**Job Search Plan**

**What work are you interested in?**

Keep your options open but be realistic. Not certain? Complete career assessment inventories, conduct information interviews, etc.

**Are you open to relocating?**

Or do you have a specific geographic location in mind? Map out the geographic location where you would prefer to work.

**Develop a resume.**

This is your advertising tool and it needs to be well prepared. Get your resume critiqued.

**Develop a cover letter.**

You need to be sure that you are writing a dynamic cover letter that attracts the interest of potential employers. Get your cover letter critiqued.

**Develop a portfolio.**

Organize your resume, reference list, letters of recommendation, certificates, awards and other qualifications into a folder to bring with you to an interview.

**Watch for advertised positions.**

In the daily newspaper, job bank, shop windows, websites, etc.

**Visit company websites.**

Employers post all sorts of employment and job listings on their websites.

**Ask friends, family and anyone else.**

Anyone who is interested in helping you obtain job leads. The vast majority of job openings are never advertised, but filled through word-of-mouth or networking – this is known as “the hidden job market”.

**Identify companies.**

In the geographic area that you would prefer to work in. Use telephone books, business directories, etc. to assist you with developing this list.

**Approach employers through “cold canvassing”.**

Identify a number of companies and hiring managers and send each a dynamic cover letter and resume in hopes of obtaining an interview.

**Follow-up!**

You must be proactive if you plan to be successful in your job search. Employers are not going to be banging down your door looking for you!

 **Prepare and maintain your job search file.**

Keep a record of all your contacts and job search details. You should also keep copies of all your applications, letters and resume versions.

**Prepare for interviews.**

Research companies, practice possible interview questions and answers.

**Send thank-you letters after interviews.**

Few job seekers send thank-you letters to potential employers. Your goal is differentiating yourself from other job seekers and this small gesture can really pay off for you.

**Seek volunteer opportunities to gain work experience.**

This is a chance to learn new skills, a way of getting to know a potential employer and an opportunity to get a “taste” of what a job is like.

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.