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*FINDING WORK*

# Introduction

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Searching for a job can be a rewarding and frustrating process. This publication series has been designed to help you make the most of your job search while hopefully taking some of the frustration out of the process. In each of the publications, you will find helpful information, resources and tools to assist you in all aspects of your job search.

## WHAT CAN THIS PUBLICATION SERIES DO FOR YOU

In this publication series, you will find information related to:

- Searching for a job
- Changing careers
- Developing your resume
- Applying for a job
- Interviewing for a job
- Developing your soft skills

As you work toward finding your new job, take some time to refer to the information provided. You may find it useful to refer back to certain publications as you search for job listings, polish your resume, contact employers or prepare for your job interview.

## A WORD ABOUT JOB SEARCHING

If you are currently not employed, you should expect to spend your typical working hours (a full day of work about 8 hours, 5 days a week) searching for your new job. This time could be spent searching job listings, following job leads, refining your resume, practicing your interview skills or going for job interviews.

The job search process takes work. But, when you find the job that is right for you, the hard work will be well worth it. Good luck and happy job searching.

Are you a SNAP recipient interested in finding a job that can help you be self-sufficient? If so, look to us.

UT Extension offers Skill Up Tennessee, a program designed to help eligible SNAP participants gain the skills, training, work or experience that will increase their ability to obtain regular employment.

To find out more about this program check out [skillup.tennessee.edu](http://skillup.tennessee.edu)

*Skill Up Tennessee is UT Extension's SNAP Employment and Training program. Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) is a partnership between the United States Department of Agriculture (USDA) and states to provide training and employment services to eligible SNAP participants. Skill Up Tennessee is offered through a partnership with the Tennessee Department of Labor and Workforce Development.*



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Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.