

Advice for Effective Planning in the Job Search:

- Prepare a To Do list for every day. Plan out the daily activities you'll need to do in the job search.
- Apply for jobs early in the morning. This will leave a good impression and you will have time to fill out applications, be interviewed, take tests, etc.
- Call the employer and find out when is the best time to apply. Some companies only take applications on certain days and times during the week.
- Make a list of all the companies you have contacted, the name of the person who you contacted, and keep notes about your communication.
- If it's possible, apply at several companies in the same geographic area. This will save time and money.
- Be ready. Always have a copy of your "general application," resume, and information about your past jobs. Who knows when you might get a "hot tip!"
- Follow up immediately as opportunities present themselves. If you find out about a job opportunity late in the day, contact them immediately! Don't wait until the next day.
- Establish a network of contacts. Tell everyone you know that you are looking for work. Keep up communication with friends and contacts. Follow up immediately with any job opportunities.
- Read books and pamphlets about how to get work. The time you invest in reading will save you time in your job search.

**For information in Spanish
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