



Looking for a Job – How to Get Ready

Broadcast Letters – Start to search the sector you want to work in e.g. restaurants, construction, banking, etc. Send out a one-page profile letter to 20 or 30 prospects describing yourself and what you can offer an employer. Follow up with a phone call in about two weeks.

Advice Calls/Networking – Start with three friends or family members – both to get comfortable with the process and to get well thought out first leads for meetings. Ask for a maximum 15-minute meeting. At the meeting ask for information about how they were successful in their job searches. Don't ask for a job – they may have leads since many jobs aren't advertised. At the end of the meeting ask for three more referrals to people they think might meet with you. Your first three meetings should give you nine referrals. Those nine referrals should give 27 meetings and so on.

Résumé Writing – A three or four page résumé is acceptable. On the first page you're your contact information and describe your skills and knowledge. In the middle one or two pages outline your work history starting with the most recent position and working back. Make job responsibilities sound current and not past tense e.g. manage not managed. On the last page describe your education, volunteer experience, awards, and organizational affiliations. Don't use a fancy font and don't use coloured paper. A sample résumé is available for your review.

Appearance – Be aware of your posture – stand and sit straight in front of your interviewer. Before your interview, attend to all your grooming needs – hair, nails, shave, clean clothes (business wear even if you are applying for a non-office position), clean breath – little things are noticed.

Interviews – You can bring notes so that you remember to mention key points about yourself. You can take notes for future interviews. Don't panic in silence – some interviewers keep quiet to see if an interviewee will say more than they want to say. Ask for water if you think mouth will get dry. Be careful of bad habits e.g. nail biting, finger drumming, hand over your mouth while talking, etc.

Portfolios – In a small binder, take copies of diplomas/degrees, photos from events you worked at or volunteered at, letters of recommendation, volunteer images, samples of your work, newspaper clippings, other achievements, team work images. This can be a great springboard for discussion and can make the interviewer curious about other achievements. It can be a good morale booster for you prior to interviews. You'd be surprised what you dig up.

Thank You and Follow Up – Send a thank you note, and even if don't get the job ask what you could have done better or different. Never "bad mouth" someone who doesn't give you a job – it's a small world and people talk.

References – who can speak on your behalf when you are offered a job?

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