

Helpful Hints to remember while doing your Job Search

You should always....



HAVE A PEN:

You can't fill out an application without one.
If you're out looking for a job, you'll more than likely need a pen to fill out an application.



HAVE A RESUME:

Must be specific for the position you are applying for.

HAVE INFORMATION OF PREVIOUS EMPLOYERS:



Names,
Addresses,
Phone numbers,
Dates of employment.

HAVE INFORMATION FOR AT LEAST 2 REFERENCES:



Names,
Addresses,
Phone numbers.

HAVE AN EMPLOYABLE ATTITUDE:



Be respectful,
Dress appropriately,
Have a friendly attitude,
Be aware of your body language,