



## Georgia Career Information Center

### 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.