

Organize Your Job Search...Hint: Hit different locations in the same part of the city & watch for help wanted signs in area

Check out videos on keewinnipeg.com! Ensure you always apply as per company's instructions – You can increase the odds of you getting the job by:

- 1) Researching the company, know what position they are looking for and know why you're the right person for the job.
- 2) Even if you applied first online, go in person, ask for an application, fill it out COMPLETELY, don't just leave it or you'll likely never hear from them, ever.
- 3) Be friendly and ask to speak to the person who does the hiring for that position, it will only take a moment to introduce yourself and tell them why you're the right person for the job, if not available, ask when they will be and go back – First impressions are everything, you may even get an interview on the spot!
- 4) After intro, get closure, ask when they will be deciding on when they'll be hiring, ask if you can call them if you don't hear from him first
- 5) Get their contact info via business card, or look it up, keep detailed records and FOLLOW-UP – most people don't and for many companies, they require this.
- 6) Employers want to hire people who genuinely want to work for them, sell your skills and tell them you want the job, this may require follow-up (best way is via email, but it can be done by phone or in person). USE THIS FORM so you remember who you spoke to and when you met them so they can find your info.

Job Position Applied For	Company Name	Name/Title of person spoken to who hires for this job	Date and Time	Address	Phone Number	When are they interviewing	How Resume was submitted	Comments and info so you can follow-up for this job to show you want it.