

FAQs About the ABC's of Job Hunting

Here are some suggestions for an effective job campaign, presented in the form of A, B, C's.

Always assume a job hunt will take months, not days or weeks and plan accordingly.

Be punctual for all appointments-but arrive no earlier than five minutes before the scheduled time.

Career counselors can be very helpful-but don't necessarily limit yourself to using only one.

Don't relax just because you have just learned of a dream job. Keep researching, you might find one even better.

Expect far more rejections than acceptances-one job expert says you are lucky if you get one "maybe" after following up your first 20 leads.

Follow up every interview with a thank you letter, expressing interest in the job and highlighting one or two of your best qualifications.

Give feedback from your job contacts to career counselors and people in your network so they know about your status-and will think of you often.

Hand shakes are important. Act like you have a high level of energy and look the interviewer in the eye.

Information interviews are a great way of making contacts and learning more about your chosen field, and possibly discovering new job leads.

Job hunting is a 40-plus hour a week process. Start early, work late, and intelligently.

Know exactly how to reach interview sites, to avoid any risk of getting lost and arriving late.

Listen carefully to interview questions and respond as clearly as possible.

Memorize the name of the interviewer and use it once or twice in the course of the conversation.

Network using your best contacts-and also be prepared to share leads with others, just as they may share with you.

Observe the way employees dress and appear for an interview in slightly more formal attire.

Positive reactions you express about your school, former employers, and other organizations will help create a more positive impression for you.

Quit worrying every time you receive a rejection make each an excuse to develop three more leads.

Resumes should be slanted to the job in question you may need to create several versions.

Sit alertly during the interview. It is recommended that you lean slightly forward-toward the interviewer.

Taking a temporary job may help pay the bills and keep up your morale during a long job search.

Use all possible sources of job leads: employment services, classified want ads, family, friends, etc.

Vary your job approach, if what you have done has not worked. If your letters or resumes are not getting results, try new formats.

Write down notes on all contacts and follow up required as soon as you leave an interview.

Xamine your job progress each week. Sit down and think over what you did. What worked and what did not work for you?

Your family and friends can be one of the best sources of job leads. You may be surprised at their contacts.

Zero in on potential employers by doing research so you can demonstrate your knowledge of them.