

## General Job Searching

You have the skills needed to do the job, but do you have the skills needed to get the job? Develop your job search skills and increase your chances of getting the job you want by using the tips below.

### Stay Organized

It is important to stay organized and use good time management skills while searching for work.

- Make lists and a work search plan to help you stay on task.
- Save a copy of all submitted job applications for future reference. Having applications within quick and easy reach will come in handy when employers call.

### Follow Directions

Follow employers' instructions when applying for job openings. Otherwise, employers may assume you will not follow instructions on the job.

- If instructions say 'no phone calls,' do not, under any circumstances, call the employer.
- If instructions say 'apply online,' 'e-mail a résumé,' 'complete a company application,' submit the appropriate materials according to those instructions.
- Never substitute a résumé for an application and never write 'See Résumé' on an application.
- Include a résumé even if one is not requested as long as you have also followed the required application instructions.

### Keep Emotions in Check

You may experience many different emotions as you search for jobs – especially if you're dealing with a job loss. Some common emotions often experienced are shock/disbelief, anger, depression, embarrassment, rejection, anxiety, and fear of failure. Remember to keep your emotions in check. It's harder to move on to a new employer if you are still angry with the last one.

- Search the Internet for coping advice and information to help you understand and deal with negative emotions. In the search box, type 'emotions while unemployed' to get started.
- Seek professional help if you are unable to cope with your emotions.

### Be Presentable

You want potential employers to remember you because of your positive qualities.

- Dress appropriately for the position. For the interview, dress one step above what someone in that job would normally wear. Keep clothes and shoes clean and free of stains or rips.
- Be properly groomed:
  - Take a bath or shower.
  - Brush your teeth and use mouthwash.
  - Keep your hair clean, combed, and styled appropriately.
- Keep cologne or perfume to a minimum or wear none at all.
- Remove body piercing jewelry and cover tattoos until you know if the employer allows them.
- Don't smoke before entering a business to apply for a job or participating in a job interview.

## Project a Professional Image Through Voicemail, Cell Phone, E-mail

Technology is critical in today's work environment. Remember to project a professional image when using voicemail messages, cell phone ringbacks, and e-mail addresses.

- Avoid language or music that may be offensive to potential employers. Record an appropriate message on your answering machine and voice mail (example: "Hello, this is ....., I am not available to take your call right now. Please leave your name, telephone number and a short message and I will return your call as soon as possible.").
- Create an e-mail account if you don't have one. Yahoo.com, Hotmail.com, and Google.com offer free e-mail services. If your current e-mail address is not appropriate for job searching (example: [imsocute@yahoo.com](mailto:imsocute@yahoo.com)), create one specifically for that purpose.
- Answer your phone only when you are in a quiet setting and can focus on the call without distractions (examples: children playing, background noise such as in a restaurant, dogs barking, TV or music).
- Don't miss job search related communication. Check voicemail/e-mail often. Return messages promptly.

## Use Social Networking Responsibly

Employers often search social networking sites such as Facebook and MySpace, and search engines such as Google and Bing, while considering job candidates and prior to making hiring decisions.

- If an employer searched your name, would the information they find be appropriate? Do an Internet search of your name for yourself to see what comes up. What you see is what employers will see. If you create a profile for yourself on a search engine, your profile should be the first thing to come up when your name is entered in a search. (example: [www.google.com/profiles](http://www.google.com/profiles))
- LinkedIn®, is the world's largest professional Internet network. Consider creating an account to find job opportunities and network with other job seekers or with employees of companies for which you would like to work. Employers and hiring managers also use LinkedIn® as a source of candidates. Visit the LinkedIn® Learning Center at [learn.linkedin.com](http://learn.linkedin.com) for more information.

## Make Internet Security a Top Priority

Many employers today require you to submit a résumé and application online. It's fast. It's easy. And it's important to keep your information safe and secure.

- Read the World Privacy Forum's *Job Seekers' Guide to Résumés: Twelve Résumé Posting Truths* at [www.worldprivacyforum.org/resumedatabaseprivacytips](http://www.worldprivacyforum.org/resumedatabaseprivacytips). Pam Dixon provides information on keeping your information private, identifying job scams, and why keeping good records is crucial for online job searching.
- Use the Internet search engine of your choice and enter "safety information for online job search" in the search field to find more online job search security information.

## Use All Available Job Search Resources

- Job Service North Dakota ([jobsnd.com](http://jobsnd.com))
- Newspapers
- Employer websites
- Job search websites
- Social networking sites
- Telephone directory
- Networking (talk to people you know – friends, family, neighbors, doctor, dentist, bank teller, etc.)
- Contact employers you are interested in working for even if you do not know if they have any openings available. Don't be shy, **be assertive!**

Contact a local Job Service office near you for additional job search-related workshops.

Job Service North Dakota is an equal opportunity employer/program provider.  
Auxiliary aids and services are available upon request to individuals with disabilities.