

LOOKING FOR A JOB

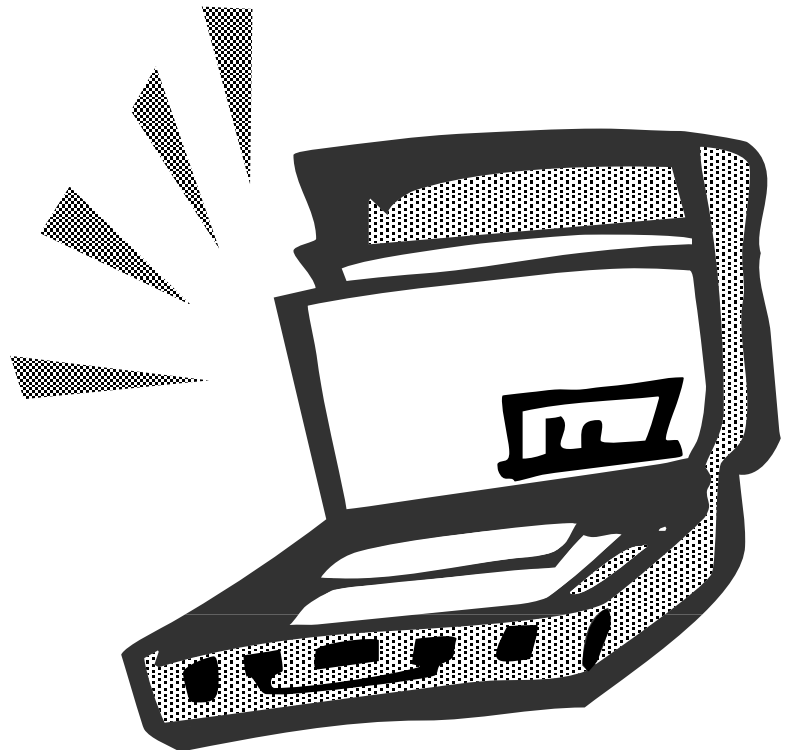
Extra Steps For Success

Take these extra steps. You will be a step ahead of everyone else looking for a job.

- **WHEN** you visit an employer **DO NOT** ask, “Are you hiring?” Instead, **politely ask to fill out an application.** Then your application will be ready when the employer needs help.
- **FIND OUT** the name of the “**person who hires.**” He/ she is your link to a job. Write down his/her name for your records.
- **WHEN** you ask about a job, you may be interviewed right away. You can be ready! An “**instant interview**” can be a success if you have:
 - made a fact sheet
 - thought about your good work qualities
 - learned why you want to work at the company
 - are looking your best

- **GO back to employers you visited.** Talk with them again. The employer will know you really want to work.
- **You may need to APPLY at many employers before you find a job.** Do not apply at only two or three and then wait. Keep applying.

Don't give up. Your hard work will be worth it! ■



A Product of the
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Mt. Morris, NY 14510

*Revised with funding from the NYS
Department of Education,
Migrant Education.
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