

Resolutions for Getting a Job in 2010

Yahoo! HotJobs,

The Recruiter Roundtable is a monthly feature that collects career and job-seeking advice from a group of recruiting experts throughout the United States. The question we put before our panel this month is:

With unemployment rates at record levels in many parts of the country, what would you say are the one or two things job seekers MUST do in order to succeed in landing a job in 2010?

Exhaust All Options

Exhaust every resource at your disposal. Let members of your network know the type of job you seek and work with a recruiter that specializes in your field. Refine your [resume](#) and look for opportunities, such as courses or seminars, to enhance your skills and industry expertise.

Also, in your resume and [interviews](#) with hiring managers, stay focused on how you can help the prospective employer. The onus is on you to show why you are the right person for the job and will be a valuable contributor to the success of the organization, making it imperative to customize your resume for each position and research companies thoroughly before submitting your application materials and meeting with them.

-- DeLynn Senna, executive director of North American permanent placement services, Robert Half International

Do Thorough Research

If you're interviewing with a company, diligently research all aspects of their products, company strategy, executive team, and latest organizational changes. When you are in a situation with a recruiter or company representative, be yourself and don't be nervous. But be able to talk about the topics that interest you with passion.

-- Ross Pasquale, recruiting/sourcing consultant, Monday Ventures

Tailor the Resume and Network

In order to land a job in 2010, you will need to network and tailor your [resume](#) specifically for each position.

Think of everyone who might be able to help you -- family, friends, social acquaintances, former business associates, leave no stone unturned. Don't be shy! You can get the word out without being obnoxious or sounding desperate. Join a professional organization and attend the meetings. You'll get useful information and leads by [networking](#) with those who are active in your field of expertise.

Create a general resume that can be customized. Be aware of keywords. Use bullet points for a cleaner look and just state the facts. Recruiters will not spend time on a resume that contains errors and doesn't have a professional appearance.

-- Debbie Dean, recruiter, Wells Fargo

Go for a Realistic Match

Job seekers must remain focused on opportunities that are a solid match to their background, skills, and abilities. While it might be tempting to apply for every open position out there, a targeted search will be a much more efficient use of job-search resources and will give the best chance of success. A hiring manager's number one question is, "Why did this person apply to my job posting?" To be a successful finalist, you need to have a better response than, "It was open."

-- Noah Apodaca, lead recruiter for staff at the University of California, Irvine