

# Helpful Hints to remember while doing your job search

You should always....

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## HAVE A PEN:

Make sure you have at least one pen with you when you are doing your job search. Asking an employer for a pen to fill out an **application**, shows them you are not prepared.



## HAVE A RESUME:

Your objective must be related to the actual position for which you are applying. A **resume** must be tailored for a specific job.

## HAVE ALL YOUR EMPLOYMENT & REFERENCE INFORMATION:



Have all your **info**, such as names, addresses, phone numbers, dates of employment and at least three references.

Always make sure your references know that potential employers may be contacting them.



## HAVE A USEFUL NETWORK:

Develop a **network** of family, friends, and others who know you are seeking employment. Talk to them on a regular basis as they may know of job leads, info about companies that are hiring, or possibly introduce you to a person who does the recruiting or hiring.



## HAVE AN EMPLOYABLE ATTITUDE:

Be respectful, dress appropriately, and have a friendly and interested **attitude**.

Be aware of your body language.

The employer is looking for the candidate who will fit in with their company, and is enthusiastic about working for them.

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**~~ Click on each link for more helpful information ~~**