

JOB SEARCH TIPS

- ✓ **C**onsider new types of Work that utilize the same skills that you developed on previous Jobs. Ask yourself a few questions: "Is there currently a market for your skills?" "Do you need to consider training for a new Job?" "What type of Work do you enjoy the most?" "What type of Work do you never want to do again?"
- ✓ **T**ake charge of your Job Search - The more work you put into it, the greater the chances you will find the Job you really want. Make at least six (6) Contacts per week.
- ✓ **T**ell everyone you know that you are looking for a new job. Most Jobs are found through word of mouth, networking with friends, family, former co-workers and other people you know. Increase your chances for finding a Job by using all resource - Pay attention to the media - They often report about new Companies or existing Companies that are expanding, investigate Employment Agencies and local Workforce WV Career Centers, use Phone Directories and Business organization Membership Directories to generate new Contacts, visit local Companies' Websites because they often post Job Information, etc.
- ✓ **W**hen you find a job that you are interested in carefully follow the Employer's Job Application Instructions. No Employer wants to hire someone who can't (or won't) follow Instructions.
- ✓ **C**ustomized your Resume for each Job Position you are applying for. Explain how your knowledge, skills and experience match what the Employer is looking for.

- ✓ **F**ill out a Master Application and use it to transfer information to an Employer's Application Form. This will save you time and ensure that all of your information is accurate and complete.
- ✓ **S**tay organized. Track your Job Hunting Activities using a Work Search Log. Follow-up is very important. Your Work Search Log should have all of the information concerning who you contact, when, how, what information was provided and what is the next step.
- ✓ **K**eeep a positive attitude! Most likely, finding the right Job for you will take some time, and no doubt you'll encounter occasional disappointments. Your positive and optimistic attitude will come across to Employers!

RESUME WRITING TIPS

- ✓ **A** good Resume will effectively summarize your knowledge, skills, and Work Experience and help set you apart from other Applicants. Be creative and truthful. It is definitely OK to brag on yourself a little! How else is the Employer supposed to know how wonderful you are? If you need help with this, ask a close friend to help you write your Resume. They can often see positive characteristics in you that you don't see.
- ✓ **W**henever possible, customized your Resume for each Position you are applying for. This is your best chance to explain how your knowledge, skills and Work experience match what the Employer is looking for. Read the Job Description carefully and include information about yourself that directly addressed the Qualifications mentioned.
- ✓ **C**hoose the type of Resume that presents your Qualifications in the best light.
- ✓ **A** Chronological Resume provides a timeline history of your past Work and Employment Experience. This format is widely used and works well if you haven't changed Jobs often or had any Gaps in your Employment. We recommend this type of Resume if you had a steady Work Record and experience that directly relates to the Position.
- ✓ **A** Functional Resume provided a collective summary of your education, skills and Work Experience and emphasizes skills rather than Employment or Direct Experience. This format is preferred when you have an extensive Work History or no Work History, are changing Careers, if you had a period of time when

you held several Short-Term Jobs, or if you had a substantial Gaps in your Employment.

- ✓ **D**o include information about: Your educational level, special training, etc. completed; A list of your abilities to use equipment, tools, software applications, etc.; Previous Work Duties, Experiences and any special projects you have worked on; Special recognitions and awards that you have received; Community and Volunteer Services; and, Your Contact Information.
- ✓ **D**o not include any information that indicates Age, Race, Marital or Familial Status, Religion, Medical Condition or Disability Status. Only include information that relates to your Qualifications for the Position.
- ✓ **W**hen detailing your Work Experiences, give specific details of your Duties, Responsibilities and Accomplishments.
- ✓ **A**lways get permission before using someone's name as a Reference. It is also helpful to have some idea what they will say about you.
- ✓ **P**roofread! Small mistakes on your Resume can cost you the chance to interview.

TOP TEN (10) TIPS FOR A SUCCESSFUL INTERVIEW

1. **M**ake sure you plan for the Interview several days ahead of time. Make sure you know where the Company is located and where to park. Make any necessary Arrangements such as time off from Work, Child Care or Transportation.
2. **P**ut together your Interview "Toolkit" - Copies of all information that you have submitted to the Employer; A Master Application if you have not previously filled out an Application for the Employer; Copies of Transcripts; Letters of Recommendations; A Reference List; and, A Note Pad and Pen. Be organized!
3. **C**arefully select the clothes that you will wear and make sure they are cleaned, pressed and ready to go! The best advice is to dress like you already Work at the Company and in the Position you are applying for. Don't blow your careful planning by failing to pay attention to details. Shoes, hair, makeup, jewelry, etc. all need to be well-groomed and conservative. It's not fair, but people do make snap Judgments about you from your appearance even if you are overdressed. Employers will appreciate your efforts.
4. **D**o your Homework. Find out as much as you can about the Company and the Position before the Interview. This will give you an edge when answering their questions and in forming questions of your own.
5. **G**et a good night's sleep before the Interview. Yawning during an Interview is not a good thing.

6. **A**rrive 10 minutes early and be friendly to everyone you meet. Co-Workers will often share their impressions with the Person conducting the Interview.
7. **G**reet the Interviewer with a warm smile and firm handshake, and call them by their name.
8. **A**nsWER the Interviewer's Questions truthfully. It is OK to pause to think before answering or to ask for clarification if you do not understand the Question. Never talk bad about a Former Employer, Supervisor or Co-worker. If you do not know the answer to a Question, don't try to bluff your way through, the Interviewer will know.
9. **I**f something negative in your Work History comes up, use it as an opportunity to demonstrate that you have learned from the experience. Explain what you have done or will do to make sure you don't repeat your mistakes.
10. **A**bove all else, keep a positive, upbeat Attitude throughout the Interview even if you think it's not going well. Employers often hire for attitude and train for skills. Be sure to thank the Interviewer for the opportunity and shake hands before leaving.