



Family Prosperity Services
Servicios de Prosperidad Familiar

Job Search Methods and Plan

Job Search: Methods

Use a combination of job search methods to increase your chances of getting a job.

- **Workforce Centers:** Workforce centers provide a wide range of employment and educational programs for youth that include employment opportunities, job search assistance, job readiness training and training programs in high demand careers, mentoring opportunities and internships.
- **Job Boards:** Youth center, mentoring programs. Libraries, community centers, grocery stores and others agencies who serve youth often have job postings on their announcements boards or in their student centers. Places such as high schools counseling centers, recreation centers, community colleges and youth drop in centers are also good places to look.
- **Networking:** Word of mouth is sometimes the best way to get job leads. Tell everyone you know that you are looking for a job. Start with your family and friends. Have them spread the word that you are looking for a job. Keep in touch with them and let them know how your job search is going.
- **Store Windows:** Apply to a “help wanted” sign in the window of a business, for example, if you are interested in working in retail, you may walk around the local mall and look for any “help wanted” signs.
- **Cold Calling – Direct Contact:** With places you want to work. You can make direct contact with them to see if they are hiring by calling them on the phone or by going into their place of business. Make sure you have a practice script and two-minute pitch to tell the employer about yourself and your skills.
- **Internet:** There are a lot of job search websites out there. Find the ones that provide you with the best and most up to date information and search them regularly.
- **Responding to Newspaper Classifieds:** When looking in the newspaper classifieds look for the ads that display the business’ phone number, address, fax number, job description, job qualifications and other important information. Complete ads will help you tailor your cover letters, resume or application to the needs of the employer. Also, you only want to spend time applying for jobs that you are interested in and meet the qualifications.
- **Job Fairs and Career Expos:** Job Fairs are an excellent place to meet employers who are hiring. Don’t be afraid or intimidated about talking to employers. Make sure you bring copies of your resume, complete sample application, references and work history. Be ready to answer the question, “Tell me about yourself”, by having your two-minute pitch rehearsed.

Adapted From: Jefferson County Workforce Center Jeffcoyouthworks.org





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Job Search: Plan

Name: _____ Date: _____

1. My goal is to obtain employment by (date) _____ by job searching _____ days a week for _____ hours a day. I plan to apply for _____ jobs a week in order to reach my goal.

2.

3. I'm looking for the following in my future job:

Job duties, tasks and responsibilities:

Industries, settings of work environments:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Locations (City / Cities):

Positions / Titles:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. Sources I will use in my job search:

Local workforce centers

Job boards

Store windows

Direct contact with places I want to work

Internet

Classified ads

Job fairs

Career Expos

Employment agencies

Networking with family and friends

Cold calling

Other _____

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5. In order to apply for jobs, my portfolio (folder) contains:

- | | |
|--|---|
| <input type="checkbox"/> Resume(s) | <input type="checkbox"/> Letters of recommendation |
| <input type="checkbox"/> Cover Letter(s) | <input type="checkbox"/> Completed sample applications |
| <input type="checkbox"/> Pen | <input type="checkbox"/> Schedule of when I'm available to work |
| <input type="checkbox"/> Job search Log | <input type="checkbox"/> Blank paper |
| <input type="checkbox"/> References | |

6. Documents I have collected:

- | | |
|---|--|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Age certificate |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Drivers license or state ID |
| <input type="checkbox"/> Student ID | <input type="checkbox"/> Other: _____ |

7. I have prepared the following:

- A list of skills I have to offer to an employer
- A list of traits that describe my character and work ethic
- A two-minute pitch that will be used to introduce myself to employers

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