

# The Job Search

## Introduction

The job market is one of the most exciting markets in America. It is the place where you sell your skills and talents to fulfill your dreams. This Job Search Handbook has been designed to help you secure a job by presenting yourself positively.

Knowing how to secure a job is a skill that **will serve you for a lifetime**. The number of occupations (not just jobs) one has in a lifetime averages between three and seven. Knowing how to do the job search will help you during your entire life, whether you stay with one career or have several.

A major job search goal is to get to an interview, for it is through the interview that the hiring decision is made. How do you get an interview? Through your **cover letter** (letter of application), **résumé**, and **application**.

The process involved in securing a job is called the **Job Search**. The steps involved often include:

1. Learning about yourself. (**Self Evaluation**)
2. Finding out what opportunities exist. (**Research**)
3. Creating a cover letter and résumé. (**Preparation**)
4. Contacting employers. (**The Job Search**)
  - Filling out applications
  - Going to interviews
5. Sending a thank-you letter. (**Follow-Up**)

This handbook will cover Steps 2-5.

It is important to make it as easy as possible for the prospective employer to notice your skills. To accomplish this, provide complete information on the application, make your cover letter and résumé easy to read. Include names, addresses and phone numbers of references on the résumé or on a separate references page.

Getting a job is a job! Be prepared to spend time at this—your job satisfaction and livelihood depend on it.

There may be others who applied there who could have done the job better than you could. But it is true today, and it will ever be true: the person who gets hired is not necessarily the one who can do that job best: but, the one who knows most about how to get hired.

Richard Nelson Bolles

# Who am I?

California Occupational Guide Job Hunt Survival Kit (#600) says that the first thing to think about in your job hunt is to ask yourself the question: WHO AM I? First and foremost, you need to analyze who you are and what you want to do. There are many resource books available to help you if you go to your school or local library. There also are many self-assessment tools you can take. Talk with you school’s career counselor or your teacher to get more information.

You can begin to learn more about yourself by answering the following questions. Completing these sentences won’t tell you what you should or should not be. However, this activity will help you become more aware of what you like and don’t like. More importantly, you will be taking another step on your career exploration journey.

In trying to determine the best job or career for you, there are several areas to consider. To respond to this broad question of “WHO AM I?”, fill in the blanks to these questions:

Things that I really like to do are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Things that I am really good at are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other people describe me as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am skilled at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am interested in \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I enjoy such activities as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My job experiences, paid or volunteer, are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My interests and past jobs are similar in that they \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Contributed by Riverside County Economic Development Agency)*