



# Career Tips for a Successful Future

## How to Search for a Job

# TEXAS Labor Market Information

### 1. Consider your interests

- Identify activities you like to do and the challenges they offer.

### 2. Assess your skills

- Evaluate school, volunteer, work or leisure experiences.

### 3. Research occupations

- Develop a list of possible careers based on your particular combination of skills and interests.

### 4. Devote time to your job search

- Expect to spend several hours a day looking for a job.

### 5. Be patient finding a job

- A thorough job search is hard work. Don't expect to find a job in a few days or weeks.

### 6. Involve friends and family

- They are a great source for support, assistance and encouragement.

### 7. Conduct field interviews

- Meet with people in the field you are interested in pursuing.

### 8. Use the Texas Workforce Commission

- Register with your local Workforce center.
- Take advantage of training seminars.
- Prepare a resume and cover letter.
- Consult the Governor's Job Bank, Texas' Job Bank, Hire Texas, classified ads, and other nationwide job search web-sites.

### 9. Organize your job search and resources

- Record the places you've applied to, people you've talked with, and the responses you have received.

### 10. Rejection is part of the process

- Maintain a positive, optimistic attitude. Your efforts will pay off as you get closer to landing your "ideal job".

Equal Opportunity Employer/Programs. Auxiliary aids and services are available, on request, to individuals with disabilities.

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