Here are five tips to make your job search easier!

1. Identify Your Ideal Job
   - Identify your target job based on personal preferences such as industry, salary, commute, company type, location.
   - Use filters to narrow your search and find jobs that fit your criteria. Don’t try to search through hundreds of jobs.
   - Utilize filters and keywords to identify best fit opportunities. Only expand your search criteria if needed.

2. Apply on the Company’s Website
   - Large job boards are great for discovering innovative hiring across the job market.
   - Employers often don’t remove expired postings from large job boards (LinkedIn, Indeed, Google Jobs, etc.).
   - Once you find an opportunity, check the employer’s career site to ensure the job is still active and apply directly with the company.

3. Discover Alumni on LinkedIn
   - LinkedIn is great for identifying both passive and active candidates. Schedule informational interviews with potential peers or internal sources.
   - Get on the radar of the very people who might influence you getting an interview. You are US more likely to obtain a job if you have a referral.
   - Use the UM Alumni LinkedIn Page to find alumni based on employer, geography, industry, and function.

4. Tailor Your Resume
   - Review the job description and any available information on the potential employer. Highlight industry phrases, required skills and qualifications, and experiences.
   - Use Indeed or a similar resume building tool to tailor your resume to the job description.
   - Use Indeed, an Applicant Tracking System (ATS) simulator, to compare how competitively your resume ranks to the ideal job description.

5. Search Niche Job Boards
   - Looking for a job in a specific industry?
     - Do a Google search for niche job boards, e.g., Finance Job Board.
     - Check various national and regional job boards in your area of interest.

The Key to your Search

To be competitive in today’s market, highlight how you are the best fit for the job. A tailored resume showcases your accomplishments and what differentiates you from your peers. A well-prepared interview transmits past experience into a value added proposition for the company.