

**SET THE TONE**

- Identify your goal for this job. *Are you looking for your first entry level position? Are you seeking an internship for the summer? A job to work with your school schedule?*
- What type of organization do you want to work in?

- How much money do you need to make?

- Decide how far you are willing to commute and where you want to work.

**RESEARCH TIPS**

- Create a list of job titles to search for. *For example, administrative assistant may be similar to clerk, or front office assistant positions.*

- Use a variety of websites to find job advertisements. Always refer back to the company's website and make sure to apply to the position through their website. *For example, if you find a Process Operator position on Indeed for DOW Chemical go to DOW's website and find this position on their careers page.*

- Handshake
- WorkinTexas
- Indeed
- LinkedIn
- USA Jobs
- Google Jobs Tool

- Pay attention to skills and required qualifications for the jobs you find. Are you qualified?
- Is there anything you need to work on to make yourself a more qualified candidate?

**TAKE ACTION**

- Update your resume for each application to ensure you are highlighting the skills the employer is looking for. *Remember the goal of a resume is to show that you are qualified for the job at hand.*
- Make a list of skills the employer is looking for based on the job description, highlight the skills and abilities you have that match this job on your resume.
- Have your resume reviewed by someone before submitting. *This could be the Career Services Coordinator, your instructor, family, or other mentors.*
- Start applying!
- Keep track of the positions you apply for below:

Position Title	Employer	Date Applied	Date Followed Up	Response