EXAMPLES OF EMPLOYMENT SEARCH

Ideas for fulfilling your weekly employment search requirement

- Use of the JobNet computers either at the Wisconsin Job Center or at home
- Reading the help wanted ads from the newspaper
- Direct employer contact
- Completing job applications
- Meeting with resource room assistant
- Creating a resume
- Updating a basic resume for a specific job
- Cover letters
- Thank you letters
- Follow up calls
- Travel time to and from interviews
- Travel time to and from potential employers
- Interviews
- Networking (contacting acquaintances about possible job openings they know of)
- Researching the labor market
- Researching specific employers
- Registering with a private employment agency
- Checking the yellow pages for businesses of interest
- Checking school placement offices
- Checking government job listings
- Checking bulletin boards in grocery stores, schools, libraries, churches, etc.
- Follow up on ‘help wanted’ signs
- Call or visit local Chamber of Commerce
- Watch for new construction and follow up

Remember to document your employment search hours and turn in your employment contacts weekly.

Getting a job is a job in itself and you should be prepared to really work at it. Developing and checking out as many leads as possible can make your job search a productive experience!!