

LOOKING FOR A JOB

Decide Where To Look

Remember “looking for a job is a job!”

You need to find the job openings. The jobs do not come to you. Check out these job sources!

- **State Employment Job Service Centers** — the service is free.
- **Family, friends and anyone you know who is working** — many (48%) jobs are found this way.
- **HELP WANTED signs** — small businesses often use them. Be ready to fill out an application and interview.
- **Newspaper and shopper’s guides ads** — but only 15% of jobs show up in ads, the rest are “hidden.” You can find “hidden” jobs by visiting other employers.
- **Company’s personnel office** — will have job listings for the entire company.
- **Yellow Pages** — look here for employers that might have “hidden” jobs. Yellow Pages can help you decide which employers are close to where you live.

- **Work/ study programs** — earn while you learn, usually located at vocational schools/ community colleges.
- **Schools, colleges, hospitals** — often have “hidden” jobs.
- **Small/home businesses** — are good sources for part-time jobs. ■



Make a list of places where you can look for a job. Remember that the job you look for should match your transportation. The job also needs to match your education and skills. Places where I can look for a job are:

- _____
- _____
- _____
- _____
- _____

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