



HOW TO USE GRANTED FOR A SUCCESSFUL JOB SEARCH



Grant yourself permission to succeed

When you want to change careers, a successful job search will not come easy. To ensure that you have a successful job search, follow the tips outlined in this article when using Granted. The first thing you need to do is use a reputable site that posts thousands of new job openings each week. That site should be bookmarked on your browser and it should be Granted. At Granted, the job openings posted are from industries across the board all throughout the country. A successful job search also includes having a strong cover letter and resume ready to be sent to prospective employers. Do not just send the same cover letter to every company with the opening line of "To whom it may concern." Make sure you tailor each cover letter to the specific position for which you are applying on Granted. Address the hiring manager or recruiter named in the job posting and reference the title of the job. This will help you get noticed by the human resource department as someone who took the time to personalize the application. The third step for a successful job search is to apply only to the jobs that interest you the most. People who send out hundreds of resumes and applications each week more than likely will not receive many responses. The fewer jobs you apply to, the more likely it is that you receive a response. Apply to jobs that your experiences relate to and that you are qualified for; not just any job you come across. Our fourth tip for a successful job search is to utilize all that Granted has to offer. Use the search tools on the site to your advantage when looking for a specific job. Search using keywords, company names, or job locations. Just make sure that you also post your resume on the site so headhunters can find you at the same time you are applying for jobs.

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