



## Tips for Your Job Search

Searching for a job:

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1. **Do a self-assessment.** Think about the skills, strengths, and experience you have that prepare you for a particular job.
2. **Use your support networks.** Ask your friends and family about job openings where they work.
3. **Use community resources.** Visit your local career center to learn more tips, get help finding jobs, get assistance with writing a résumé or filling out a job application, learn interview skills, and more.

Applying for a job:

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1. **Follow directions on the application.** Read the directions on the application carefully. If the directions say to use black ink, don't use a pencil or blue ink.
2. **Answer every question on the application.** If a question on a job application does not apply to you, answer with "not applicable" or "N/A." Do not leave questions blank.
3. **Write legibly.** When filling out an application, print neatly and be sure that your handwriting is easy to read.
4. **Type your résumé.** If you are submitting a résumé for a job, type it on a computer using a résumé template. Check with your local career center for help with writing your résumé.

Interviewing for a job:

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*Before the interview*

1. **Do your research.** Learn all you can about the company before you interview.
2. **Know what employers look for.** Employers look for people who are dependable, friendly to other workers, and are able to be trained.
3. **Prepare answers.** Think about how you would answer some of the typical questions asked at job interviews. Preparing your answers ahead of time will help you to be more relaxed and to have more confidence at the interview.

At the interview

1. **Be on time.** Arrive a few minutes early so that you have time to prepare yourself before the interview begins.
2. **Dress up for the interview.** Be sure your clothes are clean and not wrinkled. It's not appropriate to wear jeans, shorts, or other casual clothing to an interview.
3. **Be positive.** Have a positive attitude about the job and the employer. Also, when talking about past jobs and employers, keep your comments positive. It looks bad if you say something negative or critical.
4. **Be confident.** Speak up and speak clearly. Have good eye contact with your interviewer, a friendly smile, and good body posture.

After the interview:

1. **Thank the interviewer.** Thank the interviewer for their time.

*If you have questions about finding work, contact your local area career center.*