

# FLASHPOINT CHICAGO

## A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

### ADDRESSING RELOCATION DURING YOUR JOB SEARCH

The biggest challenge to job seekers looking for positions in other cities is being viewed as a serious applicant. From an employer's perspective, interviewing and hiring a job seeker requiring relocation equates to additional cost and time, which can make you a lower priority compared to other qualified, local candidates.

Your priority should always be to sell employers on your skills, experience and the value that brings — regardless of your location. This reference sheet will help you know how and where to address the topic of relocation in your job search and how to overcome the hurdles that employers see when evaluating candidates.

#### MENTION RELOCATION ON YOUR RÉSUMÉ

- Indicate your willingness to relocate for a position in the summary section of your résumé by specifying your relocation availability or preference.
- Targeting a specific area: Use a statement such as, "Searching for a position in the Seattle area."
- Keeping your options open: If you're more flexible, include a statement such as, "Available to relocate nationwide." or "Open to relocation to the Northeast."
- Fixed plans for a specific area: If you have definite plans to move you can be specific with a statement similar to, "Relocating to Austin in October 2018."

#### USE YOUR COVER LETTER TO ELABORATE

- Your cover letter is the perfect place to further explain your situation. Here are a few examples of ways to address your relocation preferences.
- Returning to your hometown or former area of residence: This shows that you have existing ties in the target location, therefore you're more likely to make the move permanent this time around. For example, "Although I have been successful in my current position, I am eager to make a permanent move back to San Diego, CA." Don't be afraid to use humor and mention something unique to the town, such as sport teams or weather.
- Keeping your options open: Reaffirming your openness to relocation helps remove any doubt on behalf of the employer. For example, "At this point in my career, I am searching for a position that would be a perfect fit, therefore I am open and willing to relocate for the right opportunity, which is why I'm contacting you about this position."

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- Fixed plans for specific area: Give employers a rough picture of what your plans are so you can both set expectations about potentially filling this role. For example, “Please note that I will be relocating to San Francisco in October 2014. Your current available position presents the precise opportunities I am seeking, and I would welcome the time to discuss this opportunity in further detail. I’m available for phone or Skype conversations in addition to upcoming dates I’ll be in the area.”

### MAKE YOURSELF AVAILABLE FOR INTERVIEWS

When targeting a specific area, plan to be available and on location for a week or so to attend face-to-face interviews. Your cover letter can mention that you will be available for interviews in the location for a certain period of time. You may also suggest an initial phone interview and then arrange to meet in person if there is mutual interest. Be aware of how much travel time you need to get to an interview. Employers should be comfortable giving you at least 72 hours notice.