



**NGYouthSDGs**

Network of Youth For Sustainable Initiative



# HOW TO GET A JOB

*A guide on how to stand out and get selected*

# Introduction

In today’s fast-paced world with an ever-growing youth population and constant technological advancement, the job market has become increasingly competitive. According to the International Labour Organization (ILO), fewer jobs are available to meet the increasing youth population. Nonetheless, how can one position oneself to access decent jobs?

## Myths about how to get a job

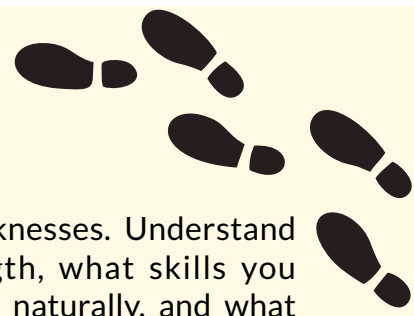


**There are no Jobs:** It is unbelievable to say ‘there are no jobs.’ Every day, new opportunities are available for qualified candidates. The job market has become competitive due to the increased number of applications, but jobs are readily available as young people move from one employment to the other.

**Cover letters are not necessary:** This is not totally correct. If the application process requires a cover letter, then ensure you submit one. In the course of this article, the importance of a cover letter will be unveiled and the active role it plays in increasing chances of getting a job.

**Create a generic CV so that you can have multiple jobs:** This is the wrong step. Recruiters will need help understanding what your career journey is about. Remember, there are many applications and a CV stands out when there is a clear definition of work experience and career journey.

## Practical Steps on How to get a job



**1 Clearly understand your career aspirations:**  
This is the first and most important process before sending an application. As a job seeker, you need to ask yourself these questions: What are my career aspirations? In what field of study do I want to grow my career? What role perfectly fits my career aspirations? Before sending that application, a self-evaluation and a career evaluation are important to understand what you need from a job. Clearly outline your career aspirations. Identifying your career aspirations will also require that you evaluate your

strengths and weaknesses. Understand the area of strength, what skills you possess that comes naturally, and what areas of weakness require improvement.

**2 Research potential roles and organisations:**  
Research the potential roles and organisations to build a career path. The research process will require a careful evaluation of the organisation's vision and its alignment with the career aspirations. The vision of organisations varies depending on what an organisation is looking to achieve at the end of the day.

As an aspiring employee, evaluate the organisation's vision, goals, and job openings to ensure they align with your career aspirations.

applicants have the required experiences to pass through the next phase, which may be the review process of the Recruiter or HR.

### 3 Build an Effective Curriculum Vitae / Resume:

Please note that a curriculum vitae and resume speak the same thing. Resume is used in American English, and Curriculum vitae in British English, which Nigeria adopts.

In today's fast technologically advancing world, most CVs are reviewed by ATS and not humans. What is ATS? ATS is an acronym for the Applicant Tracking System, which is a digital tool used by Human resource professionals and recruiters within and outside organizations to classify, collate, and shortlist suitable CVs for the first phase of recruitment.

Due to the high volume of applications, most HR professionals and recruiters use the ATS tool to sieve suitable applications, thereby having just applications whose

### 4 Leverage Hiring Platforms

**LinkedIn:** LinkedIn is a business and employment-focused social media platform that works through websites and mobile apps. Click [here](#) on this website to get started.

**Indeed:** A global job matching and hiring platform. Click [here](#) to get started

**Jobberman:** A leading career development and recruitment solutions company. Job opportunities are also via this platform. Click [here](#) to get started.

**Opportunity Desk:** A digital platform that shares access to global opportunities. Click [here](#) to get started.

*Aside from leveraging hiring platforms, there are some unconventional ways that you can also harness to land your dream job!*

**Referrals:** Leveraging personal and professional connections to get job leads and introductions to hiring managers.

**Networking:** Actively engaging with industry professionals at events, online platforms like LinkedIn, and through professional associations to uncover job opportunities.

**Career Fairs:** Attending events where multiple employers gather to meet potential candidates, offering direct interaction and opportunities to make a strong impression.

**Informational Interviews:** Conducting interviews with professionals in your field of interest to gain insights and build relationships that could lead to job opportunities.

**Alumni Networks:** Utilizing connections from educational institutions' alumni networks for job leads and mentorship.

**Professional Associations:** Joining and participating in industry-specific organizations

that offer networking events, job boards, and professional development opportunities.

**Volunteering:** Gaining experience and visibility in your desired industry through volunteer work, which can lead to job offers or valuable connections.

**Internships:** Securing internships that can often lead to full-time positions within the same company.

**Social Media Presence:** Building a strong online presence and personal brand on platforms like LinkedIn, Twitter, or personal blogs to attract joboffers.

**Freelancing/Contract Work:** Starting with freelance or contract positions that can transition into full-time roles.

**Job Shadowing:** Observing professionals in your desired field to learn about the job and make connections that could lead to employment.

**Direct Approach:** Contacting companies of interest directly with a well-crafted resume and cover letter, even if they don't have advertised openings.

**Company Career Pages:** Regularly checking the

career sections of company websites for unadvertised positions.

**Headhunters/Recruitment Agencies:** Using specialized agencies that connect job seekers with employers looking for specific skills.

**Professional Conferences:** Attending conferences related to your field where networking and job opportunities can be found.

## What to do to ensure that your CV stands out



**Use a Simple CV template:** The complexity of your CV template can hinder your applications from being ticked by ATS or reviewed by a recruiter. Ensure that you explore simple CV templates which can be developed on an app like Canva or using your PDF.

The characteristics of a simple CV template clearly outline and group the categories of a CV, including, but not limited to; Executive/Professional summary, Work Experiences, Education, Skills, and qualification.

**Use keywords:** Every reviewer, even the ATS, looks for certain keywords in line with the job role. These keywords can be found in between the requirements of the job role on the organizational job portal. Ensure your work experience reflects these keywords.

**Tailor your CV:** An effective CV is one that meets the requirements of the job. Before sending in an application, review your CV, edit where possible,

and use keywords that suit the desired job application. Put into consideration your skills and qualifications and ensure they align with the overall requirements of the job.

**Write a Customized Cover Letter:** In applications where a cover letter is required, ensure you put together a cover letter that speaks about you, your experience, and why you are the best fit for the role. Every application requires its own cover letter and not one shoe fits all. The cover letter gives you a chance to express your interest in the job and how you will leverage your skills to contribute meaningfully to the position.

**Application Timing:** As much as this is not a systemic process to getting a job, early application gives you a level of advantage and reduces the tension of trying to send in anything instead of taking your time to tailor your application to the job requirements.

## The Interview Stage.

The interview process is essential for securing a job and should not be taken lightly. To prepare for your interview, it is important to conduct thorough research to understand the organisation, the significance of the role, and the gaps within the organisation.

For example, if you are seeking to join the organisation's Communications team, your research should include examining the organisation's social media profiles, and website, and possibly subscribing to their newsletter. This will enable you to grasp the role, its expectations, and what the recruiter is looking for.

### Scaling Interviews:

During the interview phase, whether it's physical or virtual, follow these

- Dress professionally and ensure you look presentable.
- For virtual interviews, make sure you are in the virtual meeting room at least 15 minutes before the interview.
- For physical interviews, it is advisable to arrive at the venue on time.
- During the interview, listen carefully when the interviewers' names are mentioned and address them accordingly.
- This helps to establish a connection with the interviewers.
- Respond clearly and directly to the questions asked, following the interviewer's lead.
- At the end of the interview, inquire about the next steps, thank the interviewer for their time, and express your interest in the job.
- Depart promptly and courteously, and a smile.



## About Us

Network of Youth for Sustainable Initiative (NGYouthSDGs) is a youth-led and youth serving civil society organisation advocating for meaningful youth engagement in policies and programs for youth to lead and thrive.

With a focus on policies and programmes that will enable young people to lead and thrive, we work with youth groups, youth stakeholders like the government, international and national development partners, the private sector, academia, and the press to amplify the voices of youth and facilitate their meaningful participation in the developmental agenda of their country.



## Get in Touch with Us

For any questions or concerns kindly reach out to us. Also, feel free to stay connected to us for more exciting opportunities and updates on our work via any of the following means:

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