

Social Media

1. Use social media to follow and friend other professionals.
2. Represent yourself honestly on social media.
3. Emphasize your unique strengths, knowledge, skills, and abilities in your profile.
4. Participate in groups to learn about different career opportunities.
5. Follow and like companies for which you would like to work.
6. Always represent yourself professionally in comments and photos. Assume anyone can see anything you post, regardless of privacy settings.
7. Create a professional email address for employers to contact you.
8. Provide a professional voice greeting for employers to receive when they leave you a voicemail.
9. Search for yourself online to see what others can learn about you.
10. Conduct yourself professionally on social media even after you have been hired.



Wage Conversions

Conversions based on a 40-hour work week, 2,080 hours per year.

Per Hour	Per Week	Per Month	Per Year
\$7.25	\$290	\$1,257	\$15,080
\$8.00	\$320	\$1,387	\$16,640
\$9.00	\$360	\$1,560	\$18,720
\$10.00	\$400	\$1,733	\$20,800
\$11.00	\$440	\$1,907	\$22,880
\$12.00	\$480	\$2,080	\$24,960
\$13.00	\$520	\$2,253	\$27,040
\$14.00	\$560	\$2,426	\$29,120
\$15.00	\$600	\$2,600	\$31,200
\$16.00	\$640	\$2,773	\$33,280
\$17.00	\$680	\$2,946	\$35,360
\$18.00	\$720	\$3,120	\$37,440
\$19.00	\$760	\$3,293	\$39,520
\$20.00	\$800	\$3,466	\$41,600
\$21.00	\$840	\$3,640	\$43,680
\$22.00	\$880	\$3,813	\$45,760
\$23.00	\$920	\$3,986	\$47,840
\$24.00	\$960	\$4,160	\$49,920
\$25.00	\$1,000	\$4,333	\$52,000
\$26.00	\$1,040	\$4,506	\$54,080
\$27.00	\$1,080	\$4,680	\$56,160
\$28.00	\$1,120	\$4,853	\$58,240
\$29.00	\$1,160	\$5,026	\$60,320
\$30.00	\$1,200	\$5,200	\$62,400

To find a local Workforce Solutions office near you, go to www.lmi.twc.texas.gov and click "Find Locations".



1117 Trinity St.
Room 424T
Austin, Texas 78701
Career Information Hotline:
1-800-822-7526 in Texas
Fax: 512-936-3204

www.lmi.twc.texas.gov

Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas:
800-735-2989 (TTY) and 711 (Voice).

Top 10 Career Tips for a Successful Future



TEXAS
WORKFORCE SOLUTIONS
★★★★★

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How to Search for a Job

1. Consider your interests

Identify activities you like, and their challenges.

2. Assess your skills

Evaluate school, volunteer, work, and/or recreation experiences.

3. Research occupations

Make a list of careers based on your skills and interests.

4. Devote time to your job search

Looking for a job IS your new job.

5. Be patient finding a job

A thorough job search is hard work. It can take time to find the right fit.

6. Involve friends and family

They're a great source of support, assistance, and encouragement.

7. Meet people in your career of interest

Attend events including people in the career and set up informational meetings.

8. Use the Texas Workforce Commission

- Visit your Workforce Solutions office.
- Attend training seminars.
- Make a résumé and cover letter.
- Use job search websites like WorkInTexas.com, and others.

9. Organize your job search and resources

Record companies you've applied to, your contacts there, and their responses.

10. Rejection is part of the process

Stay positive! Your efforts will pay off!



Job Interviewing

1. Bring a copy or two of your:

- Résumé,
- Transcripts, and
- References

2. Bring a pen, and portfolio to store those documents

Or a digital equivalent if you prefer

3. Include a neat notebook in the portfolio

Shows forethought: bring questions about your role

4. Gather information about the company

Shows interest: bring questions specific to the company

5. Dress for success:

- Business casual or dressier depending on the workplace. Clean button-up or blouse, pants (no jeans), shoes, outerwear.
- Well-groomed hair
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Empty pockets—no large objects or loose coins
- No gum, candy, cigarettes, vapes

6. Arrive 10 minutes early

Punctuality is very important to employers

7. Ensure you are well-rested

This helps keep you alert and focused

8. Eat a snack beforehand to maintain your energy

- Brush your teeth and freshen your breath after
- Be mindful of how the snack will make you feel after

9. Go alone

Do not bring friends or family to an interview

10. Use a firm handshake

Maintain eye contact and smile

How to Succeed at Work

1. Attendance and punctuality

- Be on time and ready to start.
- Call ahead if you cannot keep your appointments.
- Be reasonable and responsible in using your paid time off.
- Abide by your employer's policies.

2. Work ethic

Dedication to the job isn't just about a paycheck—success at work is very fulfilling!

3. Meet deadlines

Make sure all work is turned in on time.

4. Demonstrate effective oral communication

Speak clearly. Avoid slang.

5. Demonstrate self-control

Stay calm under pressure.

6. Attention to details/quality

Follow instructions, proof all work, check for mistakes.

7. Work well independently

Working with little or no supervision shows initiative, self-sufficiency, and reliability.

8. Adapt well to change

Be willing to pivot, or complete new assignments.

9. Welcome constructive criticism

Take criticism positively, not negatively.

10. Teamwork

Collaborate and get along with co-workers.

