

## Job Search Resources

Job search resources continue to expand as technology grows and move onward. Listed below are many of those, older ones, while quite valuable often get overlooked due to the speed and availability of more current and available from the web. Below are most of those available to the job seeker today. Never forget that **Networking *continues to be the number one resource for all in making connections!***

### Academic:

- High School and Trade School Placement Offices
- College and Graduate School Placement Offices
- Alumni Offices and Chapters
- Favorite Teachers & Department Heads
- Alumni Chapters

### Work and Work Related:

- Associates you work with
- Bosses, former and current
- Employee Referral Programs
- Vendors you work with
- Suppliers you deal with
- Contractors you deal with

### Outside Groups:

- Professional Associations
- Civic Groups
- Church Clergy and Committees
- Social Clubs
- Neighborhood Associations
- Neighbors

### Publications:

- Newspapers, staff writers, particularly in the Business Section. Always check with staff.
- Business Journals – the *Business Journal* is published in 40 metro areas. These Journals also publish an annual Book of Lists, and offer online resources and tools to the Subscriber.
- Books dealing with your business and/or career field.
- Authors of those books
- Book Clubs

### Web Based:

- LinkedIn
- Facebook
- You Tube
- Twitter
- Other Social Media

### A Few Suggestions & Cautions:

- Always be truthful in all that you do.
- Develop & expand your network.
- Create 3 levels of network contacts: Acquaintances, Associates, and Advocates.
- Build your own Board of Directors.
- Consider several of your Advocates for Your Board.
- Look for contacts in Companies of interest that have Employee Referral Programs.
- Network to those individuals & identify decision-makers in your area of interest.
- Ask network contact to either hand-carry or provide contact information. Hand delivered with positive comment preferred.
- Follow up with all contacts, keep them posted on status. No harm in asking for suggestions.
- Offer to be on or serve as Chair of either Program or Membership Committee in local Chapter of primary Association you joined.
- On follow up letters after interview end each with a suggestion derived from interviews, proposing a follow-on discussion with appropriate members of company.
- Be sure to thank ALL who were involved in each of your interviews.
- Audit all Web based input. Control access where appropriate. Keep positive.
- Keep everything positive in your communications.