



FIND A JOB

A How-to Guide Worksheet

Follow these 6 steps to plan and conduct an effect job search.

In these steps you will:

- ✓ Find job postings
- ✓ Identify local employers
- ✓ Begin networking
- ✓ Target your resume
- ✓ Apply for jobs
- ✓ Get ready for interviews

STEP 1. FIND JOB POSTINGS

Use the [Job Finder](#) to identify three job postings of interest.

Finding job postings online is just one source of job leads. Here we start with this step, then move on to other sources for your job search.

A. Visit [Job Finder](#) ([CareerOneStop.org/FindAJob](#)) and enter your location and a keyword for the kind of job you want. Note if you prefer to work from home, you can use the filter for “Remote jobs only.”

B. List the job title and employer from 3-4 job postings that seem like a good possibility for you. Keep track of them in the table below.

My Job Postings

Job title	Employer & URL job posting	Why this is a good fit for me	Questions or concerns I have	When will I apply
1				
2				
3				
4				



STEP 2. IDENTIFY LOCAL EMPLOYERS

Use the [Business Finder](#) to search for local businesses or employers to target for networking and potential job leads.

One great way to expand your job search is to research companies in your local area that typically hire people in your field of interest. Then you can contact them to ask about work opportunities, even though they haven't posted a job opening. The advantage of this method is you may be the only person reaching out to them, and if they have hiring needs, you'll have far less competition than when applying to job postings.

- A.** Visit [Business Finder](#) ([CareerOneStop.org/BusinessFinder](#)) and follow directions to search for businesses in your area. Note you can sort your search:
- By **Distance** to find businesses closest to you (to do this, enter your ZIP code in the "Location" search box)
 - By **Employees** if you have a preferred company size
 - By **Industry** if you have a preferred industry you'd like to work in
- B.** Keep track of businesses that might be potential employers or have networking contacts. In the My Employer Leads chart below, keep track of:
- Contact information for the businesses you find
 - Whether you may want to work there (potential employer), or contact someone who works there (potential network contact)
 - Questions you have for the contact(s)

My Employer Leads

Business name & website	Contact info <i>Name, phone, email, social media</i>	Reach out for job openings here?	Reach out to an employee for job search help?	Other notes
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____



STEP 3. BEGIN NETWORKING

It's time to write your networking message, update your social media profiles, and make a list of contacts for your job search.

A. Visit [Elevator Speech](https://www.careeronestop.org/JobSearch/Network/elevator-speech.aspx) ([CareerOneStop.org/JobSearch/Network/elevator-speech.aspx](https://www.careeronestop.org/JobSearch/Network/elevator-speech.aspx)) and write a draft of your two-minute description of your skills and career goals. It should include:

- Your job goals
- Your top skills
- Relevant work experience
- How you may ask for contacts or company recommendations, such as: *“Do you have suggestions for people I could talk to about where to apply for work in this field?”*

B. Visit [Take Your Network Online](https://www.careeronestop.org/JobSearch/Network/online-network.aspx) ([CareerOneStop.org/JobSearch/Network/online-network.aspx](https://www.careeronestop.org/JobSearch/Network/online-network.aspx)) to learn how to best use social media for networking. Depending on your current social media presence, choose from these steps to boost your profile:

- If you don't have a social media presence, select one channel (for instance, LinkedIn or Facebook) to create your profile
- If you have one or more social media accounts, update each of them to make sure they are appropriate for your job search
 - For each social media platform you choose, you can search for tutorials on how to best use it to boost your job search
- Use your social media account(s) to reach out to relevant contacts about your job search

C. Visit [Make a List of Contacts](https://www.careeronestop.org/JobSearch/Network/contact-list.aspx) ([CareerOneStop.org/JobSearch/Network/contact-list.aspx](https://www.careeronestop.org/JobSearch/Network/contact-list.aspx)) to identify people in your network (both from social media and in real life). List 3-4 who are likely to have contacts at related businesses or know about jobs in your field (don't forget to look back at what you included in [My Employer Leads](#) from Step 2 for potential contacts). Keep track of whether you plan to reach out via phone, email, or social media.

My Networking Contacts

Name	Contact info <i>Phone, email, and/or social media account</i>	Notes
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____



STEP 4. TARGET YOUR RESUME

Visit [Resume Guide](#) to write or revise your resume to target your job search goal.

It's important to customize your resume for each job you apply for.

- A. Follow the tips for resume writing at [Resume Guide \(CareerOneStop.org/ResumeGuide\)](#). You'll find valuable resources whether you need to start your resume from scratch or polish an existing resume.
- B. Spend time focusing on your keywords - an important element of your resume. Review [My Job Postings](#) from Step 1 and write down any keywords you identified. Keep track of them in the chart below. This will help target your job search goal.

My Keywords for *(job title)* _____

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____

- C. Find a place in your resume(s) to include keywords you've identified for each job you apply for.



STEP 5. APPLY FOR JOBS

Pull together Steps 1-4 and apply for jobs.

A. Apply for posted jobs from your *My Job Postings* list.

- Start with your **My Job Postings** list from Step 1 and visit [Job Finder \(CareerOneStop.org/FindAJob\)](https://www.careeronestop.org/FindAJob) again to search for new opportunities to add to your list.
- Read and carefully follow directions for each posting on your list. Be sure to include a cover letter if the employer asks for one.
- Learn more about [Job Applications \(CareerOneStop.org/JobSearch/Resumes/job-applications.aspx\)](https://www.careeronestop.org/JobSearch/Resumes/job-applications.aspx) if the posting requires one.
- Learn more about [Cover Letters \(CareerOneStop.org/JobSearch/Resumes/cover-letters.aspx\)](https://www.careeronestop.org/JobSearch/Resumes/cover-letters.aspx) if the posting asks for a resume and cover letter.

B. Reach out to the contacts on your *My Employer Leads* list from Step 2 and your *My Networking Contacts* list from Step 3.

- Contact potential employers by sending your resume by email or mail and including a cover letter explaining why you believe you're a good candidate for a job with them. Be sure to do some research about the company so you can describe how their needs may relate well to your skills and experience.
- Ask if they have job opportunities you can discuss with them.

C. Keep a record of the positions you've applied for and employers you've contacted. If you don't hear back within two weeks, email or call to follow up. Ask if the position is still available (if applying), or request to discuss your qualifications and any related openings they may have or anticipate having.

My Employer Leads

Position title	Date applied/ contacted	Response?	Follow-up needed?	Notes
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____
8 _____	_____	_____	_____	_____
9 _____	_____	_____	_____	_____



STEP 6. GET READY FOR INTERVIEWS

Visit [Common Interview Questions](#) to write or revise your resume to target your job search goal.

A. Fill out the table below with examples you find at [Common Interview Questions](#) ([CareerOneStop.org/JobSearch/Interview/common-interview-questions.aspx](#)).

My Practice Interview Responses

Question

Choose questions you find challenging to answer

1 _____

2 _____

3 _____

4 _____

5 _____

My response

Write out a thoughtful response using stories & examples from your work or volunteer experience

B. Have an online interview? Visit [Virtual Interviews](#) ([CareerOneStop.org/EmploymentRecovery/FindAJobNow/ace-your-interview.aspx](#)) for tips on how to shine in a video or phone interview.



Congratulations! You've launched your job search.

Next steps

Look up [American Job Centers](#) ([CareerOneStop.org/JobCenter](#)) near you for job leads, networking groups, resume review, and more.

Evaluate job offers carefully and [Negotiate Your Salary Offer](#) ([CareerOneStop.org/JobSearch/Interview/negotiate-your-salary.aspx](#)), benefits, and other preferences.

If you don't see results from your job search, troubleshoot [How to Adjust Your Approach](#) ([CareerOneStop.org/JobSearch/Tips/not-getting-results.aspx](#)).

Contact us

If you have any questions about CareerOneStop.org or would like further information, email us at: info@CareerOneStop.org

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