

TIPS FOR FINDING A JOB!

Looking for a job can be hard work. Here are some ideas to help students get started and to help trigger ideas.

1. Think about what kind of work you would like to do.
2. Make a list of all the employers who hire for this type of work.
3. Look in the Yellow Pages of the phone book to find companies.
4. Check the “classified” section of the newspaper about openings.
5. Check with the State Employment Office.
6. Network! Tell family and friends about the type of job you would like and get their ideas.
7. Develop/update your resume (Career Center and School-to-Career can help.)
8. Contact the companies on your list whether or not you think they have an opening. They may create one just for you!
9. Follow up on your applications. Tell them that you are still interested and that you hope to hear from them soon.
10. Remember that a volunteer position can turn into a paid position and can help you develop skills for a future job.

For more information on the job search, go to CIS at

[Http://oregoncis.uoregon.edu/cisonline](http://oregoncis.uoregon.edu/cisonline)

User name: CVHSCIS Password: goraiders

Under Occupations and Employment, click on JOB SEARCH

ASKING FOR AN APPLICATION

1. **DRESS NICELY** (no jeans, no gum) **LOOK PROFESSIONAL**
2. **MAKE GOOD EYE CONTACT**
3. **BE FRIENDLY**
4. **ASK FOR THE MANAGER**
5. **SHAKE HANDS FIRMLY AND SMILE**
6. **HAVE YOUR RESUME IN HAND**
7. **ASK FOR AN APPLICATION**
8. **WRITE THE MANAGER’S NAME DOWN**
9. **SAY THANK YOU**
10. **SAY GOOD-BYE**

TIPS FOR FILLING OUT AN APPLICATION

1. **PRINT OR TYPE** (don’t write, use your best penmanship)
2. **USE PEN** (no pencil)
3. **NEATNESS COUNTS** (take pride in your work)
4. **ANSWER EVERY QUESTION** (if a question doesn’t apply, write N/A)
5. **DON’T GIVE AN EXPECTED SALARY** (write “open”)
6. **BE ACCURATE** (spell correctly, leave no blanks)
7. **MAKE YOUR REASON FOR LEAVING A JOB A GOOD ONE**
8. **GET PERMISSION TO USE A PERSON AS A REFERENCE**
9. **BE HONEST** (no exaggerating)
10. **SIGN AND DATE THE APPLICATION**