There are a variety of methods for finding employment. This publication highlights tips that will assist you in finding the right job. Persistence and dedication are key – especially during the difficult times.

Be Persistent and Dedicated

- Treat job-hunting as a job. The search is a 40-hour-a-week commitment. You are marketing yourself. Until you land that job, searching is your job!

- Contact several potential employers each day.

- Obtain the name of the supervisor of the department you want to work in and call him/her directly. Inquire about potential job openings.

- Direct your attention to positions that will become available, not just those that are available.

- Follow up leads immediately. If you learn of a job opening late in the day, call the firm to arrange an appointment for the next day.
Be Persistent and Dedicated

Contact Options Once You Have Identified a Job Opening

- Submit your resume and cover letter online through a job search site or by email.
- Send a cover letter and a resume through the mail.
- Take a copy of your resume and go directly to the prospective employer’s place of business to seek an interview.
- Place a telephone call to the place of business to request an interview.

Want More Information?

For additional information, download a copy of UT Extension Publication “W 936-D Finding Work – Where to Find A Job.” To learn more, connect with an Extension agent by contacting your county Extension office.