



Are You Ready For Your Job Search?

Develop and execute a successful job search

TECHNOLOGY TOOLS	
Access to a computer with internet service and a printer. Knowledge of basic word processing software.	<ul style="list-style-type: none"> • Search for positions and apply on line. If you don't have a home computer or internet access, check your local library for assistance. Many of the libraries have computers that can be used for job searches. • Create resumes and cover letters. (If you are using the library computer, you should have a flash drive on which to save your files). • Use your printer to print resumes, applications and even business cards. You can print at the library for a fee per page.
Telephone	<ul style="list-style-type: none"> • Have voice mail capability on home and cell phones. Make sure your outgoing message is professional, no music or cutesy sayings. Be aware that your beliefs may impinge on the listener—and that could affect your employment opportunities.
Facebook, Twitter and other social media	<ul style="list-style-type: none"> • If you have personal accounts with any social media, set the security levels so only your friends can see your posts. Remember anything on the internet can and will be found by a prospective employer.
ORGANIZATIONAL TOOLS	
Dedicated work space	<ul style="list-style-type: none"> • Find a space at home or the library where you can focus on your job search. Set and track weekly goals, tasks and appointments.
Be organized	<ul style="list-style-type: none"> • Record information on each job for which you applied and any other job related contacts. Include the company name, the date you submitted your application, the contact person, and how you learned about the job. Document any relevant information you obtained at job fairs, employment related workshops and service organizations. This information can be recorded in dedicated computer folders or on paper. A 3-ring binder with tabs may be helpful in organizing hardcopy information.
Create a resume and cover letter template	<ul style="list-style-type: none"> • By having a template, you can customize your resume or cover letter for the particular job you are seeking. This will be a great time saver. • If you have not created these documents, utilize any services available. Examples of free resources include the public library, Careerbuilder.com or AARPWorksearch.org. • Always check spelling and have someone else proofread before sending anything.
DRESS FOR SUCCESS	
Present a professional image	<ul style="list-style-type: none"> • You have only one chance to make a good first impression. Be well groomed and dress for the position for which you are interviewing. • If money is tight, check out second-hand shops. Often they have high-end clothes at a fraction of the original price. (Dark/neutral colors are business-appropriate.) • Use caution with aftershave or perfume as many people have allergies that could be affected in the interview. Keep jewelry to a minimum.
<p>Remember, finding a job is a job! Plan to spend 40+ hours each week to be successful. Additional information on the other side.</p>	

NETWORKING AND SUPPORT TOOLS

Elevator Speech	<ul style="list-style-type: none">• An “elevator speech” or “one minute commercial” is an introduction of you, your skills and job interests.• It is normally 30 seconds to a minute. Through probing or questioning by the listener, it allows you to expand information on your job search.• The elevator speech is not a memorized paragraph. It highlights the top 4-5 points about your background and experience—points that you want to be sure an employer or networking contact hears about you.• Although they are most useful in networking events, or beginning an informational interview, you can use your elevator speech any time.• Make it intriguing. Make it clear and concise. Make sure there is a “hook” which draws the listeners to want to hear more about you!
References	<ul style="list-style-type: none">• Before you submit the name of a reference, obtain their permission. Be sure the person has enough information about you and the position you are seeking to respond to reference inquiries. Make it easy on your references—give them details on your search and applications.
Professional/Trade Organizations	<ul style="list-style-type: none">• Stay connected with colleagues and organizations so you can stay current on what is happening in your field and expand your network needed to find a job.
LinkedIn Profile	<ul style="list-style-type: none">• LinkedIn will provide you with a public source for recommendations, as well as, a way to display your expertise through participation in group discussions.• It gives you opportunities to connect with people and broaden your network, particularly when you are searching for a company contact.

FOLLOW UP TIPS AFTER JOB/CAREER FAIRS, INTERVIEWS, NETWORKING EVENTS

Immediately after the interview or event	<ul style="list-style-type: none">• Following up with employers can not be overstated. Send thank you letters or emails immediately, and include a copy of your resume.
A week or more after the event	<ul style="list-style-type: none">• A second follow up can be made by phone, email or mail. Include information you may have found in the newspaper or on their website to show you are interested in them. Your message to them, “you are the best candidate”!

ADDITIONAL INFORMATION

Networking Cards	<ul style="list-style-type: none">• To ensure an employer, or network contact, can find you, printing a networking card may be to your advantage. They are similar to business cards and provide critical contact and career information about you. Used in any situation (social or professional), the cards help to keep your name readily available to the employer or contact.
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