

TOP THINGS

FRESH GRADUATES MUST HAVE TO GET HIRED



FUNCTIONAL SKILLS

BEHAVIORAL SKILLS

1 Trainability



When it comes to trainability, employers know that half the battle depends on the employee's willingness to learn. If your target job requires a certification or training, show your potential employer your zeal to acquire knowledge. Even better, include examples to prove how you were eager to go through training, licensure, and certification in the past.

1 Willingness to Learn



Try new things, welcome new experiences, and listen to other people's advice. Specify in your resume that you are a fast learner willing and able to further your knowledge.

“...employers prioritize applicants who show willingness to be trained and to learn. Companies need new employees who can easily adapt to their processes and systems, learn their products and services, the dynamics of the industry that they are a part of, and what drives their success.”

Mr. Philip Gioca
Country Manager, JobStreet.com Philippines

2 Communication Skills



Employers favor workers who hold not just technical abilities but good communication skills as well. They believe that these skills will set them apart during the interview and in the later part of their career.

2 Initiative



Be resourceful, determined, and resilient. Use your initiative to show you're a desirable candidate—that you can think for yourself and take action when needed.

3 Competence



Be the best in your field! Set your priorities, separate the relevant from the irrelevant tasks, and focus on your job.

3 Honesty and Integrity



Employers know that dependable and prompt people who keep their words are valuable and trainable workers. So, show your integrity throughout the job-hunting process. Be honest when you write your resume and give truthful answers during the interview.



1 Internships/OJT

In today's stiff job market, internships have increased in worth on resumes. Highlight the major tasks you did during your practicum and write the best ones on your resume. Leave the rest as talking points during interviews.

* 80% of respondent companies said graduates should include internships in their resumes.



2 Extracurricular Activities

For fresh graduates, like you, with little or no work experience, extramural activities can show what important transferable skills you can bring to the position.



3 Part-time jobs

If your part-time job is different from the job you're applying, include the transferable skills you can use in your target job.

* 50 percent of hiring managers said that part-time jobs are attractive in resumes.



4 Grades

If you have high grades, include them in your resume to differentiate yourself from others and show an area of excellence.



5 School

More than half or 62.27 percent of employers still consider the candidate's alma mater when hiring an applicant. This was, however, a drop from 71 percent in 2015 and 77 percent in 2014.



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