



## HOW TO FIND A JOB

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To have the most successful job search, applicants need to utilize a variety of job seeking methods and allocate time properly. Spend more time on the most effective methods and less time on the least effective methods. Finding a job is hard work and it is a full-time job in itself. Don't give up if a job is not found in a week or a month. The search for a quality job requires time, and keep in mind that everyone goes through the same frustrations.

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### **JOB SEEKING METHODS**

- Networking/asking friends and family if they know of any related openings or if they know of any information or resources to advance toward goal.
- Applying directly with the employer.
- Using the college placement office.
- Getting job leads from instructors.
- Searching the want-ads.
- Using the Employment Security Commission/Job Service office.
- Going to temporary agencies/staffing services (these do not charge a fee).
- Going to a private employment agency (can be 'fee paid' or applicant may have to pay a fee).
- Attending job fairs.
- Mailing out hundreds of resumes.
- Using the yellow pages, company brochures, letterhead, or magazines to call employers.
- Utilizing the resources at the Chamber of Commerce.
- Calling job hotlines.
- Searching the Internet.
- Doing volunteer, co-op, or internship work.
- Listening to radio and television ads.
- Using specialized reference materials.
- Looking at bulletin boards in church, laundromat, grocery store, apartment complex.