

JOB SEARCH

It's never too early to start your job search! Follow Johnny through his job search process...



Johnny Gets a Job In 5 Easy Steps



Meet Johnny

Johnny is just about to start his job search, but what does he need to do?



1

First, Johnny takes some time to determine what he is looking for. Taking time to determine your career goals can be a great guideline to help you start your job search!

Now that Johnny knows what he is looking for, he can pick his top 5 choices for where he would like to work. He will research the companies and see what jobs they are offering.

2



3

Based on the job postings Johnny found, he is now developing his resume & cover letters to highlight his skills for each job. He knows each job is a little different from the next so he will tailor his resume & cover letter to fit each job.

Johnny schedules time out of each day to apply for his top jobs. Sometimes online applications can be tedious so it is smart to schedule time to focus on each application.

4



5

Johnny now waits. The waiting game can be the toughest part of the job search process. It is important to remember that those who are hiring have jobs they need to do as well. Be patient and stay positive!



Did You Know?



80%

Of jobs never get posted! Positions can be filled simply by individuals and hiring managers networking to find the right candidates. Get out there! Meet with people and don't limit your search to the internet

52 Days

Is the average amount of time it takes for a position to be filled. Be patient & properly follow up after you send your resume & after an interview



93%

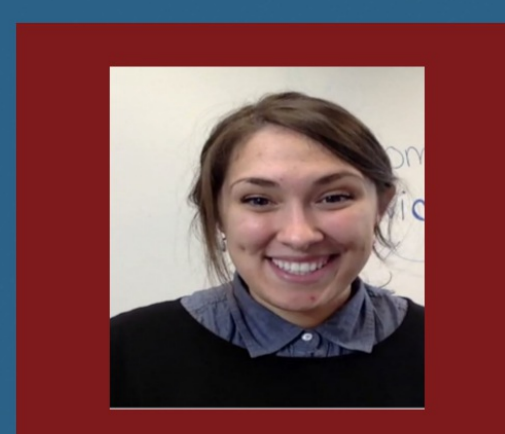
Of recruiters are likely to search for your social media accounts. Be sure your online presence is clean and professional

Helpful Resources



Idaho Department of Labor Job Search Guide

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