

Steps to Take when Applying for a Position

If you are in search of a job, here are some helpful suggestions. Put a check mark when these are done.

✓	Steps/Strategies/Ideas
	<p>Write a resume, even if the position does not necessarily ask for one. It will help you think about your skills, education, and experience to prepare you for an interview.</p> <p>Resume samples can be found online. The format can be found on Microsoft Word under templates.</p>
	Show your resume to two individuals who have great grammar and writing skills to get feedback (if you don't know anyone, check with the local library or an English teacher).
	Do a search to see how other people are constructing their resumes for the same position. You will probably find an image or two of the posting. They might have things written that also apply to you that you forgot to mention. Make the updates.
	<p>When applying, look under the section of the job posting that has job qualifications. Make sure you have those qualifications listed in the resume or application.</p> <p>If you are in the process of obtaining a qualification, state that on the resume or application.</p>
	<p>Make sure if you email anyone about the position to use proper email format – no text language or text format.</p> <p><i>Example:</i></p> <p>Hello,</p> <p>Please see my resume attached.</p> <p>Thank you.</p> <p>Your Name</p>
	When attaching the resume, make sure you don't take a picture of it to send with the email. It needs to be saved in PDF form.
	Create a folder in your USB drive entitled Job Applications or Jobs. This way, you can keep your resume there, and all other certifications related to jobs.
	<p>Get 2 letters or recommendation from previous employers, or teachers. They can also be from places where you did volunteer work.</p> <p>Do this even if you are not asked for a letter of recommendation.</p>
	Go on LinkedIn and create an account. Be as detailed as possible so if any potential employer sees your profile, it will serve as a resume.
	Go through your social media posts to see if there are any items you have posted that need to be removed – inappropriate pictures, comments, etc.

	On social media, send a message letting people know what type of a position you are seeking. It is like your contacts know people who are hiring!
	Let family members and old friends, contacts, teachers, professors, church leaders know the position you are looking for. They will be on the lookout for you and will send you referrals.
	Do a website search for a job posting that you want – a position you see yourself in 3 to 5 years. Look at the qualifications and experience necessary. If you see any skills or qualifications you don't currently have, you know you can work on obtaining them, like typing skills, photography skills, number of years of experience, etc.
	<p>Ask people you know, or on social media, what job search sites are best to utilize. Here are some:</p> <p>Indeed.com Ziprecruiter.com Monster.com Simplyhired.com Edjoin.org</p> <p>Another step would be to search for staffing agencies near you. They often have positions and can help you in the process of getting placed to work somewhere.</p>
	If you absolutely need a position as quickly as possible, put on your calendar to visit each of the <u>job search sites on a daily basis</u> to see what has popped up. You can even keep an Excel sheet showing every place you have applied so you can follow up with an email or a call. Make it a goal to apply to 1 to 10 postings each day, depending on what you have available in your area.
	Search for typical interview questions on the internet. Write them down on a Word document. Think about what you would answer if asked.
	Practice interviewing with the typical interview questions you found on the internet with at least one person who has experience hiring people. Get their feedback.
	Practice interviewing in front of a mirror to see how you look when you respond.
	Search for videos that talk about what to do, and what not to do during an interview.
	Make sure you have a suit you can wear to an interview. You can borrow one or get one from a thrift store. Whether you are a woman or a man, it makes a difference how you present yourself at an interview. While you are waiting to hear back from potential employers, get ready for the interview process.
	Sign up for free or low cost classes at the local adult school or community college to learn new skills. Employers generally appreciate having people on their staff who want to develop more skills and strengths.