



## CONDUCTING YOUR JOB SEARCH

The first step to becoming employed is to search for available positions in fields you find interesting. You will want to access all available resources to broaden your job search. Some of these resources can be obtained through SC Works Centers, the Internet, newspaper ads, networking, cold calling, job fairs, and referrals from friends and relatives.

Select an occupation that is suitable for you. Identity, knowledge, skills, and abilities will help you to know what is most satisfying for your career. Assess the local labor market information. With the local labor market information, you can collect data, employment trends, and available job openings. You can find this information online, through local resources, and your SC Works Center.

*Remember, we are here to help.*

Don't be afraid to ask us for assistance, or to ask any questions if you need more information. Ask to speak to your local DSS Workforce Consultant or SNAP Employment & Training Coordinator.

## NETWORKING

Networking allows you to seek out individuals who can help you to get your foot in the door with a particular business.

- To be effective, be clear about employment goals.
- A relationship made through networking can lead to the career path you have chosen for yourself.
- Keep track of leads and referrals when a contact gives them to you. Ask the contact if you could use their name as a reference or when speaking with a potential employer.
- Be open to expanding your opportunities.

## JOB FAIRS

Attending a job fair is a great opportunity to identify potential employers. Job fairs can be thought of like shopping for a job, where an applicant can have several miniature job interviews at one location. Job fairs provide for brief, but possibly crucial encounters with employers. In those few moments with each employer, you can receive immediate results, being hired on the spot or getting feedback that helps with future interviews.

Job fairs are also a great opportunity to conduct research for jobs and career paths that you may have not even considered!

Remember:

- Take copies of your resume.
- Dress for success.
- Take notes (review your notes after the job fair and take the time to send a thank you to the employer)

## SEARCHING ONLINE

To apply for jobs online you will need:

- Internet Access
- Email Address
- Cover Letter & Resume
- Employment History

An important note is not to spend over 50% of your time using the Internet for job search.



## COLD CALLING

When you contact an employer directly by telephone to ask if they have any available jobs-you are cold calling.

- Know what position you are interested in and research the duties for that particular job.
- Prepare a script to know what you are going to say before you place the call.
- Express your key points when talking with someone. Make notes on who you spoke with, what they stated to you, and what is needed from you.
- Follow up with the cold call and express your gratitude for the opportunity to speak with them.



### PREPARING TO SEARCH

It can certainly be overwhelming while searching for employment. Being prepared for the job search is the way to achieve the best results.

—————  
*Know what you want!*  
—————

Keep this question in mind “What do I want for my future?” Short and long term goals you have set for yourself will guide you on a more focused search. Investigate the duties, pay and hours to help you to consider the pros and cons, and whether or not this is a position that will help you attain your career goals.

Being prepared and knowing where you would like to eventually end up, will help steer you in the right direction. You can and will successfully find a suitable position in due time.

Don't give up! There is a job that was meant for you out there. Put in the work now, and reap the rewards later!

### TIPS FOR COMPLETING JOB APPLICATIONS



- Use neat handwriting when you aren't able to complete the application on a computer.
- Provide only what is asked.
- Answer honestly.
- Target your qualifications.
- Avoid negative information.
- Answer all questions.
- Create a good impression.

### NEED ASSISTANCE?

Need assistance in conducting your job search?  
Ask to speak with your local  
**DSS Workforce Consultant or SNAP  
Employment & Training Coordinator.**

CONSULTANT: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_



[www.dss.sc.gov](http://www.dss.sc.gov)

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## *Tips on conducting a* **Professional Job Search**



*With just a little patience  
and a lot of hard work, you can  
find the perfect job for you!*

