

Employment First

Resources for Your Job Search

Step 1 – Job Search Tools

Employers will judge you by the quality of your job search tools – they are your personal marketing materials. Your job search tools include your master application, resume, cover letters, thank you letters, portfolio, social media profiles and business cards. Additionally, you can consider the credentials and skills that you acquire through education and training part of your job search tool kit.

While most of your marketing materials will need to be individually tailored to meet the needs of each employer, you should still create draft documents and templates that you can easily customize during your job search BEFORE you start applying for jobs.

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The program offers resources to help you get your GED or English Language training. In some cases, Employment First can help you with job readiness and vocational training as well. Talk to your Case Manager about your specific training needs.

Local Workforce Center

Your local workforce center offers a variety of classes to assist you with writing cover letters and resumes.

Library

Join your library for free. New services include both print and online job search materials. Most libraries carry up-to-date resources that will help you craft a winning resumes, cover letters, and thank you notes that you can borrow for free. Ask a librarian to help you find industry specific advice on job search tools.

[LinkedIn.com](#)

Linked in is a professional networking platform. It's similar to Facebook, but it's geared towards skilled professionals who want to build their network and exchange knowledge. Users can set up a profile that outlines their work history and professional goals. Recruiters are active on LinkedIn as well as a wide range of business, so it's a platform that can be used to find potential employers as well as be found by a HR professional.

[Zazzle.com](#)

Create cost effective business cards online. Choose from thousands of templates or create your own. Business cards are a great resource to have for networking.

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Resources for Your Job Search

Step 2 – Research Target Companies and Networking Activities

Research Target Companies

The key to an effective job search is to focus on a limited number of job titles and industries. Research companies that interest you in order to see if your skills match the available positions. Also, pay attention to signs of industry growth, seasonality and recent layoffs.

Research Target Companies

[www.Onetonline.org](http://www.onetonline.org)

Sponsored by Dept. of Labor, this site allows people to enter key words, industry and other information to figure out potential new careers. The suggested jobs include the technical skills, personality traits, work environment, typical duties and other key factors that influence the job.

O-net runs the Interest Profiler, which is a set of questions the user answers to get career suggestions. It scores not only interest, but some general personality testing. It's pretty accurate and gives good career indicators.

[www.Salary.com](http://www.salary.com)

A free resource for current salaries, by title, seniority level and ZIP code. Also includes job descriptions, typical education level by percentage and experience of people working in the field.

LMI Gateway - Labor Market Indicator

<http://lmigateway.coworkforce.com/lmigateway/>

The website is a career assessment and labor market information system. It was specifically designed for job seekers, students, case managers, training providers, workforce professionals, and others seeking easily accessible career and labor market information.

www.igrad.com

The iGrad website is split into three major categories: financial literacy, Town hall and Job Genius. The financial information emphasizes the college market, such as financial aid, expense calculators and how to deal with emergencies. The jobs do have an emphasis on internships and entry-level jobs, including local (for example, a cashier position at Home Depot.)

www.glassdoor.com

Glassdoor features reviews of local companies, filled out by current or past employees and interviewees. Information includes salary ranges, work environment and interview procedures.

Colorado Business Magazine

www.cobizmag.com/sourcebook-lists

TONS of lists - varies by growth, ownership, historical data and so on... Best of all, all of this information is free.

Employment First

Resources for Your Job Search

Denver Business Journal newspaper and the Book of Lists

<http://www.bizjournals.com/denver/>

A good source of basic information on the Denver market. Most libraries have copies of the weekly newspaper available to read.

Better Business Bureau

These local offices keep records on both members and non-member companies.

Local Phone Book

Look up your industry listing to see how many companies are in your area. Check out recruiters and staffing agencies as well.

Networking Sources

Networking is simply talking to people, so most of us network every day without thinking about it. The key to building a quality network that will help you find job leads is to talk to everyone - you never know who can help you – and be willing to help others. Old-fashioned networking is one of the best ways to tap into the hidden job market.

www.Linkedin.com

Often considered the “Facebook” for business people.

www.Meetup.com

Meetup is a social networking site with an emphasis on live, in-person meetings with other people. Groups cover almost any interest, from Bronco fans to business. It is free to join.

www.Facebook.com

Remember employers are looking at your profile

Your own circle of family and friends

Don't forget the people you already know! Be sure they know you are looking for a job, and what kind of work you want to do.

Workfare sites and volunteer opportunities

Remember, you can choose a site that relates to your desired job. This increases your likelihood of finding meaningful contacts.

Schools, training and education

Schools can help with finding a job, and you can also connect with other students.

Professional Associations

Just about every industry has a related association. Most meet monthly.

Chamber of Commerce

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Resources for Your Job Search

In addition to being a research source, many Chambers organize events. Chambers can be geographically centered or by special interest, such as the Hispanic Chamber of Commerce.

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Resources for Your Job Search

Step 3 – Apply for Jobs

Local Recruiters

Many staffing agencies and recruiters have temporary or temporary-to-permanent job opportunities. You can often check their websites, look for their ads and even call them to find out about current jobs. Here are just a few to consider...

Manpower – industrial, labor, landscaping and construction

Labor Ready - industrial, labor, landscaping and construction

Robert Half – accounting and office support

Kelly Services – office support

J Kent Staffing - Accounting & Finance, Administrative, Business Operations, HR, Marketing & Communications - <http://www.jkentstaffing.com/>

10 til 2 – office positions, with a focus on part time work

Websites with Local Job Listings

Most industries have job sites specific to them. For example, www.Dice.com for IT jobs and www.SalesJobs.com for all types of sales positions. A Google search on the terms will quickly reveal the specialty sites - but as with any smaller website, keep an eye out for scams.

www.careerboard.com

Solid focus on local jobs, including hospitality, food services, health care and manufacturing. Site is easy to use, does require a resume.

www.Jobing.com

In addition to being a local job board, it provides lots of resources for job seekers.

www.indeed.com

As a search engine, Indeed.com pulls jobs from a variety of websites, including the individual employer's sites. However, sometimes the jobs are not current - be sure to check the original listing or call the employer to make sure the job is still available.

www.simplyhired.com

Very similar in form and function to Indeed.com.

www.craigslist.com

Craigslist can be a valuable resource, especially for entry-level jobs. However, it is estimated that up to one half of all jobs on Craigslist are some sort of scam.

www.flexjobs.com

As an answer to the problem of scam jobs, www.FlexJobs.com actually verifies the authenticity of the job before allowing the employer to post it. Their site includes a variety of work-from-home, contract work, telecommuting opportunities and part time jobs. However, there is a subscription fee of \$14.95 a month (see my full review of [FlexJobs.com](http://www.FlexJobs.com)).

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Resources for Your Job Search

www.CareerBuilder.com

The largest employment site, with a wide national reach. However, ads are expensive for employers, which is why smaller to mid-size local employers may be more inclined to use the less expensive sites such as Craigslist and CareerBoard. It is a good resource for temporary or agency jobs, as the agencies get volume discounts on their job postings.

www.Monster.com

One of the original national job boards. Very similar to CareerBuilder in usage and jobs available.

www.SnagAJob.com

This site specialized in hourly, part-time and entry level positions.

www.ConnectingColorado.com

The state's general website, in conjunction with the Workforce centers. All Workforce Center registrants must register with this site. They do get private employers as well as some government jobs.

www.agency.governmentjobs.com/colorado

Website to access jobs through the state, such as the Dept of Transportation, higher education facilities and other government positions.

www.usajobs.gov

The main website for Federal jobs.

www.Facebook.com

More than ever, local businesses are posting their jobs on their Facebook business pages. "Like" the company to get job openings delivered to your news.

Resources for Self-Employment

Colorado Department of Regulatory Agencies

<http://www.dora.state.co.us/licensing.htm>

Many occupations require licensing from the state. This list has them all, along with information about each job and what is required. Some allow for felons, others do not. Of the ones that do (for example, barber) it is necessary to fill out an additional form regarding the felony conviction.

Small Business Administration

<http://www.sba.gov/>

Numerous resources for anyone starting a business of any size.

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Resources for Your Job Search

Step 4 – Follow Up

It's important to track your progress and follow up with potential employers. Generally, you want to get in touch with employers five days after you've submitted your application. However, try not to contact businesses on Mondays or Fridays.