

Finding the right job, interviewing, and competing with others isn't fun for most! But if you go about it the right way and prepare well, you CAN successfully land a ~~good~~ **great** job. We'll take it in four easy steps!

Step One—Getting Ready

Getting ready to look for a job isn't hard. There are a few simple things you should do before job hunting.

First, clean up your social media. Can I say that again...CLEAN UP YOUR SOCIAL MEDIA! Smart employers search social media to get a feel for what kind of people their applicants are.

Next, make sure you have important documents needed to start a job. Things like your social security card, non-resident documents, or identification such as a driver's license, state ID, or passport.

Third, start thinking about reliable childcare now. You'll need childcare when you're working, but you'll also need it for when you pick up applications or go to interviews.

Then, get your past employment history together because employers will want to see it.

Step Two—Searching for a ~~Good~~ **Great** Job

Next, start searching for work. Looking for a job is the fun step, and there are lots of ways to go about it.

Start first by talking to your friends and family. Let them know you're looking.

Next look for jobs in your local area. This is the old-fashioned way, but it's really effective. First, dress nicely and then go into businesses to talk to employees, owners, or hiring managers and ask for applications.

Social Media. Let your online friends through social media know you're looking for work. Social media, such as Facebook and Instagram expands your exposure to people who might know of opportunities, sometimes within their own companies. LinkedIn is a social media site that connects you with professional job opportunities, such as sales or office jobs.

Talk to people who have the jobs you desire. Talk to people to see how they got to where they are. Ask them how they obtained their skills or how long it took them to move into their current positions.

Online. You can also search online at online job board sites or job search engines. Indeed.com and monster.com are just a few. Also go to the websites of companies you're interested in to view their employment opportunities. Finally, log into your city or state's websites and look for employment there. They often offer great benefits.

Step Three—Applying for that **Great** Job

When you do find the jobs that interest you, apply for them either in person or online.

Here are some tips when filling out an application, either online or a paper one:

- Do not spam-apply. Instead, take the time to write a cover letter for each position you are applying for. A cover letter just introduces you and explains why you want the position. If you don't really want to work there, don't apply.
- Fill out the application completely. Incomplete applications can hold up the process or lose you the interview.
- Use correct spelling. Look up words if you're not sure how they're spelled.

- If you're hand-filling out an application, print clearly.
- Make sure your past employment information is accurate. If you can't remember your dates of employment, call and ask. You usually only need to list the months and year.
- Don't exaggerate or lie on your application.
- Check with the people you want to use as personal and professional references before listing them. You want to make sure they represent you in a good light and are ready to take calls from the companies you apply to.
- Highlight skills and accomplishments, if you have them. Maybe you were the lead salesperson, got employee of the month or year, received some certifications, or anything that shows off skills, accomplishments, and what kind of employee you are.

Step Four—After You Apply

Finally, keep track of all of the applications you have out there, and follow up on them. You will need to keep a list of where and who to call later to follow up. It's good to have an organized system. There are a couple of ways to do this:

Online. You may be able to keep a record through the online job sites you've applied through. Some of the sites send you to the hiring company's site to actually apply, but they will allow you to click that you submitted an application in order to keep a record.

Use an App. Record the information somewhere in your phone, such as in a reminders app. Make sure you note follow-up information, such as the person to contact and their contact information so that you can easily call or email to check on the status of your application.

Not all companies keep you in the loop on the status of your application, so following up is important. It also shows that you are eager and have good follow-through skills, which employers like. If your application wasn't accepted, then it's okay to ask why. Maybe you didn't qualify or had too many gaps in your employment.

That's It! You can do this! Stay calm, be patient, and soon enough you'll get a call for an interview and eventually land that job!

Resources:

1. 6 Soft Skills Employers Seek. (2018, September 24). Retrieved November 28, 2020, from <https://des.az.gov/featured-story/6-soft-skills-employers-seek>
2. <https://www.amazon.jobs/en/>
3. Doyle, A. (2020, November 18). Best Interpersonal Skills to List on a Resume. Retrieved November 28, 2020, from <https://www.thebalancecareers.com/interpersonal-skills-list-2063724>
4. Looking for a Job? What Your Online Presence Says About You. (2017, June 08). Retrieved November 28, 2020, from <https://des.az.gov/featured-story/looking-job-what-your-online-presence-says-about-you>