

Job Hunting Tips

- ▶ Job-hunting is a full time job; you should spend at a minimum 15 hours a week.
- ▶ Take the initiative and meet with employers face-to-face.
- ▶ Chances of getting a job are better with smaller companies than with large ones.
- ▶ Know yourself; identify your skills in detail and in priority.
- ▶ Research your potential employer; find out all you can about the organization, this will show the employer that you are interested.
- ▶ Be persistent but not aggressively obnoxious; keep at the job hunt and make return visits.
- ▶ Sell your skills, talk about what you can do, not what you did at your last job.
- ▶ Discover or develop alternate names for the work you do, or alternate jobs where you can use the same skill.
- ▶ Investigate many different organizations or businesses for job openings. Don't limit yourself to one type of organization.
- ▶ Don't "put all of your eggs in one basket" by relying only on relatives, just sending out resumes, or just applying to your first employer choice.
- ▶ Decide what makes you better at the job you are applying for than everyone else, and then sell it to the employer.
- ▶ Get as many other people helping you look for a job as possible: friends, relatives, coworkers, professionals, and so on.
- ▶ Look as sharp as possible when out looking for a job; be clean, well dressed and alert.
- ▶ Be sure to write thank you notes to everyone who assists you in your job search, do it daily if possible.
- ▶ *Remember:* No one "owes" you a job; it's up to you to "win" a job by showing a potential employer that you have what it takes to do the work required.

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