



JOB SEARCH TIPS

SEARCHING FOR A JOB IS A JOB IN ITSELF.

A job search requires a detailed plan which should contain the following:

1. Networking

Never underestimate the power of contacts. Each of us has a network consisting of family, friends, acquaintances, neighbours, professionals (our doctors, dentists, lawyers, educators...) and associates who may be very useful during your employment search. The more you spread the word that you are interested in a career or a job opportunity, that you are on the market, the greater the chance that someone may have a connection to the career you are seeking. Attending a meeting of a professional networking organization like BNI or a business association furthers your chances of expanding your contacts and could bring you into their network. Networking works because people like to do business with people they know.

2. Business Cards

Create a business card for yourself. It is your mini-cv, the one you carry with you everywhere. It is not necessary to include your address. The card should have your name, an email address and contact number. List your diplomas or field of expertise (the type of position you are seeking). Add a few important personal traits (what you would find in a Profile section of a résumé). Business cards do not have to cost you any money. You can create a card using Microsoft Word or visit a FREE business card site like www.vistaprint.ca

Find organizations and attend events where you can network. Hand out your business card at meetings, community gatherings, church, the dentist.... You never can tell when you might come across a potential lead.

3. Portfolio

Develop a portfolio and keep it current, that is, add to it even while you are employed. A portfolio is an on-going collection of your accomplishments. It could contain reference letters, testimonials about you, academic grades or certificates, samples of your work and indications of your achievements. Certainly show your portfolio to potential employers as it represents your career development.

4. SWIFT HUMAN RESOURCES SERVICES

Use the services of our professional, reliable and reputable employment agency.