

U.S. Work World's Job Hunt Tips

Resource Sheet for Graduates



After you leave high school, there are places you may visit in person, as well as websites to visit, that will help you with your questions about training for jobs, steps in the job hunt, and choosing a career. Keep this resource sheet to help you find help to answer your questions as you journey into life and the work world.

Job Counseling Websites

MyNextMove.org

- Search careers and what is required (knowledge, skills, abilities, personality)
- Local Training Finder (search training available in your area for that job)
- Answer questions to find suggested careers for you
- Jobs listed by no experience, some training, medium training, and a lot of training required



CareerOneStop.org

- Find skills training certificates, degrees, apprenticeship, other
- Explore jobs, careers, and job search methods
- Find Local Help (America Job Center, Job Corps, Youth Job Program, Community College, others)
- Resources for veterans, those with criminal conviction, those with disabilities, new workers and more
- Compare local wages for your state and city



MySkillsMyFuture.org

- Enter your current job to find related jobs that are “career matches”



Job Counseling Places to Visit in Person

America Job Center offers resume writing help, job hunt workshops, internet/phone for job seekers, job leads for who is hiring in your area, low-income job internships, job counselors to help and talk to you. To find your local America Job Center, go to CareerOneStop.org and click on “Find Local Help”

Your local community college. Visit the Career Center or Counseling Office to talk to someone about your situation. Community colleges have resources for all types of problems (job training and emotional help).

Job Search Internet Sites to Find Job Openings in Your City

- SnagaJob.com
- Indeed.com
- Monster.com
- CareerBuilder.com
- US.jobs
- Google “State Job Banks” -- click on your state's name to find job openings.
- You need to “create an account” to use your state's website to find job openings.



JOB APPLICATION

Human Relation Skills

Use the internet to help you succeed! Google these words and read articles: Work Ethic, Communication Skills at Work, How to Deal with Difficult CoWorker (Supervisor, Customer), How to Ask for a Raise, How to Get a Promotion, How to Leave a Job, or any topic that is valuable for you to know about the work world.

Enroll in Expensive College or Job Training? DO NOT without research!

- Some who attended advertised, guaranteed fast, expensive job training programs for technical jobs, health care jobs, cosmetology, or other job area, are still paying expensive student loan debt every month even though they are 60 or 70 years old!
- Do not sign any contract for expensive job training until you talk to Career Center staff or counselor at your local community college, adult school, regional job training center, or researched job skills training on websites listed on this Resource Sheet.
- Do not sign any contract for expensive job training until you talk to a job counselor at your city's America Job Center. America Job Center counselor may offer you free training such as internship, apprenticeship, or other. See this Resource Sheet, on page one, to find your local America Job Center.



Emotional or Crisis Help

- NAMI Mental Health/Drug Helpline (1-800-950-NAMI)
- OK2TALK.org (1-800-273-TALK)
- National Teen Dating Abuse Hotline (1-866-331-9474 to get advice)
- National Runaway Safeline (1-800-786-2929)
- National Suicide Prevention Hotline (1-800-273-8255)
- Social Services Office for financial help -- Google "Social Service Office (name of your city)"
- Find trusted adult or go to local church and ask to speak to someone about your situation



Things to Know When You Are 18



- There are two ways to become wealthy — earn more or spend less.
- You are responsible for financial decisions, and a lot of people want your money. Be careful!
- Read any contract you sign (car/apartment lease, credit card, or loan application). Do not sign if you have questions about what it says! Ask TRUSTED adult who makes good financial decisions for help.
- Get a credit card, then use it for small items such as meals, then pay the entire balance when you get the credit card bill every month. Credit cards, when paid completely each month, raise your credit score. Persons with high credit scores get better deals on cars, apartments, and everything dealing with money.
- Stay far away from legal problems, get-rich quick deals, driving tickets, and friends who are trouble. Future jobs can depend upon your personal, credit, legal, and driving records.
- Write down all addresses where you live, and dates you live there. Keep this list in a safe place. Many excellent jobs require you to list your address with dates for last 5 years as background check for the job.
- Keep your social media clean and professional. Set your security settings high. Watch what friends post about you. About 80% of employers check you out on social media before hire or promotions.
- Be a life-long learner of skills – technical, communication (read, write, talk), and leadership (watch and learn from successful workers around you). Many high paying jobs are for managers who know how to deal with people and how to encourage workers to work as a team.
- Your work day starts the night before. Get a good night's sleep to become healthy, wealthy, and wise. Eat right and exercise. Dress to fit your job.
- Success is training, hard work, and learning that failure gives you opportunity to begin again — as a wiser, more creative, and stronger you.
- Save 5-10% of your pay for retirement starting now. You will not want to work forever.
- "If you're trying to achieve, there will be roadblocks. I've had them; everybody has them. Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it." --Michael Jordan
- Life is a journey — not a destination. Enjoy the trip.

