



Advice for Young Professionals on the Job Hunt

Contents

Introduction	01
Make your resume stand out from the competition	02
Make a positive impression in the interview	04
Financial management and its impact on your job search	05
Create conditions for financial stability and success	06

Introduction

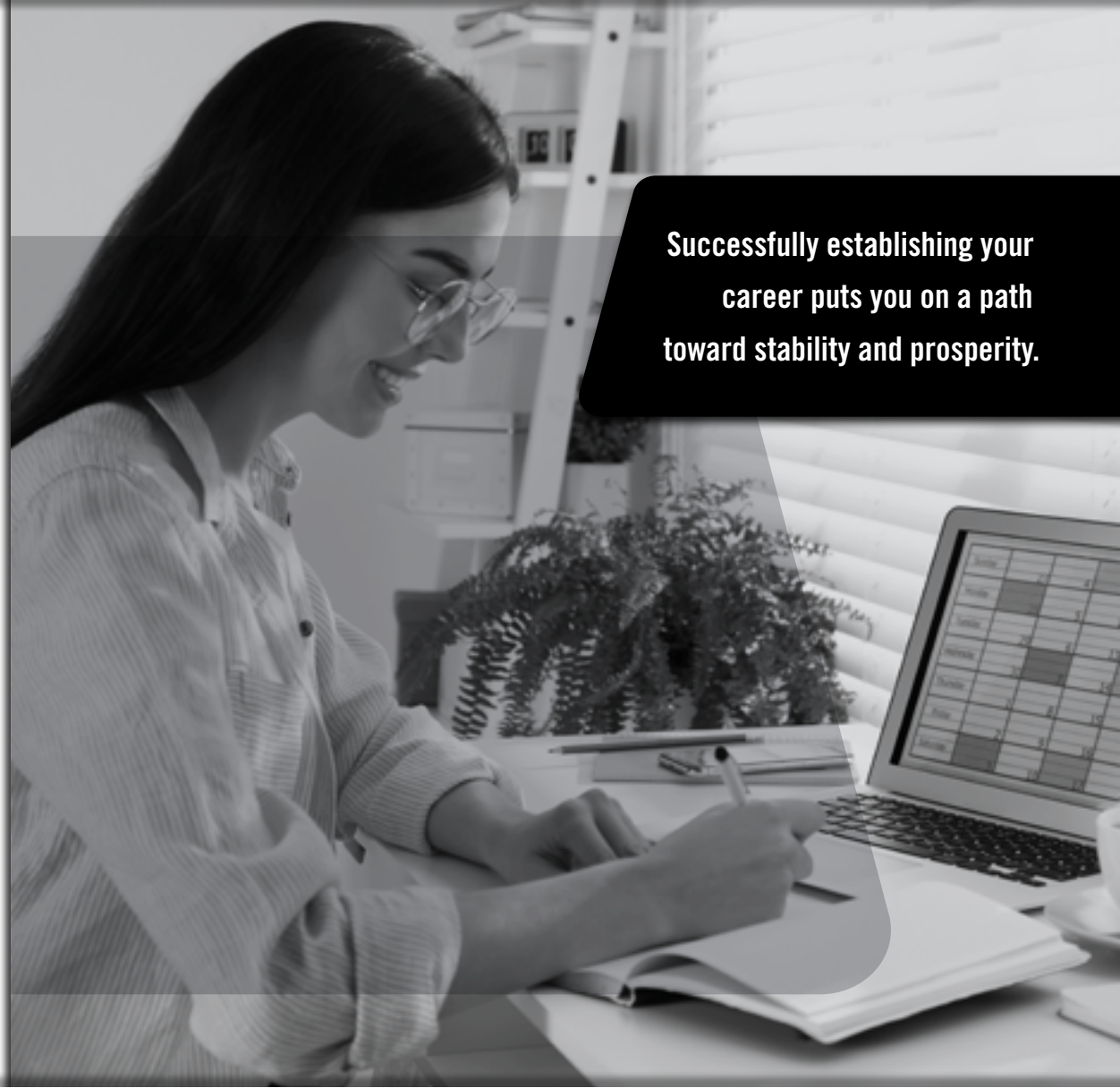
Successfully establishing your career puts you on a path toward stability and prosperity.

For younger professionals, there are plenty of questions to consider and tasks to complete in service of building a career, from finding a first job in a chosen field to making ends meet and carefully managing finances in the long term.

Having some practical guidance on hand can go a long way toward:

- Successfully completing an interview.
- Building an effective resume.
- Generally positioning yourself for the greatest chance of success as you establish your career.

Keep reading for actionable advice that supports more positive outcomes and increased financial stability while making your start in the working world.



Successfully establishing your career puts you on a path toward stability and prosperity.

Make your resume stand out from the competition

A relevant, targeted and memorable resume can help you make a positive first impression. It's crucial for convincing hiring managers, team leaders and other stakeholders that you're the right choice for the job.

How can you make your resume stand out from the many others a company receives?

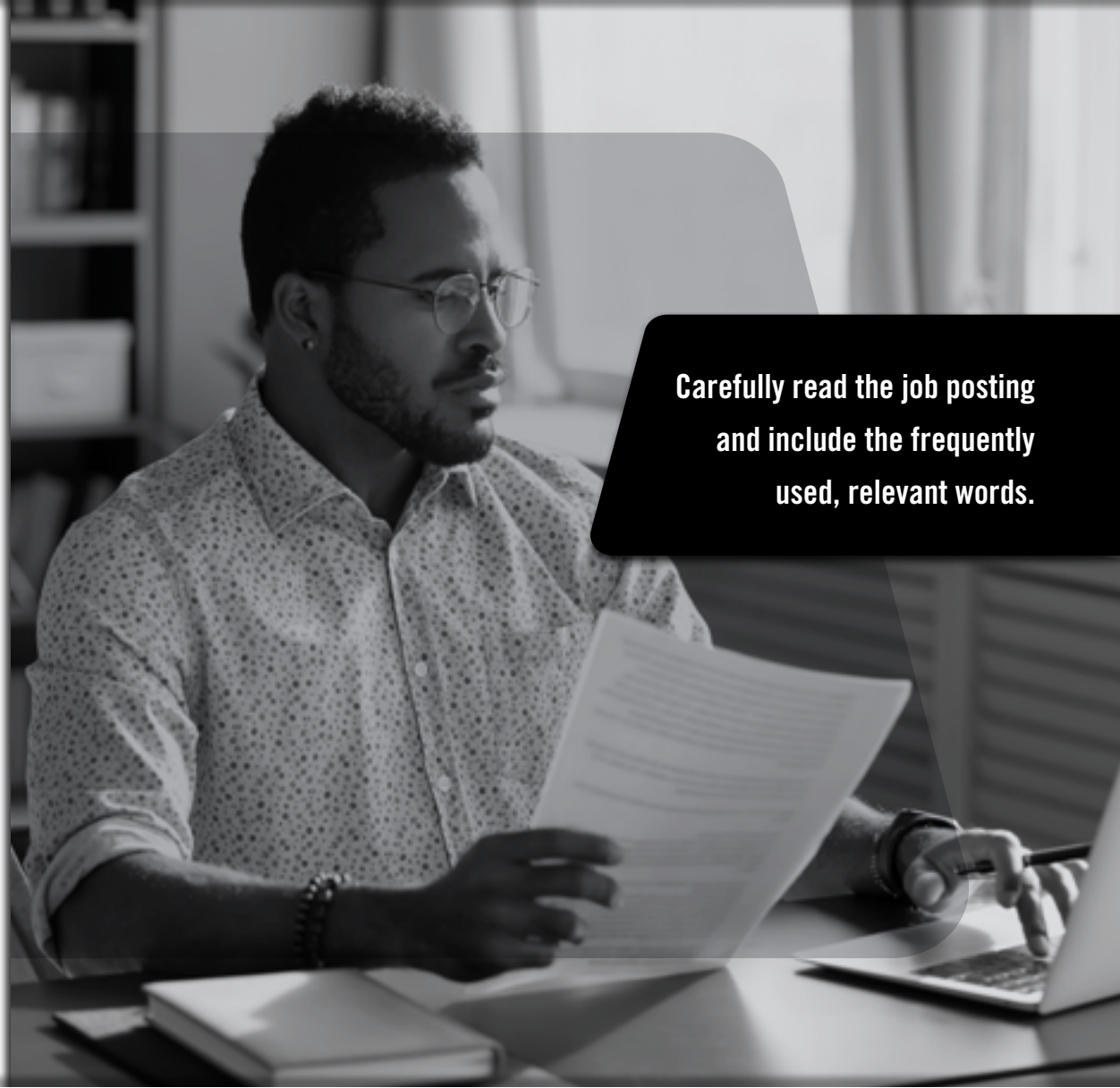
- **Tailor your resume to the position:**
Organize the document so that the most relevant skills and experience are at the top of their applicable sections. Be sure to include extra details and context related to key attributes and knowledge asked for in the job description.
- **Emphasize relevant accomplishments:**
Responsibilities and tasks have their place on a resume, but accomplishments — descriptions of positive change where you played a pivotal role — tend to stand out to decision-makers.



Organize the document so that the most relevant skills and experience are at the top of their applicable sections.

There are plenty of other considerations to make for a standout resume, including:

- **Paying attention to keywords in the job posting:** Many companies use automated tools to screen resumes, meaning only a fraction of those submitted make their way into the hands of staff. Carefully read the job posting and include the frequently used, relevant words from it that apply to your own education, work history and accomplishments.
- **Understanding and applying industry-specific resume guidance:** Professionals in creative and design roles often go beyond a standard resume format to display their talents. Some highly technical or regulated roles require a robust list of qualifications and certifications. Look for specific guidance and examples of resumes used in your chosen industry and adjust your format accordingly.



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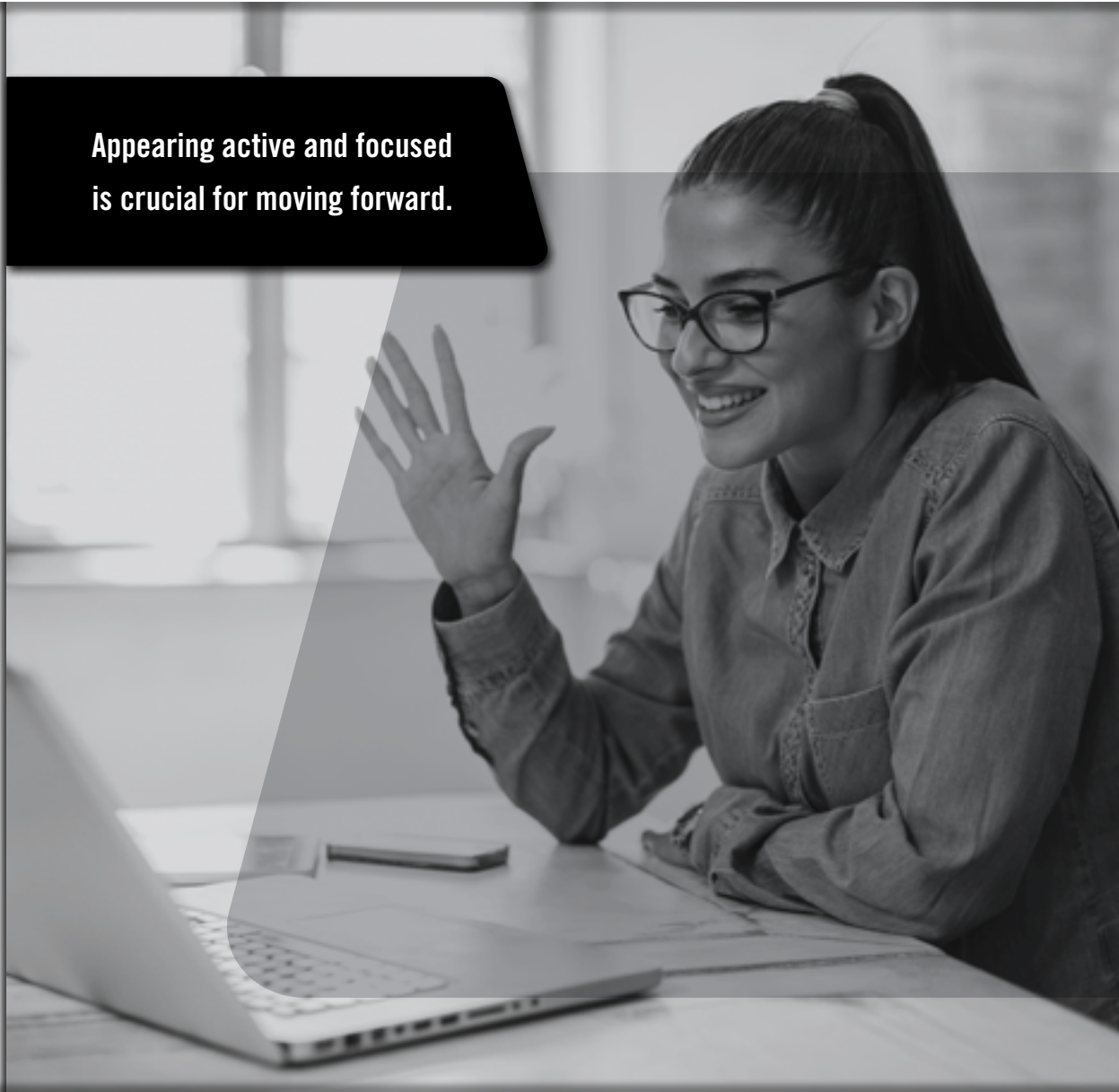
Make a positive impression in the interview

A job interview is an opportunity for both sides to better understand each other, going beyond the details in a job description or resume. Appearing active and focused is crucial for moving forward.

Knowing and recalling information from the job description in the appropriate context is important, but so is going beyond the role itself. Researching the company and formulating relevant questions demonstrates an interest in the business as a whole.

You'll also need to make a professional impression while keeping what you know of the company culture in mind. Pick out an appropriate outfit ahead of time, so there aren't any last-minute worries. Similarly, you should:

- Make eye contact to demonstrate attention and emphasize your points.
- Speak clearly and confidently.
- Monitor your body language, with a focus on appearing interested and engaged.



**Appearing active and focused
is crucial for moving forward.**

Financial management and its impact on your job search

Your finances have a significant influence on your job search. Certain needs, like a computer to review job listings and craft a resume, or a professional outfit to wear to interviews, carry a price tag.

Smart financial management means effective prioritization. If you know you need to buy an interview wardrobe or a laptop, you may have to temporarily cut back on other luxuries. Building **an effective budget** is a crucial first step. Understanding your income, recurring expenses and more irregular financial needs positions you to make informed and effective decisions.

If you find your expenses outstrip your income, you can seek out a part-time job or look for **short-term work in the gig economy** to tide you over.

**Smart financial management
means effective prioritization.**



Create conditions for financial stability and success

For truly effective financial management, you need to address certain foundational needs, like checking and savings accounts.

Comerica Bank offers the **Access Checking account**, with features that are relevant and useful to young professionals. That includes no monthly fee for Comerica Web Banking, no-fee Comerica Web Bill Pay® with direct deposit, a modest \$50 initial deposit requirement and more. Access Checking makes it that much easier to manage and use your money.

Your career goals are, in large part, a path to financial stability and success.

Building good habits now, like creating and updating a budget and engaging in a regular review of your finances, can only pay off down the road. Comerica Bank is here to help you do exactly that.





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