









Purpose: Use the interactive tools, articles, videos, and related resources to:

1. Be able to communicate (written and verbal) your technical, transferable, and workplace skills through your experiences.
2. Locate job openings and research the positions.
3. Customize the way you communicate your skills based on job requirements.
4. Organize your job search by tracking your applications, follow-up activities, and interviews.
5. Evaluate your progress and modify your approach as needed.

Steps:	Find It Here: www.illinoisworknet.com
1. Locate job openings using the Illinois workNet JobFinder , Illinois JobLink , and Featured Employer tools. Bookmark job openings. Bookmarks are saved in your Dashboard.	 Job Openings & Recruiting  My Dashboard
2. Research the positions and the companies. Learn about the qualifications for the job, the products or services offered by the company, and their competitors. Even if you are applying for an entry level position, it is important to understand the big picture. This will help you understand how you can contribute to the success of the company.	 Job Openings & Recruiting
3. Think about the skills and experience you have that can benefit the company. Look at the Job Skill Guide and Digital Literacy Guides to see what is important to employers.	 Qualify for Jobs
4. Customize your resume and cover letter based on the job requirements and your research. Use the resume builder to create and store your customized resumes.	 My Dashboard (Resume Builder)
5. Apply for the position. Use the Employment & Hiring Planning for tips on how to apply for jobs.	 Job Openings & Recruiting
6. Organize your job search by tracking your applications, follow-up activities, and interviews. You can use the Employment 101 Guide Job Search Plan or Job Search Record Worksheet.	 My Dashboard (Resume Builder)
7. Evaluate your progress and modify your approach as needed. Learn more by reading the Employment and Hiring Planning articles. <ol style="list-style-type: none"> a. If you are not getting interviews, there may be a problem with your resume or you may be applying for jobs for which you are not qualified. b. If you are getting interviews but you are not getting offers, you may need to get some feedback from your interviewer(s) and make an adjustment. 	 Job Openings & Recruiting

3 Reasons To Organize Your Job Search

Keep job search information in a (paper or electronic) file.

- ✓ Job Description & Company Research
- ✓ Customized Resume & Cover Letter
- ✓ Application Information
- ✓ Interview Information
- ✓ Contact & Follow-up Information

1. Minimize Stress

When an employer calls you for an interview, know exactly what and when you submitted the information. After you apply for a few different positions, it can be difficult to keep them all straight. Keep good records so you are not caught off guard.

2. Easy Follow-up

Keeping good records can help you stay organized when following up with employers.

Minimize the chance of:

- Winning the stalker award for following up with the same employer too often.
- Contacting an employer (with company A) about a job with company B.

3. Track Your Progress

Not getting interviews?

- Are you qualified for the jobs?
- Is your resume keeping you from getting a foot in the door?

Getting interviews but no job offers?

- Are you not prepared for your interview?
- Have you followed-up with the employer for suggestions to improve your interview responses for future interviews (even if it is with a different company)?