

## FINDING THE JOB

Successful job hunting refers not only to finding a job, but also to finding the best job possible. When employment is plentiful this may not present a problem; but when jobs are scarce, you may have to think creatively and investigate many sources.

### Suggested resources:

- ◆ Relatives, friends, and neighbors
- ◆ Counselors, teachers
- ◆ High school coordinators of professional technical programs
- ◆ Career centers
- ◆ Help wanted ads and bulletin boards
- ◆ Civil service, county, state, and federal agencies
- ◆ Private employment agencies
- ◆ Walk-in inquiries
- ◆ Job fairs
- ◆ Trade journals and directories (available in the library)
- ◆ Fellow employees
- ◆ Contacts made through volunteer activities
- ◆ Online job bulletin boards

### How to Compete Successfully

- ◆ Develop a list of businesses that usually hire people with your skills and ask for an interview. Many job hunters use this approach and most get the jobs they want.
- ◆ Do not wait for businesses to advertise. Be assertive.
- ◆ Do not underestimate smaller businesses. Most of the workforce is employed by small companies.
- ◆ Find out what new businesses are opening in your area and when they will begin hiring.
- ◆ Target jobs in rapidly expanding fields.