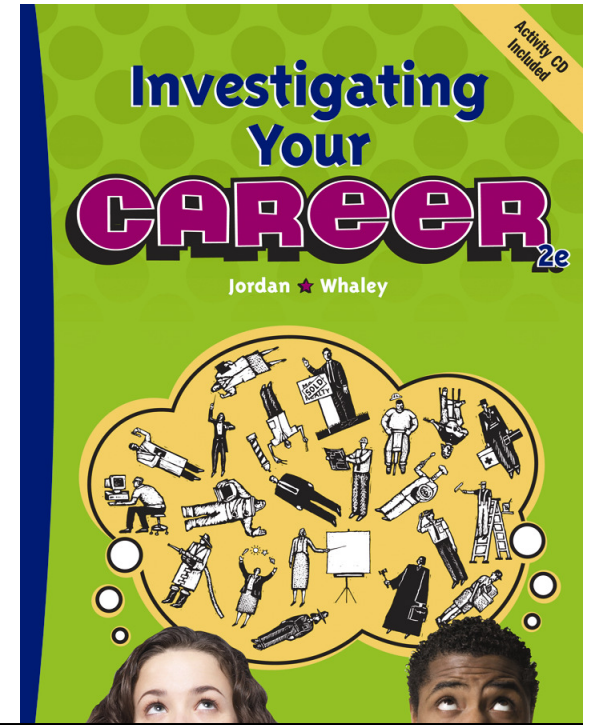


chapter
13

Searching for a Job



Investigating Your Career

Ann K. Jordan
Lynne T. Whaley

CHAPTER 13

Searching for a Job

Goals

- * Identify your job search goals.
- * Research industries and employers.
- * Manage your job search.
- * Identify the next step to take to reach your career goal.

Setting Your Job Search Goals

- Meeting your budget
- Supporting your *P*A*T*H to Success*

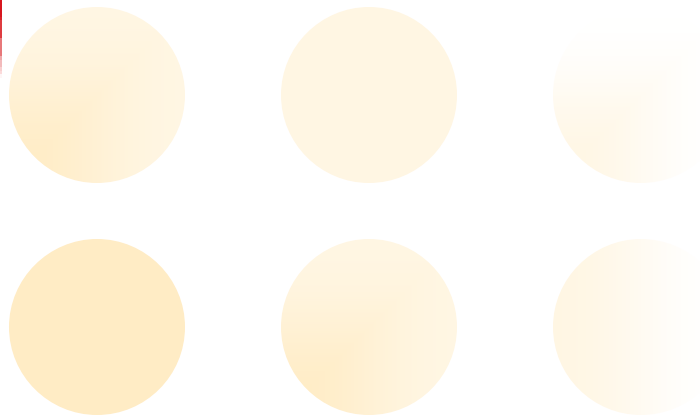
Researching Industries and Employers

- Finding background information
- Talking to people

Finding Background Information

Use the Internet to search for helpful sources.

- Individual companies
- Professional and trade organizations
- Information from companies
- Libraries

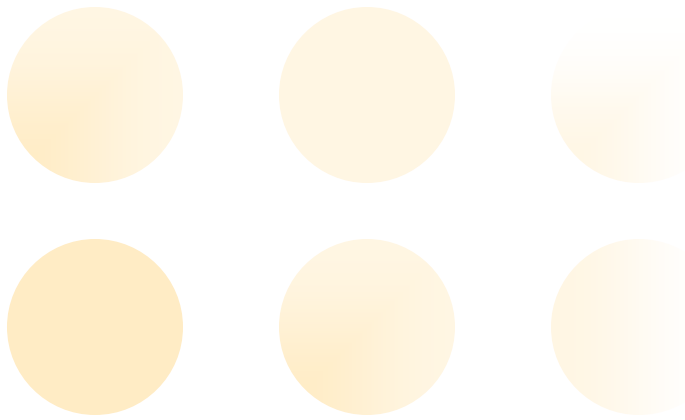


Talking to People

- Attend career fairs and job fairs.
- Arrange informational interviews.
- Job shadow.

Managing Your Job Search

- Preparing your career portfolio
- Using proven job search strategies
- Planning your time
- Keeping a positive attitude
- Tracking your activities



Preparing Your Career Portfolio

- Employment documents
- References
- Personal Fact Sheet
- Resume
- Cover letter
- Blank notepaper, a pen, and a pencil

Using Proven Job Search Strategies

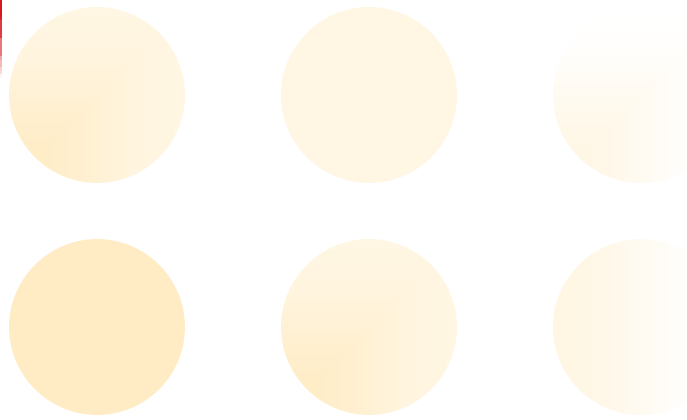
- Network.
- Ask your counselor.
- Use the Internet.
- Register at the state employment office.
- Read job ads.
- Refer to telephone directories.

Benefits of Networking

- Employers reduce selection time and save money because networks refer qualified candidates.
- Your resume may get priority consideration by employers.
- Employers know how to contact you before they have an official job opening.
- You are able to add new people to your network—your personal job-search team.

Steps to Building a Network

1. Make a list of everyone you know.
2. Request help from the people you listed.
3. Follow up on the leads.
4. Send each person who helped you a handwritten thank-you note on quality stationery.



Tracking Your Activities

- Network Tracking Card
- Company Tracking Card

Making a Choice

- Working for an employer
- Working for yourself

Working for Yourself

- Business description
- Marketing plan
- Operating plan
- Financial management plan

Summary

- I can identify my job search goals.
- I can research employers and industries.
- I know how to manage my job search.
- I can identify the next step to take to reach my career goal.

