

Job Search Tips

Step 1

Prepare a good resume. If you need help writing a resume, there are many good website, use OptimalResume, go to ECU Career Development Center for advice, review guides online and there are many articles on this subject. Make sure to have it save on a computer or thumb drive.

Step2

Most people forget about family and friends when it comes to looking for a job. This is the best place to start. Whether your family or friend is a manager or at the bottom of the employment ladder, knowing someone already inside a job helps.

Step3

Find local job fairs in the newspaper. This is a great place to look for jobs, because employers at job fairs need to fill positions right away.

Step4

Search the newspaper classified ads for job openings.

Step5

Network online. There are many different sites set up just for job seekers. Some links to these sights are posted below. You can also post a link to your resume on any social networking sites that you use, like myspace or facebook.

Step6

Research local companies online. Almost all major companies have a website, and most allow you to submit a job application online.

Step7

Remember to always follow up your applications. Wait a few days after you have submitted your application, and then give the company a call to make sure that they received it. This shows that you are pro-active without appearing desperate.