



DWSIMPSON

PREPARING FOR YOUR JOB SEARCH

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Whether you are looking for the next step in your career, are out of work, or looking to relocate to a new city, preparing for your job search will assure that you make a strong impression on potential employers.

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UPDATE YOUR RESUME

In addition to adding your current responsibilities to your resume, take some time to consider the type of role you are looking for as the next step. Does your resume speak to what you want to do? You may want to add a Professional Summary that outlines your exposure to projects specific to your career goals, especially if you are looking to move into a different area. Make sure you are highlighting your accomplishments, not just listing your skills. Any information on how you have brought value or reduced spending in your previous roles should be noted.

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REVIEW YOUR SOCIAL MEDIA

Take the time to review your Social Media presence and think about how you would be seen by a future employer. This may be an employer first impression of you, make sure it is positive.

UPDATE LINKEDIN

LinkedIn is a great opportunity to let future employers see your value. Take some time to fill in your information, it should read like a snapshot of your resume. Choose a photo that is a professional representation and make sure your summary reflects your accomplishments. Don't forget to include volunteer activities.



RESEARCH THE JOB MARKET

Get an idea of the type of roles that are available and the current salaries, you will want to do some research. You can start by checking out the DW Simpson website, where you will find an up to the minute list of open roles, plus a salary survey specific to the industry. Our website is a great place to get an overview of the current job market.

START SHARPENING YOUR INTERVIEW SKILLS

Your DW Simpson recruiter can help you here! This is the time to review interview materials and start practicing for phone, video and in-person interviews. Interviewing is a skill and requires practice!

REFERRING

PREPARE REFERENCES

Take the time to consider the individuals who you would like to use as references. Reach out to confirm that they would be open to speaking on your behalf. This can also be a great networking opportunity if you have not spoken with them in a while. Don't reach out to individuals in your current company, unless they know you are looking for a new job. References from your current employer can wait until you are farther along in the process.

CONTACT YOUR RECRUITER

Of course we want to hear from you! With over 30 years of experience placing actuaries and analysts, DW Simson brings the experience and industry contacts that will assist you in finding your next opportunity. Your assigned recruiter will provide information on jobs and will take you through the process from helping with your resume to negotiating your offer!



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| THINK ABOUT SALARY AND TITLE

The time to consider your compensation requirements and the type of title you are looking for is before you start interviewing. Consider your current compensation and any potential increases over the next 6 months to a year. What about bonus potential and LTI? You will want to have an idea of the total package you are looking for, not just a base salary.

| CONSIDER GEOGRAPHY

Most candidates are not looking to make a physical move, but if you are open, there is a much larger pool of opportunities to grow your career. Although more companies are open to remote workers, if you require a fully remote position that will limit your scope. For candidates who are at the beginning of their career, being open geographically will allow for many more growth opportunities.