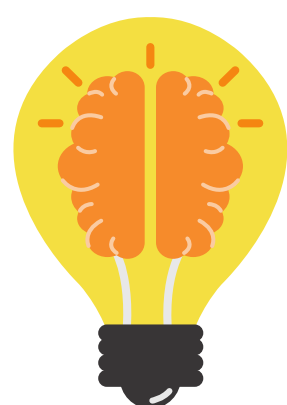


# AN ORGANIZED APPROACH TO APPLYING FOR JOBS IN THE PUBLIC SECTOR

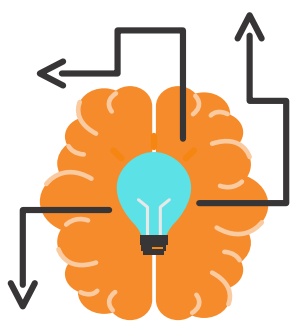


**1) Look for jobs in 1 to 3 search engines consistently each week.**

**2) For each job, look at the minimum requirements to make sure you have stated in your application you meet them.**



**3) Take 1 class or work on 1 new project every 3 to 6 months to improve your skill set and knowledge base.**



**4) Each week, practice answering interview questions with yourself or with a partner.**

**5) Monitor your progress with each application.**



**6) Have one to three people look at your resume and printed application for possible mistakes and errors.**



**7) Research three to five sites each week to improve your job-seeking skills and knowledge.**

**8) Get 3 references and 3 letters of recommendation ready.**