

# Top 10 Job Hunting Tips

Mark Madere

## 1) Acceptance

- After job loss, OK to grieve
- Start new job search IMMEDIATELY
- Don't wait until unemployment runs out

## 2) Seek God's Guidance

Pray for His direction

## 3) Use every resource available

- Career counseling at City Mission and the Employment Connection
- Attend local job search networking groups
- Attend job fairs (Google: *job fairs in cleveland ohio*)
- Research careers and look for job openings on the Internet
- ([www.usajobs.gov](http://www.usajobs.gov))
- Review and reply to newspaper ads
- Create and develop your "online resume" on [www.linkedin.com](http://www.linkedin.com)
- Network with family, friends, past co-workers, career counselors
- Cleveland Public Library (as well as Employment Connection):
- Free basic computer classes and training on Microsoft Word, PowerPoint, Excel and more
- Community Colleges - FREE services:

Lorain County Community College:

<http://www.lorainccc.edu/Employment+and+Career+Services/>

Cuyahoga Community College:

<http://www.tri-c.edu/workforce/careerdevelopment/Pages/Default.aspx>

## 4) Other Education

Seminars, conferences, workshops (I paid for my trip to Atlanta for the Ophthalmic Photography Conference)

## 5) "Informational Interviews"

- Request appointment with business owner, dept head or supervisor to discover skills required for particular job
- Intended as an opportunity to learn about a job – NOT to apply for it

## 6) Professionalism

- Dress well for EVERY interview
- Clean shirt, pants and polished shoes
- Wear dress shirt / tie for best impression
- Only one chance for a great "first impression"

### 7) PMA or “Positive Mental Attitude”

- Always be upbeat when talking to those who can hire or refer you
- Never say bad things about your previous job or boss
- Don't forget to smile throughout your interview
- People like to work with pleasant, happy people – not grouchy complainers

### 8) Give Thanks

- At end of interview, thank them for their time
- Ask for their business card with contact info
- ASAP - send hand-written note thanking them again *or* send thank you e-mail  
(Few people do this – you'll be remembered for the extra effort)

### 9) Volunteer

Show potential employer your interest in job - offer to work without pay to observe or assist an employee who does that job

### 10) Stay in Touch

- Call or e-mail to show your interest in the job - about every two weeks
- If taking classes or special training for this kind of job - let potential employer know

## **Bonus Tips:**

### 11) Targeted Cover Letter is Crucial

- ALWAYS tailor letter addressing specific needs of company you're applying to
- Give specific examples of accomplishments you did for previous employer:
  - How you saved or made them money
  - How you streamlined a process or solved a problem

### 12) Job Application Tips

- Complete and return them as soon as possible to be among “first responders”
- Some online job apps “time-out” after a set amount of time. Avoid by:
  - First - print app and write-in information
  - Then return to web site and enter info

### 13) Don't Be a Sore “Loser”

- If you don't get the job, send note thanking interviewer for their time. Why?
- They'll remember that when the next opening arises
  - The job could re-open very soon if other candidate doesn't work out

#### 14) Have References Ready

- Three people who can speak highly of you
  - Ask for permission to use them as a reference
  - Get their contact info and e-mail address
  
- Good References:
  - Your priest, minister or rabbi
  - Past employer or co-worker
  - Career counselor you've worked with
  - Past high school or college teacher
  
- Companies don't want references from your relatives

#### 15) More LinkedIn

- Develop your profile to 100% completeness
- Include as much info as you can so companies and recruiters find you
- Invite everyone you know to connect
- Find job postings
- Learn about the company and key people you'll interview with
- Join "Groups" to add a "Discussion" listing your talents and availability

#### 16) View My LinkedIn Profile

[www.linkedin.com/in/markmadere](http://www.linkedin.com/in/markmadere)

- Get ideas for what to include in yours
- Invite me to connect on LinkedIn (Tell me how you heard of me in your connection request)

#### 17) Praise God for Your New Job

He WILL honor your effort - if you do YOUR part