

## FINDING A JOB

- ✓ **Make a list of what you're interested in—what you'd like to do.**
  - Think of what kind of work you've done in the past. ANY experience you've had matters!
  - Think about what you're good at or places you'd LIKE to work. Examples: Computers, retail (mall), maintenance, waiter (restaurant work), typing, filing.
  
- ✓ **Develop a list of contacts for job leads.**
  - Talk to family members, friends, past bosses.
  - Look in the *Yellow Pages* to locate businesses in the job categories you want to work in.
  - Look for help-wanted ads posted in windows of stores or restaurants.
  - Examine help-wanted ads in the newspaper every day.
  
- ✓ **Inquire about job openings, and ask for an application.**
  - Introduce yourself.
  - Ask for the manager.
  - Ask whether you can come in and talk about any openings—ask for an interview.
  - Set up a time the same day or the day after.
  - Tell the person what work you have done in the past. If he or she is not currently hiring, ask whether you can turn in an application and come back in a couple of weeks.
  - Ask whether he or she knows of any other businesses that are hiring.
  - React in a positive and polite manner.
  
- ✓ **Develop a resume that includes:**
  - Your name
  - Address
  - Telephone where you can be reached
  - Work you've done in past
  - Skills you have
  - Names and phone numbers of three people for the employer to call as references
  
- ✓ **Set goals when looking for a job.**
  - Make at least five contacts a day.
  - Be motivated.
  - Make a lot of appointments.
  - Call employers back to check whether a position has opened up.
  - Turn in applications to as many places as possible.

### Sample request for an interview:

*Hello, my name is \_\_\_\_\_. I would like to talk to the manager. Can you tell me his or her name, please? I'm looking for a job in \_\_\_\_\_ (e.g., restaurant work), and I'm wondering whether I could come in to talk about a possible job opening. I can make it at 2 this afternoon; would that be convenient for you? I have experience in \_\_\_\_\_, and I'd like to talk to you about any openings now or later. Would you have time this afternoon? (If not) When is a good time to come back?*