

Job Search Strategies

A personal job search tool kit is necessary for effective and successful job search strategies. This tool kit will consist of the categories listed below. Counselors with the Career Center will help you build all or specific areas of your tool kit.

Resources for an effective job search are also listed. Please note that the **#1** way to find a job is through networking! Network with friends, family, neighbors, and especially potential employers.

According to Richard Bolles, “What Color is Your Parachute?”, there are **THREE SECRETS OF SUCCESSFUL JOB-HUNTING**:

1. What do you have to offer? What are your talents and skills?
2. Where do you want to use your skills?
Identify and explore your favorite subjects or fields of interest through research and informational interviewing.
3. Contact the organizations that interest you the most, *even if they are not advertising a current vacancy*. Use your contacts (anyone you know) to make an appointment with the person who has the power to hire you.

TOOL KIT:

Professional Resume
Cover Letter
Good References
Interview skills
Image
Networking skills

RESOURCES:

Networking, Networking, Networking
Classified Ads
Job Service
Placement Agencies
Professional Newsletter/Journal
Internet
Employer Electronic Bulletin Boards

LINKS:

JOB SEARCH GUIDES

www.jobhuntersbible.com
www.rileyguide.com
www.careerbuilder.com
www.quintcareers.com

LINKS:

POSITION OPENINGS

www.ajb.dni.us/ (America=s Job Bank)
<http://colorado.jobing.com/>
<http://www.colorado.gov/Colorado-Working/search-for-a-job.html>
www.jobsfed.com/ (Federal Jobs)
www.jobbankusa.com/search.html
www.monster.com
www.job-hunt.org/
www.CollegeCentral.com