

Job Search Quickstart Guide

Step 1: What is the position you feel confident you will succeed in getting?

Step 2: What are the top 3-5 skills required for this position? Keep them job-specific. If you do not know, Information Interviewing may be an effective method to help job seekers understand what the top 5 skills of the position might be. Do a search on “information interview” on alis.alberta.ca for more details.

1) _____

2) _____

3) _____

4) _____

5) _____

Step 3: What did you do at your previous jobs that demonstrated these skills? List all jobs you’ve had in the past 10 years beginning with the most recent one. **Note:** For each position that isn’t relevant to the position you seek, have the first bullet point summarize the position and all the rest indicate what you did that illustrates the top 5 skills for the position you seek. This allows you to highlight your job-specific transferable skills. (Duplicate this for each job you’ve held in the past 5-10 years)

Job Title: _____ Year – Year: _____

Company Name: _____ City, Prov: _____

Job Title: _____ Year – Year: _____

Company Name: _____ City, Prov: _____

Step 4: List and training or post-secondary education that supports this position. Ensure these items are on your resume.

Program Name: _____ School, City: _____

Step 5: Create a story in the Situation/Task, Action, Result format that demonstrates your skills and experiences. (For examples see page 80 of the publication Advanced Techniques for Work Search <http://alis.alberta.ca/pdf/cshop/AdvancedTechniques.pdf>) Create 3 stories for each skill listed above in Step 2 to prepare for interactions with potential employers or interviews.

Step 6: Make a list of companies that have this position. (Hint: Google the position and “Edmonton” to find a directory that lists many of the same type of companies. Or if you require certification, Google the certification and Edmonton.)

Step 7: Go to each company’s website and look at the employment/hiring/career/jobs section to see if they are hiring your position at this time. Apply online, then call or see them in person to see if they are currently hiring. Mention you applied online when you speak to the hiring manager.

Step 8: Make Contact

Contact Script:

Hi, my name is _____. (phone # if leaving a voicemail: _____)

I have ___ years of experience as a _____. I am looking for a _____ position at this time.

Do you know of any openings at this time or coming up in the near future?

May I send you my resume?

What is your email address?

Or could I drop it off? What is your address?

Additional Resources:

- For general job search information go to the www.alis.alberta.ca website. Specifically:
 - The Work Search Help tip sheet <http://alis.alberta.ca/ep/eps/tips/tips.html?EK=3300>
 - Find a Job publication <http://alis.alberta.ca/pdf/cshop/FindAJobStudent.pdf>
 - Advanced Techniques for Work Search publication <http://alis.alberta.ca/pdf/cshop/AdvancedTechniques.pdf>
- If your last job ended in a different way than you expected (e.g. fired, laid off, sickness):
 - Go to the section of Cope with your job loss <http://alis.alberta.ca/ec/ws/jsr/jobloss.html>
 - Take advantage of community resources such as drop-in counselling. Call 211 for information.