

Your Job Search and Job Resources

To succeed in finding a job, you must have a plan and work the plan.

Tips and Tools for a successful job search Here are six tips for success:

1. Create a plan and work the plan
2. Be persistent and patient, it may take time
3. Be assertive, ask questions, and act like you want it
4. Provide written contact info so people know how to contact you
5. Always follow up on applications and interviews
6. Use all resources you can find: job listings, local centers, people you know, friends, newspapers, etc.

Check off each of these tools as you compile them:

- Compile your job preferences (see below)**
- Identify sources of job openings and potential jobs**
- Compile personal info for filling out job applications (next Activity)**
- Your resume**
- Your Job Search Planner (see below)**

What working conditions do you prefer? Before you start your job search, consider the kind of job you would enjoy. This will help narrow your search. Plus, you'll enjoy your job more if it's one that you like. Sometimes, there are very few jobs available to you, due to the economy, where you live, or other factors. In this case, you may have to make the most of whatever work you can find. **Attitude is everything. A positive outlook - during your job search and on the job - will make life much more pleasant for you and those around you. Check all your job preferences below:**

- I like to work outdoors.**
- I like to work indoors.**
- I like to work on my own.**
- I like to work in a team with other people.**
- I like to read and write.**
- I like to work with numbers.**
- I would like to work with computers and office equipment.**
- I like to work with tools and machinery.**
- I like to work during the day.**
- I like to work during the evening.**

Enter your other job preferences below...

ASSIGNMENT: Go to the counseling office at your school and learn what job resources they have. Describe the resources here:

Workforce Development Centers and One-Stop Centers The federal government funds programs called "workforce development." Some of the funds pay for "workforce centers" around the U.S., sometimes called "One-Stop Centers." If you live in or near a larger city, there is a Workforce or One-Stop center near you. The Centers provide a number of resources:

- Job banks
- Job search resources
- Job referrals
- Youth programs
- Classes and workshops
- Personal counseling and assistance
- Help with transportation
- Job training
- Phones, copiers, fax machines
- ...and more!

→ **Using your local phone book, see if there's a Workforce or One-Stop Center near you.**

Locate links for your local newspaper(s)

→ **Your local newspapers and the local online job listings in your area are the best sources of jobs.**

Plan Your Work, Work Your Plan

In a job search, you need to have a plan and work the plan. People may not call you back. You need to keep detailed records of all your applications and interviews and follow up on every one.

→ ***In your online account, download the Job Search Planner.***

Remember, it's up to you to get busy, make the phone calls, do the interviews, and make it happen!



© 2008 Pikes Peak Learning Company - TOLL FREE 866.471.4285