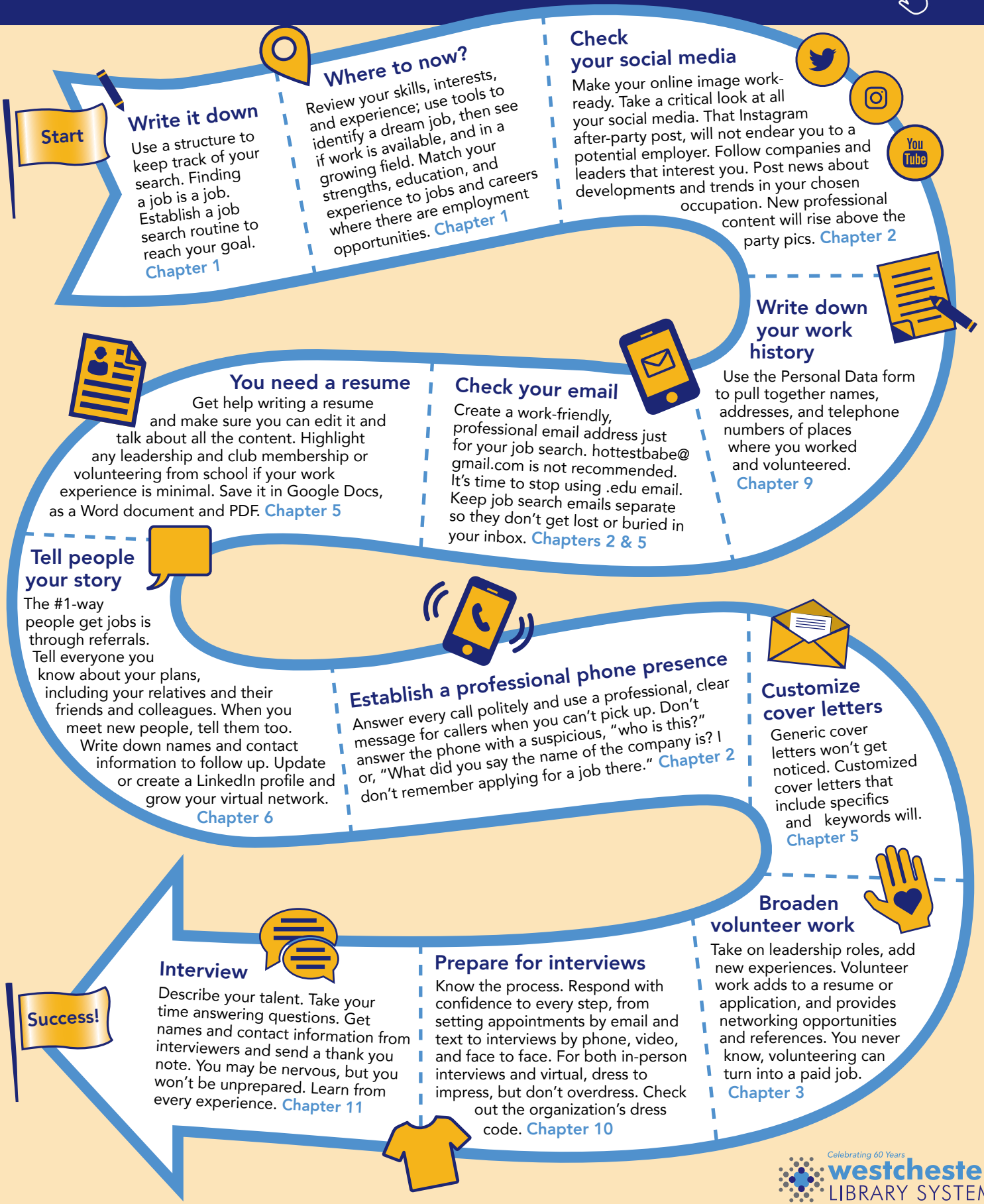




# First Time Job Seeker

## A GUIDE TO THE JOB SEARCH TOOLKIT



### Write it down

Use a structure to keep track of your search. Finding a job is a job. Establish a job search routine to reach your goal. **Chapter 1**



### Where to now?

Review your skills, interests, and experience; use tools to identify a dream job, then see if work is available, and in a growing field. Match your strengths, education, and experience to jobs and careers where there are employment opportunities. **Chapter 1**

### Check your social media

Make your online image work-ready. Take a critical look at all your social media. That Instagram after-party post, will not endear you to a potential employer. Follow companies and leaders that interest you. Post news about developments and trends in your chosen occupation. New professional content will rise above the party pics. **Chapter 2**



### You need a resume

Get help writing a resume and make sure you can edit it and talk about all the content. Highlight any leadership and club membership or volunteering from school if your work experience is minimal. Save it in Google Docs, as a Word document and PDF. **Chapter 5**

### Check your email

Create a work-friendly, professional email address just for your job search. hottestbabe@gmail.com is not recommended. It's time to stop using .edu email. Keep job search emails separate so they don't get lost or buried in your inbox. **Chapters 2 & 5**



### Write down your work history

Use the Personal Data form to pull together names, addresses, and telephone numbers of places where you worked and volunteered. **Chapter 9**



### Tell people your story

The #1-way people get jobs is through referrals. Tell everyone you know about your plans, including your relatives and their friends and colleagues. When you meet new people, tell them too. Write down names and contact information to follow up. Update or create a LinkedIn profile and grow your virtual network. **Chapter 6**



### Establish a professional phone presence

Answer every call politely and use a professional, clear message for callers when you can't pick up. Don't answer the phone with a suspicious, "who is this?" or, "What did you say the name of the company is? I don't remember applying for a job there." **Chapter 2**



### Customize cover letters

Generic cover letters won't get noticed. Customized cover letters that include specifics and keywords will. **Chapter 5**



### Broaden volunteer work

Take on leadership roles, add new experiences. Volunteer work adds to a resume or application, and provides networking opportunities and references. You never know, volunteering can turn into a paid job. **Chapter 3**



### Interview

Describe your talent. Take your time answering questions. Get names and contact information from interviewers and send a thank you note. You may be nervous, but you won't be unprepared. Learn from every experience. **Chapter 11**



### Prepare for interviews

Know the process. Respond with confidence to every step, from setting appointments by email and text to interviews by phone, video, and face to face. For both in-person interviews and virtual, dress to impress, but don't overdress. Check out the organization's dress code. **Chapter 10**

