



## Jobseeker Tips

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### Resumes:

- Your resume should be factual, you can put personal notes and your “sales pitch” in a cover letter
- Use a professional email address on all communications with potential employers – some variation of your name works best ex: [yourname@gmail.com](mailto:yourname@gmail.com)
- What makes you stand out? What are you personally good at that relates to the job? Put that first!
- Own your resume, no matter what the format, but only use the fronts of your pages
- Make sure you can back up everything you say on your resume
- Use the job description to add words specific to the job, the company will tell you what they think is important
- Customize your resume for each job you’re applying for, if possible

### Job Search:

- You’re looking for a career, not a job – make sure this position will help you get to where you want to be
- If you’re searching for jobs online, you shouldn’t have to fill out a bunch of info before you see the lead – that’s not a good site, if so
- Indeed is a great search engine because you’re connecting directly to the employer. LAworks.net also has in-depth job searching tools. Set up a profile if you haven’t already.
- Don’t get discouraged, do a few applications a day and then walk away
- Once you make a connection and apply – it’s okay to follow up after a week if you haven’t heard anything. Ask for a status of their job search. Same thing after an interview, follow up quickly with a personal note
- If you weren’t selected for the job, call the hiring manager and ask for feedback – was it your resume, interview, skill level, education? They should be able to offer some tips or at least insight
- If you make it to an interview, make sure you get the job before you talk salary & benefits



**At the Job Fair:**

- Dress for success. Men should wear slacks, a dress shirt, and maybe even a tie and jacket depending on the jobs they're applying for. Ladies should wear dress slacks, a conservative top, and a jacket – Goodwill is a great source for these items
- There won't be any copy services, so bring plenty of copies of your resume – copies can be made on resume paper at Goodwill in Abbeville
- Ask about how they'd like you to apply, and follow their directions
- Get the listing of participating businesses here: [www.developvermilion.org/jobfair](http://www.developvermilion.org/jobfair) and make a plan
- Explore company's websites beforehand
- If you're coming at peak hours (9-10 and 12-1) make sure you visit your best fits first!
- Bring a tablet/folder to take notes and collect business cards
- Make a personal connection with someone at the book, learn their name, get their info and follow up! Make sure to reference your meeting in your application or when you send your resume
- It's okay to ask, "what do I need to do to get this job" if one is available that you really want