



# Job Hunting Tips for Better Odds

*Find the right job for you & apply confidently*

## 1. Who You'll Interact with During Your Job Hunt

As you go through applications and interviews, you'll meet different people along the way.

Here's who they are and what they do:

- **Recruiters (Corporate)** – Work inside the company and connect you directly with hiring managers.
- **Recruiters (Agency/Third-Party)** – Work for an outside staffing firm and match candidates with multiple employers.
- **Hiring Managers** – The leaders of the team or department who ultimately decide if you're hired.
- **HR Representatives** – Handle paperwork, policies, and onboarding once you're offered a job.
- **Interview Panels or Team Members** – Sometimes you'll meet future teammates during interviews; they help assess if you're a good fit.
- **Supervisors/Trainers** - After being hired, these are the people who'll guide your day-to-day work and help you learn.

## 2. Where to Find Entry-Level Jobs

Here are places and job boards you should regularly check:

- Local job boards (city/county or school district websites)
- Online platforms like **Indeed**, **Glassdoor**, **LinkedIn**, and **ZipRecruiter**
- Bulletin boards at community centers, libraries, or churches
- Government websites (**USAJOBS**, **CareerOneStop**, **GovernmentJobs.com**, **State Government Career Pages**)

## 3. How to Prepare Before You Apply

Make sure you're ready:

- Update your resume with your **education, skills, awards, and any experience** (paid or unpaid)
- Be clear on **certificates or licenses** you have or are working on
- **Understand the job's requirements** (responsibilities, hours, location, work type)
- Practice talking about your work, education, and what makes you a good candidate

- Have good references (teachers, coaches, or previous supervisors), *if possible*

#### 4. How to Choose the Best Job for You

Ask yourself these questions:

- What are your hours, commute, and pay needs?
- Do you prefer steady work or flexible hours?
- Is the job aligned with your long-term goals or interests?
- Will you be treated well, receive training, and have people who support you?
- What kind of environment do you work best in - team vs. solo, fast-paced vs. steady, indoor vs. outdoor?

You've got what it takes. Use your knowledge, check your vocabulary, prepare well, and aim for jobs that match your goals - not just what's available. **If you ever need help refining your resume, practicing for an interview, or just figuring out your best move, BOAEX is here for you.**

### 30 Workplace Terms Every Job Seeker Should Know

1. **Job Application** – The form you fill out to ask for a job.
2. **Resume** – A paper or file that lists your work, school, and skills to show employers what you can do.
3. **Cover Letter** – A short note you write to an employer explaining why you want the job and why you're a good fit.
4. **Reference** – A person (such as a teacher, coach, or past boss) who can say good things about your work or character.
5. **Interview** – A meeting where an employer asks you questions to see if you're right for the job.
6. **Hiring Manager** – The supervisor or leader who decides if you get hired.
7. **Recruiter** – A person whose job is to find workers and connect them with companies.
8. **Job Description** – A list of duties and skills the job requires.
9. **Full-Time** – A job where you usually work about 40 hours per week.
10. **Part-Time** – A job where you work fewer hours, often under 30 hours per week.
11. **Shift** – The specific block of time you are scheduled to work (example: morning shift or evening shift).
12. **Onboarding** – The process after you're hired where you complete paperwork and learn company rules and expectations.
13. **I-9 Form** – Paperwork that proves you are allowed to work in the United States.
14. **W-4 Form** – Paperwork that tells your job how much tax money to take out of your paycheck.
15. **W-2 Form** – A yearly form your employer gives you showing how much money you earned and how much tax was paid.
16. **Probation Period** – A trial period (usually the first 30–90 days) when your employer evaluates your performance.
17. **Soft Skills** – Personal skills such as teamwork, communication, reliability, and time management.
18. **Hard Skills** – Skills you learn, such as typing, using tools, operating machines, or driving a forklift.

19. **Technical Skills** – Skills related to using technology, software, machines, or digital tools (example: Excel, POS systems, design software).
20. **Benefits** – Extra items some jobs offer besides pay, such as health insurance, paid time off, or retirement savings.
21. **Promotion** – Moving up to a higher position with more pay or responsibility.
22. **W-2 Employee** – A worker whose employer withholds taxes from their paycheck and may offer benefits.
23. **1099 Contractor** – A self-employed worker or freelancer who is responsible for their own taxes and usually does not receive benefits.
24. **Direct Deposit** – When your paycheck is sent straight into your bank account instead of a paper check.
25. **ATS (Applicant Tracking System)** – A computer system employers use to collect, scan, and organize resumes and applications.
26. **CRM (Customer Relationship Management)** – A system businesses use to keep track of people, messages, and interactions.
27. **Non-Compete Clause** – Part of a contract that may limit you from working for competing companies or similar roles after leaving a job.
28. **Availability** – The days and times you are able to work.
29. **Offer Letter** – A written message from an employer offering you a job and explaining pay, start date, and basic details.
30. **Background Check** – A review an employer may run to confirm your identity and history (such as criminal record or employment history).

## 10 Job Search Do's & Don'ts (Everyone Should Follow)

1. **Do** show up on time (or early).  
**Don't** arrive late or cancel last minute.
2. **Do** use a professional email and voicemail greeting.  
**Don't** use nicknames, slang, or inappropriate language.
3. **Do** read the job description carefully before applying.  
**Don't** apply blindly without checking requirements.
4. **Do** tailor your resume for the job.  
**Don't** send the same resume to every employer.
5. **Do** dress clean and professional for interviews.  
**Don't** assume casual means careless.
6. **Do** be honest about your experience.  
**Don't** exaggerate or lie.
7. **Do** practice your interview answers.  
**Don't** “wing it.”
8. **Do** follow up after interviews.  
**Don't** disappear after meeting an employer.
9. **Do** keep your social media professional.  
**Don't** post content that could hurt your chances.
10. **Do** treat your job search like a job.  
**Don't** wait until you're desperate to prepare.

## BOAEX | Job Seeker Services

BOAEX serves individuals who are serious about becoming **professional, credible, prepared, and workforce-ready**.

Getting hired today requires more than submitting applications. It requires **alignment with modern employer expectations, strong professional presence, and strategic preparation**. BOAEX provides human-led, AI-enhanced workforce intelligence that helps you show up ready, stand out with intention, and navigate the rapidly changing job market.

Here's how we support your readiness and growth:

### Resume Creation & Resume Review

Professionally written and reviewed resumes aligned with ATS systems and real hiring practices—designed to strengthen positioning, clarity, and employer perception.

### Career Q&A Session

An open-format session where you can ask real-time questions about resumes, interviews, workplace challenges, promotions, or career direction—so you leave with clarity, perspective, and next steps.

### Interview Coaching

Strategic preparation to strengthen responses, communication, confidence, and professional presence—so you perform well under pressure and meet employer expectations.

### Career Strategy & Job Search Planning

Personalized guidance to clarify goals, identify gaps, and build an intentional path toward your next role.

### Professional Image & Branding

Support with professional presentation, LinkedIn alignment, and personal branding to ensure consistency across how you show up online and in person.

### Workforce Readiness & Professional Etiquette Training

Training in workplace behaviors, communication, and standards that turn opportunities into long-term careers.

With BOAEX, you're not just searching for a job—you're preparing for what's next. Our services are designed to provide a strategic advantage, save you time, and strengthen your confidence at every stage.

**Readiness & Alignment.  
Human at the Core. AI-Enhanced.  
The Standard.**

## Book Your Session Today

The best way to get started with BOAEX is to purchase the [Better Than Basic Job Guide](#).