

Finding a Job

Where Do You Find Job Leads?

- Persons you know
- Local businesses or companies
- Former employers
- Local newspaper
- Online
- Career Center ACTC

Following Up A Job Lead

By Phone

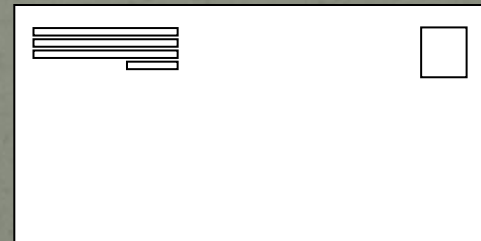
- Speak clearly
- Identify yourself
- Ask for the person in charge of hiring
- State specific job – ask if job has been filled
- Ask for an appointment for an interview
- Be sure you have all the correct information
- Be sure to say “Thank You” and “Goodbye.”



Following Up A Job Lead

By Letter

- Typed, single spaced-double between paragraphs
- No grammar or spelling errors!
- Include your address and the address of the business
- Include a salutation



Following Up A Job Lead

By Letter

Letter Body-----

Paragraph One – why you are writing

Paragraph Two – Education/Training

Paragraph Three – Other jobs you've held

Paragraph Four – Your contact information

Closing and signature



Completing the Application

Be sure to bring the following:

1. Social security number
2. Emergency contact information
3. Driver's license
4. References
5. Former employment
6. Education/training



Completing the Application

- Read the entire application before filling it out.
- Follow instructions carefully.
- Use pen.
- Use neat handwriting or printing.
- Include education and previous experience with complete information.
- BE HONEST.