

## **Job Hunting:**

Based on the work you did of “getting to know yourself” you should have a better idea of the type of work you like to do, or work that motivates you. Now it’s time to start searching to see what is currently available in this area. If you haven’t finished that section go back and review it. The different personality tests usually will have a list of jobs that your personality will enjoy.

Start off with a good web search. Take some time, maybe half an hour up to an hour to really just get a good search in. Search for your dream job and search for a job that could get you there. See what work experiences are necessary for different jobs.

Some great places to search for openings:

Indeed.com

Idealist.com

Linkedin.com

Gather 5-10 job listings that really stuck out to you. See what they have in common. See what their requirements or qualifications are. Make sure you have the qualifications/requirements or at least working toward them.

Pick 2 to apply for each week. Sometimes it takes jobs a while to respond. Some people have good luck if they call the company one week after they apply to check on their application. Keep applying for other jobs you are interested in. Don’t wait to hear from a job you have applied for before applying for more jobs. If more than one job wants to hire you then you get to pick which one suits you best and let the others know gently that you have been hired somewhere else if they do inquire.

Make a base resume and tailor it to the jobs you are applying for. It is normal to submit slightly different resumes for different jobs. Use keywords from the job posting in your resume. If they ask for a cover letter include this as well. Some don’t require a cover, but ask you to email them the resume. If so take the opportunity to write a brief cover letter as the body of the email.

If the job requires an in person application take the opportunity to introduce yourself to the person you turn the application into. If it’s not the hiring manager it might be nice to ask the person taking the applications a few questions about the job and work environment of the company.

Then if all goes well you will be asked to come in or have a phone interview.