

## Tips for Job Seekers

***When you don't have a job, your job is to look for a job.  
That is why you are a "Job Seeker"!***

Here are some tips to help you as a Job Seeker:

1. Treat each day as if you are going to work. Develop a routine:
  - Get ready for the day – do things like:
    - Get up at the same time every day.
    - Shower.
    - Shave.
    - Comb hair.
    - Brush teeth.
    - Use deodorant.
    - Have a healthy breakfast.
  
2. Make sure your resume is up to date. For some tips and templates for resumes, click here: [www.resume-now.com](http://www.resume-now.com).
  
3. Make a cover letter for each job you apply for.
  
4. Check for local paper and on-line job listing websites every day to see what jobs are available.
  
5. Do research into businesses or companies you are interested in working for - that way you can learn more about what they do.

6. Research jobs you are interested in to decide if you have the skills for the job. If you don't, you can look into how you can get the skills you need. An Employment Professional can help you to gain the skills you need for the job.
  
7. Treat each meeting with your Employment Professional as if it is a job interview:
  - Get ready to look and feel your best:
    - Shower.
    - Shave.
    - Comb hair.
    - Use deodorant.
    - Brush teeth.
  - Wear:
    - Dress pants (no sweat pants or jeans).
    - Blouse or dress shirt (no t-shirts).
    - Dress shoes (not sneakers).
  - Arrive at the meeting 10 minutes early.
  - Have all information completed and ready for viewing.
  - Greet your Employment Professional with a friendly "hello" and a firm hand shake. Make sure to make eye contact.
  
8. Practice your "greeting" with friends and family to build your confidence.
  
9. Try "mock interviews" with your Employment Professional or family/friends. For ideas on possible interview questions click here  
<https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>

10. Prepare for an interview by:
  - Researching the business.
  - Practicing interview questions.
  - Dressing appropriately – remember, no jeans, t-shirts or sneakers.
  - Practicing proper hygiene – shower, comb hair, use deodorant, brush teeth.
  - Eating healthy meals.
  - Knowing where you are going. You may want to do a practice run. This will help you know where you are going and how long it will take to get there.
  - Arriving 15 minutes early to your interview. This gives you time to relax and prepare.
  - Telling the receptionist who you are, why you are there and whom you are supposed to see.
  
11. During an interview:
  - Greet the Interviewer as you have practiced – make eye contact and give a friendly “hello” and firm hand shake.
  - Answer questions the Interviewer asks you with confidence; remember – you’ve got this!
  - Do not worry if you do not fully understand a question; ask the Interviewer to explain the question further.
  - When the interview is over, thank the Interviewer for his/her time and say, “I look forward to hearing from you”. That way the Interviewer will know you are very interested in working for them.