

BYLCx

Kick-start Your Career



HANDBOOK

KICK-START YOUR CAREER

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PLOT YOUR COURSE

1. It's alright not to know what you want when you're starting your career... But it's important to think about it and develop a career plan sooner than later.
2. Assess your current knowledge, skills and mindset. Do a gap analysis and formulate an action plan.
3. There's no such thing as a fixed plan – your situation and your ambitions will keep on changing – keep revising and updating your career plan.

BUILD YOUR NETWORK

1. Networking with others is a must to succeed professionally. You never know how someone might be helpful in the future.
2. Maintain a list (with contact details) of everyone in your professional network.
3. Stay in touch with and nurture your most important relationships. Festivals and birthdays are good opportunities to reconnect.
4. Always practice a giving first attitude.
5. Be proactive and make an effort to meet new people and build new relationships.

GET STARTED ON LINKEDIN

1. You must have a LinkedIn profile; recruiters will check your profile when considering your application.
2. Profile and cover pictures should be professional and friendly.
3. Write a catchy headline and bio.
4. Mention your education and professional/volunteer experience. You should cover the main points but don't need to go into too much detail.
5. Try to get endorsements and recommendations from your peers.
6. Post relevant content regularly.
7. Expand your LinkedIn network and follow your role models.

JOBS ON LINKEDIN

1. Indicate “Open to Work” on your profile. This can also be kept hidden from your current employer.
2. Regularly check new job openings from the “Jobs” section.
3. Create job alerts to get regular notifications in your email. You can set job alerts based on specific roles and organizations. Don't forget to follow different company pages.
4. Expand your network – take advantage of the Alumni Tool and search by name or organization to find your peers.
5. Stay active on LinkedIn! Many professionals post good opportunities directly on their LinkedIn profiles.
6. Pay attention to and carefully follow the application instructions for each opening.

JOBS ON BDJOBS

1. Search by keywords and filters.
2. Browse by categories and functions.
3. Keep an eye on the HOTJOBS section on the home page.
4. Pay attention to and carefully follow the application instructions for each opening.
5. Apply early!

FACEBOOK GROUPS AND OTHER RESOURCES

- 1.** Find and join multiple vacancy announcement groups on Facebook. You can search Facebook with keywords like “jobs”, “vacancies” etc. to find relevant groups. Also check the course resources. Turn notifications on and check the groups regularly.
- 2.** Find and follow HR and recruitment pages for different organizations. Keep an eye on these pages for job openings and special events.
- 3.** Make a list of companies you are interested in, and check their career/openings pages weekly.
- 4.** Check the course resources and explore more opportunities including placement agencies and other job portals.

UNDERSTANDING CVs AND RESUMES

1. CVs (Curriculum Vitae) are usually 2 or more pages long, and used for academic purposes. Resumes are usually 1 to 2 pages and used for general job applications.
2. Most job applications will require resumes, although recruiters in Bangladesh often say CV when they mean resume.
3. A resume should include:
 - a) Contact Information
 - b) Academic qualifications
 - c) Professional experience
 - d) Other/extracurricular experience
 - e) Relevant training & qualifications
4. Where possible, use the PAR method to highlight achievements instead of tasks. Use simple sentences and action verbs.
5. Keep your resume short and to the point. The main information should be visible within seconds.
6. Make sure the formatting (text size, colours, etc.) makes your resume easy to read.
7. Proofread your resume, and get it checked by others for any errors.

PREPARE YOUR RESUME

1. Don't use the exact same resume for every job application. Make a master resume that you can easily customize for each application.
2. Carefully go through the job description and adjust your resume to highlight skills or experience that would be valued for that specific role.
3. Include any extra details that are specifically mentioned in the job post, such as references, photos, etc.

GET YOUR APPLICATION NOTICED

1. Carefully read and follow all application instructions. Check whether a cover letter is required, if any documents have to be submitted, etc.
2. Try to write your cover letter from scratch and specifically for the role you are applying to. Keep it short, and highlight what makes you unique and best suited for the role.
3. Some openings specify what your email subject line should be. Keep your email subject line professional and clear – it is the first thing your recruiter will see.
4. Check and double-check your email before sending.

PREPPING FOR YOUR INTERVIEW

1. Thoroughly study the JD so you can respond to any questions related to it.
2. Research the organization in detail. You should know about their products and services, their values and culture, as well as any recent news related to them.
3. Go through recent news related to their industry.
4. Brush up on your technical knowledge.
5. Think about answers for the most common interview questions.
6. Don't overthink or try to have fixed answers for any questions. Do your best to prepare and believe in yourself!

ACING THE INTERVIEW

1. Always wear formal and professional attire for interviews.
2. Be mindful of fidgeting or any restless behaviour.
3. Interviews are as much about attitude as they are about qualifications. Showing a positive, confident and professional attitude will make you memorable.
4. Non-verbal communication matters. Don't forget to smile!
5. Be genuine – acknowledge if you don't know the answer to a question.
6. Check your devices and internet connection before a virtual or phone Interview. Have backup options ready. Make sure you are in a quiet location.

TERMS OF EMPLOYMENT

1. Be patient and let the recruiter mention the salary instead of asking too soon.
2. Before you commit, consider all the terms of employment, including remuneration package, working hours, leave policy, etc. Try to find out about the organizational culture as well if possible.
3. Be likable and the recruiter will fight for you. Even if you end up declining an offer, always maintain a professional relationship.

ORGANIZATIONAL CULTURE

1. Prepare for your first day – find out as much as you can about the employer and your team.
2. Create a support system and don't be afraid to ask for help. Try to find a mentor.
3. Maintain regular and clear communication with your supervisor.
4. Be positive, cultivate a growth mindset and practice a giving first attitude.

GENERAL ADVICE

- 1.** Think of your job search as a project. You need to have a plan, and work on it every day. Start with setting up your profiles on LinkedIn and job portals, updating your master resume, and reaching out to your network. Set a time daily to check new job posts on Facebook, LinkedIn and employers' websites. Target a minimum number of applications each week.
- 2.** Finding a suitable fit can take time, and there are times when there is less hiring taking place than usual. Even if it gets frustrating, be persistent – the next application might be the one that clicks!
- 3.** Make the best use of the time you have while looking for a job – take courses, work as a volunteer, work on a personal project. This not only shows that you are productive but can help you distinguish yourself and make you a more attractive candidate.
- 4.** Maintain a list or tracker of all the job applications you are making. There may be multiple stages to go through, including application submission, multiple interviews, assessments, etc. If a long time has passed since your last contact with the recruiter (in general two weeks) you can follow-up with a short email to see if you are still being considered and express your eagerness for the position.
- 5.** Your career is a lifelong journey. Be open to grow, be challenged and constantly rediscover yourself. Don't worry too much about your first job, you'll have lots of opportunities to make changes. Most importantly, love your journey!

ABOUT BYLC

Bangladesh Youth Leadership Center (BYLC), the country's first leadership institute, exists to build connections among youth from diverse backgrounds, equip them with leadership skills, and enable them to have high impact in public, private, and civil sectors. All our efforts aim to strengthen prosperity, justice, and inclusiveness in societies worldwide.