

## **Job Search Basics**

1. Searching for a job takes time. Set a scheduled number of hours per day to look for work.
2. Keep open to a variety of job choices. If you narrow your focus to one particular job you can be devastated if it doesn't materialize. Keep looking, keep sending resumes, keep applying and interviewing until a job offer is actually made.
3. Today's job market is not the same as previous markets. What worked ten years ago, five years ago or even two years ago may not work today. Try new methods of job searching.
4. Research the job market; include information about current salary rates. There are many sources of information including the Occupational Outlook Handbook.
5. Ask for help.
6. Have your resume up to date. Tailor it for different positions. There are different formats for resumes. Put your information in different formats to see all possibilities.
7. Use professional quality stationery and envelopes. While shopping, pick up some professional thank you cards to use after the interview.
8. Have an up-to-date reference list.
9. Have your resume reviewed for strengths or weaknesses. Check your resume for spelling errors; do not rely on the computer spell checker to find errors-it can miss grammar and or incorrect words.
10. Be sure your resume fits the job you are applying for. Check the job description for target words, specific requirements and personal characteristics they are looking for. Include those words in your resume. The resume establishes your "fit" for the job.
11. Look at your email address. Does it have clues to your age? Christine1954@hotmail or mjones55@yahoo? or is your address too cutie mommyof4@gmail or suggestive hotty@yahoo? Get a new email with a more professional sound: mdayton7@yahoo.
12. Write a cover letter for each resume. Tailor the letter to the specific job and address it to the person responsible for hiring.
13. Submit your resume/cover letter exactly as directed by the ad. For example if they ask for your resume as an attached Microsoft Word file or PDF send by e-mail, then that is how you have to send it.
14. Do network with people who are working in the field you are interested in.
15. Don't limit your networking. Talk to everyone. Let them know you are in the market and what you can do. They may know of a job available in their building, from their neighbor or in the next town.
16. Post your resume on Internet databases, career-related Web sites, newspaper ads, and professional publications.
17. Contact job recruiters (limit these to recruiters who are paid by the employer—if unsure, ask)
18. Search the Internet, phone book, library reference guides, and professional publications for information on companies you are interested in and contact them regardless of whether or not a job position is being advertised at this time.
19. Attend job fairs and industry-related events—have copies of your resume with you at these events, available to hand out.
20. Volunteer your services to organizations in need. Stay active. This makes time gaps on your job history explainable—while you were job searching you remained active in volunteer work.

21. Prepare yourself for interview situations by practicing answering difficult questions. Video tape yourself to see how you appear to others.
22. Do not be too quick to ask about salary or benefits.
23. Thank everyone who has helped you in your job search.
24. Follow up by calling back to job interviews.
25. Send thank you notes to those who interview you—this courtesy can make a difference if two job candidates appear equally qualified.
26. Update your resume even after you have gotten a job. Information is fresh and easier to describe, especially as you document projects you excelled on.
27. Offer to help others in their job search. 7.4