

10 Things That Will Get You Hired

1. **Customize your resume and cover letter.**

It might seem faster to blast off generic materials to dozens of employers, but this will cost you time in the long run. Tailor your resume and cover letter to each open position to clearly demonstrate how your experience fills the employers' requirements. For example, if you're applying for a public relations role, give your PR experience a prime spot on your resume.

2. **Diversify your search.**

If you've been responding to newspaper ads with no response, also post your resume online, search some job Web sites, talk to your friends and attend an industry trade show. The more ways you search, the more likely you are to connect with the right employers.

3. **Ask for help....friends, co-workers, teachers, counselors.**

Your friends, family and former co-workers each have a network of their own—and a friend-of-a-friend might hold the perfect lead. Don't be shy: Reach out to your network and let your contacts know you're on the job market.

4. **Find a company where you fit in.**

Browse potential employers' web sites and ask your friends about what it's like to work at their companies. Employers are looking for candidates who would be a good fit and thrive within the company culture.

5. **Don't get discouraged.**

Experts estimate the average job search to last anywhere between three and 10 months—and that means a lot of rejection. Keep at it: Your dream job is out there.

6. **Always be prepared.**

You can never be too prepared for your first meeting with a potential employer. Before your interview, always browse the company's web site. Find out as much as you can about the company's products, leadership, mission and culture, and prepare answers to common interview questions.

7. **Be on time.**

Whether it's an informational interview, an open house or a formal interview, always arrive about 15 minutes early. Allow plenty of time for traffic, parking and poor weather.

8. **Dress and act the part.**

In a business setting, always dress in professional clothing in the best quality you can afford. Take the industry and employer into consideration, but a business suit or is almost always appropriate for interviews.

9. **Listen more than you talk.**

Even if you're nervous at an interview, try not to ramble. Give your mouth a rest and you can learn valuable information about the company and avoid saying something you'll wish you hadn't.

10. **Ask good questions.**

At the time end of an interview, the employer will inevitably ask if you have any questions. Have a list of questions prepared that showcase your interest in the position and company research.

WHERE DO I FIND A JOB?

Suggestions for the Savvy job seeker

- ♦ Finding the right job can be a full-time job; it takes a lot of patience, determination and persistence to get a job that suits your needs. Keep a positive attitude and it will pay off.
- ♦ Start by taking a good look at yourself and answer these questions as you begin your search:
 - *What skills can I offer my employer?*
 - *What do I really want to do (now and later...)?*
 - *Which type of jobs best suits my interests?*
 - *How can I best market myself?*
 - *How much money do I need?*
 - *What hours do I want to work?*
- ♦ When you have mapped out your answers, you will have a guide that will help you conduct a more effective job search. Here are some places to begin:

Networking

Talk to everyone you know...

- friends -family -coaches
- neighbors -teachers -counselors
- church members
- people in the profession

Employment Related Contacts

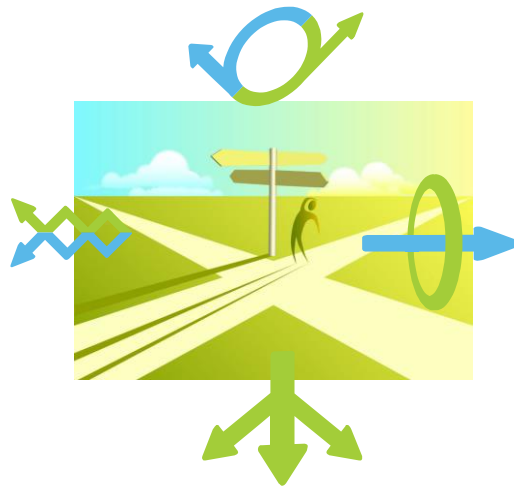
Ask all those around you...

- fellow employees -former employers
- current/past co-workers -employers who didn't hire you
- your friends and parents' employers

Keep Your Eyes Peeled

Pay attention to your surroundings...

- find job leads watching tv and the news
- listen to radio announcements
- look at employer ads read the newspaper
- follow-up on the slightest lead



Go Directly to the Source

Practice your marketing and research skills...

- walk in to the business
- hand out your resume & letter of application
- Make a cold call directly to businesses
- get a temp job to evaluate employers
- attend job fairs to talk with recruiters
- go to employer open houses
- ask to volunteer where you want to work
- attend industry trade shows

Employment Search Agencies

Go with a friend to visit...

- career centers temporary agencies
- non-profit employment agencies
- DHA-Job Talk Sessions
- non-profit employment agencies
- employment development department (EDD)
- professional & business associations/chambers
- federal, state, county and city personnel offices

Published References

Regularly read the following...

- job bulletin boards
- newspaper classified ads yellow pages
- business directories trade publications
- specific company & agency websites
- browse internet sites post your resume

Follow up on all contacts, applications & interviews!