

# Ten Job Search Tips

1. **Get organized:** Prepare or update your résumé. A current résumé prepares you for an interview when that perfect job is advertised. Prepare to keep thorough records of everything you do pertaining to your job search.
2. **Polish your interview skills.** You're not ready to start your search for a new job until you can answer questions about why you want the job and why you are qualified for the job.
3. **Identify all employers** in your geographic location who employ people with your skills and/or education. Look in the local yellow pages of the phone book, request the information from your local Chamber of Commerce, read the Help Wanted ads in your local newspapers, contact state and private employment agencies.
4. **Research.** Gather information about the companies on your list of potential employers. Use the Internet, your local library, business newspapers and trade journals to find out about the companies.
5. **Network.** Tell everyone you know that you are looking for a job, making a career change, etc. If you contact 50 people about your job search and they each contact 50 people you now have 2500 people helping you find a job. Over 75% of current job openings are not advertised so the only way to discover them is to network. Referrals land more jobs than any other resource.
6. **Develop a "30 second commercial" about yourself.** Focus on your skills and/or education that qualify you for the job. Identify your professional strengths that you can bring to the job.
7. **Identify your top 5 local employers** and send a résumé and cover letter to each one. Keep track of the person to whom each letter was sent and the date each was mailed.
8. **Make appointments.** Try to schedule appointments with the person at each organization who has the authority to hire you. If that is not possible, schedule an appointment with someone in the personnel office of each organization. If you are unable to schedule an appointment, try to schedule an informational interview. You can use this setting to gather information about the company, the hiring practices, and current or future openings.
9. **Enhance your work experience** through an internship or part-time job with those companies you've identified as potential employers. An internship offers the opportunity for you and the employer to get to know each other and decide if this is a good fit for permanent employment.
10. **Go back to your list.** If the first five employers have not offered a job, select the next five you want to contact. Keep accurate contact records and notes about each company so you are prepared for an interview.