**Strategic job Search Strategy Tips**

***"Work smart, not hard"***

 Identify Your Interests BEFORE you write your resume ([MyNextMove](http://www.mynextmove.org/explore/ip))

 Identify Knowledge, Skills, and Abilities for any occupation ([review skills, knowledge and abilities](http://www.careerinfonet.org/select_occupation.asp?stfips=undefined&next=ksas1)) AND ([ONET](http://www.onetonline.org/find/))

 Complete a [Generic Application](http://www.wa.gov/esd/guides/docs/generic_job_app.doc) that contains your chronological work history (will serve as a template of information)

 Complete a Master Resume that contains all your skills, broken down by industry, all of your work history (suggested length is 10 years, with exception) and education

 Obtain a job search only email address not shared with friends and family. Suggested: lastename.firstname@gmail.com

 Conduct a mock interview to determine strengths and weaknesses

 Ensure all of your social media accounts are professional or set to private (a link to a friend that shows partying/drinking/other may harm your chances)

 Write your first targeted resume for an advertised job opening.

 Have someone review this resume to offer critiques or suggestions.

 Save this resume by Industry and number (Office Resume 1). You will be able to use some of the language later to write targeted resumes for other similar positions. Save in folders on your thumb drive for each industry you apply for.

 Set a schedule so you know your plans for the next day the night before. Prepare clothing and lists of things you have to do the night before to reduce your stress

 Target 6 jobs a week minimum that you apply for (advertised listings up above and to the right) Check listings daily

 Locate one or two jobs you can apply at in person (always research companies when possible before you apply for jobs online, in person...). Google is a good source

 Ensure your references are readily available (3 professional, 3 personal), always contact them after interview so they are ready to help

 Develop a positive network of people you communicate with often for job search purposes

 Intentionally establish methods for staying positive and getting breaks from stress

 Utilize [your local WorkSource](https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=WSDirectorySeeker) office to attend Job Search Strategy, Resume, and Interviewing classes