

Top 10 Career Tips for a Successful Future

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 people in that career attend, and set up informational meetings.

8. Use the Texas Workforce Commission.

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

9. Organize your job search and resources.

Keep a record of companies you've applied to, your contacts there, and their responses.

10. Remember that rejection is part of the process.

Stay positive! Your efforts will pay off!



Find Us Here:



1117 Trinity St.
Room 426T
Austin, Texas 78701
Career Information Hotline:
1-800-822-7526 in Texas



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800-735-2989 (TTY) and 711 (Voice).