

## WHAT TO SAY “YES” AND “NO” TO IN YOUR JOB SEARCH

### Say “Yes” to

**Creating a professional email address. You can keep [sweetgirl34@whatever.com](mailto:sweetgirl34@whatever.com) for your friends, but adopt a professional email address to use *only for your job search, college apps., and scholarships*. A good format is to have your first initial and last name and add some numbers if you have to: [tsmith80@gmail.com](mailto:tsmith80@gmail.com)**

**Volunteering regularly in the field that interests you – this is such a better investment for your time than watching TV. You will network with people, get to know hands-on what the job is like, gain references, gain experience for your resume, and do something good for your community. Tips: try to volunteer 20 hours a week and treat it like a real job (be on time, work hard, and take on new tasks when asked).**

**Accepting an internship (paid/unpaid) in the field that interests you – the same perks as volunteering, but you have actual training goals that are measurable for your resume. Very often, interns are hired for projects that have completion dates and data you can boast about. If you’re enrolled in the program at The Career Center, we can help you get a *paid internship*.**

**Having a job coach review your resume – This is so worth it! You can find someone who knows what they are doing at The Coconino Career Center, your college career/advising center, or the Goodwill Job Connection.**

### Say “No” to

Ring back tones – any of them- on your cell phone. It’s just not professional. Also, no “yo” or “wusup?” or any other hip-hop speak on your voice mail answer message.

Wasting everyday wishing you had a job or *only* applying for your “dream job”. Stop letting life happen to you, start making it happen the way you want it to by seriously committing to looking for employment and working your way into your dream job.

Thinking that spending your time at an internship (even unpaid) is a waste of time. Consider it your job with a free education attached to it and an investment that will pay off later.

Not having a resume or turning in a resume with typos because you rushed through it.

## WHAT TO SAY “YES” AND “NO” TO IN YOUR JOB SEARCH

Say “Yes” to	Say “No” to
Investing in some new clothes for interviewing. Great first impressions can mean the difference of getting the job or not. You want to stand out in a good way. Helping to purchase interview and work appropriate clothing is another service offered by The Career Center program for our clients.	Wearing jeans, and a t-shirt to an interview. Those old, dirty, “lucky” shoes are not going to get you the job either.
Taking the opportunity to research the field that interests you, and the time to complete some career exploration assessments with your job coach at The Career Center.	Your only interest being video games and “hanging with my friends”.
Visit the company’s website and get to know what they do, google them to find out what is currently happening, and network with their employees at functions around town.	Applying for a job that you don’t have any clue about. It’s a waste of everyone’s time.
<b>NOT</b> giving up hope. Your days are a lot longer than the hiring manager’s. You have one task: applying for jobs, and he/she has several hundred, which can take some time.	Taking a rejection call or letter personally. Think of it as another opportunity to apply for and get the <i>right</i> job for you.
Keeping the job you have, even if you are not happy with it, while you look and get the one you really want. Then, give at least two-weeks-notice when quitting. You don’t want to leave a bad impression with your old supervisor – it’s a small town, remember?	Quitting your job in an emotional fit and screaming at your supervisor. Or, just quitting before you have a new job. Fact: it is harder for an unemployed person to get a job than an employed person, and it’s a small town, remember?
Getting a Linked-in page to network with professionals in the field you are interested. Your Job Coach at The Career Center can help you put together a knockout profile. Also, “Like” the company you are applying to on their Facebook page.	Posting the latest picture of you, or anybody at a beer bash on your FB, Instagram, Google+ page, etc. Remove all the old ones too and stop doing stuff like that!

## WHAT TO SAY “YES” AND “NO” TO IN YOUR JOB SEARCH



2625 N King St, Flagstaff, AZ 86004

Phone: 928-679-7400 or 1-877-358-6714

Email: [careercenter@coconino.az.gov](mailto:careercenter@coconino.az.gov)

Web: <http://www.coconino.az.gov/careercenter>