Choosing
the right job

To assess your chances of career success, do the person-job-environment fit test

Cultural fit
Finally, matching your organisational and cultural fit with the organisation you are seeking employment with is equally important. In fact, "poor cultural fit" is often the reason many employees leave after one or two years. The best strategy is to start one or two years before your job hunt to identify the organisational culture and practices of the potential companies you are likely to seek employment with. If they are big businesses like large banks, shipyards, property companies, multinationals and conglomerates, it is easier to find out about their culture and how they operate through newspaper and business magazine articles.

Fortunately, an increasing number of smaller and mid-sized companies are also writing feature articles in local newspapers and magazines, and these will provide clues about their cultures.

Many companies are also producing them- selves to markets; in your bid to learn more about companies, you can check out their websites and search for company articles in local newspapers and magazines. Featuring in articles in local newspapers and magazines about the culture and practices of companies is always a good idea. In fact, quickly scanning the Money pages of The Straits Times and company news in The Business Times often gives you insights into the culture of featured companies.

The types of personal qualities they are likely to seek in potential employees, and their work practices can be inferred from the content of the articles.

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TO WHOM IT MAY CONCERN

Your cover letter should be no longer than one page, and make sure that it is well written, professional, and free of errors. It should be tailored to the specific job for which you are applying and should highlight your relevant skills and experience. Avoid using generic text and instead focus on how your qualifications and experiences align with the position.

Choosing a job is about:

What to consider in a job

Desired personal qualities

When you look at advertisements for jobs you are interested in, check the requirements and ensure that you meet them. If you do not meet the requirements, you may not be shortlisted for an interview, let alone be selected.

Understanding who you are, what you stand for and how much "sale value" you can bring to your potential employer are the key things you need to do.

To quote the late Professor Peter Drucker in his article, Managing Oneself, in the Harvard Business Review: "...to do those things in your life where the structure of your values and where you can make the greatest contributions."

"Because only when you operate from strengths can you achieve true excellence."

When you find a job that suits you and gives you opportunities to use your strengths, you will succeed and earn "good pay."