

Here is a list of the 10 most common, and lethal, mistakes that job applicants make:

1. Not actively pursuing goals and a lack of definitive strategy

Job searching should be taken seriously; a laid-back attitude towards this task may destroy the possibility of a successful job hunt. Make a list of what you want to do and select specific companies that you want to work for. Coming up with a detailed strategy and focusing your time and energy in achieving these goals ensure a greater chance of getting hired.

2. Taking anything that comes your way

So you don't have a job, but that does not mean that you should accept any available job. Taking the first job that comes along may seem like a good option at the time, especially if you are pressed for cash. But, taking on full-time work means that you'll have less time and opportunity to look for another one. Plus, you may have to conduct your job search secretly as not to upset your current employer. These factors may result in you not putting as much effort into looking for your dream job as you would have if you were unemployed, and you may get stuck in a position that you don't enjoy for a much longer time than you originally anticipated. So, if possible, have hope and hold out for that great job.

3. Not preparing a cover letter

A cover letter paves the way for the hiring personnel to notice you. If you don't have one, the chances are your resume will be cast aside along with all the others. Your cover letter is the perfect opportunity to showcase your skills and experiences in a more personal, stylized manner. Use it!

4. Handing out a poorly-written resume

In addition to a missing cover letter, a resume that is not well-written will only decrease your chances of success in your job search. The resume is the primary determinant in whether or not you land a job interview. Hiring managers get bundles of resumes, so you need to make yours stand out. The employer doesn't read each resume carefully; he/she just scans it briefly. This means that you need to ensure your resume is clear, succinct and contain keywords that capture the employer's attention.

5. Handing out a generic resume

If you don't personalize each of your resume submissions, then don't expect much from your job search. Hiring managers can tell whether or not you have put in the extra time and care; they've been in the business long enough to know what's what. Put in the effort, if you want the results.

6. Not proofreading your documents

A huge pet peeve of hiring managers is cover letters and resumes that are full of grammar and spelling errors. These documents are reflections of your personal and professional character, so make sure they're good ones. Spellchecking is as easy as a press of a computer button, so there are no excuses!

7. Not preparing for the job interview

Are you so confident you'll get the job that you don't prep for the interview? If that's the case, this may be your demise. Coming in late, not dressing appropriately, and performing poorly during the actual interview will render even the most qualified candidate unemployable.

8. Concentrating too much on your goals and wants

You need to stop focusing on just yourself on your resume and during your job interview. Instead, focus on your connection or compatibility with the position and the company. Think like the employer: don't just tell them what you are looking for, discuss with them what you can offer and bring to the company.

9. Sitting and waiting

Make, sure to follow up with your application at regular intervals. Show the company that you are really interested in working for them. If you have already been interviewed, send the interviewer a personalized and professional thank-you note reiterating your skills and qualifications.

10. Not taking advantage of networking

With today's advancements in technology, almost every person in the world is now within your grasp. Utilize social networking sites, LinkedIn in particular, to your full advantage. Doing nothing won't bring you any good, so step on it!

Most of us have made one or more of these mistakes at some point in our job search. The most important thing here is to acknowledge these errors and strive to improve on them. Don't sell yourself short; do all that you can to maximize your job search success.