

Job Search Cards

Old Traditional Methods

New Modern Methods

<p>Old: Wait for the help wanted ad. Good jobs get taken long before they are advertised.</p>	<p>New: Make a list of everyone you know including friends and family. These are the first people you might reach out to.</p>
<p>Old: Wait for a formal job announcement. These jobs are hard to get because more people know about them.</p>	<p>New: Check internet sources Check online job sources (craigslist). Vet options carefully for scams.</p>
<p>Old: Send a resume to the employer and wait for a call. Wait and hope that the employer will call.</p>	<p>New: Check campus resources Ask campus career center or counseling office for resources or assistance finding jobs.</p>
<p>Old: Fill out and turn in an application. All the job seeker can do is wait to be called for an interview.</p>	<p>New: Develop your network of referrals. Ask people you know to refer you to other potential job leads!</p>
<p>Old: Turn in application or resume . If the employer does not meet you, it will be hard to get the job.</p>	<p>New: Call about each job lead. Always call as soon as possible about each job lead you get.</p>
<p>Old: Apply only after seeing a help-wanted ad in the newspaper. Ads list only 15% of all job openings.</p>	<p>New: Research and prepare to present yourself well for every call. Every call is a potential job.</p>
<p>Old: Apply and wait for something to happen. This is hard because it takes a long time to get a job this way.</p>	<p>New: Research and prepare a set of questions to ask when calling for your job search. Ask for jobs and referrals.</p>
<p>Old: Wait for the employer to call. It's hard to get a job without meeting the person who can hire you.</p>	<p>New: Be ready for an interview. Prepare for an interview every time you make a call during your job search.</p>
<p>Old: Get a referral from a government agency. Only 5% of all jobs are listed with these agencies.</p>	<p>New: Follow up every call with a thank you note. Thank you notes leave a good impression.</p>
<p>Old: Look for Help-Wanted signs at businesses. Many businesses never post a sign.</p>	<p>New: Research and get information about the place you want to work. Contact the employer to ask about a job.</p>
	<p>New: Prepare to ask for referrals when you call people on your list. Ask for the name of someone who might know of a job lead.</p>