



## Tipsheet: Finding a Job—How & Where to Start

Job changes happen: you've been laid off, you quit your job, or maybe you just want some change. In any case, searching for new employment is the time to make yourself look great, in person and on paper, for employers. Here are some helpful hints for a successful job search.

### Do Your Research

- Assess your own skills and abilities. Know what you want out of your job. You have to know what you're looking for if you want to find it.
- Start searching 40 hours a week. Finding a job is your job until you find employment.
- Call companies or businesses that you are interested in and find out the best time to apply. Some companies only accept resumes and applications at certain times or on certain days of the week.
- Network. Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up new leads immediately.
- Read pamphlets and books on how to get a job. The time you spend reading these materials will save you a lot of time in your job search.

### Prepare

- Set priorities and pace yourself. List tasks in order of importance. Do the most important activities when you feel strongest and most energetic.
- Create a resume and cover letter or have a list of skills and background experience ready for job applications.
- Have a "master application," resumes, pens, maps and job information with you all the time. Who knows when a job opportunity will come your way?
- Know where to look for jobs. There are a lot of resources available, here are a few: private employers, state employment service offices, libraries, and newspapers.
- Prepare for your interview. Know the company you are interviewing with. Practice for your interview, have friends ask the questions so you can practice thinking on your feet.
- Most importantly, show up to your interview on time. Know where you are going and leave early so you make a good impression.

### Follow-up

- When you leave an application or resume with an employer, find out when you can call back to ask about possible interviews, then do it. Always follow-up with a phone call, it shows interest.
- After an interview, send a thank-you note immediately. Rehighlight your skills and abilities and your interest in the job and thank them for their time.
- If you are asked to call back or come back, make note of the time and be sure to call.

Source: *Tips for Finding the Right Job*, available at: [www.empowermentzone.com/rightjob.txt](http://www.empowermentzone.com/rightjob.txt)

Resources: [United Way 2-1-1™](http://www.unitedway.org) is a free and confidential, 24-hour information/referral line that can connect you to helpful programs and resources in our community. Just dial 2-1-1 or 651-291-0211.