

How to Job Hunt and Write Resumes

Tips for Job Hunting

- Don't be lazy
- Don't forget to use all the resources available to you
- Don't ignore any job leads
- Don't interview your favorite companies first
- Don't get caught unprepared
- Don't be a motor mouth
- Don't be a zombie
- Don't bad mouth anybody
- Don't be pushy and don't beg for the job
- Don't forget to sell yourself
- Don't forget to follow up

Getting Started

- Search in local newspapers, and big city papers, libraries have newspapers
- Respond to ads in 24 hours or less
- Check out the company's website
- Visit 50states.com for newspapers in the US
- Visit job sites like: monster.com, careerbuilder.com, hotjobs.com, and jobfinder.com
- Visit ajb.org for job listings
- Direct mail can help greatly, mail all companies your resume and letter asking for a job interview

Job Hunting is nothing to be afraid of!

- Jobs are created two ways... replacement and growth. 59% are replacement jobs, 41% is growth.
- Show employers that they should hire you.
- For practice, visit a company that you would not like to work for and sit through an interview.
- People are friendly and warm usually. They are interested in you and the great things you can do. You are new energy for the company.
- You will get to do a lot of bragging about you and will walk away from the interview feeling pretty good about yourself.

Choosing your occupation!

- Start with a wish list. What are your dreams, ambitions, hobbies?
- If you don't decide, then an employer will put you where they need you.
- Look at www.dol.gov, click on occupational outlook handbook to see details about all sorts of jobs.
- Talk to a career resource counselor at your school.
- Talk to workers at various jobs, find out what they like, and don't like about their job.

Resumes!

- Resumes are your flyer, advertising what you can offer to employers.
- It goes beyond the general information about education, work, and experience; it shows your skills, abilities, and accomplishments.
- You look more professional if you create your own resume or flyer.
- Make it irresistible, be creative, paint a picture about your skills.
- Promote your skills; no one else will know what a great catch you are.
- Remember to KISS: keep it short and simple.
- One page, sentences brief under 12 words
- Give examples, be positive, be enthusiastic.
- Don't give class rank, GPA, or salaries.
- Avoid fancy fonts.
- Proofread, print on normal sized paper, quality white paper.
- Think of it as a sales brochure.
- No official format.
- If you were fired, put the job in but not that you were fired.
- Example of sections in a resume (in order): Heading, Job Objective, Education, Skills and Abilities, Work Experience, Military Experience, Personal talents and Skills.
- Show the strengths that you have!

Show that you are qualified!

- Qualified means that you either have the skills to do the work, or that you are able to learn the skills quickly.
- Send letters and a resume asking for the job.
- Letters should be addresses to a person directly .
- Find addresses in the yellow pages.
- Don't drop by to talk to the manager, they might not be available, and it is not polite.
- Write 20 letters a week to get 1 job interview.