

LOOKING FOR A JOB? SEVEN JOB HUNTING TIPS

By J. Steve Miller

Are you discouraged with your job search? Searching for a job during a recession can be tough, especially for new graduates. But there are strategies you can use to land the job you want, despite the economic times. Below are seven counterintuitive tips that will help you reach your career goals.

1) Don't limit your search to advertised positions.

According to one university career center, 80 to 85 percent of the available jobs aren't advertised. Instead of throwing your resume in with a stack of hundreds of other resumes, contact the organization where you want to work to inquire of possible job openings that may not have been advertised.

2) Be willing to work for free.

Being willing to work free of charge for a limited time may pay off in huge dividends later. A young accountant applied to a respected accounting firm and offered to work without pay to see if they liked him. He eventually got the job.

3) Don't overlook your own network of contacts.

Do you think your friends and relatives are too normal to have any significant connections that will help you find your dream job? Think again. Everyone, no matter how humble, has connections you need. Ask your friends and relatives and teachers about their connections and see where they might lead.

4) Write an unexpected resume.

Most people write only what's expected in a resume.

Actor Johnny Depp said that when he prepares for a part, he tries to add "that little something extra." Most employers are looking for more than someone who can just do the job; they want someone who will be reliable and pleasant to work with.

So why not make your resume stand out by including quotes and recommendations from former employers? For example, include quotes that say, "shows up every day, on time," "a quick learner," or "a pleasure to work with." Beside each quote include a name and phone number. You may have less experience than other applicants, but what you lack in experience you can make up for in references.

5) Check back frequently.

Most people are afraid that they will bother a potential employer by checking back. The opposite is typically true. Check back to make sure they received your resume – then ask if it's okay to keep checking back regularly. This will keep your resume top of mind.

6) Don't search alone.

Most people conduct their job search alone. Instead, find out whom else is looking for a job and share contacts and ideas. Perhaps your friends can keep you from getting discouraged or keep you accountable.



7) Keep learning.

Finding a job is a skill in itself, but one that few study or master. To give yourself the edge, learn all you can. Talk to people at your guidance office. Ask friends and family for advice. Read, *What Color is Your Parachute?*, the job-hunting classic.

[Ed. Note: Acworth resident J. Steve Miller leads Legacy Educational Resources, providing educators with character education and life skills resources. His latest book is *Enjoy Your Money! How to Make It, Save It, Invest It and Give It*. Several chapters deal with getting jobs and thriving at work. Written as a compelling story, it's the financial book for young people who hate financial books.] For more information, visit enjoyyourmoney.org. ♦

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