

“First Steps in the Job Search ...from the Job Store”

Some people choose to job search. Some people have to job search. Whatever the situation, help is available. The help that we provide in the Job Store is unbelievable. You have to see us to believe us. We will guide you in your job search, from A to Z.

Searching for work is not as easy as it once was. There were times when you could get a job on a handshake, or maybe a relative saying – “he/she is a good person.” Not so anymore. Applications, Resumes, Cover Letters, Interviews, Testing, Assessments, Internet Job Searching. This list keeps getting longer. Competition is fierce. One of the tricks is to not get discouraged. Very rarely does someone get a job by applying to just one employer. The ratio is nine no’s to every one yes.

WHAT NEXT/WHAT’S FIRST?

The Job Store can help you decide ‘what to do next’ if you are suddenly faced with the reality of a lay-off or similar situation. Trained and dedicated staff is available to talk with you about your skills, your interests, what makes you ‘tick.’ This is important for the simple reason you have to know yourself before you can sell yourself to a potential employer. There are a variety of skills, interest inventories, and assessments that can guide you in the direction of a career for which you are suited. Some of our assessments actually document your aptitude and knowledge in specific work related areas.

When you put that resume together, your knowledge and interests need to show. In essence, you are the product. You have to sell ‘You’- your personality, your attitude, your skills. Your next employer (and there will be one) will be very interested in you for ‘you.’ Don’t worry if you don’t have all of the skills they need, often if you have the aptitude and the drive to learn, they will train you.

THE PERFECT RESUME

Resumes are almost always needed now when applying for work. Your resume is your primary piece of advertising and therefore it needs to get the attention of the person reviewing it for the next step – the Interview. Your resume is sitting in a big pile on the employer’s desk. Why should they look twice at yours? Make sure there are no errors; spelling, spacing, or otherwise. Employers typically will scan your resume for 10 – 20 seconds before making a decision to look at it closer. Your resume has to get their attention.

If you have a resume (in any shape), bring it with you when you come to see us at the Job Store. We will critique your current one and help you design a new one. We say design because your resume is much more than just words on paper. We have dozens of books and samples of resume designs and outlines that you can review. Typical headings in a resume include Experience (include detail about the actual job you did), Education, Accomplishments/Skills, and References. Sometimes having an Objective is appropriate depending upon the job.

You may need more than one resume depending on the different jobs for which you are applying. Once again, our trained and dedicated staff will help you. We will keep the resume you design on a disk on site. The perfect resume should be up-to-date and easy to read. We will print or copy it for you on white or light colored paper. It’s also a good idea to carry copies with you EVERYWHERE.

REFERENCE LIST

When developing your reference list, use professional references and include their name, job title, company name, address and phone number. ALL References must be contacted to let them know you are using them as a reference. Give each of them a copy of your resume. It is also a very good idea to let them know specifically where you have applied. This way they will not be surprised when they get that reference check phone call or letter.

Who to use as references? The rule of thumb is to use more professional than personal. Use male and female. Unless you are in these professions, don't use clergy, attorneys, or doctors. Relatives are rarely appropriate.

NEXT WEEK – THE INTERVIEW