

EXAMPLES OF EMPLOYMENT SEARCH

Ideas for fulfilling your weekly employment search requirement

- ☞ Use of the JobNet computers either at the Wisconsin Job Center or at home
- ☞ Reading the help wanted ads from the newspaper
- ☞ Direct employer contact
- ☞ Completing job applications
- ☞ Meeting with resource room assistant
- ☞ Creating a resume
- ☞ Updating a basic resume for a specific job
- ☞ Cover letters
- ☞ Thank you letters
- ☞ Follow up calls
- ☞ Travel time to and from interviews
- ☞ Travel time to and from potential employers
- ☞ Interviews
- ☞ Networking (contacting acquaintances about possible job openings they know of)
- ☞ Researching the labor market
- ☞ Researching specific employers
- ☞ Registering with a private employment agency
- ☞ Checking the yellow pages for businesses of interest
- ☞ Checking school placement offices
- ☞ Checking government job listings
- ☞ Checking bulletin boards in grocery stores, schools, libraries, churches, etc.
- ☞ Follow up on 'help wanted' signs
- ☞ Call or visit local Chamber of Commerce
- ☞ Watch for new construction and follow up

Remember to document your employment search hours and turn in your employment contacts weekly.

Getting a job is a job in itself and you should be prepared to really work at it. Developing and checking out as many leads as possible can make your job search a productive experience!!