

How to Attract an Employer

5 Secrets to getting a job

By Henry Nwaigwe

(This article is mainly beneficial to young school leavers)

*M*any young people troop about looking for jobs but very few eventually get hired. Many employers are looking for young smart people to work for them, however, a handful of our young people are interviewed and hired. So why are they not getting jobs? Why are the employers not hiring freely?

Most times I conduct my interviews as an employer right in front of the office door. “When did you leave school? Did you complete senior school? Are you computer literate? Are you Internet literate? Do you have an active email address? Do you have your CV with you? When the answer to the last three questions are no, I thank the visitor and release him/her. Even when I am looking for a cleaner I pose the same questions. As an employer, I have decided that my cleaners would be computer literate.

So what should the youth (young school leavers) do to attract employers? They should do these five things. They would be surprised about the kind of response they would get.

1. Acquire relevant computer skills today

Not every computer skill is relevant for basic office operations, though all skills are useful, not all would give you audience in most small offices. Such computer skill as programming, web designing, and computer maintenance are useful but no one looking for simple office job should start with them. If you are looking for a simple office job start with such computer skills as ms word, ms excel, and ms access database and internet operations. You must start with the basics and later build up your skill portfolio. Employers want people who can do basic office operations. If you are already working but not computer literate enroll in a part time computer program and upgrade your skills. Use your lunch time to learn something new and useful. I have seen many young men and women work in shops for years without becoming computer literate. If you must move up in our society today you must strain yourself. Use your time well; learn how to use computers.

2. Acquire Telephone Answering Skills

Learn how to answer telephones professionally. Go to any bookshop, pick a book on that subject, read it cover to cover, do all the exercises, practice what you have learnt when you answer your calls with your cell phone. If you have access to the internet, you can easily take a one week online training, once completed they would mail you a certificate. Believe me; you would be proud of yourself. Add this to your CV, and if you are asked in an interview, tell your interviewer that you did a self or online study. He/she would respect you. Employers want people who are self motivated and ambitious. Many offices desire people who can do many basic things. You would get an interview if you add to your portfolio telephone answering skills.

3. Acquire Driving Skills

Learning how to drive could get you interview. Though this skill falls under the secondary skills, It could be a determining factor sometimes. In certain firms, if you don't have a driver's license, you would not be invited for an interview how much less be hired. However, in the order of importance, learn how to use computers, acquire telephone answering skills, volunteer to serve and then learn how to drive if you can. If you combine these four skills, you would get an interview within three months of acquiring them.

4. Volunteer to work without pay

One way of getting closer to your employer is to volunteer to work for certain organizations. Organizations like primary schools, Internet cafes, office support centers, and copy offices should be your primary target. Before you approach them put it in writing that you would never expect any payment throughout your volunteer period. State also precisely how long you would like to work for them. At the end of that period notify them you would be stopping, write to them and thank them for allowing you to work for them and request they give you a reference. You may not know it, but you have acquired experience, add it to your CV. It is in such environments that you would pick relevant skills that would make you attractive to an employer.

5. Find out what Employers Want

Ask friends and relatives who are working what their day to day work involves, ask them what their employers expect from them and find out what skills are mostly required. Find out if they are having any setbacks because of what they can not do for their employers. Inquire from your relatives and friends who were recently hired what they were asked in their interviews. Find out from them what they did to get an interview. If you get these information and act on it, you would be in a better position to make yourself attractive to prospective employers. In addition, you would be surprised to know that most of your friends who were hired have almost all the aforementioned skills.

In summary, it is my conviction that every young person who has just completed senior school or has been at home for quiet some time without job, must not loose hope or despair. Rather what they should concern themselves with is what they should do to attract employers. This attraction of employers goes beyond good looks. You must be ready to acquire skills, skills that would set you apart from others when your CVs are considered by employers. Remember, serious organizations would look at your VC before inviting you for an interview. Your CV is what they see, not your looks. So enrich your CV with above mentioned relevant skills and employers would be compelled to invite you for a chat. Learn something today; spend money on your brain, not on your brawn.

Henry Nwaigwe

Head of Support and Customer Relations

Merit and Fame Computer Systems

*If you have lost data due to virus attack, or your computer has become unusually too slow, or you just want to enhance the performance of your computers or you want additional computers for your office, please contact Henry on **00267 71728858**, sales@gabscafe.com or logon to www.gabscafe.com*