



MEET Greater RDG



5 Steps **to Landing Your** *Dream Job* **in** **Greater Reading**

Whether you're a recent graduate looking to find your first job or you've been in the same field for years and are in need of a career change, Meet Greater Reading has the resources you need to find and land your dream position.

When selecting an area to accept a job and settle down in, there are many factors to consider such as educational opportunities, entertainment offerings and diverse career opportunities with growth potential. Greater Reading boasts all of the above and much more. Live here, work here, play here, learn here!

Step #1 Research Available Jobs in Your City

So you're considering working in Greater Reading? Great choice! Our workforce consists of over 200,000 people in a variety of industries and our area houses multiple company headquarters. Manufacturing, healthcare, hospitality, education, and distribution are a few of the many great industries that are looking for talent like you to join their teams.


While job hunting can seem overwhelming, we strive to make it fast and easy with our job board. Browse current job openings and directly apply [here](#). You have the option to filter results by the keyword, experience required, position type, and salary or browse all available in the area. If there's a company you want to learn more about, look for it on our list of the [top 25 employers in Greater Reading](#).

To explore local job opportunities, visit:

- [Visit PA Americana job board](#)
- [CareerLink](#)
- [GAGE Personnel](#)



Step #2 Apply and Follow-Up

A woman with short, curly hair, wearing glasses and a grey vest over a black top, is smiling and standing in what appears to be a computer lab or office. She has her hands on her hips. In the background, there are computer monitors and desks.

When you find a Greater Reading job posting that you're qualified for and it meets your requirements, it's time to apply. Read through the posting entirely to make sure you understand everything that is required when applying. A resume and cover letter are both common requirements, however, depending on the position, it may also ask for examples of past work, a list of references, or copies of industry-specific certificates. Submitting an application that is missing required articles or saved in a file type other than what was specified may eliminate you from the running.

While it may be tempting to submit a resume and cover letter you prepared for a previous job application, it's important to alter and tailor your documents to be relevant to the position you are currently applying for.

Tips for an [effective resume](#):

- Keep it short, concise, and to the point
- Make it stand out from the rest
- Keep it organized and clean with a Canva template
- Include keywords from the posting
- Review for any errors

After submitting your application, follow-up with the recruiter to state your interest and ask if you can provide any additional information.

Step #3 Prepare for the Interview

To many, the interview is the most intimidating step of the application process, but as much as they're evaluating you to see if you'd be a good fit for the company, you're also evaluating the workplace to know if it's suitable for you.

Preparing for an interview will not only help you do your best, but also settle any fears that may come with going into it unprepared. Beforehand, research the company and answer the question of why you want to work there. Is it because the company has a great reputation among employees or do you admire their products and services? That question may come up in the interview and you won't want to be left scrambling for an answer.

Research and practice answering [common interview questions](#) while keeping the [STAR method](#) in mind. The STAR acronym stands for situation, task, action, result, and can be used to keep your answers to situational interview questions complete and organized. When an interviewer says "tell me about a time when..." respond by sharing the situation you'll be explaining, the task you were in charge of, the action you took, and the outcome of the event due to your actions.



Step #4 Make a Great Impression



While your resume and cover letter may have earned you an interview, it's now up to you to make a great first impression and land your dream job.

The night before your interview, get your professional attire ready. Make sure your blazer is wrinkle free and ready to wear the next day. For hair, makeup, and accessories, keep them polished, tidy, and not distracting. If you have a habit of playing with your hair, pinning it back may help you resist that urge during the interview.

The night before is also a great time to get your documents prepared including:

- Copies of your resume
- Reference list
- Work portfolio
- Pen and paper
- List of questions

Arrive at least 15 minutes early to your interview. Discuss the meeting place with the recruiter ahead of time and map out the parking situation so you don't run into any unexpected obstacles the day of your interview. When you arrive, greet the team with a firm handshake and a smile. Show that you're enthusiastic about the position and interested by asking questions following the conclusion of your interview.

Your work is still not over once you leave. Follow-up with a thank you note to the recruiters. You should restate your interest, ask the recruiter if they need any additional information, and include any points you may have neglected to mention during the interview.

Step #5 Accept the Position

Congratulations! If you made it to this point, you must have received a job offer. Before accepting the position on the spot, you may ask for time to evaluate it completely. Compare it to any other offers you may have received, consider the salary, benefits, work environment and culture, schedule, and responsibilities, and feel comfortable in your decision. If the salary is lower than what you expected, you don't need to immediately decline. Negotiate a counter offer to a number that works for both of you.

When you have made your decision, formally accept or decline the position. If you accepted it, download our toolkit and available resources to #MeetGreaterRDG and prepare for your move!

