

## Job Search Hints

- Make as many personal contacts as possible. Internal networking and referrals work best.
- Use all sources available: trade magazines, newspapers, business journals, associations and 1-2 specialized agencies or search firms.
- Look at all the different industries that could utilize your skills.
- Call department head directly whenever possible.
- Follow-up calls on resumes mailed.
- Be the aggressor: ask for the face to face interview.
- When interviewing, be positive and excited about the opportunity.
- Explain how your background fits their requirements.
- Firm handshake and good eye contact.
- Be aware of body language and voice tone.
- Bring extra copies of your resume and something to write on.
- Fill out all applications completely: don't write "see resume."
- At the end of each interview, ask for the position and indicate your date available to start.

***EMPLOYERS LOOK FOR SKILLS BUT HIRE PEOPLE: BE YOURSELF!***