

# GET YOUR RESUME OUT THERE

## Job Searching Techniques

Your job is to get yourself, your resume, and your job application into employer's hands and their internal network. People use a variety of methods to find information about job openings.

- **Want Ads in the Newspaper** ([hot-ads.com/ny/Dunkirk](http://hot-ads.com/ny/Dunkirk) or [hot-ads.com/ny/Jamestown](http://hot-ads.com/ny/Jamestown))
- **Filling out applications** at a specific business (Direct Contact)
- **Mailing out resumes**
- **Phone calling/ Cold contacts** – find companies to contact by:
  - Yellow pages
  - Chamber of Commerce
  - Library
- **Networking** (finding information from people you know)
- **Employment Agencies** (your career specialist has a comprehensive list)
- **Placement Offices** (School and College, etc.)
- **Civil Service Test**
- **Direct Mail**
- **Internet** (you may get a comprehensive list from your career specialist)
- Companies/businesses **Internal Networks**
- **Job postings** within the company/business
- **Agent**

## Where do I Start?

A quick glance through the help wanted section of your local newspaper, or an online Career site, will tell you which Businesses are looking for people with your skills. Unfortunately, when a company does advertise, the publicity can generate hundreds of job applicants. Competition can be fierce, especially for good jobs.

## Newspapers/Career sites?

Most job hunters check their local newspapers and favorite job sites every day. Lots of people land great jobs there. But, you have to respond quickly, **within 24 hours**.

By the way, if you see an advertisement or job posting that really interests you, check that company's web site too. Most companies have additional job openings that are not listed with job sites or in the newspapers, but they do show up on that company's web sites. For a link to all the newspapers in the United States, visit [50states.com/news/](http://50states.com/news/). Some of the most popular online job sites include [monster.com](http://monster.com), [careerbuilder.com](http://careerbuilder.com), [hotjobs.com](http://hotjobs.com), and [jobfinder.com](http://jobfinder.com)