

JOB HUNTING 101

Business Practicum

Networking

Definition: The practice of gathering of contacts; the process of building up or maintaining informal relationships, especially with people whose friendship could bring advantages such as job or business opportunities.

- ❑ Friends & Family
- ❑ School Counselors
- ❑ Professionals in your Personal Life
- ❑ Former Employers
- ❑ Cooperative Education/Work Experience Programs

Newspaper Ads

- Not commonly used any more
- Sunday's paper has the most ads

Internet

- Direct to company websites
 - www.walmart.com
- Employment websites
 - www.monster.com
 - www.elpasohelpwanted.com
 - www.careerbuilder.com
 - www.snagajob.com

Employment Agencies

- Help match workers with jobs
 - Public – State/Federally run
 - Texas Employment Commission
 - FREE
 - Private – Charge a fee to either company or job seeker
 - [Adecco](#)
 - [RM Personnel, Inc.](#)
 - [T & T Staff Management](#)

Company Personnel Office

- Direct contact with specific company
- Large organizations have a Human Resource Department
- Research online to save time
- Many companies are now including an application online

Applying for the Job

- Labor Laws
 - ▣ Work Permits, US Citizen or Resident, Social Security Number/Card
 - ▣ Legal work age (16 years old)
 - Job limitations (may not work in a hazardous environment under age 18 – heavy equipment, toxic environments, etc.)
- Specific Job Requirements
 - ▣ Restaurants – Food Handler’s Card
 - ▣ Child Care – CPR Certification
 - ▣ Other – Able to lift certain weight, perform certain duties, etc.

Job Applications

- All applications ask for common information
 - Demographics (name, address...)
 - Education
 - Qualifications
 - Work Experience
 - References
- Most information may be found on your Resume
- You may need to have a separate sheet with addresses and phone numbers

RULES for Applications

- USE STANDARD ENGLISH
- Neat
- Correct Spelling
- Pen (Black or Blue)
- Use N/A (Not Applicable)
- Use a Line _____
to cross out incorrect info.
- Use legal name and proper capitalization
- Include short term, unpaid jobs and volunteer experience
- Use reverse chronological order
- Use professional references

Letters

- Letter of Application
 - ▣ Sales pitch about yourself
- Cover Letter
 - ▣ Used to introduce yourself
 - ▣ Accompanies the resume
- Recommendation Letters
 - ▣ Provided by Teachers, Counselors, Coaches or Employers, used as a character reference

Resume

- Outlines Qualifications
 - Identification
 - Name, Address, telephone #'s, e-mail
 - Objective
 - Statement that indicates the type of job you're looking for
 - Experience – Paid, non-paid and volunteer
 - Education – GPA, advanced and business courses, and other courses that relate to the job or provide specific job skills
 - Activities & Awards
 - References

Search Log (Job Search Diary)

- Maintain a log of your Employment Search
 - List:
 - Company Name
 - Company Address
 - Phone Number
 - Contact Person
 - Date Application Submitted
 - Date You Followed Up
 - Date of Interview

Persistence

- Persist, Persist, Persist
- Obtaining a job requires time, dedication and follow-through

**The job will not come to you,
you must go to the job!**

Happy Hunting!