

JOB HUNTING TIPS

1. **Follow-up all contacts.** When visiting employers make a list of where you went to get job applications and whom you saw. Get the phone number and name of the manager or person who does the hiring. Call that person in a few days or revisit the business and ask if they read your application, have any questions, and express your sincere interest in working for them.
2. **Job Applications.** Take a pen with blue or black ink to complete applications. If you are afraid of making mistakes, take an erasable ink pen. Print all information. Take a data sheet (Career Organizer) with you containing all information needed to complete a job application such as name and address of your school, work experience information such as business address and dates of employment, names and address of 2 or 3 personal references. Never take an application home or ask to borrow a pen, as you will give a bad impression of not being prepared to apply for work.
3. **Take a Resume.** If an employer is not giving out job applications ask if you can leave your resume. A job might open up and the employer would have your resume to see. If you are given a job application ask if you can attach your resume anyway as it shows you took the extra effort to develop one. Resumes can be mailed to out-of-town companies and are a more time and cost effective way to apply for jobs farther away.
4. **Dress Appropriately.** Even if just visiting to complete job applications always assume you might meet the manager who does the hiring and possibly even get an immediate interview. If scheduled for a job interview dress as nice as you can.
5. **Consider making a Portfolio.** Make a personal portfolio containing material you could show a potential employer that demonstrates your skills and experiences. You could include your resume, a list of references, your personal data sheet used to complete job application, letters of recommendation, samples of your work or responsibilities in the past jobs, high school grade/course transcripts, etc.
6. **No previous work experience.** You might consider volunteering with organizations that use volunteers to gain experience.