



Tips for finding a job

- Build up a network of people who work in your chosen field and know your job interests.
- Contact your trade union or professional organization and let other members know you are looking for a job.
- Be flexible – do not limit yourself to one industry or one type of job.
- Evaluate your career so far – you will likely be amazed at your base of skills.
- Contact temporary agencies devoted to your particular type of work and find out whether they charge for their services (look for these agencies in the Yellow Pages, newspaper, or the Internet).
- When you find a company you're interested in working for, get the name of the department head or personnel recruiter for your desired job area and submit your resume to that person (you don't have to wait for a company to advertise).
- Check listings in the local newspapers, trade and professional papers and journals (you will find many of these in your local library).
- The Internet provides a variety of web pages dedicated to helping you with job searches (you can access the Internet at your local library).
- You may want to visit the library for additional information:

Miami-Dade Public Library (Main Branch)
101 West Flagler Street, Miami, FL
(305) 375-2665

Resources available at the library

- Books to help you write your resume
- Literature on changing careers
- Information on educational training opportunities, including college and trade school catalogs
- Employment opportunities in other states and other countries
- Materials on test preparation, including employment tests, college entrance tests and career aptitude tests
- Microcomputers for public use
- Information on careers
- Information on job trends
- Internet access to educational and employment information