

TOP

10

Career Tips for a Successful Future

How To Search For A Job

TEXAS
Labor Market and Career 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.
 - Search online at workintexas.com, 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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A Department of the Texas Workforce Commission

www.lmci.twc.state.tx.us

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