

Free employability preparation essay example

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Emphatically, there exist myriad resources implemented in job search.

Internet is a major resource in job search. The mentioned internet provides distinct jobs as per the individual's professional area. Through attending of career fairs, an individual would get potential employers as well as opportunities. Additionally, newspaper adverts and any other printed information can often avail relevant jobs needed.

Categorically, job application involves the following process. First decide on what kind of job an individual needs according to the relevant qualifications. Subsequently, performance of research with regards to specific companies is essential. The mentioned would assist in establishing the values and personality together with reviewing the jobs or careers to choose the most appropriate. Then, a clear resume ought to be written. Additionally, one should contact the employer on the mode of application, whether online or by mail (Walter 221). Subsequently, a relevant cover letter should be written and edited correctly by discussing relevant topics. Next, get a second opinion. The mentioned opinion from either friends or professionals would assist in polishing the necessary areas on the cover letter as well as a resume. Location of relevant references is the next step which gets precisely accompanied by the application where the cited application is sent to the employer. Often, it can be sent through mail, online or even in person depending on the employer's information.

Typically, a resume and a cover letter are the essential documents for job application. Unequivocally, a resume often bear current contact information, educational background, work history, relevant skills, and referees respectively. Additionally, a cover letter contains the relevant alignment of a

particular personality and mission of the company with one's values.

Secondly, a cover letter supports how the background makes an individual a vital asset for the role and the company. What an individual hopes to gain from the role ought inclusion as well as the unique skills that would complement the role. Finally, the specific interest on the position should be distinctively elaborated. After application, a follow up letter is fundamental. The follow-up letter should contain basic information requesting to provide the employer with more information deemed necessary. Follow up also entails informing the employer that an individual's interest is still in the position and would be available all the time for an interview.

Prevalently, appropriate grooming is critical for an interview. One ought to dress smartly on either black or navy blue suit. The mentioned color of suits is often vital. Similarly, an individual needs to be extraordinarily neat.

Notably, grooming and dressing provides the first impression which is central to hiring. Job interview techniques are vital for any interviewee. The techniques often involve performing a thorough research on the company and position prior to the interview for essential preparation. Timely arrival is critical. On the interview, one should look sharp, show enthusiasm, listen attentively, and answer the relevant questions asked by providing prime examples (Martin n. p.). An interviewee ought to ask relevant questions too. After the interview, follow up from the interviewee is necessary.

Illegal interview and interview question connotes to the assessment of the required questions prior to the interview. The mentioned ought not to get practiced at it is unethical and corrupt. The interviewee should be healthy, and the hygiene must be paramount. Health and hygiene would significantly

determine the effectiveness and efficiency of service delivery on a specific position. Preferably, drug test and criminal background checks are essential for the hiring company to understand the behavior of a particular employee thus preventing any potential harm to the company. The mentioned would also assist the company on the relevant means of selecting the right candidate who is fit all the time (Greenberg n. p.).

Works cited

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