

TIPS FOR FINDING THE RIGHT JOB



Oklahoma State Employment Service

Contents

| | |
|--|----|
| Introduction | 1 |
| Planning Your Time | 3 |
| Tips for Planning an Effective Job Search | 4 |
| Determine Your Job Skills..... | 5 |
| Matching Your Background and Experience to Jobs..... | 7 |
| Where to Get Job Information..... | 8 |
| Cover Letters & Letters of Application..... | 10 |
| Preparing Your Resume..... | 13 |
| Interviewing | 19 |
| Testing..... | 21 |
| After the Interview..... | 23 |
| Local Employment Service Offices..... | 26 |

Introduction

YOU NEED A JOB. Somewhere, an employer has the job you want. How do you get that job? By marketing your job talents. By showing employers you have the skills they need. Do you have job talents? YES! Homemakers, disabled individuals, veterans, students just out of school, people already working - all have skills and experience for many good jobs. What you need to know is how to market your talents effectively to find the right job. This pamphlet will help you to:

- | | |
|--|---|
| <input type="checkbox"/> Evaluate your interests and skills | <input type="checkbox"/> Prepare for job interviews |
| <input type="checkbox"/> Find job information | <input type="checkbox"/> Plan your time |
| <input type="checkbox"/> Write resumes and application letters | <input type="checkbox"/> Take tests |

Planning Your Time

NOW is the best time to start looking for a job. You're as qualified as other applicants, so start now before someone else gets "your" job. You've already made a good start by reading this pamphlet!

What's the most important thing to know about your job search?



Finding work is a fulltime job! That means:

In a full time job, you:

- Have responsibilities (work duties and procedures)
- "Punch a clock" or be at work "on time"
- Work hard all day, 40 hours a week
- Report to a boss, who makes sure you carry out your responsibilities

To find a job, you must:

- Set your own responsibilities (things you must do everyday to get a job)
- Wake up early at a set time to start looking for work
- Look hard for a job, all day, 40 hours a week
- Be your own boss (or appoint a friend to be your "boss") to make sure you carry out your job search responsibilities

Tips for Planning an Effective Job Search:

- Make a "To Do List" every day.
- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- Call employers to find out the times to apply. Some companies take applications only on certain days and times during the week.
- Maintain a daily activity log. See page 28.
- Apply at several companies in the same area when possible. This saves time and money.
- Maintain an Employment Application Summary. See page 29.
- Be prepared. Have a "master application" and both paper and electronic resumes, pens, maps, and job information with you all the time. Who knows when a "hot lead" will come your way.
- Follow up leads immediately. If you find out about a job late in the day, call right then! Don't wait until the next day.
- Network. Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up on new leads immediately.
- Read pamphlets and books on how to get a job. The time you spend reading these materials will save you a lot of time in your job search.
- Take full advantage of the Resource Room at your Workforce Oklahoma Center. They have appointed staff to assist you with resume preparation and instruct you to conduct Internet job searches.

Determining Your Job Skills

Another tip for finding the right job: Make a list of your background and experience. If you think you don't have any experience -**THINK AGAIN!** You may not have specific job experience, but you have work experience. You have "worked" as a homemaker, a student, a volunteer, in a hobby or some other personal activity. These transferable skills can be applied to other jobs.



A background and experience list may help you to:

- Fill out job applications
- Provide information for job interviews
- Prepare resumes (if you're applying for professional or office jobs)

Tips for making a background & experience list:

Interests and Aptitudes

- List your hobbies, clubs you belong to, sports you're involved in, church and school activities, and things that interest you. List things you are good at or have special ability for.
- Look at the first item on your list. Think about the skills or talents it takes to do that item. Really think about it! All hobbies, activities, etc. take a lot of skills, knowledge, and abilities. Write them all down.

Examples:

| Hobbies, Sports, School Activities Things I Do Well: | Skills, Knowledge, Abilities, and Talents It Takes To Do These Things: |
|---|---|
| Playing Basketball | <ul style="list-style-type: none">- Ability to interact with others- Ability to use basic arithmetic (keep track of score)- Ability to reach, lift, jump, stoop, and run- Skills in directing others (calling plays, coaching) |
| Homemaking | <ul style="list-style-type: none">- Ability to manage budgets- Ability to handle multiple tasks- Knowledge of human development- Skills in teaching/training others- Cooking, cleaning, laundry |
| Fixing Cars | <ul style="list-style-type: none">- Ability to diagnose mechanical problems- Skill in using a variety of tools- Ability to see difference in shapes and sizes of objects- Knowledge of electronics |

Work History

If you've worked before, list your jobs. Include volunteer, part-time, summer, and self-employment. Next write down work duties for the jobs you listed. Now, think about skills or talents it took to do each work duty. Write them down.

Example:

| Work Duties | Skills or Talents |
|---|---|
| Pick vegetables and fruits on a farm | Inspect fruits for damage/ripeness Ability to work quickly and skillfully with hands |
| Use hoes, shovels and shears to plant, cultivate, and prune fruit trees | Ability to work outside for long periods of time Physical endurance Bending, stooping |

Education

List the schools you attended, dates, major studies or courses completed. Include military and vocational education and on-the-job training.

List degrees, certificates, awards and honors. Ask yourself what classes and training you liked. Why did you like them?

Career Goals

What kind of work do you want to be doing 5 or 10 years from now?
What kind of job could you get now to help you reach this goal?

Matching Your Background and Experience To Jobs

Look at the abilities (talents) identified on your background and experience list. You have talents you use everyday. Now find out what JOBS can use your talents.

Start at your local Workforce Oklahoma Office. This office has a Resource Room filled with free information about many jobs. You may be given an appointment with a career advisor who can help you decide what kind of work is best suited to your abilities and interests.

While you're in Workforce Oklahoma Resource Room, ask for assistance in using the state-of-the-art electronic equipment. A trained staff person is always available to show you how to explore Demand Occupations in Oklahoma. No more researching volumes of Occupational Exploration or Occupational Outlook books. Anyone and everyone can easily learn to use Resource Room computers to discover:

- Work duties for any occupation (O* Net)
- Skills and abilities needed for different types of jobs (O* Net)
- How to enter occupations
- Where jobs are located - right down to specific Oklahoma employers who employ your specialty
- Training and qualifications needed
- Earnings, working conditions, and future opportunities

Match the skills and abilities on your list to the skills and abilities of different jobs. Don't limit yourself. The important thing is not the job title, but the skills and abilities of the job. You may find that your skills and abilities match with an occupation that you have never thought about.

Where To Get Job Information

If you know what job skills you have, you are ready to look for job openings at these sources:

- ❑ **Networking.** Tell everyone you know you're looking for a job. Ask about openings where your friends work.
- ❑ **Private employers.** Contact employers directly to market your job talents. Talk to the person who would supervise you even if there are no jobs currently open.
- ❑ **Workforce Oklahoma Offices** provide help finding jobs and other services, such as career counseling, job search training and resume preparation. Internet access to career resources is also available.
- ❑ **Federal, state, and local government personnel offices** list a wide range of job opportunities on the Internet and at their physical locations.
- ❑ **Local public libraries** have books on occupations and often post local job announcements. Internet access is generally provided free of charge.
- ❑ **Newspaper ads** list various job openings. Many newspaper classified ads can be assessed on the Internet.
- ❑ **Local phone book.** Look for career counseling centers in your area (some may require fees).
- ❑ **Universal Computerized Assistance Network (UCAN)** available at the OESC web site (www.oesc.state.ok.us) is an automated network of Community Based Organizations such as clubs, associations, women and minority centers, youth organizations, plus federally funded agencies who can provide almost any type of assistance.
- ❑ **Private employment and temporary agencies** offer placement (employer or job hunter may be required to pay a fee).
- ❑ **Community colleges and trade schools** usually offer counseling and job information to students and the general public.
- ❑ **Proprietary schools.** Private training centers offer instruction in specific trades (tuition is usually required). Check with your office of state education for credible schools. Your Workforce Oklahoma office can also instruct you on how to use America's
- ❑ **Learning Exchange** to locate available training, by a variety of delivery methods, in their Resource Room.

- ❑ Churches frequently operate employment services or provide job search help.
- ❑ Veterans' employment representatives operate through state employment offices. Veterans' representatives have access to job opportunities that emphasize veterans priority in hiring.
- ❑ Veterans' social and help organizations often have job listing for members.
- ❑ Unions and apprenticeship programs provide job opportunities and information. Contact your state apprenticeship council or relevant labor union directly.
- ❑ Government sponsored training programs, when available, offer direct placement or short-term training and placement for applicants who qualify. Check the yellow pages under Job Training Programs or government services.
- ❑ Journals and newsletters for professional or trade associations often advertise job openings in their field. Ask for these at the local library or search for them on the Internet.

Individuals are protected from discrimination in employment based upon race, color, religion, sex, nationality, disability, and age under state and federal law. In Oklahoma, you may call the Equal Employment Opportunity Commission at (800) 669-4000, or the Oklahoma Human Rights Commission at (405) 521-2360 (Oklahoma City), or (918) 581-2733 (Tulsa) regarding the laws which prohibit discrimination.

Most Commonly Used Job-search Methods

| Method | Percent of Total Job-seekers Using the Method | Effectiveness Rate* |
|--|--|------------------------|
| Applied directly to employer | 66.0% | 47.7 % |
| Asked friends about where they work | 50.8% | 22.1 % |
| Asked friends about jobs elsewhere | 41.8% | 11.9 % |
| Asked relatives about jobs where they work | 28.4% | 19.3 % |
| Asked relatives about jobs elsewhere | 27.3% | 7.4 % |
| Answered local newspaper ads | 45.9% | 23.9 % |
| Private employment agency | 21.0% | 24.2 % |
| School placement office | 12.5% | 21.4 % |
| Civil Service test | 15.3% | 12.5 % |
| Asked teacher or professor | 10.4% | 12.1 % |
| Placed ad in local newspaper | 1.6% | 12.9 % |
| Union hiring hall | 6.0% | 22.2 % |

*A percentage obtained by dividing the number of jobseekers who actually found work using the method, by the total number of jobseekers who tried to use that method, whether successfully or not.

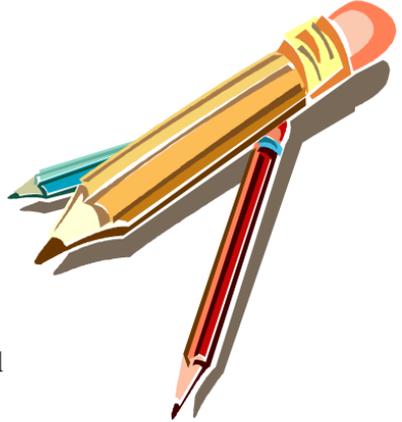
Cover Letters & Letters of Application

Letter of Application

A letter of application is used when inquiring about a job or submitting an application form.

Cover Letter

If you're applying for a job that requires a resume, you should write a cover letter to accompany your resume.



The purpose of these letters is to:

- Tell how your job talents will benefit the company
- Show why the employer should read your resume or application form
- Ask for a job interview.

Tips for writing cover letters include:

- Write a separate letter for each job application.
- Type letters on quality 8 1/2" x 11" paper.
- Use proper sentence structure, correct spelling and punctuation.
- Convey personal warmth and enthusiasm.
- Keep your letter short and to the point.

Sample Letter of Application

John Kile
Ace Auto Service
1369 Oak Street
Megapolis, OK 74105

Dear Mr. Kile:

I've been checking into auto repair shops in the area to find a garage that has a good reputation and offers an entry mechanic training program. Several sources recommended Ace Auto Service as a reliable garage that uses the latest diagnostic equipment. I've worked on cars with my uncle, who is a member of the "Tin Lizzies" auto club. I'm doing tune-ups through word of mouth referrals and I recently helped overhaul a Nissan 300ZX. I've worked with computers in school, so I feel I could learn how to operate computerized diagnostic equipment with minimal training.

With my background and interest in car repair, I think I could contribute to the continued success of Ace Auto Service.

I will call you on Monday, December 13 to talk to you about possible job opportunities.

Sincerely,

Joe Clark
6913 Willow Street
Megapolis, OK 74105
(918)345-6789

Show that you've done some homework on the company (you know what they do, their interests and problems).

Try to identify something about you that is unique or of interest to the employer.

Request an interview. If possible, suggest a specific date and time.

Include your address and your telephone number.

Sample Cover Letter

Address each letter to the specific person you want to talk to (the person who would actually supervise you).

Highlight your job qualifications.

State the position you are seeking and the source of the job opening (newspaper ad, friends, etc.).

Mr. Clarence Brown, Supervisor
Norton Electronics
6543 Sunrise Ave.
Anytown, OK 73102

Dear Mr. Brown:

I am interested in the position of electronic assembler which you advertised recently in the Anytown Oracle.

The enclosed resume outlines my experience and skills in electronics and printed circuit board assembly. I am familiar with Norton Electronics and the quality products you produce.

I would like to meet with you to discuss how my skills would benefit Norton Electronics. I may be reached at 778-4321.

Sincerely,

Rhonda Ramirez
304 Park Street
Anytown, OK 73102

Preparing Your Resume

You want to apply for a job. Do you need a resume?

That depends on the kind of job you're applying for.



Resume Required

Professional, technical, administrative and managerial jobs. Sales positions, Secretarial, Clerical, and other office jobs

Resume Sometimes Required

Skilled jobs (Examples: Baker, Hotel Clerk, Electrician, Drafter, Welder),
Semi-skilled jobs (Security Guard, Electronic Assembler, Janitor, etc.).

Resume NOT Required

Unskilled, quick turnover jobs (Fast Food Server, Laborers, Machine Loader, Cannery Worker, etc.).

Tips for Good Resumes

You need two types of information to prepare your resume:

- 1. Self information.** You need to know your job talents, work history, education and career goals. Did you complete your background and experience list from page 5 and 6? If you did, you have the self information required to prepare your resume.
- 2. Job information.** Gather specific information on the job you're applying for. Here's what you need:
 - Job duties** (match your skills to the skills needed for the job). Get your job duties from the job announcement. If the announcement or ad is vague, call the employer and ask for a description of the job duties.

- Education and experience required (again, so you can match your education and experience with that required for the job).
- Hours and shifts usually worked.
- Pay range (make their top offer the minimum acceptable!).

With the information on yourself and the job you're applying for, you're ready to write your resume.

Two Types of Resumes:

1. Reverse chronological resumes list jobs you've had. Your most recent job is listed first, your job before that is listed second, and so on. Each job has employment dates and job duties.
2. Functional resumes describe your skills, abilities and accomplishments that relate to the job you're applying for. Employment history is less detailed than chronological resumes.

What kind of resume should you use?

Answer the following questions:

- Have you progressed up a clearly defined career ladder, and you're looking for job advancement?
- Do you have recent job experience at one or more companies?

If your answer is yes, use a ***Reverse Chronological Resume***.

-
- Are you a displaced homemaker?
 - Are you a veteran and you want to relate your military training to civilian jobs?
 - Do you have little or no job experience?
 - Do you have gaps in your work history?
 - Is the job you're applying for different from your present or recent job?
 - Do you want to emphasize your work skills and accomplishments instead of describing your job duties?

If your answer to any of these questions is yes, use a ***Functional Resume***.

The following pages have examples of both types of resumes and suggestions on how to prepare them. Resume assistance is also available at any Workforce Oklahoma office.

Tips for Preparing a Functional Resume:

- ❑ Study the duties for the job you're applying for. Identify 2 or 3 general skills that are important to the job.
- ❑ Review your background and experience list. Find talents and accomplishments that demonstrate your ability to perform the job skills.
- ❑ List your talents and accomplishments under the job skills they relate to.
- ❑ Use simple, short sentences.

Robert Yee (918) 987-6543

139 River Lane Tulsa, OK 74106

This applicant is still in high school. He wants to work part time until he graduates.

Objective: Part time entry level position in bookkeeping

Qualifications:

Earned Exceptional Accomplishment raise at McDonald's.

Excellent at thinking through problem situations.

One year successful experience in bookkeeping & cashier at McDonald's.

Finished business classes with high grades.

Experience:

Bookkeeping

Accurately completed bookkeeping assignments at McDonald's in half the usual time required.

Recorded daily sales.

Computed total items sold and tallied total daily revenues.

Assembled monthly reports showing cashiering errors and audited employee register records.

Verified accuracy of vendor invoices and helped compute employee hours on time cards.

Balanced family checkbook and helped pay bills.

Administrative Support

Assisted store manager in training and assigning employees.

Prepared new employee personnel folders.

Called substitutes to cover during illness or rush hours.

Filed and retrieved personnel records.

Posted and filed official documents.

Word processed letters, answered telephone, scheduled interviews, made reservations.

Focus attention on strong points.

Work History:

1990 Full-time student, Ceder High School

May 89-Present Cashier, McDonald's

Dec. 88-May 89 Bookkeeper, McDonald's

summer 1988 Clerk, Ceder Recreation Center

Most resumes do NOT include references.

Education & Training:

Senior - Ceder High School

Business courses: Accounting, Word Processing, Journalism

President of school Business Club

This applicant is a high school dropout. She has some paid experience, so her resume focuses on related experience and her hobby.

Jennifer A. Long

(405) 512-5432

215 Amber Lane, Bethany, OK 73008

Job Objective: Position as a paralegal

Qualifications and Experience

- . Strong interest in the law; I spend much of my spare time:
 - Reading transcripts of old law cases (from law books at the library)
 - Watching legal/educational programs on TV
- . Experience as a Legal Secretary:
 - Updated and maintained the filing system
 - Processed documents on the word processor
 - Processed and delivered the mail
 - Answered the phone and made appointments with clients
- . Skills
 - Word processing
 - Can take dictation
 - Have an investigative and curious nature
- . Academic
 - Studied business law and legal principles in high school and community college.

Employment History

1987-Present Legal Secretary—Kramer & Kramer, Truly, CA

1985-87 Receptionist - Walter Smyte, MD, Swiss, CA

1983-85 Food Server - Burger King, Swiss, CA

Education

Mooney College - Secretarial courses - two semesters 1984

Lonemont Community College - Business courses - three semesters

Lonemont Adult School - Equivalency certificate 1983

Personal information that is not related to the job (age, height, weight, and marital status) is NOT included.

Describe specific skills and accomplishments, using short sentences.

List special skills such as word-processing or ability to operate special equipment.

Make wide margins. Leave space between parts of the resume.

Tips for Preparing a Reverse Chronological Resume:

- ❑ List your jobs starting with your present or most recent job.
- ❑ Briefly describe the main duties you performed in each job.
- ❑ Emphasize duties that are important for the job you're applying for.
- ❑ Use simple, short, active sentences.

Louise Johnson

543 River Court
Hugo, Oklahoma 74743
(405)512-5432

OBJECTIVE:

Administrative Assistant

*Avoid precise dates -
just give years if possible.*

EXPERIENCE

Since 1990 Personal Secretary, Cotton Gin Inc., Nashville, Tennessee.

Secretary to Personnel Director. Duties included taking dictation, word processing and scheduling meetings.

1984-90 Secretary, Cotton Gin Inc., Nashville, Tennessee. One of 13 word processors in legal department. Duties included entering correspondence and forms on the word processor, proof reading legal documents, and processing the mail.

1979-84 Clerk-Typist, Raymond Sewing Factory, Memphis, Tennessee. Duties included typing forms, processing mail, establishing and maintaining filing system.

1976-79 Receptionist, D.W. Meringue, D.D.S., Memphis, Tennessee. Duties included answering telephone, scheduling appointments, greeting patients and processing billings.

SKILLS

Can take dictation

Word processing

Typing

Good organizational skills

Include scholarships and honors and major school subjects if related to your job goal.

EDUCATION

Underwood High School, Nashville, Tennessee.

High school diploma with emphasis in business education, 1975

Member, National Honor Society

10 Tips for an Effective Resume

The following rules apply to all resumes:

1. Type your resume (or print it on computer printer). Use 8 1/2" x 11" quality white bond paper.
2. Do not include irrelevant personal information (age, weight, height, marital status, etc.).
3. Do not include salary and wages.
4. Center and justify all headings. Don't use abbreviations.
5. Be positive. Identify accomplishments.
6. Use action verbs (see the list below).
7. Be specific. Use concise sentences. Keep it short (one page is best).
8. Make sure your resume "looks good" (neat and readable).
9. Proofread the master copy carefully. Have someone else proof-read the master copy carefully.
10. Inspect photocopies for clarity, smudges and marks.

ACTION Verbs

Action verbs give your resume power and direction. Try to begin all skills statements with an action verb. Here is a sample of action verbs for different types of skills:

Clerical skills

arranged
catalogued
compiled
generated
organized
processed
systematized

Creative skills

conceptualized
created
designed
established
fashioned
illustrated
invented
performed

Helping skills

assessed
coached
counseled
diagnosed
facilitated
represented

Research skills

clarified
evaluated
identified
inspected
organized
summarized

Communication skills

arranged
addressed
authored
drafted
formulated
persuaded

Financial skills

administered
analyzed
balanced
budgeted
forecast
marketed
planned
projected

Management skills

administered
analyzed
coordinated
developed
directed
evaluated
improved
supervised

Technical skills

assembled
built
calculated
designed
operated
overhauled
remodeled
repaired

Interviewing

Most hiring decisions are made at the first interview. How you come across in that interview could be as important as your experience and job talents.

Here are some interviewing tips that will help you get the job you want.

Before The Interview

- ❑ Learn as much as you can about the company salary and benefits. Friends, neighbors and relatives who work for the company are good sources of information. Libraries, local chambers of commerce, etc. are also helpful.
- ❑ Learn everything you can about the job and how your previous experience and training qualify you for the job.
- ❑ Write down things you will need to complete applications:
 - Your background and experience list (contains names of former employers, schools, training, etc.).
 - A resume or summary of your work experience.
 - Samples of your work (if practical). Also include any work-related or community service awards that you have received.
 - Social security card, driver's license, union card, military records, etc.

The Interview:

- ❑ Dress for the interview and the job. Don't overdress or look too informal.
- ❑ Always go to the interview alone. Arrange for baby sitters, transportation, and other pitfalls ahead of time so that you can be on time and relaxed in the interview.
- ❑ Find common ground with the employer. Pictures, books, plants, etc., in the employer's office can be conversation items leading into the interview (this can make both of you more comfortable).

- ❑ Express your interest in the job and the company using information you gathered to prepare for the interview.
- ❑ Let the interviewer direct the conversation.
- ❑ Answer questions in a clear positive manner. Show how your experience and training will make you productive in the shortest time with minimal supervision.

Note:

- . *Speak positively of former employers and co-workers no matter why you left even if you were fired from your last job.*
- . *Let the employer lead into conversations about benefits. Your focus on these items can be a “turn off.” But, don’t be afraid to ask questions about things you really need to know.*
- . *When discussing salary, be flexible — avoid naming a specific salary. If you’re too high, you risk not getting the job. If you’re too low, you undersell yourself. Answer questions on salary requirements with responses such as, “I’m interested in the job as a career opportunity so I’m negotiable on the starting salary”. Negotiate, but don’t sell yourself short.*

“Closing” the Interview:

- ❑ If the employer does not offer you a job or say when you will hear about it, ask when you may call to find out about the decision.
- ❑ If the employer asks you to call or return for another interview, make a written note of the time, date, and place.
- ❑ Thank the employer for the interview and reaffirm your interest and qualifications for the job.



Testing

For some jobs, you may need to take a test. Usually, the job announcement or ad will say if a test is required.

There are several types of selection and job fitness tests:

- ❑ Aptitude tests predict your ability to learn and perform job tasks.
- ❑ Practical tests measure what you know and what you can do in a job (for example, word processing speed for a secretary job, knowledge of street names and routes for a fire fighter job, etc.).
- ❑ Literacy tests measure reading and arithmetic levels.
- ❑ Personality tests evaluate mental, emotional, and temperamental makeup (important for jobs like a police officer, a nuclear plant operator, etc.).
- ❑ Honesty and integrity tests evaluate the likelihood of stealing and trustworthiness of applicants.
- ❑ Physical ability tests measure strength, flexibility, stamina and speed for jobs that require physical performance.
- ❑ Medical tests determine physical fitness to do a job.
- ❑ Drug tests show the presence of illegal drugs that could impair job performance and threaten the safety of others.

How to prepare for tests:

You can't study directly for aptitude tests. But you can get ready to do your best by taking other tests. Look for tests or quizzes in magazines and school books. Set time limits. By taking tests, you learn about the testing process. This helps you feel more comfortable when you are tested.

Brush up on job skills. For example, if you're taking a typing test, practice typing. If you're taking a construction test, review books and blueprints.

Get ready for physical tests by doing activities similar to those required for the job.

For literacy tests, review and do exercises in reading and math books or enroll in remedial classes.

It's natural to be nervous about tests (some anxiety may even help you).

Here are some tips that will help you take most tests.



- Make a list of what you need for the test (pencil, eye glasses, ID, etc.). Check it before leaving.
- Get a good night's sleep.
- If you're sick, call and reschedule the test.
- Leave for the test site early.
- If you have any physical difficulties, tell the test administrator.
- If you don't understand the test instructions, **ASK FOR HELP** before the test begins.
- Work as fast as you can. Don't linger over difficult questions.
- Find out if guessing is penalized. If it's not, guess on questions you're not sure about.
- You may be able to re-take the test. Ask about the retesting policy.
- After the test, find out what your scores actually mean. See if they can recommend jobs your scores show would be best for you. Your score would probably be similar, if you took the test again. For many jobs, your work talents and other capabilities will count more than your test scores.

After the Interview

Make each interview a learning experience. After it is over, ask yourself these questions:

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook qualifications that were important to the job?
- Did I learn all I needed to know about the job?
- Did I ask questions I had about the job?
- Did I talk too much?
Too little?
- Was I too tense?
Too relaxed?
- Was I too aggressive?
Not aggressive enough?
- Was I dressed appropriately?
- Did I effectively close the interview?

Make a list of specific ways you can improve your next interview. Remember, “practice makes perfect” — the more you interview the better you will get at it.

If you plan carefully and stay motivated, you can “market your job talents”.

You will get a job that uses your skills and pays well.



Job Search Checklist

- Complete items 1-3 on this checklist before starting your job search
- Complete items 4-5 everyday of your job search
- Complete items 6-9 when you have interviews

1. Identify Occupations

- Make a background and experience list.
- Review information on jobs.
- Identify jobs that use your talents.

2. Identify Employers

- Ask relatives, etc. to help you look for job openings.
- Go to your State Employment Service Office for assistance.
- Contact employers to get company and job information.
- Utilize other sources (page 8 & 9) to get job leads.
- Obtain job announcements and descriptions.

3. Prepare Materials

- Write resumes (if needed). Use job announcements to "fit" your skills with job requirements.
- Write cover letters or letters of application.
- Assemble a job search kit: pens, writing tablet, maps, public transportation guides, clean copies of resumes & applications, background and experience list, Social Security card, and picture I.D.

4. Plan Your Time

- Wake up early to start looking for work.
- Make a "to do" list of everything you'll do to look for a job.
- Work hard all day to find a job.
- Reward yourself (do a hobby or sport, visit friends, etc.)!

5. Contact Employers

- Call employers directly (even if they're not advertising openings.)

- Talk to the person who would supervise you if you were hired.
- Go to companies to fill out applications.
- Contact your friends and relatives to see if they know about any openings.

6. Prepare for Interviews

- Learn about the company you're interviewing with.
- Review job announcements to determine how your skills will help you do the job.
- Assemble resumes, application forms, etc. (make sure every thing is neat!).
- Give yourself plenty of time.

7. Go to Interviews

- Dress right for the interview.
- Go alone.
- Be clean, concise, and positive.
- Thank the interviewer.

8. Evaluate Interviews

- Send a hand written thank you note to the interviewer within 24 hours of the interview.
- Think about how you could improve the interview.

9. Take Tests

- Find out about the test(s) you're taking.
- Brush up on job skills.
- Relax and be confident.

10. Accept the Job!

- Understand job duties & expectations, work hours, salary, benefits, etc.
- Be flexible when discussing salary (but don't sell yourself short).
- CONGRATULATIONS!

EMPLOYMENT SERVICE LOCAL OFFICE DIRECTORY

Ada

1628 E Beverly St/PO Box 850 *74820
Ph (580) 332-1533 FAX 421-9265
Counties Served: Garvin, Pontotoc

Altus

1115 N Spurgen St *73521
PO Box 551 *73522
Ph (580) 482-3262 FAX 482-3284
Counties Served: Greer, Harmon, Jackson,
Kiowa

Ardmore

201 "A" St SW *73401/PO Box 1467*73402
Ph (580) 223-3291 FAX 226-2730
Counties Served: Carter, Love, Murray

Bartlesville

6101 SE Nowata/PO Box 4039 *74006
Ph (918) 331-3400 FAX 331-0044
Counties Served: Nowata, Washington

Chickasha

301 S 2nd St *73018/PO Box 398 *73023
Ph (405) 224-3310 FAX 222-1215
Counties Served: Grady, McClain, Caddo

Claremore

1810 N Sioux *74018/PO Box 908 *74017
Ph (918) 341-6633 FAX 341-7723
County Served: Rogers

Clinton

1120 Frisco Ave/PO Box 605 *73601
Ph (580) 323-1341 FAX 323-9176
Counties Served: Beckham, Custer, Roger
Mills, Washita

Duncan

1927 W Elk Ave/PO Box *750070 *73575
Ph (580) 255-8950 FAX 255-8959
Counties Served: Jefferson, Stephens

Durant

4310 W Hwy 70 *74701
PO Box 1000 *74702
Ph (580) 924-1828 FAX 920-2464
Counties Served: Atoka, Bryan, Coal,
Johnston, Marshall

Edmond

1824 E 2nd *73034/POBox 5950 *73083
Ph (405) 340-4407 FAX 340-4512
Counties Served: Logan, Oklahoma

Enid

2613 N Van Buren *73701
PO Box 1269 *73702
Ph (580) 234-6043 FAX 234-8405
Counties Served: Alfalfa, Blaine, Garfield,
Grant, Kingfisher, Major
26

Guymon

225 E. Hwy 54/PO Box 929 *73942
Ph (580) 338-8521 FAX 468-1814
Counties Served: Beaver, Cimarron, Texas

Holdenville

115 N Rodgers Dr/PO Box 937 *74848
Ph (405) 379-5452 FAX 379-6355
Counties Served: Hughes, Okfuskee

Idabel

Hwy 70 E & Brinkley Dr/PO Box 1197
*74745
Ph (580) 286-6667 FAX 286-7867
Counties Served: McCurtain, Choctaw,
Pushmataha

**Antlers

211 SW 3rd/PO Box 501 *74523
Ph (580) 298-3854 FAX 298-6603

**Broken Bow

217 N Main/PO Box 160 *74728
Ph (580) 584-3361 FAX 584-2315

**Hugo

107 S 3rd/PO Box 490 *74743
Ph (580) 326-6472 FAX 326-3343

Lawton

1711 SW 11th St. *73501
PO Box 989 *73502
Ph (580) 357-3500 FAX 357-9629
Counties Served: Comanche, Cotton,
Tillman

McAlester

1201 E Wade Watts/PO Box 1108 *74501
Ph (918) 423-6830 FAX 429-1175
Counties Served: Haskell, Latimer, Pittsburg

Miami

121 N Main *74354/PO Box 670 *74355
Ph (918) 542-5561 FAX 542-7505
Counties Served: Craig, Ottawa

Muskogee

2316 W Shawnee *74401
PO Box 1688 *74402
Ph (918) 682-3364 FAX 682-4311
Counties Served: McIntosh, Muskogee,
Wagoner

Norman

1141 E Main *73071
Ph (405) 701-2000 FAX 701-2042
County Served: Cleveland

Oklahoma City

Counties Served: Logan, Oklahoma, Canadian

Central

One N Walker *73102
Ph (405) 235-5627 FAX 297-2940

Latino Center

420 SW 10th

Francis Tuttle Tech. Center

12777 N Rockwell
Ph (405) 717-4246 FAX 717-4790

Springlake Campus

1600 Springlake-Rm C48
Ph (405) 424-8324 Ext.314

OKC-VA Vet Center

3033 N Walnut
Ph (405) 270-5184 FAX 270-5125

OKC- VA Medical Center

VA Medical Center/Room 3A-168
921 NE 13thSt
Ph (405) 270-0151 Ext 5031
FAX 270-5131

East Side

7401 NE 23rd St *73141
Ph (405) 713-1890 FAX 713-1898

Southside

4509 S I-35 Service Rd *73129
Ph (405) 670-9100 FAX 670-9292

Aviation Center

5600 S MacArthur-Rm CC22
Ph (405) 681-412 FAX 427-1437

South Bryant Campus

4901 S Bryant
Ph (405) 424-8324 FAX 670-6895

Okmulgee

1801 E 4th/PO Box 2218 *74447
Ph (918) 756-5791 FAX 756-0937
County Served: Okmulgee

Ponca City

1201 W Grand 74061/PO Box 309 *74602
Ph (580) 765-3372 FAX 765-6145
Counties Served: Kay, Noble

Poteau

106 Rogers St/PO Box 9 *74953
Ph (918) 647-3124 FAX 647-8939
County Served: LeFlore

Pryor

219 NE 1st St 74361/PO Box 427 *74362
Ph (918) 825-2582 FAX 825-6494
Counties Served: Delaware, Mayes

Sand Springs

11 E Bdwy Suite 207/PO Box 486 *74063
Ph (918) 245-9544 FAX 245-9566
Counties Served: Osage, Tulsa

Sapulpa

1700 S Main/PO Box 1403 *74066
Ph (918) 224-9430 FAX 227-2859
County Served: Creek

Seminole

111 N Fourth St *74868/PO Box 910*74818
Ph (405) 382-4670 FAX 382-0104
County Served: Seminole

Shawnee

2 John C. Bruton/PO Box 217 *74804
Ph (405) 275-7800 FAX 878-9742
Counties Served: Lincoln, Pottawatomie

Stillwater

711 E Krayler/PO Box 1987 *74076
Ph (405) 624-1450 FAX 372-0295
County Served: Payne

Tahlequah

1755 S Muskogee *74464/PO Box 689
*74465
Ph (918) 456-8846 FAX 456-3256
Counties Served: Cherokee, Sequoyah, Adair

****Sallisaw**

1502 W Chickasaw/PO Box 868 *74955
Ph (918) 775-5541 FAX 775-6385

****Stilwell**

219 W Oak/PO Box 428 *74960
Ph (405) 696-6608 FAX 696-3295

Tulsa

Counties Served: Tulsa, Pawnee

Hartford

111 S Greenwood Suite 100 *74120
Ph (918) 596-7200 FAX 596-9999

****Temporary Labor**

415 W Archer *74103
Ph (918) 582-3558 FAX 583-6745

Renaissance Center

11654 E 21st St *74129
Ph (918) 437-4473 FAX 437-6737

Woodward

1117 11th St/PO Box 608 *73801
Ph (580) 256-3308 FAX 254-3093
Counties Served: Dewey, Ellis, Harper, Woods, Woodward

* ZIP Code

** Denotes Satellite Office

Employment Related Agencies

Bureau of Apprenticeship and Training

1500 South Midwest Blvd, Suite 202
Midwest City, Oklahoma 73110
(405) 732-4338

Oklahoma Department of Labor

4001 North Lincoln Blvd
Oklahoma City, Oklahoma 73105
(405) 528-1500

Oklahoma Department of Labor

440 South Houston
Tulsa, Oklahoma 74127
(918) 581-2400

Workforce Investment Act

Will Rogers Building
Oklahoma City, Oklahoma 73152
(405) 557-5323

Oklahoma Department of Vocational and Technical Education

1500 West Seventh Avenue
Stillwater, Oklahoma 74074
1-800-522-5810

United States Department of Labor Veterans Employment and Training Service

Will Rogers Building, Room 301
Oklahoma City, Oklahoma 73105
(405) 557-7189

Job Corps

Will Rogers Building
Oklahoma City, Oklahoma 73152
(405) 557-7119 1-800-522-8538

Visit our Web Site
www.oesc.state.ok.us



Discover a World of Services

Current Job Listings

Veterans Services

Links to Military Recruitment

Workforce Investment Act (WIA) Information

Job Seeker Services

Indian and Native American Employment
and Training Programs

Career and Labor Market Information

Unemployment Insurance Information

Job Training Services

Current News Releases

Service Provider On-Line Directory

Workforce OK Office Locator

Wage Calculator

Links to Helpful Web Sites