



## Job Search Tips

### RESUMES

- Identify transferable skills and jobs in all career areas where they might fit.
- Check out Occupational Information Network (O\*Net) to find key words to describe skills and to search for jobs.
- Customize resume to each job announcement and employer.
- Keep resume focused and brief.
- List specialized skills or certifications.
- Make sure you can demonstrate your level of skill.
- Think of **resume** as a **calling card** to get **interview**. Use the **interview** to get the **job**.
- Reviewers spend about 30 seconds per resume. You must grab their attention immediately with the key words they know fit the job they seek to fill.
- On the resume, use action words that convey accomplishment, such completed, developed, contributed, exceeded, etc. Send messages of action and success.
- The cover letter is very important and should focus on employers' needs and your skills related to those needs.
- Become comfortable with completing and sending your resume online.
- Get others to review your resume for content, grammar and form before sending.
- Fax your resume after midnight.

### ACTIVITIES

- Utilize free on-line study material to refresh learning skills, [www.free-ed.net](http://www.free-ed.net).
- Check out job search tips on the internet search engine home pages, such as yahoo.com, google.com, etc.
- Become familiar with different job listing web sites and utilize resume postings, such as [www.careerbuilder.com](http://www.careerbuilder.com), [www.linkedin.com](http://www.linkedin.com), [www.monster.com](http://www.monster.com), [www.jobbuilders.com](http://www.jobbuilders.com), etc.
- Utilize local directories and information from the Chambers of Commerce for job listings or local businesses.
- Check out job postings from nonprofit organizations via their websites. Also, check out [www.opportunityknocks.org](http://www.opportunityknocks.org).
- Volunteer with nonprofit organizations for networking opportunities.
- Join Career Crossroads groups offered at area churches or check with local churches for career outreach programs.
- Check out Technology Association of Georgia, [www.tagonline.org](http://www.tagonline.org), for networking opportunities and job postings in IT.
- Utilize calendar of technology/job search resources listed in the Atlanta Journal-Constitution each Wednesday.
- Attend free workshops at Georgia Department of Labor Career Centers, [www.dol.state.ga.us](http://www.dol.state.ga.us).
- Research potential employers to understand the business when interviewing or writing a cover letter.
- Use both sides of your business card. On the back, list your skills and accomplishments.
- Develop a 30-second "commercial" about yourself, your skills, experience and the type of job you seek. Practice it until you are comfortable delivering it at a moment's notice.
- **Learn to Network!** This is the strongest and most important element of your job search in today's times. The majority of all job leads will come from your network of contacts. Learn to network via the internet with social media websites, such as [www.linkedin.com](http://www.linkedin.com), [www.facebook.com](http://www.facebook.com), and [www.twitter.com](http://www.twitter.com). Also, use the telephone to network. Make a list of all the people you know, telephone them, market your skills and accomplishments, and inquire about job openings or future opportunities they may know about.
- Be sure to follow-up on every job lead and job interview you may have.
- Prepare for and practice interviewing to become acquainted with the types of interviews you can expect and learn about the importance of first impressions and dressing-for-success. Also, learn how to answer various types of job interview questions—and, then practice, practice, practice.
- **75% of positions are filled by word of mouth!**

*Visit our Career Resource Centers to utilize our lab for job searching activities.*

Call 404.463.3327 or visit our website: [www.atlantaregional.com/workforcesolutions](http://www.atlantaregional.com/workforcesolutions) for a list of centers.