

Job Search Basics

Having prayerfully considered: calling, gifts, interests, education, opportunities, goals

- Develop a resume and cover letter
 - Laser printed, ivory paper
 - Tailor cover letter for each position
- Uncovering openings- shoot for 20
 - Family, friends, relatives, neighbors, classmates, teachers, and the people they know
 - Applying directly to the employer
 - Newspapers
 - Yellow pages
 - Trade journals and directories- check the library
 - The World Wide Web
 - Job Fairs
 - Employment Security Commission & Office of State Personnel
 - Chamber of Commerce
 - Agencies (i.e. United Way)
 - Informational interviewing
- Make contact
 - In person
 - Phone- Get the name and correct spelling
 - Mail
 - Follow-up, follow-up, follow-up (assertive but not obnoxious)
- Interviewing
 - Prepare, practice, prepare (learn about what they do, prepare for common questions)
 - Dress professionally (appropriate)
 - Sell yourself and what you can do for them
 - Ask good questions of them
 - Send thank you note
 - Call to see when you could expect to hear about the position
- Negotiating an offer
 - Remember: they selected you
 - Do some figuring: needs, going rate, your dream offer
- Other things to consider (if you haven't found the right position yet):
 - Volunteering
 - Staffing agencies
 - Keep your goal in mind (make time to search for the right job by not working too much and keep your overhead low- avoid getting the new car if you can)