Horizon
Federal Credit Union

6 Tips for Landing a Job

PREPARE • CONNECT • SHOW YOUR VALUE

1 Know what you're looking for



Be clear about the type of work, industry and role you want. A focused search is usually more effective than applying to everything.

2 Build a strong résumé



Keep it concise and focus on results and accomplishments, not just job duties. Whenever possible, quantify your impact (e.g., "Increased sales by 15%").

3 Customize your résumé for the job



Use terminology from the job description when it genuinely reflects your experience. Many employers use applicant-tracking systems to screen résumés.

4 Network, network, network



Don't rely only on online applications. Tell friends, former coworkers, professional contacts and people in your community that you're looking.

5 Research the employer



- MISSION
- VALUES
- CULTURE

Know what the organization does, what it values and what the position involves. This also helps you determine whether the job is actually a good fit.

6 Be prepared and follow up



Have examples ready for common interview questions, send a brief thank-you after your interview and continue pursuing other opportunities. Don't get discouraged—rejections happen, but they're not the end.

Don't just look for a job.
Look for an opportunity where
your skills solve a problem for an employer.