

# EFFECTIVE JOB SEARCH TOOLS

### THE ESSENTIAL TOOLS FOR GETTING AND KEEPING A JOB!

**1. ATTITUDE!** Have you ever heard the phrase, "ATTITUDE IS EVERYTHING?" Well it is. Even though being unemployed can be depressing and an unhappy time in your life, you need to maintain a positive attitude. Employers can pick up on a poor attitude from day one; make sure yours does not get in the way.

**2. Be and act professional:** Employers have the ability to be choosy. Make sure that you are acting appropriately. The telephone where your messages can be left should include an extremely professional voicemail message. Avoid using music that may be offending. Your email address can also make a negative first impression; make sure to use an email address that is not vulgar or offensive.

**3. Compile a professional résumé and a minimum of three professional references:** The résumé should be well organized and free of error. The résumé must include your work history and the month and year of when you started and left the employment. Your professional references should be someone who can attest to your work abilities.

**4. Prepare a cover letter:** This cover letter should be changeable so you can make it specific to any job postings for which you want to apply.

**5. Register with the Michigan Talent Bank:** The Michigan Talent Bank is a very helpful tool in your job search; it will allow you to search for jobs anywhere in the state of Michigan. You can set up a Job Scout that will automatically send new job postings to your email.

**6. Obtain letters of recommendation:** Talk to former employers, teachers, coworkers, volunteer group leaders, and other members of the community who know you well and ask them to write a letter of recommendation for you. It is nice to have at least three letters of recommendation so that when you apply for a job you can choose one or two to attach with your résumé.

**7. Network:** Talk with people and let them know you are looking for work. Be able to briefly explain your job target and why you are a good candidate for that occupation.

**8. Dress for success:** The first impression means everything. As you begin the next steps of your job search be conscientious about your appearance. It is equally as important to dress appropriately when filling out applications as it is when going for an interview. It is said that you should dress one step above what you would be wearing on the job, so if you would be wearing jeans, wear dress pants and a nice shirt or blouse and appropriate accessories. The main thing is to be clean and well groomed.

**9. Get out there. Make yourself seen and known.**

- a. Target the hidden job market.
- b. Search newspapers and websites.
- c. Make direct contact with employers.
- d. Use the phone book and make phone calls.
- e. Talk with everyone in your day to day travels at the gas station, grocery store, school, doctor's office, church, dentist, hospital, etc.

**10. Take your résumé everywhere:** It is very important to have your résumé with you at all times, you never know when you will have the opportunity to hand one out.

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**11. Give your job search the time it deserves:** Many people believe that the only way to get a forty hour per week job is to apply forty hours per week towards your job search. Job searching is a job; the effort you put forth will give you the results you desire.

**12. Applications:** An application can be another first impression; therefore it is very important that it is filled out correctly and completely.

**13. Do not undersell yourself:** When filling out applications it is acceptable to write “negotiable” on the wage desired line. It is important not to under or oversell yourself from the beginning.

**14. Stay organized:** Keep track of when, where, and how you are applying for jobs. It is important to know when you applied so you can call to follow up on your résumé/application.

**15. Practice your basic skills:** Many employers conduct pre-employment and sometimes administer pre-interview basic skills testing. It is important to prepare and review your math, reading, and/or keyboarding skills so you can practice the areas you need to improve in. The Michigan Works Learning Lab can help you determine your current skill levels and then help you upgrade those skills as needed to prepare you for the job market.

**16. Be prepared to interview....practice:** When preparing for an interview it is very important to review your work experience, training, and education. One excellent way to review is to prepare and study a list of skills and sample responses to common interview questions. (Additional practice materials are available from your Career Advisor.)

**17. Send a thank you note:** Directly after your interview, send a Thank You Card or Letter to each person with whom you interviewed. This is an essential step which will help you get and keep your name on the top of the list. You can handwrite the thank you on a greeting card or type it on full size paper.

**18. Conduct informational interviews:** Informational interviews are great ways to prepare for an interview, network, discover job opportunities, or find out more information about your occupation or career of choice.

**19. Compile a portfolio:** Portfolios are not only a way to showcase your skills, abilities, and achievements, but are an excellent tool to help you prepare for and use in your interview.

**20. Volunteer:** Volunteering in the community can be a great addition to your job and career search by helping you to build your self-esteem, job leads, job skills, and an expandable network.

**21. Retention....keep your job:** Now that you have this new job, it is important to do all of the right things to keep it. Even if this new job is your “B” job, it will allow you to develop skills that will eventually land you the “A” job.

**22. Show appreciation!** Thank all of those people who made your job search successful; you never know when you might need their help again. It would be wise to have available Thank You Cards to show your appreciation towards those who have assisted and guided you. Dollar and Discount Stores have nice selections of affordable cards or if you are feeling creative, make some of your own.