

# Job Searching Strategies and Tools

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## **\*Networking.....80%**

- Your family, friends, neighbors, and members of churches and other organizations
- Your business and shopping acquaintances
- Former co-workers and employers
- Create a web page of yourself / Make yourself a business card

## **\*Telephone and Yellow Pages.....59%**

*(See if local business has a website first and apply on line)*

Then call them and use following guidelines:

- **Do not ask if they are hiring,**
  - Ask if they are taking applications
  - Ask if you can leave a résumé
- Requires preparation and persistence / Rehearse what you will say
- **Get a contact name!!!!**
- Search categories by vocation or skill
- Consider all businesses that employ people with your skill
- Use this as an opener: "I am an experienced \_\_\_\_\_ (job title) \_\_\_\_\_ and I would like to fill out an application to be put on file so that when you need someone you can pull my information and give me a call."

## **\*Door to Door • In-Person (help wanted signs, etc.).....47%**

## **\*State Employment Offices ([www.dol.state.ga.us](http://www.dol.state.ga.us)).....14%**

## **\*Private Staffing Agencies (see "Employment" in Yellow Pages).....5-28%**

## **\*Newspaper Ads (watch out for scams).....5-24%**

## **\*Mailing out résumés at random.....7%**

## **\*Internet ([www.indeed.com](http://www.indeed.com)).....4-10%**

**Other--Goodwill Career Center (employment services, phone # 706.256.1837)  
2601 Cross Country Drive, Building A, Columbus, GA 31906**

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## **\*Search in Other Locations**

- Phenix City Auburn / Opelika (30 miles) Lagrange (45 miles)

All percentages from Bolles, Richard; *What Color Is Your Parachute?* 2011, Pps.36-43.