

23 of the best job search tips you'll find anywhere....

1

The Preparation

1. Determine your job goals. What do you want to do? What do you like doing most? Take a career assessment through Career Cruising.
2. Research the jobs that interest you. Identify at least five skills required by each job.
3. Make a list of the jobs you've had. What tasks did you perform?
4. List any training you received. Did you take any special training courses, or receive on-the-job training?
5. Identify other skills. For instance, babysitters have great organizational and time management skills, can manage several tasks at once, have patience, and can work well without supervision.
6. Include experience gained in volunteer work, hobbies, or other leisure activities. For example, if you knit or build models, you may be patient, work well with your hands, and enjoy detailed work.
7. Now, match your abilities with those required by your desired job(s). List each required skill, and then write next to it the experience/skills you have which would meet that requirement. You now have a head start on speaking to employers about the job you want, or on writing a resume.
8. Develop your resume. Attend a workshop to help with this or have a professional review it if you do it on your own.

2

The Search

9. Spend a couple of hours a day on your job search – looking for work is a full-time job.
10. Networking works – it's the best way to find a job! Tell your friends and relatives you are looking for work, what you want to do, and what you can do. Ask for leads and names of contacts. You can also use social media such as LinkedIn, Facebook, etc.
11. Dress professionally and take your resume to businesses where you are interested in working. Most employers do not advertise openings they have to fill.
12. Check reputable job websites such as www.go2worksource.com.
13. Target potential employers – the companies that are likely to have the jobs you want.

3

The Application

14. Print neatly using a black pen. If copies of applications are being sent, use a blue pen to sign with, thus differentiating between the copy and original signature.
15. Answer every question. If the question does not apply to you put N/A in the space.
16. Be honest. You can lose a new job if the employer discovers you overstated your qualifications or lied on the application.
17. Be accurate. Make sure all names, addresses, and phone numbers for former employers and references are current.
18. Get permission from each of your references beforehand to use his or her name.
19. If asked for a desired pay range, write "open". If you state a pay figure, you may over price or under price yourself.

4

The Interview

20. Find out as much as you can about the company. Research them on the internet.
21. Think of possible questions your interviewer may ask and rehearse your answers beforehand. Also have a couple questions to ask them.
22. First impressions count! Don't ignore proper grooming and hygiene - if you smoke, wash your hands, etc. Dress conservatively, and show restraint in cologne and jewelry.
23. Take a notebook and pen, an extra resume, your social security card, and professional certificates/licenses. Bring work permits or work samples if applicable.



In partnership with the Spokane Area Workforce Development Council, the Next Generation Zone, a WorkSource Spokane Affiliate, is an equal opportunity employer and provider of employment and training services. Auxiliary aids are available upon request to persons with disabilities.