



5 Job hunting tips

Are you currently job searching? Whether you are looking for a new job or a side gig due to the current economic situation or making a career change to find a better fit, job searching can be difficult and frustrating. Career coaching clients are often overwhelmed with all of the information – and sometimes contradictory advice – that's found online.

Too many professionals are unsure how to effectively look for a new job, since there are so many resources out there and so many steps to take. The good news is you can find a satisfying job; you just need a plan, dedication, positivity and realistic goals. Here are five basic job search tips for a more effective job search.

- Have a clear direction.
- Use your network.
- Set a schedule and stay organized.
- Read job descriptions carefully.
- Update your signature line and voicemail.



Have a Clear Direction

It's important to determine what kind of job(s) you want to apply for first, because everything you do and each step you take needs to support that direction. This will help you streamline your search on job boards and LinkedIn because you will know exactly what you are looking for, saving you time and energy. To determine what kind of jobs you want, take some time to think about your professional branding statement. This includes important elements such as your values, interests, strengths, education, experience and personality type.

This may take a little more time at the beginning of your search, but this is essential to a successful job search. Once you are clear on these elements, it will help you stay focused in the job search stage and when you land an interview. You will be able to clearly express who you are as a professional and what you bring to the table. Take some time to journal about these elements to clarify your direction. It may also be helpful to speak to a close friend or career coach to help narrow down your options.



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Use Your Network

At least 60% of jobs are found through networking, so you should not overlook the power of networking for an effective job search. Job hunting in your network is not limited to just LinkedIn, you can also include your alumni or industry associations, community organizations and chambers of commerce. Be strategic about your connections and the networking events you attend. Make sure you have something meaningful to contribute to the discussion.

Set a Schedule and Stay Organized

You don't want to leave your job search to chance. Determine how much time a week you want to spend on your job search and then commit to that. Block out the time on your calendar and then use a spreadsheet to stay organized with your job search efforts. You could include things

like keywords and job titles that you frequently search for. You can also keep track of the jobs you have applied for and any

next steps for following up. This will help you to save time, since all of the information will be in one place.

Read Job Descriptions Carefully

Once you have found a job that you want to apply for, make sure to read the job description and instructions carefully. Do they want you to submit your resume through an online portal? Do they want a PDF of your resume? Do they want a cover letter or a bio video? Failure to follow their directions can lead to your application being rejected.

Update Your Signature Line and Voicemail

These seem like small details, but they can make a positive impression on a hiring manager. Make sure that your contact information is included in your signature line, along with a link to your LinkedIn profile. Your voicemail message is also important and should sound upbeat, professional and confident. Subtle differences between your tone, pace and what you say can change how you come across even in a voicemail.

Apply for the Global IT Scholarship Program



Global Information Technology is proud to provide the GIT Scholarship Program. Every month, this scholarship will be awarded to highly driven individuals wanting to begin or advance their IT career. Exclusively, the scholarship will provide a grant of \$2,500.00 towards any certification course or remote live training at GIT. GIT created this opportunity to give back to the community and spread our desire to help those in need. We believe that learning is essential and we will continue to help and develop individuals to help them succeed in their personal development goals.

Apply here:

<https://www.global-itech.com/the-global-it-scholarship/>



Quick & to the point – Career Advice

Question: “*Andrei, I am learning more and more that I should be working with at LEAST 2 technology recruiters at all times. Why is this so significant?*”

– Joseph K. McMillon

Answer: Many companies use staffing agencies to fill their vacant positions. That's why working with a recruiter or headhunter can be quite helpful for your job search. After you have an initial meeting with them, they connect you to jobs within your purview. Keep in mind that recruiters work on a commission, so make sure you can negotiate a fair wage and benefits plan before accepting a job offer. You got this!

– Andrei



VETERANS, GET READY TO POWER YOUR TECH FUTURE AT GLOBAL IT

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The importance of entry-level positions

Entry-level jobs are the earliest positions on a career path. Unlike more senior positions, entry-level jobs don't expect applicants to possess years of professional experience. As a result, focusing your search on entry-level positions will improve your chances of getting a job that can lead to something even bigger.

Here are a few ways you can find entry-level positions online:

- Go to a job platform and search “entry-level [job name].” For example, someone
- Research the title of a specific, entry-level position in a field that interests you and search a job listing site for that title.
- Go to the job listing page of a business or company that interests you and search for any available entry-level positions.

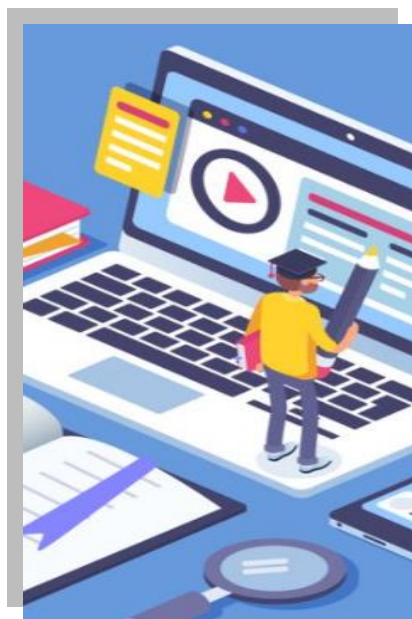


GIT thought Provoking corner



"Work hard for what you want because it won't come to you without a fight. You have to be strong and courageous and know that you can do anything you put your mind to. If somebody puts you down or criticizes you, just keep on believing in yourself and turn it into something positive."

- Leah LaBelle



GIT now offering IRBIZ

Global IT is offering a new course on IRBIZ! IRBIZ course will guide business, IT, and non-technical leaders through industry incident response methods and procedures frameworks and also learn best practices and mitigation methods.

IRBIZ CERTIFIES THAT THE CANDIDATE CAN ASSESS AND RESPOND TO SECURITY THREATS AND OPERATE A SYSTEM AND NETWORK SECURITY ANALYSIS PLATFORM.

When a cyber incident occurs, the responsibility of complying with legislative requirements often falls on the entire executive management team. After a breach occurs is *not* the time to begin understanding any legal needs. This course will guide business, IT, and non-technical leaders through what incident response methods and procedures align with industry frameworks such as US-CERT's NICSP (National Incident

Response Plan) and Presidential Policy (PPD) 41 on Cyber Incident Coordination Policy. During this course, participants will also learn best practices, mitigation methods, and devices and understand current state and national incident response methods.

Confirm your participation, and we will share the course details and material. Limited seats are available so RSVP today - placement.services@global-itech.com





Tips on how to tailor your resume

Your resume is your opportunity to highlight the value you can bring to your next employer. But, not all employers require the same skills, experience, or qualifications – even if they are advertising for the same position.

Employers have different needs and will highlight different aspects of a position on a job description. As a result, it is important that you tailor your resume to each specific position to which you are applying in order to improve your chances of getting an interview.

To tailor your resume, follow the steps below:

1. Create a “master” resume with the qualifications, experiences, and skills you feel need to be highlighted in the type of position you are interested in.
2. Once you have identified positions that interest you, read through each job description and highlight the skills, experiences, and qualifications that match your own for that specific position.
3. Tailor your “master” resume for each job by highlighting the specific skills and experiences that were emphasized by their respective job postings. Try to mirror the language used, when possible, to help get through automated hiring tools like applicant tracking systems.
4. Tailor your cover letter by highlighting the same skills and experience you highlighted in your resume, again using similar phrasing to the job.
5. Apply and repeat for future positions.



1. The Firefox logo isn't a fox...

Mozilla Firefox's logo is a red panda and not a fox. You might not think it makes sense with the word “fox” being in the name but a very little known fact is that the red panda's nickname is “firefox.”

2. The first ever computer virus was called, “Creeper”

In 1971, Creeper was the first-ever computer virus developed. It was created as an experiment to see how it could spread between computers and displayed a message, “I'm the Creeper, catch me if you can!”

3. Google was misspelled

Google was originally supposed to be named Googol which is the mathematical term for the number one followed by 100 zeroes (so like the term “million,” etc.) but it was misspelt and they ended up just sticking with Google.

Looks who's hiring!



Remote Support Technician



PharmaCann - Detroit, MI

First point of contact for support requests and call flow. Ensure that all Incidents are promptly and accurately documented so that up-to-date information is...

Estimated: \$36,000 - \$52,000 a year ⓘ Quick Apply

Staff UX Researcher - Rocket Pro TPO (Remote)



Rock Central - Detroit, MI 3.7★

10 years of experience in user research and/or similar field. 3 years of experience mentoring researchers. Master's degree in human-computer interaction (HCI),...

Estimated: \$110,000 - \$150,000 a year ⓘ

Server Engineer (SE)



Ferrous Processing & Trading - Detroit, MI 3.2★

Responsible for maintaining server backup technology, providing restoration for end-user. In addition, the SE will have system administration duties for our...

Estimated: \$69,000 - \$98,000 a year ⓘ Quick Apply

new



Database Analyst

Parks, Experiences and Products 4.2★

Detroit, MI 48226 (Downtown area)

- As a Database Analyst, you will maintain the responsibility for supporting all related data analysis functions for the Disney Parks and Resorts Engineering...

Posted 2 days ago


new



Data Analyst

Disney Parks, Parks, Experiences and Products

Detroit, MI 48226 (Downtown area)

 Estimated \$58.2K - \$73.8K a year ⓘ

- Understanding of existing **technology** architecture.
- Support execution of Data Governance standards through technology.
- Use data querying and analysis tools.

Posted 2 days ago



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Technology, jobs, and the future of work

Automation, digital platforms, and other innovations are changing the fundamental nature of work. Understanding these shifts can help policy makers, business leaders, and workers move forward.

The world of work is in a state of flux, which is causing considerable anxiety—and with good reason. There is growing polarization of labor-market opportunities between high- and low-skill jobs, unemployment and

underemployment especially among young people, stagnating incomes for a large proportion of households, and income inequality. Migration and its effects on jobs has become a sensitive political issue in many advanced economies. And from Mumbai to Manchester, public debate rages about the future of work and whether there will be enough jobs to gainfully employ everyone.

The development of automation enabled by technologies including robotics and artificial intelligence brings the promise of higher

productivity (and with productivity, economic growth), increased efficiencies, safety, and convenience. But these technologies also raise difficult questions about the broader impact of automation on jobs, skills, wages, and the nature of work itself.

Many activities that workers carry out today have the potential to be automated. At the same time, job-matching sites such as LinkedIn and Monster are changing and expanding the way individuals look for work and companies identify and recruit talent. Independent workers are increasingly choosing to offer their services on digital platforms including Upwork, Uber, and Etsy and, in the process, challenging conventional ideas about how and where work is undertaken.

For policy makers, business leaders, and workers themselves, these shifts create considerable uncertainty, alongside the potential benefits.