

## CONDUCTING AN EFFECTIVE JOB SEARCH

Conducting a job search can be challenging and time consuming. There are several components that contribute to a successful job search. The key is to have a plan and be organized. The more effort you put into your search the greater your chances of success. The following are guidelines for a successful job search. If you would like additional information or assistance with your job search, please contact our office for a free appointment with an employment specialist.

- **Assess your skills** and what you have to offer an employer. Throughout your job search, you will be expected to justify your candidacy for positions. Once you have assessed yourself and your strengths, you will be able to confidently and comfortably market yourself both in person and on paper.
- **Identify the sources** you will consult to find employment opportunities. Some examples include internet search sites, targeted employer websites, newspaper ads, leads found through networking, job fairs and employment agencies.
- **Networking is vital.** You never know who you might be talking to so keep your conversational skills sharp. Always be prepared to deliver your 60 second commercial without notice and able to market yourself in person, in an interview and when networking opportunities present themselves.
- **Develop a record keeping system** to track the jobs you apply to and other information, so you can follow up on all leads, interviews and other possibilities. You will want to maintain copies of all correspondence and detailed notes on interviews, conversations, and research.
- **Create an effective resume** that will address the employer's needs and make you stand out from the competition. Be sure to market your education, skills and experiences. Consider the basic components of a resume, formatting strategies and tailor your resume to the job you are applying to.
- **Sharpen your interviewing skills** so that you are prepared when an employer calls. This is an important part of your job search; it is where you will land the job. Anticipate and practice commonly asked questions and be sure to follow up after the interview.
- **Stay Positive.** Looking for a job is a challenging full time job. You can do all the right things and still have doors closing in your face. A support system is essential to keep you from becoming discouraged. You need to have people to talk to, ideally, people in similar circumstances. Many schools and community organizations have organized Job Hunters Support Groups; if you can't find one, start one!