



8 TIPS FOR A SUCCESSFUL JOB SEARCH

Best practices for landing that next job interview

NEED HELP GETTING STARTED?

HERKIMER WORKING SOLUTIONS IS HERE TO HELP!

SCHEDULE AN APPOINTMENT WITH AN EMPLOYMENT SPECIALIST TODAY!



8 AM - 4:30 PM
MONDAY-FRIDAY



WORKING SOLUTIONS
320 N. Prospect St.
Herkimer, NY 13350



315-867-1400


Working Solutions
an americanjobcenter®
Workforce Development Board, Herkimer, Madison, Oneida Counties, Inc.

TIP 1

Keep your resume updated and tailor your resume to each position you apply to

TIP 2

Read the job description in full and understand what the minimum qualifications are - if you meet at least 80% of the qualifications, apply!

TIP 3

Never limit yourself to one job search engine, have 2-4 that you visit frequently like the NYS Job Bank, Indeed, ZipRecruiter, and LinkedIn

TIP 4

Keep track of what applications you submit and when - follow up via phone or email 7-14 days after applying

TIP 5

Complete online applications completely and truthfully to the best of your ability - minimize blank spaces on your application

TIP 6

Talk to your references BEFORE submitting them, you want to make sure they're going to give a good and truthful reference for you

TIP 7

Be mindful of your online/social media presence

TIP 8

Network - speak with local businesses about their current openings and use your friends and family as referral sources!