10 Steps to Finding a Job

- **Identify Your Skills**: Spend some time thinking about what you like to do.
- **Develop a Plan**: Get a calendar and set job hunting goals.
- **Collect Information**: Gather names, phone numbers, and dates necessary for job applications.
- **Organize Your Job Search**: Designate a folder or box to keep all of your job hunting materials together.
- **Locate Job Leads**: Identify your job market and begin creating a list of job opportunities.
- **Check out Employers**: Investigate potential employers and job fairs.
- **Create Resumes and Cover Letters**: Develop a resume and cover letter.
- **Prepare and Practice Interviews**: Practice sample interview questions.
- **Follow-up**: Call or write a follow-up letter.
- **Stay Positive**: Keep a positive outlook.