

Finding a Job (Client Handout)

Make a list of what you're interested in—what you'd like to do.

- D. Think of the kinds of work you've done in the past. ANY experience you've had matters (e.g., volunteer work, community service, helping out at school)
- E. Think about what you're good at or places you'd LIKE to work. Examples: computers, retail (mall), maintenance, waiter (restaurant work), cleaning

Develop a list of contacts for job leads.

- Talk to family members, friends, past bosses
- Look on web sites that have listings of jobs for your age group (e.g., teens or adults)
- Look in phone book yellow pages to locate businesses in the job categories in which you're interested
- Look for help-wanted ads posted in windows of stores or restaurants
- Examine help-wanted ads in the daily newspaper

Inquire about job openings, and ask for an application.

- Introduce yourself
- Ask for the manager or person in charge (head of department)
- If the person is not available, ask to set up an appointment for the same day or the day after
- Once you are able to speak with the manager, explain that you are looking for a job, and ask about openings
- Give a brief summary of experience or show enthusiasm for working there.
- Ask about getting an application or an interview
- If the company is not hiring or is unwilling to provide an interview, ask about other businesses that are hiring
- Thank the employer for his or her time

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 have experience in _____, and I'd like to talk to you about any openings you have now or think you will have later. Would you have time this afternoon? (If not) When is a good time to come back?