**Top 10 places to look for a Job**

1. Personal Contacts – Networking is the number1 way people get jobs Tell everyone you know you’re job hunting. Tell them what work you can do, ask that they ask their friends and employer if they know of job openings. Include neighbors, family, friends, former employers, teachers and coaches. Don’t forget the receptionist at your mother’s doctor’s office, your friend’s daughter’s teacher, or your brother’s mother-in law. Tell everyone.

2. Bulletin Boards Look at colleges, supermarkets, bus-stops and community centers. Most towns have Adult Education/GED preparation centers, community centers such as the YMCA or technical schools such as ITT. Also, check for bulletin boards at the library, daycare centers, neighborhood businesses, churches and shelters. Special associations, labor unions, employers also post job openings.

3. Employment Agencies There are three types: Private agencies – they charge a fee State agencies – they’re free. There’s a huge amount of help at state agencies, everything from job listings to help writing your resume. There’s access to computers and the Internet. It’s all free. Job coaches will often even take your job application and match your qualifications with jobs available statewide. State unemployment offices also have job leads. Additionally, job counselors at state offices can recommend Federal offices or programs that are available to you. Check: there are usually a couple of locations, right on the bus route. Nonprofit agencies, Churches, Salvation Army or Goodwill.

4. Newspaper classified ads Sunday is usually the best day, but these openings go fast, so look every day and call immediately to find out what you have to do to apply. Don’t limit yourself to local papers; some papers may have ads for jobs that also apply to your local area. Papers are available free, at the library or employment agencies.

5. Temp agencies Temporary employment agencies are hired by employers to find workers. The service is free to you. Temporary jobs sometimes lead to permanent jobs.

6. Local news Read the newspaper’s business section. Save ads or articles that interest you. Look for companies that are expanding or moving into your area. Watch for job fair ads.

7. Volunteer You may gain firsthand knowledge, meet potential employers and help others at the same time. Anthony has a good job as a landscaper. He loves animals and volunteers every Saturday morning at the ASPCA animal shelter. The veterinarian who works there is starting his own practice and has asked Anthony to be one of his fulltime assistants. Anthony is flattered and seriously considering accepting the job offer.

8. Job fairs/Employers Many employers join together at a conference center or auditorium. You can find out information about their companies, fill out a job application and sometimes have a mini job interview.

9. Community Colleges/Career Planning Centers The Community College placement office is uniquely positioned to help individuals use their talents to benefit themselves and others.

10. Job Hot Line/Job websites Each hot line and website has its own features. Some specialize in particular occupations so start your search using a keyword. Posting your resume on a website. http://www.ajb.dni.us. This website is run by the (Federal) Department of Labor. It posts approximately 1 million job openings around the country. Also, www.dol.gov where you can order, Job Search Guide or job search engine like jobing.com or monster.com.

NETWORK!!!!!! Ask other people how they found their jobs.