



Job Hunting Tips for Better Odds

Find the right job for you & apply confidently

1. Who You'll Interact with During Your Job Hunt

As you go through applications and interviews, you'll meet different people along the way.

Here's who they are and what they do:

- **Recruiters (Corporate)** – Work inside the company and connect you directly with hiring managers.
- **Recruiters (Agency/Third-Party)** – Work for an outside staffing firm and match candidates with multiple employers.
- **Hiring Managers** – The leaders of the team or department who ultimately decide if you're hired.
- **HR Representatives** – Handle paperwork, policies, and onboarding once you're offered a job.
- **Interview Panels or Team Members** – Sometimes you'll meet future teammates during interviews; they help assess if you're a good fit.
- **Supervisors/Trainers** - After being hired, these are the people who'll guide your day-to-day work and help you learn.

2. Where to Find Entry-Level Jobs

Here are places and job boards you should regularly check:

- Local job boards (city/county or school district websites)
- Online platforms like **Indeed**, **Glassdoor**, **LinkedIn**, and **ZipRecruiter**
- Bulletin boards at community centers, libraries, or churches

3. How to Prepare Before You Apply

Make sure you're ready:

- Update your resume with your **education, skills, awards, and any experience** (paid or unpaid)
- Be clear on **certificates or licenses** you have or are working on
- **Understand the job's requirements** (hours, location, work type)
- Practice talking about your work, education, and what makes you a good candidate
- Have good references (teachers, coaches, or previous supervisors), *if possible*

4. How to Choose the Best Job for You

Ask yourself these questions:

- **What are your hours, commute, and pay needs?**
- Do you prefer steady work or flexible hours?

Better Odds Academy (BOAEX) is a professional development & services firm offering private resume services, interview coaching, and professional etiquette training to transform eager job hunters into preferred candidates to land fulfilling jobs.

- Is the job aligned with your long-term goals or interests?
- Will you be treated well, receive training, and have people who support you?
- What kind of environment do you work best in - team vs. solo, fast-paced vs. steady, indoor vs. outdoor?

Wrap Up

You've got what it takes. Use your knowledge, check your vocabulary, prepare well, and aim for jobs that match your goals - not just what's available. **If you ever need help refining your resume, practicing for an interview, or just figuring out your best move, Better Odds Academy is here for you!**

23 Vocabulary Words Every Job Hunter Should Know

1. **Job Application** – The form you fill out to ask for a job.
2. **Resume** – A paper or file that lists your work, school, and skills to show employers what you can do.
3. **Cover Letter** – A short note you write to an employer explaining why you want the job and why you're a good fit.
4. **Reference** – A person (like a teacher, coach, or past boss) who can say good things about your work or character.
5. **Interview** – A meeting where an employer asks you questions to see if you're right for the job.
6. **Hiring Manager** – The boss or leader who decides if you get hired.
7. **Recruiter** – A person whose job is to find workers and connect them with companies.
8. **Job Description** – A list of duties and skills the job requires.
9. **Full-Time** – A job where you usually work around 40 hours per week.
10. **Part-Time** – A job where you work fewer hours, often under 30 hours a week.
11. **Shift** – The specific block of time you are scheduled to work (example: morning shift, evening shift).
12. **Onboarding** – The process after you're hired where you fill out paperwork and learn the rules of the company.
13. **I-9 Form** – Paperwork that proves you're allowed to work in the U.S.
14. **W-4 Form** – Paperwork that tells your job how much tax money to take from your paycheck.
15. **W-2 Form** – A yearly form your job gives you to show how much money you made and how much tax you paid.
16. **Probation Period** – A trial period (usually the first 30–90 days) where the employer sees how you do before making you a permanent employee.
17. **Soft Skills** – Personal skills like teamwork, communication, and showing up on time.
18. **Hard Skills** – Skills you learn, like typing, using tools, or driving a forklift.
19. **Benefits** – Extra things some jobs give besides pay, like health insurance, vacation time, or retirement savings.
20. **Promotion** – Moving up to a higher job with more pay or responsibility.
21. **W-2 Employee** – Employee classification; taxes are withheld, consistent pay, often benefits.
22. **1099 Contractor** – You work as a freelancer or self-employed; no benefits, taxes aren't withheld; pay depends on completed project work.
23. **Non-compete Clause** – Part of a contract that may limit you from working for competitors or in competing roles after you leave a job.



Better Odds Academy Services

Landing a job is more than just filling out applications - it's about standing out, making a strong impression, and showing employers that you're the best choice. At **Better Odds Academy**, we give you the tools, strategies, and confidence to compete and WIN in today's job market.

Here's how we can help you go further, faster:

- **Resume Development & Revisions**

Don't settle for a resume that blends in with the crowd. We'll build or improve your resume, so it grabs attention, highlights your skills, and gets you interviews.

- **Cover Letters That Work**

Employers don't just want to see what you've done - they want to know why you're a great fit. We craft persuasive cover letters that tell your story and set you apart.

- **Interview Coaching**

Walk into your interview with confidence. Through role-play, scripts, and feedback, we'll prepare you to answer industry specific tough questions and impress hiring managers.

- **Job Search Strategy & Action Plans**

Tired of applying with no results? We'll give you proven strategies, insider tips, and step-by-step action plans to find real opportunities faster.

- **Career Coaching**

Whether you're just starting out, switching careers, or returning to the workforce, our expert coaches guide you in setting clear goals and taking the right steps to achieve them.

- **Professional Branding**

From LinkedIn profiles to personal presentation, we'll help you build a brand that speaks professionalism and potential - so employers remember your name.

- **Workplace Readiness & Etiquette Training**

Learn the professional behaviors, communication skills, attire, and workplace habits that turn a job into a career.

With Better Odds Academy, you're not just "looking for a job." You're building your future. **Our services are designed to give you a competitive edge, save you time, and boost your confidence every step of the way.**

Book Your Session Today!

Need reduced pricing on private services? Click to purchase the [Better Than Basic Job Guide](#).

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