work) and will be able to put in a good word for you. They may also know someone who needs to fill a position (possibly where they themselves are working). If they can tell you if they read or hear about an opening that may be right for you, let them know. They know if they read or hear about an opening that may be right for you, let them know.

**Referrals:** Tell your friends and relatives what your skills are and what type of job you are looking for. They can tell you if they know of someone who needs to fill a position in the area you are interested in. If you are a referral, you are more likely to be called for an interview.

**Job Hotlines:** These numbers have recorded messages about local job openings. These hotlines are available 24 hours a day, 7 days a week. If you need to find a job in a hurry, you can call these numbers.

**Community Newspapers:** These are located in cities and towns. They include job listings for positions in the area.

**Local Newspapers:** These are located in cities and towns. They include job listings for positions in the area.

**Internet Job Searches:** Using the Internet to look for jobs is easy and you can do it at any time of day. There are many websites to use, but some of the best ones are careerbuilder.com, monster.com, and indeed.com.
PLACES TO FIND JOBS (CONT.)

Call or walk into a business or company: Go where you think someone with your experience could reasonably expect to find work. For example, you may be eating in a restaurant and ask if they have any openings for cooks or waiters.

Employment agencies: Many companies ask employment agencies to find qualified employees for them. For instance, if you have office skills, such as typing and filing, you can go to one of these places. There they will test your abilities and try to place you with a company that has asked for someone with these skills. These agencies are listed in the local Yellow Pages of the phone book under “Employment Agencies.” They are hired by businesses to find qualified people like you to work for them, so the business pays them a fee when you are hired. This is almost always the case, but it is best to ask first and make sure you are not charged any kind of fee you can’t pay.

Government agencies: These agencies offer free job counseling. Here you meet with someone with whom you can discuss your skills, the type of work you are looking for, where you can go to improve your abilities or learn new ones, and where you should look to find the kind of work you want to do. Some of them also make referrals. They may recommend you for a particular job.
PlACES TO FIND JOBS (CONT.)

Internet Job Sites

Many people use the Internet to find a job. If you don’t have a computer at home, you have access to one in any public library. Don’t just read about these websites; take the time to go on them to explore all the job opportunities that are available for you.

**craigslist.org**: This is a website to find jobs locally. Companies place ads here when they have a job opening. This site was created for people who want to help one another on the Internet. It is not available in all cities.

**monster.com**: This website has a few thousand pages of career advice and over one million job postings. It covers positions in all job fields, in all locations throughout the country, part time and full time, seasonal and temporary work. It is a big job site.

**hotjobs.yahoo.com**: This is a website with job opportunities plus advertisements for companies that are hiring now. You can search by company or by typing in the kind of job. If you want a job in technology, healthcare, or customer service, you can find it here.

**careerbuilder.com**: This is a website with many job tools such as dates and locations of career fairs, how to write a good resume, and how to get the job you want. It lists thousands of jobs locally and out of your area.

The following websites offer more of the same.

- indeed.com
- simplyhired.com
- job-hunt.org
- linkedin.com
11 TIPS FOR EMAIL ETIQUETTE

1. Email is a very informal medium, but emailing interest in a job should be as formal as a written letter.
2. Do not use all capitals. TYPING IN ALL CAPITALS MEANS YOU ARE YELLING AT SOMEONE! It also makes employers think you’re too lazy to use proper capitalization.
3. Use proper capitalization at all times. Remember to capitalize the first letter of each sentence.
4. Use proper punctuation. Never use long sentences with no punctuation. They can be very confusing.
   EXAMPLE: hello I’m interested in the job you have posted I’m a really hard worker and I am always on time I’d be the perfect person for this job please email me at janedoe@hotmail.com thank you sincerely, jane
5. Stop each sentence with a period. Start each new sentence with a capital letter.
6. NEVER abbreviate ANYTHING in an email response to a job advertisement. DO NOT use “plz” instead of please, “btw” instead of by the way, “ttyl” instead of talk to you later, etc. This email is the first impression you will make on a future employer. You are not talking to a friend or texting.
7. Start the email with a proper greeting, just like you would a letter, using “Dear Mr. Smith,” or “To Whom It May Concern.” If the job advertisement has a contact name, address the email to that contact.
8. Pay close attention to spelling. Do not rely solely on spell check to catch all errors. Some phrases, such as “Their are many reasons why I’m qualified for this job,” would show up as correct in spell check. The correct word is “There.”
9. Have someone double-check your email for spelling, grammar and errors before sending.
10. Use a proper ending, such as “Sincerely,” to close the email. Sign your full name.
11. Use a proper subject line, such as “Interested in the Administrative Assistant Position.”