



Tamires

Talent Attraction and Acquisition

Applying for a role - best practices

Quality over quantity

- ▶ Choose to submit your resume for opportunities with better adherence to your profile and career interests. Focus on the quality of your job applications rather than the total number of submissions.

Submit a pdf version of your resume

- ▶ When reviewed, the formatting of the document may vary for different file extensions. This is dependant on which software the recruiter is using to read your resume, so always submit a pdf version.
- ▶ This ensures that the formatting of your document is not compromised and is the same for everyone who receives the file.

Read the job description

- ▶ It's a basic tip, but it's very important that you read the job description carefully, rather than just dynamic-speed reading through the job posting.
- ▶ In doing so, you will have more information about the job requirements, the main challenges of the role and the company culture.
- ▶ If you are changing careers, this step is highly important - this can give you insights into the skills that companies are looking for in this new segment.

Follow the language used in the job description

- ▶ It is important that your resume matches the language of the job posting. If you are applying for an overseas position, the resume may be reviewed - if not presented - in the language of the publication.

Connect with the company

- ▶ A good way to stay up-to-date of the day-to-day life of the company is to follow their official profiles on social media. In addition to learning more about the company, you'll also have access to relevant news and updates around their area of expertise.

Check your spam folder

- ▶ Some email providers may classify your messages from new senders as spam, and this can cause you to lose a day in the job search process. Remember to check your spam box frequently, and if possible, authorize the domain of the companies you're applying for with your email.

Online tests

- ▶ Some companies may require online assessments at the beginning of your application process, as this is an important criteria for their evaluation. This is a chance for you to train your knowledge in areas where you are being evaluated.
- ▶ Find a quiet location, away from any distractions.
- ▶ Pay attention to the time limit of the assessment.

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