

JOB SEARCH TOOLKIT:

Tools & Techniques You Need for a Successful Job Hunt

The following section is entitled: **Chapter 3: Responding to Job Postings and Signs**

Table of Contents

Introduction

Chapter 1: *What Kind of Job Are You Looking For?*

Chapter 2: *Networking*

Chapter 3: *Responding to Job Postings and Signs*

Chapter 4: *Completing Job Applications*

Chapter 5: *Resumes and Cover Letters*

Chapter 6: *Searching for Jobs on the Internet*

Chapter 7: *The Value of Volunteer Work*

Chapter 8: *Training Programs, Agencies and Help from the Government*

Chapter 9: *Preparing for Job Interviews*

Chapter 10: *Interview Tips*

Chapter 11: *After an Interview: Next Steps*

Chapter 12: *Quick Tips about Keeping a Job and Starting a New Job Hunt*

The full text of the Job Search Toolkit is available at: ***FirstFind.org>>Look for a Job.***

Responding to Job Postings and Signs

In addition to networking, most people today search for jobs on the Internet. But don't forget you can also respond to **Help Wanted** ads in newspapers, or signs that you see on the street.

How do I start and where do I look?

Sit down at a computer and do a search for "jobs for painters." You will get millions of results to wade through. In Chapter 6, **Searching for Jobs on the Internet** we have details on using the Internet for job search. However, printed newspapers, even large ones, have fewer and fewer help wanted ads. You may find Jobs listings in your local *PennySaver* or other locally distributed publications. These are often delivered to homes and you can find them in the library.

I found an ad for a job that looks great. What's next?

Write down all of the information from the ad in your notebook, including the date of the ad and the newspaper that you found it in. If it is your own newspaper you can cut out the ad and paste it into your notebook. If you found more than one ad to paste in your notebook, make sure to leave space between them for notes.

The ad will tell you how to apply for the job. You may be asked to send a resume by email. There may be a choice to fax a resume but this is pretty rare. If an employer gives a choice between email and fax, email the information. It's easier to lose faxes. You may be asked to call for an appointment. Or the ad may ask you to apply in person. Sometimes ads will ask you to apply online. Go to the section on Job Applications (Chapter 4) for more information about applying on line.

If you are emailing, mailing or faxing a resume (See Chapter 5, Resumes and Cover Letters for more about these processes.)

- Make sure you have the right email address. Check it and write it down in your notebook.
- Send it from your own email account. If you are using a computer at a friend's home or at the library when you send a resume online, close or minimize the job posting and send the resume from a separate window using the email service associated with your email account (gmail, yahoo, etc.).
- Make sure you have the correct mailing address or fax number.
- Always refer to the ad you are responding to. Include the date, the name of the newspaper and the heading of the posting or ad in an email or cover letter.
- If you are faxing your resume, also refer to the date and newspaper on a fax cover sheet. Go to the section on cover letters (Chapter 5) for more information.
- If a job posting or ad asks for a cover letter write one specific for the job. Don't write, "I'm interested in a job." Do write, "I'm interested in the customer service position posted in the *PennySaver* on September 1, 2017."

Hint: You can often find a fax machine at your local library or at local newspaper stores.

When an ad says to call for an appointment, have your calendar and notebook with you before you pick up the phone. Also, have your Personal Data Form (Appendix A) in front of you. You should also:

- Make sure you have a good connection on a cell phone or on a land line.
- Call from a quiet location. Turn off the TV or radio and tell others that you are making a call about a job and you cannot be interrupted. Make certain that the ringer on your cell phone is off.
- Write any questions you want to ask about the job below the ad or posting information in your notebook.
- Sit up straight, smile and make your call with confidence.
- Write down any new information you receive in your notebook, such as the name and job title of the person you speak to on the phone.

If you are asked to come in to fill out an application or schedule an interview, check your calendar to make sure you are available. Write down the date, time and location in your notebook and on your calendar. Ask for the name and job title of the person you need

to see and write this down as well. This telephone conversation will be the first impression of you for this employer. You can make it count if you are well prepared.

If the ad or posting says to apply in person, note the days and hours when it is possible to apply. Decide on a date and time to apply and write it in your calendar along with the location. It's always a good idea to be early if there are multiple days and times when a company will be taking applications. You don't have to be the first, but you don't want to be the last. When you write the date and time that you will apply on your calendar, you have made an appointment for yourself to apply for a job!

What about the sign in the window?

Help wanted signs can also be found in stores, on buildings or at other locations in your community, such as bulletin boards in supermarkets or laundromats. Keep your eyes open for these signs. When you see a sign that says "Help Wanted, Apply Here," make sure you are ready to meet someone who may hire you. If you are not dressed for an interview, come back later in interview clothing. You may be asked to fill out an application so make certain that you have your Personal Data Form.

As you travel around it is a good idea to carry your notebook and calendar. When you see Help Wanted signs you can write down all of the information and schedule yourself to return to ask about the job. Take some time to find information about the company before you return. This can make it easier for you to answer and ask questions about the position. You can find this information by asking people you know, (see Networking Chapter 2) or searching for the company on the Internet. The first impression of you can make or break your chances of getting a job so you want to be prepared.

Here's what your calendar might look like now:

Job Search Calendar Week of September 19, 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Pick up Penny-saver; check for jobs that meet skills and background.</i>	<i>10 AM Head to Broadway with resumes and dressed for interviews.</i>	<i>9 AM Make networking calls</i>	<i>9 AM Follow up on networking calls</i>	<i>11 AM Fill out application at ABC Audio, 222 Main St, Flushing</i>		<i>7 PM Review last week's activities and make plan for the new week.</i>

Hit the Street

While you will see Help Wanted signs in storefront windows, there may be other places on the same block looking for employees too. Pick a day when you will dress for an interview, bring your resume, and head to a busy street. You can go into different businesses and ask if they are looking for help. Practice before you head out to say something like, "Good afternoon, my name is Pat and I am looking for a job as a cashier. Do you have any openings?"

Responding to signs and visiting employers can lead to a job placement. It's one of the techniques to use but successful job searches use a variety of techniques: networking, responding to postings and online searches.

The full text of the Job Search Toolkit is available at: FirstFind.org>>Look for a Job.