

# THE ABCS OF A JOB SEARCH

**A**lways assume a job hunt will take months, not days or weeks, and plan accordingly.

**B**e punctual for all appointments. Arrive no more than five minutes before the scheduled time.

**C**areer counselors can be very helpful. Do not limit yourself to only one resource.

**D**o not relax just because you have learned of a dream job. Keep researching and you might find one even better.

**E**xpect far more rejections than acceptances, particularly if you are broadcasting your resume.

**F**ollow every interview with a thank you letter, expressing interest in the job and highlighting one or two of your best qualifications.

**G**ive feedback from your job contacts to career counselors and people in your network so they know about your status. This will also serve to keep you in their minds.

**H**andshakes are an important reflection of character. Make it firm, but not aggressive. Confident, but not overly enthusiastic.

**I**nformation interviews are a great way of making contacts and learning more about your chosen field, and possibly discovering new job leads.

**J**ob hunting is a forty hour a week process at minimum. Start early, work hard and work smart.

**K**now exactly how to reach interview sites to avoid any risk of getting lost and arriving late.

**L**isten carefully to interview questions and respond as clearly as possible. Do not hesitate to ask for clarification.

**M**emorize the name of the interviewer and use it once or twice in the course of the conversation.

**N**etwork, using your best contacts first, and also be prepared to share leads with others, just as they may share with you. What goes around, comes around, Grasshopper.

**O**bserve the way employees dress in an organization. Be aware of a particular style and, if it is appropriate, reflect that style in your interview apparel.

**P**ositive reactions you express about your school, former employers and other organizations will help create a more positive impression for you.

**Q**uit worrying about rejections. They are nothing more than an opportunity to redouble your efforts and learn from mistakes.

**R**esumes should be slanted to the job in question, even if you have to create a number of different versions.

**S**it alertly during the interview. Lean slightly forward toward the interviewer. Good posture is very important.

**T**aking a temporary job may help pay the bills and keep up your morale during a long job search. Over one million Americans are temping today.

**U**se all possible sources of job leads: employment services, classified ads, family, friends, etc.

**V**ary your job approach. If what you have done has not worked, try something new. Seek advice.

**W**rite down notes on all aspects of your job search. Keep track of who you talked to, and when. Note successes and failures. Analyze them.

**X**erox copies of your resume made on the supermarket copier are not acceptable. Have them reproduced by a professional. Do not accept any blemishes or smudges.

**Y**our family and friends can be the best sources of job leads. Even though they may not be in the mainstream of your career field seek their help.

**Z**ero in on potential employers with research on their activities and future plans. Let them see you have done your homework.

Adapted from the Career Opportunities News, Garrett Park Press.