How to Improve Your Chances of Finding a Job

Information from What Color is Your Parachute

1. Give more to your job hunt— preferably 35 hours per week. Two thirds of all job hunters spend five hours or less a week. Job hunters visit an average of six employers per month; you should determine to see two a day.

2. Take the initiative and go face-to-face with employers. This is the most effective method of job hunting—more effective than sending resumes or letters and answering ads.

3. Visit small businesses instead of large. Two thirds of all jobs are created by businesses with twenty or less employees. You will want to see the boss, not the "personnel department."

4. Do homework on yourself, identifying your skills in great detail and priority.

5. Take time to learn about the places you will visit before you knock on their doors.

6. Be gently persistent, but not aggressively obnoxious. Be willing to go back to places that interested you, at least a couple of times, to see if their "no vacancy" situation has changed.

7. Use as many different avenues of job hunting as possible. Don't "put all your eggs in one basket" or use only one method such as just sending out resumes or answering ads.

8. Figure out what makes you different and better than other people who do what you do.

9. Get many other eyes and ears looking on your behalf. This means you have to:
   A. Know exactly what kind of work you are looking for.
   B. Cultivate **everyone** you meet asking for their help.

10. Look as sharp as you possibly can at all times. You never know who will see you.

11. Send short, hand-written thank you notes to everyone you talk to each day about your job hunt.

12. The major difference between successful and unsuccessful job hunters is the way they go about their job hunt and not some factor "out there" such as a tight labor market.

13. Forget about "What's available out there." Go after the job you really want!

14. Figure out whether you're the best with people, with things, or with information. It makes a difference.

15. Don't assume ***anything***.

16. When calling on an employer, ask for 20 minutes only. Don't stay one minute longer unless the employer begs you to do so. Tell the employer you like to honor commitments. This will almost ***always*** make a big impression.

17. Have the right attitude; no one ***owes*** you a job, you have to fight to ***win*** the job.