



5 THINGS YOU NEED TO KNOW ABOUT LANDING YOUR FIRST JOB

Trying to land your first museum job can seem impossible and frustrating. Use our tips below to help ease your mind, feel more confident about the daunting process, and get hired. Research shows that women are often their own worst enemy when applying for jobs. Educate yourself on this issue and send in your application with confidence! We've included some helpful links at the bottom of the page.

1. **Research.** Get to know the institutions and people you are applying to. Visit the museum or organization and read up about them online. Ask yourself, "Will I be challenged to do my best work? Will I grow?"
2. **Network.** It *is* all about who you know. People hire people, not names on a page. Join your regional museum associations to meet other like-minded individuals, ask them for their advice, and help yourself stand out from the pack. Check out GEMM's **5 Things You Need to Know About Successful Networking** for some more tips.
3. **Polish your resume and cover letter.** Draft your resume and cover letter, edit, share with a friend, and edit again. Never send a stock cover letter or resume; both should be tailored to the specific job you're applying for by highlighting your most relevant skills or experiences. Determine what to include by reading the job description, evaluating the skills required, and matching them to your own. Finally, your cover letter is your chance to prove your communication skills and set yourself above and beyond other candidates. Do not just repeat everything listed on your resume!
4. **Say thank you.** It is essential to follow up right after your interview with an email or handwritten note to thank your interviewer for their time. Not only is this good manners, a thank you note is your opportunity to get your name in front of people one last time and leave a positive impression. Reiterate that you are still interested in the position (if you are!).
5. **Don't settle, but be realistic.** One rarely gets their dream job right out of the gate. However, all jobs are what you make of them. Keep an open mind about how your first job and remember that it is just the beginnings of your career path.

Resources: <https://hbr.org/2014/08/why-women-dont-apply-for-jobs-unless-theyre-100-qualified>
<https://corporette.com/apply-dont-meet-job-requirements/> <https://www.fastcompany.com/40549589/how-and-when-to-apply-for-jobs-you-arent-qualified-for> <https://www.thelily.com/i-job-hunted-like-a-man-heres-what-happened/>

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