



Job Search Tips

Finding a job is hard work and requires time, persistence and professionalism. Below you will find some tips to begin your search. Remember, whether you are seeking your first job or are already working and seeking to find something that better suits your skills and interests, always be on time, polite and professional in all of your interactions.

- Create a resume and have it reviewed by a career coach, teacher or counselor.
- Create a professional sounding E-mail address and voice mail message specifically for potential employers to contact you at.
- Review interview tips on proper interview etiquette and appearance.
- Volunteer your time with organizations that do what you're interested in as a career.
- Network with others at school events, social clubs, after school programs and other community related activities that are connected to the career you are interested in.
- Get as many hours on the job, doing service learning or volunteering to add to your resume.
- Ask for letters of recommendation from current employers or organizations where you have volunteered. Have available following an interview in case references are requested.
- Meet with career counselors at your school.
- Attend career fairs in your community.

Check the following websites for more information:

www.afterschoolmatters.org

www.alternativesyouth.org/programs

www.chooseyourfuture.org

www.youthreadychicago.org

www.ilworkinfo.com

www.jfyChicago.org

www.chicagoyouthprograms.org

<http://www.jobcorps.gov/home.aspx>