worlds, try to get job offers from different companies so you can negotiate.

If you still haven't received a job offer after a few months of searching and using these tips, think twice about steps you can take to improve your chances of getting a job.