



Resource Guide for Job Seekers

A Step-by-step guide to dealing with a job loss, starting a new job and everything in between.

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WELCOME

Introduction

It shouldn't come as a surprise that looking for work can be a lot of work, especially if you haven't been in the job market for a while, or if you are changing careers. If you need help putting together a résumé, aren't sure how to answer some questions on a job application, or are scared to death at the prospect of a job interview, you've come to the right place. Here are some hints to make the job search less frightening and more productive.



So you're unemployed...now what?

Before you begin a new job search, take some time to think through your situation. A job loss can affect every area of your life. How you handle this major life event can affect you for years to come. Work is not something we do simply because we have time on our hands; a job often defines who we are and how we define ourselves. For this reason, losing a job threatens your self-image and possibly your lifestyle. Dealing with the emotional impact of a job-loss may be as demanding as looking for a new one.



Typical reactions to losing a job include:

- Anger
- Lack of self-confidence/esteem
- Anxiety
- Grief
- Embarrassment
- Shame
- Lack of faith in the future

Some people dwell on what could have been done differently and may become weepy or angry. However, all of these feelings are the opposite of what you need to begin a job search. This requires optimism, confidence and

energy. To move yourself to a place where you can begin to look for a new job, you first need to acknowledge your feelings. Get them out in the open and off your chest. Just doing this much will likely reduce your tension and keep you among people, where you are more likely to hear about job openings.

You may find it helpful to put your feelings in writing. It can be a great way to see what you feel and help you realize what you need from yourself and others.

Ways to handle my feelings positively:

- 1.
- 2.
- 3.

Ways my feelings affect me negatively:

- 1.
- 2.
- 3.

Ways to strengthen my ability to cope:

- 1.
- 2.
- 3.

Take some time to think through the past. You need an accurate grasp at what has happened in order to feel better about the future.

Family Issues

Unemployment affects everyone in your family. Don't isolate yourself but rather talk to your family about how you are feeling or what you are doing. Have some family time and allow everyone to voice their concerns and ideas. Ask for their assistance in conserving financial resources. By working through this together, you can build your family's self-esteem, sense of competence and trust in yourselves as a family unit.



Examine the Past

Take some time to think through the past. You need an accurate grasp at what has happened in order to feel better about the future.

Things done right at my previous job:

- 1.
- 2.
- 3.

Things that could have been done better/changes I need to make to do the job better:

- 1.
- 2.
- 3.

Where to get help making these changes:

- 1.
- 2.
- 3.

Begin to Set Goals

Now that you've dealt with the past, think about the future. Begin setting goals by asking yourself:

- How much do I need to earn?
- Can I afford to wait for the "perfect" job or do I need to take whatever comes along?
- What kind of work do I want to do?
- What may be some alternatives?
- What do I absolutely not want to do?
- Should I consider changing careers?
- Do I need more training?

- Should I relocate to where my skills are more in demand?

Now that you've explored your strengths, preferences and limitations, you can begin to set some long-term goals. While it may take months to achieve your ultimate objectives, they can be achieved by setting and meeting short-term goals.

Write down your goals and set deadlines so you can track your progress. Goal writing sample includes:

1. Long-term Goal: Find a new job
 - a. Short-term Goal: Send out 100 résumés
 - i. Action: Draft three versions of my résumé and a blind cover letter
 1. Resources: Samples from IWD resource center
 2. Deadline: March 15
 - ii. Action: Re-write résumés and cover letter based on feedback
 1. Resources: 5-7 people to proof read my résumé
 2. Deadline: March 30
 - iii. Get names and addresses of 100 qualified businesses
 1. Resources: newspapers, phone book, Internet search
 2. Deadline: April 13
 - iv. Action: Mail résumé and cover letters
 1. Deadline: April 20

Iowa Workforce Development

Iowa Workforce Development (IWD) is here to assist all job seekers through the sometimes challenging process. If you find yourself in need of a job, visit your local workforce office. In addition to unemployment, regional workforce offices offer a wide-range of workshops on a rotating basis. These workshops help to meet the immediate needs of Iowans in transition. The topics include dealing with job loss, financial management, applying for financial aid, résumé development, job search methods and tips on keeping a job in today's environment.

Your local IWD office can provide a number of resources and services to enhance your search efforts for a new position.

Each IWD office is equipped with a resource center to serve the needs of Iowa job seekers.

- Self-guided employment searches
- Résumé and cover letter assistance
- Referral and applications for local employers
- Job development and placement assistance
- Labor Market Information
- Interviewing skills workshops
- Unemployment insurance claims
- Business directory of local employers

IWD provides a number of programs to meet the employment needs of all Iowans.

- Iowa Access ~ serving Iowans with disabilities
- Iowa Advantage ~ individuals in career transition
- New Iowan Centers ~ serving the needs of those new to Iowa
- Migrant and Seasonal Farm Workers Program
- Services for US military veterans
- PROMISE JOBS
- Iowa Child Labor Forms
- Disability Program Navigators

Steps to take if you've lost your job or find yourself in need of employment:

1. File for unemployment.
2. Prepare your résumé.
3. Begin your job search and apply for jobs that meet your qualifications – remember to apply for more than one job at a time. It may take some time to move through all the steps from application to accepting a position.
4. Prepare for interviews – practice with friends or family. Make sure you're ready for any difficult questions so you aren't caught off guard.
5. Attend any interviews offered.
6. Prepare and mail thank you letters – this is an important step of the process. It adds a great personal touch and is a great opportunity to address some weaker aspects of your interview.
7. Accept a job offer.



Helpful Hints for Job Seekers:

Choose Your Target Carefully

Put your time and energy into opportunities that you are interested in. You also want to focus on those that give you the best chance of receiving an offer. Pick a few companies you're interested in and pursue them, no matter if they have openings or not.

Work Your Network

Flip through your rolodex, business and social media contacts and let them know you're looking.

Sell Yourself

Learn how to talk about yourself in a way that's meaningful and powerful.

IWD Job Seeker Tools

Iowa Workforce Development provides job seekers with the necessary tools for developing a career path.

- Skill assessments and development tools
- Certified tests in typing, 10-key, spelling, and data entry
- Workshops on education, career development, financial management, and others
- Career Fairs

One great way to do this is to type a list of potential interview questions along with bulleted answers. This will give you some great talking points.

Consider Freelancing

If you are in a field that supports freelancing, don't think twice – take the opportunity. It's a great way to keep money coming in and your skills sharpened until full-time work comes along.

Take a Temporary Position

If freelancing isn't an option, consider interim staffing. No matter what the economy does, work still needs to get done. Many staffing agencies pay well. Like freelancing, this will keep money coming in and your skills well-honed until you can secure a full-time job.

Sweat the Small Stuff

Personal touches make a huge difference. Make sure each letter addresses your specific skills and qualities the company is looking for. Remember to always send a thank you note or e-mail after the interview.

Above all else, Stay Positive

In tough economic times, a positive attitude is the most important thing. Here is another perspective: Even if there was a 10 percent unemployment rate, that still means 90 percent are still employed. Plus, with an average of 3 million jobs available each year in the U.S., each job seeker is only looking for one. Those are pretty good odds.



Online Application Tips

1. Complete the entire profile or application
2. Carefully read and follow all the directions
3. Include details, be specific use comment sections
4. If possible include a cover letter
5. Ensure the e-mail address used is one that you check frequently
6. Use the same e-mail in all communications

Job Seeker: Do's and Don'ts

When looking for a new job, make sure you remember these do's and don'ts: **Don't:** Embellish or fabricate details, facts or experience.

Do: Be honest.

Don't: Leave large gaps or absences in your employment history.

Do: Explain these gaps by saying "returned to school," "help friend start a new business," "traveled," or



Do: List these in your skills and accomplishments; they may include qualities useful for the position.

Don't: List a specific pay rate.

Do: Use a pay range that reflects the local area.

Don't: Use words like "fired" or "let go".

Do: Instead, use words to describe the situation like "moved," "seasonal employment," or "laid off." However, you should be ready to explain.



other reason. If your reason is health related or due to a disability, it is your personal decision whether or not you want to disclose this fact. (Unless your problem prevents you from doing the job safely, it is probably not necessary to disclose.) If the gap is less than one year, don't list it. There is no written rule that says you must account for every month of every year.

Don't: Forget to include any activities you may have done during an employment gap.



Résumé Development

The rules for résumé preparation come and go. Most résumés are skill-based, meaning they focus on what you can do, and not where you did it. This is the information requested by many major employers. However, résumés have no official format. Since a resume is a sales brochure you want to include everything that relays why you're the right person for the job.

Contact your local Iowa Workforce Development office for copies of materials on how to construct a résumé, or come in and use one of our resource centers. We have PCs, easy to use résumé-building software as well as information on websites that list job openings, career exploration tools, and employer data.

Additional Tips

Use the following resume tips for additional help when creating a résumé.

- Text should be broken out by using bullets and sentences or phrases rather than long paragraphs
- Format resume with: Work History, Employers, Position Titles and Dates including Month And Year
- Detailed Work Activities-Duties and Responsibilities
- Specific Achievements and Accomplishments
- Education- Degrees, Special Schools, Certifications and Short Courses
- Use numbers (\$'s, %'s, MM, K, ...) and acronyms that an employer will quickly understand (CMMS, ISO, RCM, TPM, STOP ...) to demonstrate specific achievements and accomplishments.

Kristina Anderson
12122 Fremont Drive
Cedar Rapids, IA 12345
555-555-5555

OBJECTIVE

A position as a bank teller providing my positive customer service skills.

SUMMARY

- Motivated, efficient, accurate, and detail oriented.
- Over three years experience as a bank teller.
- Familiar with retirement accounts including Ire's, KEOGH'S, 401K's.
- Proficient in accounting software: Lotus 1-2-3, Excel.
- A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments.
- Handle crisis situations in calm and capable manner.

EXPERIENCE

Peoples State Bank, Cedar Rapids, IA

January 1997 to Present

Bank Teller

- Maintained accountability of transactions including the control and supervision of large amounts of cash flow.
- Computed figures with speed and accuracy.
- Maintained accuracy of customer accounts.
- Operated computer systems for processed data retrieval.
- Maintained excellent public relations with customers.

Seven Falls Bank, Alton, MO

August 1993 to January 1997

Assistant to Retirement Accounts Manager

- Worked closely with manager to record contributions to existing and new accounts.
- Created in-house promotional materials to assist customers with information on Keogh's and Ire's.
- Calculated year-to-date interest and tax deduction advantages.

EDUCATION

University of Iowa, B S Degree in Accounting, 1997

References Available Upon Request

Follow these tips when you're preparing to write your resume:

- Start by really thinking about your work history and education.
- What type of position are you applying for? What are your strongest skills?
- Work history: Do you have a strong work history? If not, do you have strong skills?
- Education
- Skills/Achievements

When putting together a format, follow these:

- Functional, chronological or combination
- Keep it simple
- Use a simple, easy to read font
- Justify the text to the left
- Try to keep it to one page
- Do not include personal information, such as marital status, height, weight or religion.
- Be consistent

Remember these key points when putting your resume together:

- Make sure you have correct dates of employment and correct company information
- Use key words that fit the desired job
- Focus on responsibilities not job duties
- Keep it to a few bullet points
- Even the small things can have value
- List achievements
- Make sure all reference info is up-to-date.

One of the most important things to do after you've written your resume is to: **Proofread!!** Don't forget to follow these steps:

- If you say in your resume or cover letter that you are detail oriented, make sure that you are!
- Do NOT rely on spell check to find spelling errors.
- Print off a copy of your resume, read it and give to someone else to read.

Résumé Do's and Don'ts

Don't: Think a title speaks for itself. Job titles can often be misleading and can change from one company to another.

Do: Provide position titles and descriptions.

Don't: Leave the reader guessing where and when you were employed.

Do: Clarify dates and places.

Don't: Apply for a job you only have a brief mention of on your resume.

Do: Tailor your resume so that it is appropriate for the position you are applying for. Coordinate your educational or career credits according to length or the importance to the reader.

Don't: Leave fragmented sentences or be long-winded on your resume. This will virtually assure you of a place at the back of the line.

Do: Organize your thoughts in a clear, concise manner. No one ever won a Nobel Prize for literature on their resume.

General Guidelines

The following are general guidelines to avoid having your résumé overlooked:

- Note: a two page résumé is acceptable
- Left justify the entire document
- Place your name at the top of the page on its own line
- Use standard address format below your name
- Multiple addresses should be placed one on top of the other
- List each phone number on its own line
- Avoid vertical and horizontal lines, graphics, and boxes/tables
- Avoid punctuation as much as possible

Scannable Résumés

A scannable résumé can be viewed by a computer using the latest document imaging technology (known as optical character recognition, or OCR).

Employers use this to store résumés in databases and search through many applicants electronically.

A scannable résumé, similar to a traditional résumé, includes your goals, education, work experience, activities, honors, and any special skills you might have. You can create a scannable by modifying your traditional one. The two most important elements of a scannable résumé are formatting and keywords.

Human resources personnel will review your résumé only after the computer retrieves it from keyword searches. Including nouns and noun phrases that are likely to be used in a database search and using simple formatting will help your résumé be chosen from the multitudes of others.

Formatting

Keep in mind that the first reader of your scannable résumé will be a computer, not a human. A fancy format pleasing to the human eye may confuse OCR scanners. Using simple format and font/typestyle decreases the likelihood that scanners will misread your résumé.

- Use one common font throughout the resume instead of increasing the size.

Indicate section headings by simple spacing.

- Avoid using bullets, tables & visuals. Instead use dashes, left-justified text and spacing to format.

Keywords

Keywords are words employers search for when trying to fill a position. They are the essential characteristics required to the job: education, experience, skills, knowledge and abilities. The more keyword marketing points you present about yourself, the more likely you are to be plucked from an electronic resume database now or a year from now. To use the Keyword concept effectively, use the following:

- Create a Keyword section just under your name that includes discipline-unique words and phrases which potential employers will search for in the résumé database. For example, keywords for a business professional might include the following:

- Leadership skills, Ethics, Finance
- Teamwork, Marketing, total quality management

- Use Nouns, not verbs - action words like accelerated, arbitrated and launched are out. In scannable resumes, nouns are dominant. Computers search for descriptive words such as accounting, manager, Price Waterhouse.

- Don't overuse abbreviations. Common ones like B.A. (Bachelor of Arts) are acceptable.



Cover Letter Do's and Don'ts

- Type your résumé, do not write or print your résumé.
- Always send original cover letters to employers, do not send a photocopy of your cover letter.
- Use 8 1/2" x 11" paper.
- Use same color of paper as your résumé.
- Do not use present or past employment business stationery.
- Always proofread your cover letter.
- Remember to sign your cover letter.
- Don't be negative.
- Don't mention needed salary, fringe benefits, or vacation time.

Creating Stellar Cover Letters

A cover letter is another important job marketing tool and it is as important as your résumé because it is your first impression with the employer. Plus, it provides you with an opportunity to explain the negative aspects of your résumé and direct the attention to the résumé parts that relate to the job opening. Below is a breakdown of the different parts of your cover letter.

Contact Information

Include electronic communication on your cover letter. Provide a current e-mail address (that you check regularly) along with a phone number that will roll to voice mail if you're unavailable.

However, make sure the voicemail you are directing the employer to has a professional and courteous message.

Format

Cover letters should be written in a business format. Parts of a cover letter include: Job Seeker's Address and Phone Number, Date, Employer's Name and Address, Salutation, Body, Closing, and Enclosure.

Salutation

Use the employer's name and title if known. Do not use a first name only, use the entire name or last name such as "Dear Mr. Wilson. Otherwise, address as "Dear Sir or Madam".

First Paragraph

Your first sentence should tell how you learned of the possible opening. Use the remainder of the paragraph to express interest in a specific position or a particular kind of job and state that you have enclosed a resume.

Second and Third Paragraphs

Your cover letter needs to fit the needs of the organization and job of interest. Direct attention to your qualifications and company knowledge. Remember, the purpose of your cover letter is to convince the employer to read your résumé. The letter needs to be concise and professional.

When applying for a position that is a complete career change, explain to the reader you are making a change and why you are qualified for the position. Qualifications may include recent education or volunteer experience.

If you don't explain how you qualify for a career change position, the reader may eliminate your résumé quickly because you do not have the matching work history.

Fourth Paragraph

Request an interview that takes into consideration the company and type of job for which you are applying. End the letter by thanking the person for their consideration.

Closing and Signature

May use:

- Sincerely
- Yours truly
- Sincerely yours
- Cordially

Enclosure

Notice of what you included with your cover letter such as résumé or work sample.

Photos

It is not appropriate to include your photo on a résumé or cover letter.

John Jobseeker
1234 Elm Street
Des Moines, IA 50311
(515) 555-1234 (H)

August 15, 2005

Albert Monte

Al's Prime Peanut Packing Plant
9876 Main Street
Des Moines, IA 50311

Dear Mr. Monte:

I am writing to apply for the peanut product purchasing manager position that you listed with Iowa Workforce Development. Al's Prime Peanut Packing Plant is well known in the peanut packing industry and I hope to have the opportunity to work for such a highly regarded company.

As my enclosed resume illustrates, I have worked for Pat's Premiere Peanut Packing Plant since 1997. I started as a peanut packer and worked my way up to the position of peanut product purchasing manager, a position I have held for the past five years. Working my way up through various positions in the field has helped me to become knowledgeable in all aspects of the peanut packing field. In addition, I have recently completed my BA degree in Business from Drake University, Des Moines, IA.

Your job order also stated that experience in Microsoft Excel is desired. As a peanut product purchasing professional for Pat's Premiere Peanut Plant I am required to utilize Microsoft Excel on a daily basis. Although I completed many projects with Microsoft Excel, my latest accomplishment has been to develop a new spreadsheet analysis of vendor costs.

As you can see, my experience as a peanut product purchasing professional, as well as my 7 years of experience in the peanut packing industry, would allow me to quickly become an asset to your company if given the opportunity. I hope that you will allow me to discuss my qualifications in more detail with you during an interview. You can reach me at home (515) 555-1234 if you have any questions or to schedule an appointment at your earliest convenience. Thank you for your time and consideration.

Sincerely,
John J. Jobseeker
John J. Jobseeker

Enclosure: Resume

Preparing for the Interview

The most important thing to do in an interview is to sell yourself! Many people don't get the job because they fail to do just that. Here are a few tips to help:

- When an interviewer asks "Tell me about yourself," talk about your accomplishments, skills and abilities- NOT your family, hobbies or interests.
- Explain what you mean by using examples or stories. Look the interviewer in the eyes. Smile. Be an active participant in the conversation.
- Try to turn trick questions to a positive. Such as "What's your greatest weakness?" Respond with "I'm a workaholic. I like to get things done before I go home at night."
- When the interview is coming to a close, finish by asking for the job. Such as "Mr. Smith, I want this job. I can offer you (state your skills, abilities, talents)."
- Demonstrate you have the ability to help their company.

The best way to prepare for an interview is to role play. Grab a friend or relative and have them play the interviewer. The more you practice, the more comfortable you'll feel in an actual interview.

During the interview, try your best to address the fears/concerns of most employers. Convince them:

- You won't need a lot of time to become productive (quick learner)
- You put in an honest day's work
- You do not need constant supervision
- You are a hard-worker, always give 100%
- Your attendance record. You don't constantly call in sick, arrive late,

leave early, refuse overtime and constantly ask for raises

- You are humble and positive
- You work with integrity. You are honest and admit your mistakes
- You're not a quitter and you won't leave when needed
- You're not arrogant, conceited, rude, pushy, antagonistic or moody
- You take pride in your work, appearance or behavior
- You don't lie, cheat or steal
- You take pride in the company you work for and will do everything you can to help the company.

Be prepared to ask the employer questions as well. Be positive, and avoid asking questions that give the negative impression that you are only interested in what the employer can do for you. Sometimes your questions will get answered during the interview, but here are some suggestions. Bring these questions along to the job interview:

- What would my job duties be?
- How would I be trained?
- How would my progress be rated?
- Are promotions possible?
- Who would I be reporting to?
- Why is this job open?
- May I have a tour of the work area?

Save the "what's in it for me" questions until the end of the interview. If the employer hasn't volunteered this information, ask them about the rate of pay, fringe benefits, and any probationary period.



Sample Interview Questions

A few sample interview questions.

- Why do you want to work as a?
- What qualifications do you have?
- How did you feel about being laid off?
- Why do you want to work for us?
- How long have you been looking for a job?
- What motivates you to do a good job?
- Give an example of any major problem you faced and how you solved it.
- Do you prefer to work alone or in a group?
- Would you rather be in charge of a project or work as part of the team?
- What would you do if one supervisor told you not to do something and another supervisor told you to do it later?

Reasons People Don't Get Hired

- Poor personal appearance.
- Overly aggressive.
- Inability to express information clearly.
- Lack of interest and enthusiasm.
- Lack of planning for career; no purpose or goal.
- Nervousness, lack of confidence and poise.
- Over emphasis on money.
- Lack of tact and courtesy.



- Negative attitude about past employers.
- No genuine interest in company or job.
- No eye contact with the interviewer.
- Application form is incomplete or sloppy.
- No sense of humor.
- Late for interview.
- Failure to express appreciation for interviewer's time.
- Gives vague responses to questions.
- No follow up with thank you note or phone call.



Tips for Starting Over

It can be very intimidating to start over. The first few weeks on the job are a chance for you to start over. A key part of this is settling-in and learning the ropes.

1. Be Friendly
2. Be Flexible
3. Show Initiative
4. Be Dependable
5. Don't be Fake
6. Obey the Rules
7. Admit your mistakes
8. Hold your ideas
9. Solve your own problems
10. Find a role model

Thank You Notes

Thank you letters and notes should be standard tools in your job search.

- The thank you letter should be a standard business letter format, while the note may be a simple, handwritten note or card.
- You may consider sending your thank you note by email.
- Write a thank you letter or note no later than 24 hours after the interview, even if things didn't go well.
- Be brief and to the point.
- Note the job you interviewed for and also list the date of your interview.
- Use the name and title of person who interviewed you.
- When thanking a potential employer, restate your interest in the position and the company. Offer to come to another interview or to provide more information if needed.



Follow-Up Calls

After the interview is over, and you've sent a thank-you note expressing your appreciation for consideration, wait a couple of days and make a follow-up call to see if the employer has made a decision. If you got the job – congratulations! You'll probably find out when you'll start, etc. If you didn't get the job, don't be afraid to ask why not in a non-threatening manner. If the manager hasn't made a decision yet, find out if there is anything else you can do, but don't be pushy and don't beg.



Necessary Job Search Skills

In today's world, job searching is not usually a one time event in most people's work life. Studies show that the average person will change jobs more frequently today than in the past. The change is due, in part, to the fluctuating economy and fast paced technological and scientific advances. That is why it is so important to learn the techniques of job search and consider it an invaluable and evolving life-time skill for present and future use.

Therefore, job search skills need to be constantly maintained and updated throughout your work life. Once you have acquired job seeking skills:

- Your confidence increases and your fears about looking for a new job are reduced.
 - Your ability to interview and present yourself and your skills improves.
 - You have more knowledge and are better prepared to move up the career ladder.
 - You are more employable to potential employers when you are employed.
- You know more about the needs and trends of the labor market
 - You are more aware of your value and worth to your employer and the labor market
 - You know how to highlight your skills and abilities to stay ahead of the competition, achieve upward mobility, and negotiate successfully
 - It is recommended that you make the most of the valuable skills and assets acquired through your job search.
 - Keep your skills current. Maintain a list of new software, responsibilities, and achievements.
 - Update your résumé when you have gained new skills, abilities, and accomplishments.
 - Get the training or experience you will need to move up or to a different employer.
 - Maintain a list of awards, accomplishments and recognitions to present to your supervisor to lobby for a raise or for upward mobility. Also include that information on résumés and cover letters.



Job Search Resources

Publications

More information is available at your local Iowa Workforce Development office. Call or stop by for some one-on-one help with your questions, or ask for copies of these helpful publications:

- Iowa Advantage
- Creating Résumés
- A Veterans Guide for Successful Job Interviewing
- Job Search Tips for Older Job Seekers
- Billfold Résumé for Job Interviews
- Successfully Interviewing Job Applicants
- Merchandising Your Job Talents

Ten Steps of a Job Search

1. **Plan your time** - make a to do list for everything you will do to look for a job.
2. **Identify Occupations** - make a background experience list to identify jobs that use your talents.
3. **Identify Employers** - ask friends, relatives, etc. to help you find job openings. Visit your local IWD Workforce Center. Visit IowaJobs.org.
4. **Prepare Materials** - assemble a job search kit that includes: pens, notebook, maps, bus schedule, clean resume copies, applications, background/experience list, Social Security Card and photo ID.
5. **Contact Employers** - review job announcements to determine how your skills apply to the opening. Go to companies to fill out applications. Call employers directly.
6. **Prepare Interviews** - learn about the company your are interviewing with. Assemble résumés, application forms and make sure everything is neat.
7. **Go to Interviews** - Dress right for the interview. Be clean, concise and positive. Remember to thank the interviewer.
8. **Evaluate Interviews** - send a typed, signed thank you letter within 24 hours of the interview.
9. **Take Tests** - find out about the test you are taking. Brush up on job skills. Be confident and relaxed.
10. **Accept the Job!** Be flexible regarding salary - but don't sell yourself short. Understand job duties, expectations and work hours.

Job Search Websites

Iowa Workforce Job Listings

www.iowajobs.org

At any given time, over 13,000 jobs are posted. Many of Iowa's top employers have their job openings automatically added directly from their web sites. This ensures that only the most current jobs are posted. IWD encourages all Iowans to begin their job search with IowaJobs.org.

Career Websites

O'Net

<http://online.onetcenter.org>

Career One Stop

www.careeronestop.org

America's Career Info Net

www.acinet.org/

Public Service Employees Network

www.pse-net.com

Iowa Workforce Information Network

<http://iwin.iwd.state.ia.us/iowa/OlmisZine>

Career Builder

www.careerbuilder.com

Career.com

www.career.com

Student Information

<http://www.iowaworkforce.org/files/students.htm>

Federal Job Listings:

R.I. Arsenal Federal Jobs

www.cpol.army.mil/

Department of Veteran's Affairs

www.jobcentral.com/vetcentral/

Office of Personnel Management

www.usajobs.opm.gov/

U.S. Fish and Wildlife Service

www.fws.gov/jobs/

Job Central

www.jobcentral.com

Federal Job Opportunities

www.usajobs.opm.gov

Federal Job Search

www.federaljobsearch.com

Careers In Government

www.careersingovernment.com

Federal Jobs Digest

www.jobsfed.com

State Job Listings:

State of Iowa jobs

www.das.iowa.gov

IWD Job Site

www.iowaworkforce.org

Iowa: The Smart Career Move

www.smartcareermove.com

Miscellaneous Sites:

Work In Iowa

www.workiniowa.com

ExecSearches.com

www.execsearches.com/exec.default.asp

Summer Jobs

www.summerjobs.com

Employment Guide

www.employmentguide.com/site/index.html

Dice

www.dice.com

Monster.com

www.monster.com

Job.com

www.job.com

All Star Jobs

www.allstarjobs.com

Adquest-Help wanted

www.adquest3d.com

AARP/SCSEP

www.aarp.org/scsep

East Central Intergovernmental Association

www.ecia.org/

State Job Outlook 2012

www.iowaworkforce.org/lmi/occupations/outlook/joboutlookstate.pdf

Black Hawk County

<http://www.co.black-hawk.ia.us/depts/hrjobs.html>

Indeed

www.indeed.com

Educational:

U.S. Department of Education

www.ed.gov/index.jhtml

Financial Aid Information Page

www.finaid.org

Equal Opportunity Employer/Program

Auxiliary aids and services are available to individuals with disabilities upon request.

www.iowaworkforce.org

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