

BE PERSISTENT AND DEDICATED WHEN JOB HUNTING

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There are a variety of methods for finding employment. This publication highlights tips that will assist you in finding the right job. Persistence and dedication are key – especially during the difficult times.

Be Persistent and Dedicated

- Treat job-hunting as a job. The search is a 40-hour-a-week commitment. You are marketing yourself. Until you land that job, searching is your job!
- Contact several potential employers each day.
- Obtain the name of the supervisor of the department you want to work in and call him/her directly. Inquire about potential job openings.
- Direct your attention to positions that will become available, not just those that are available.
- Follow up leads immediately. If you learn of a job opening late in the day, call the firm to arrange an appointment for the next day.



Once you start your job search, you will find that looking for work can become discouraging at times, but sustained effort usually pays off.

Contact Options Once You Have Identified a Job Opening

- Submit your resume and cover letter online through a job search site or by email.
- Send a cover letter and a resume through the mail.
- Take a copy of your resume and go directly to the prospective employer's place of business to seek an interview.
- Place a telephone call to the place of business to request an interview.

Want More Information?

For additional information, download a copy of UT Extension Publication “W 936-D Finding Work - Where to Find A Job.” To learn more, connect with an Extension agent by contacting your county Extension office.



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