

10 Job Hunting Tips to Help You Get Your Foot in the Door

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Get Hiring Managers to Notice You!

Some people say it's not the job - but *getting the job* that is difficult.

The job market is tough right now, even for top law school grads. Literally thousands of people - most of them equally qualified - are vying for the same positions.

But, there is good news.

As a job applicant, you *can* get noticed.

How, you ask?

Here are ten secrets that could help you get your foot in the door.

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1. Small details count.

Sure, interviews and portfolios are important. But, don't neglect the small stuff. Make sure follow-up e-mails are written professionally and flawlessly. Respond to requests - like references - swiftly.

2. Ask questions.

Questions are very important during an interview. The interviewer wants to know that you're interested in the details of the job, the department, and the culture of the firm. If no questions are asked, you run the risk of signaling that you're either not that interested or just haven't thought very much about it.

3. Thank you notes are important.

This may be 2010, but good old fashioned handwritten thank you notes are still appreciated. Send one after every interview - promptly!

4. Don't look too eager.

It's okay to express an interest in the job and ask about the hiring timeline, but don't cross the line. In other words, don't:

- call more than once a week.
- call earlier than the date they said they'd get back to you.
- sound like you're eager to take any job as opposed to this one in particular.
- appearing as if this is the only option you have.

5. Acknowledge being overqualified.

If you don't address being overqualified, hiring managers may fear you'll be bored, or that the salary will be too low for you.

Say things like: "At this stage in my career, having a job I enjoy is more important to me than salary. I have no problem earning less than I have in the past." Or, "I wouldn't take a job I'm not excited about."

6. Don't state an objective.

Your resume will get tossed if it lists an objective totally unrelated to the position. Just omit it altogether. Instead, use that valuable space on your resume to showcase your accomplishments.

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If you want to talk about your career objective and how this position fits it, use the cover letter for that.

7. A phone interview is not casual.

While the interviewer wants to get a sense of your personality, a phone interview is still an interview, not an informal phone call with a friend. Don't sound stiff, but don't use the same tone you'd use to talk about what you did last night.

8. Be prepared for deep reference checks.

References checks are not limited to just the contacts that you provide. Reference-checkers can call anyone you've worked for. In fact, smart reference-checkers will make a point of calling people not on your list, because presumably you've only listed the people most likely to present you in the best light.

9. Customize your cover letters.

Take the time to tailor your cover letter to fit the position you're applying for. Yes, it takes a lot longer than sending out the same form letter over and over, but a well-written cover letter that's obviously individualized to a specific opening is going to open doors when your resume alone might not have.

10. Your resume should answer one key question.

Instead of listing job descriptions, duties, and responsibilities - make yourself stand out by avoiding [common resume mistakes](#) and answering the question: **What did you accomplish in this job that someone else wouldn't have?**

When it comes to job hunting- **politeness, professionalism, and perseverance** go a long way!

Follow these tips and an employer will **NOTICE YOU** - not the others in the bunch.

Adapted from article [21 Things Hiring Managers Wish You Knew](#) by Alison Green.

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