



Job Search Tips

From

Pontiac Public Library

HOW TO BEGIN YOUR JOB SEARCH

Step One: Self-Assessment

- Know your strengths and what motivates you
- Know what you want in a job
- Know why you are in the job market

Step Two: Research

- Identify and target specific career paths
- Identify industries/companies that match “You”
- Narrow down your research to a list of employers or industries to target

Step Three: Communication

- Use technology, print mediums, people, career centers - leave no stone unturned.
- Networking - professional associations, schools/universities, website, informational interviews, job fairs.
- Applications - keep track of submitted applications, contacts, track progress for each. (Keep a list of user name and passwords for specific application sites.)

Things to Remember

Be confident in your strengths

Use your contacts and resources

Be creative in your search

Know what you are looking for and stick to it

Stay POSITIVE!

HOW TO CREATE A RESUME

Resume Do's

- Include contact information (name, address, phone number, email address) on the top of the front page.
- Use action verbs and be consistent in tense
- Prioritize content - give more space to your most recent and relevant work experience
- Quantify accomplishments when you can
- Use simple fonts and formatting - avoid fancy fonts/colors/graphics, unless related to your field
- Ask someone to proofread your work! Silly mistakes could leave a bad impression.
- Get resume help - writing an effective resume is hard. Use resources the library has to offer

Resume Don'ts

- Lie or embellish your knowledge/skills/abilities
- Use abbreviations or jargon (industry specific language) - don't assume the recruiter is an expert in the field to which you are applying
- Include pictures or elaborate graphics
- Disclose personal information - all information should be job-related
- Exceed two pages - Resumes exceeding one page should include your name and page number at the top of each page.

**Don't forget - the library has books on
how to write a great resume!**

HOW TO WRITE A COVER LETTER

A cover letter should be about three paragraphs. Address the letter to a specific person at a specific company OR use a generic greeting like "To whom it may concern" if you do not have a specific contact. Don't forget to proofread!!!! Silly mistakes may leave a bad impression.

Paragraph One

- Introduce yourself and reference the position for which you are applying
- State how you heard about the position (Advertisement, internet posting, etc.)
- If referred to the position by another person, mention the name - but get their permission first

Paragraph Two

- Say why you are the best candidate for the job. Mention specific skills or experiences
- Make it clear you are really interested in the position

Paragraph Three

- Conclude with a statement about the next steps in the process. (ie. I am available to answer any further questions you may have.)

HOW TO PREPARE FOR AN INTERVIEW

The first step in preparing for an interview is to have all the relevant information available in one place.

Who are you are meeting? Know their name, title, and phone number.

Where is the meeting? Know the address, room number, get directions

When is the interview? Know the date and time - be early!

What does the job entail? Know the job requirements and responsibilities

Research the company.

Create a written list of well thought-out questions to ask the interviewer about the job

Anticipate questions you may be asked (ie. Why did you leave your last job?)

Bring extra copies of your resume

Dress professionally