

JOB HUNTING
& GET HIRED



JOB HUNTING **&** **GET HIRED**

**WAN NORFAZILAH WAN ISMAIL
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 "To All Our
Family Members, Friends
and Those Who
Inspired Us Throughout
The Writing Of This Book." 

 "And To All
Bright Young People Worldwide
Who Still Hoping to
Change The World."



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PREFACE

I feel fortunate and blessed in having the opportunity to be the Director at the Office of Career Placement and Development Centre (CPDC) of Universiti Malaysia Pahang (UMP) because helping university students grow has been my passion since I joined the academia two decades ago. And I can say with sincerity that this experience at the CPDC of UMP has motivated me to become more student-centred and care more about students' career and development. Graduating students attempt to stand out to potential employers, whereas working adults attempt to get the job they want. In either one, they have to ensure that they are a good fit for a job. These are why I am very pleased to introduce this book, which is a collection of practical approaches that a job hunter can learn to land a job in any circumstances. In other words, this book is suitable for all job hunters, from the first-year university students who are planning for their career future after graduation to senior working adults who are looking for a new opportunity in their career growth.

This book is an essential reading for anyone interested in catching and applying job hunting tips. Job hunters, especially university graduates, can learn many excellent ways to steer on the right route in chasing and finally landing their dream jobs from this book. The simple step-by-step descriptions and samples provided in this book cover drafting a resume, writing a thank you email after an interview, and preparing for interviews, to name just a few. The gamut of job-search basics makes this book an excellent guidance for fresh graduates to secure their first jobs at the right time. Read and find the voice and style you prefer to get through your job search.

This book also introduces job hunters to various alternatives of career pathways such as entrepreneurship, which is a popular option among the youngsters nowadays. The detailed insights provided in this regard will help job hunters have a self-reflection before their respective next big career move. Confidence matters in your career decisions.

This book was written and completed during the outbreak of the COVID-19 pandemic across the world affecting the life of job hunters with depression and squeezing job opportunities into almost nothing. There is a special chapter discussing structured approaches to handle these sorts of circumstances, and there is a chapter about inspiring job hunters to keep motivated during the job-hunting process, especially during this unprecedented battle. No matter what stage of your career is, this book is a perfect match with your priorities in job hunting and amidst this current situation.

To go more in depth into your next big career move or a new job, I am sure mastering the contents of this book will help you market yourself in any circumstances, if you follow the practical steps that are detailed and explained in the book carefully. Best wishes to all job hunters in landing your dream jobs.

Irene Wei Kiong TING, PhD
Director, the Office of Career Placement and Development Centre
Universiti Malaysia Pahang

Footnote: The CPDC of UMP is the hub for providing programmes and services that are central to students' career developments, as well as placements for industrial training. Moreover, we strive to sustain and grow the resource centre for students to learn more about career development skills, to access information about internship and jobs, and to explore job opportunities for career path after their graduation. Every year, UMP has outstanding graduate employability rates and I believe with this book, our students are able to increase their employability opportunities.

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First and foremost, praises and thanks to ALLAH, the Almighty, for His showers of blessings throughout the completion of this book successfully.

We would like to take this opportunity to thank all the human resource professionals, talented recruiters and great colleagues for their timely insights and comments regarding the job-hunting process. Their contributions are sincerely appreciated and gratefully acknowledged. Furthermore, we are thankful to our friends who willing to share their job-hunting stories with us.

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**WAN NORFAZILAH WAN ISMAIL
SHAMSUL ZAKARIA**



CHAPTER 1

CAREER PLANNING DURING UNIVERSITY

1.1 Introduction

What we have observed in our experience advising thousands of our students over the years on how to launch their careers, they believe that they should enter their company or industry of choice immediately after graduation.

Research has shown that younger millennials are motivated by roles that are meaningful and quickly trusted to play in making important decisions. They tend to change jobs frequently and put a good effort to move up the ladder and increase their salary in a shorter period than other generations currently in the workforce. Furthermore, they look for opportunities that align with their passions and vocations, and to not compromise on interests or values. Therefore, the students often chase their dream jobs with a short-term mindset. They think that working in their chosen area right away is the best way in order to be successful in their career.

Based on our own corporate experience, we believe this is the wrong way to go, especially when the world has economic issues and those companies are cutting an unprecedented number of jobs as they struggle to survive. Instead, we recommend several processes for new graduates to get on the path to their dream job.

1.2 Create a Long-Term Career Vision

The graduates should focus on the longer term, where looking at their first job as a first step for getting their dream jobs. To do so, they should create a five- to 10-years plan. A great vision has a clear end goal in mind, such as targeting to be a chief technology