Online job search suggestions:

Newspapers (Powell Tribune, Cody Enterprise, Northern Wyoming Daily News Classifieds) Facebook (Powell Valley Exchange, Cody Area Classifieds, NWC Area Job & Internships) Employment Services (Wyoming Workforce Center, Express Employment Professionals) Government Jobs (USAjobs.gov, WY State Jobs, WY Dept of Education, etc.) Job Search Stes (Monster, Career Builder, Hot Jobs, Job Central, Indeed)

Most people get jobs through people they know. These people are your contacts. Many job are never advertised, as employers hire people that they know or people who are referred to them. Be sure to use your contacts.

Relatives, past co-workers, volunteer contacts, classmates and friends. In the following chart list family members, acquaintances and friends who may be able to help you.

When asking for help, tell your contact why you selected them. : they have lived somewhere a long time, they have many friends and connections, they have helped in the past, they know your skills from working with you, and/or they are working in the field you want to work in.

People can help in various ways. leads, resume sharing and a combination of these. Serving as a reference, giving you job

After communication with your personal contacts start to search for jobs by traditional means look in the newspaper, contact job services and use internet job search sites. Gather as much information about the job as possible; not only will this help you decide if the job is right for you, it will also help when writing your resume and during your interview. Complete the information below about each possible job you locate, make copies or use other paper as needed.

Be sure to record all the important contact info for a job; the job title, company the job is with, how you contact them and who at the company you contact.

Decide which of these four categories the job fits into. Using the QS or another personal inventory find out which of these areas you work best in. Make sure your work style fits the job you are looking at.

These two items are very important if you plan to have this job

for a long time.

announcements, asking people who work in that area, or using O-Net or Occupational Outlook online. Make sure the current wages and opportunities for advancement met your current and anticipated financial needs.

As you list these items make a note next to

ime of application is okay; the employer

will help you gain the necessary skills. If that is the case, it will most likely be listed in the job advertisement.

Finally determine what you would or would not like about the job. Decide if the things you dislike about the job would prevent you from doing the job or make you want to quit shortly after getting the job.

Job Title	Organization or Business	Contact Info - Website, Email, Phone Number	Contact Person	
People, Data, Things or Ideas Job	Average Wage	Opportunities for Advancement	Education/Training for Job	
Licensing/Certifications for .bb	Duties of Job	Personal Pros	Personal Cons	

Asking people for interviews is your key to success in a job search. If you find a job you really want, just turning in the application and a great resume might not be enough you might have to be brave and ask for that interview. If asking for the interview over the phone, have a friend listen in and give you some feedback. They can help you decide what you did well and what you need to improve.

Use the Interview Request Checklist below to track your efforts. It will keep you focused on getting the information you need. This list can also be used when calling about possible job openings, not just an interview. Before you start, list the company name and phone number at the top of the list. Record either a checkmark or the key information beside each checklist step.

Give Your Name		
Ask for the name of the Department Head and ask to speak with them		