

JOB SEARCH

Workbook on the techniques of job searching



CONTENTS

Page 2 - Tips

Page 3 - Activity Log

Page 4 - Tailoring Your Resume

Page 5 - Notes

TIPS



- Customize your resume and cover letter for every job you apply for.
- Use your network to find jobs that aren't listed online (see the Social Capital Booklet for more info)
- Keep track of which jobs you have applied for. See page 3 for example worksheet.
- Check out [indeed.com](https://www.indeed.com) and the company's actual website for job openings.

- Offer to help others find job leads while you also are finding them.
- Be consistent and check in with your network regularly.
- Attend a networking events and job fairs. Check out [Worksourcewa.com](https://www.worksourcewa.com) for Clark County events.
- Use Social Media effectively and make sure that your profile and posts are clean.

Top Online Job Search Sites:

[Indeed.com](https://www.indeed.com)
[Worksourcewa.com](https://www.worksourcewa.com)
[Glassdoor.com](https://www.glassdoor.com)
[Monster.com](https://www.monster.com)
[Ziprecruiter.com](https://www.ziprecruiter.com)
[Craigslist.com](https://www.craigslist.com)

Job Search Activity Log

Use this activity sheet to track your job search activity. Record the date you applied for the job, how you found the job (online, through a friend, etc.), the business name, if you have the contact person's name, how you applied (resume/cover letter, online application, etc.), when you plan to follow up, if you received an interview date and what the ultimate outcome was.

Date	Found by	Business Name	Contact Person	Application Type	Follow Up	Interview	Outcomes

Tailoring Your Resume to a Job

When employers are looking to fill an opening they want to find the best fit. That means they want to find someone that matches the experience and qualifications listed on the job description. The best way that you can show the employer that you meet their expectations is to tailor your resume to the job.

The first step is to read the job description and highlight the keywords. Below is an example of keywords in a Certified Medical Assistant Job Description.

Certified Medical Assistant in Vancouver, WA

Responsible for assisting the physician with patient care including taking vital signs, obtaining history and chief complaint, assisting with biopsies and select surgery procedures. Other responsibilities include patient education on treatment plans and medication, nursing procedures, such as suture removal, dressing changes, allergen patch testing, and completion of pathology and lab requisition documents. You must be able to anticipate physician needs to facilitate the flow of clinic. Good judgment, organizational ability, initiative, attention to detail, and the ability to be self-motivated are especially important. You must be adaptable and versatile since you will be responsible for many tasks. Prior dermatology experience preferred.

Candidates must have Washington Stated MA-C License.

Job Type: Full-time

Experience:

- Certified Medical Assistant: 1 year (Preferred)
- relevant: 1 year (Preferred)
- medical office: 1 year (Preferred)

License:

- Certified Medical Assistant (Required)

The next step is to insert these keywords into your resume if they match your experience. These keywords can be added to a skills lists on and/or to your work history.

See next page for an example resume that uses the keywords from the CMA job description.

Tailoring Your Resume to a Job

Below is an example resume that uses the keywords from the Certified Medical Assistant job description. Although Tina does not have the preferred 1 year of experience as a medical assistant she is able to meet some of the soft skills recommendations and share her experience taking care of her mother.

Tina Smith

Vancouver, Washington 98XXX
360-XXX-XXXX / Tinasmith@gmail.com

KEY QUALIFICATIONS

- Organized and strong ability for long term planning
- Detail oriented
- Takes initiative and willing to start new projects
- Team player and collaborative

RELEVANT EXPERIENCE

- Cared for mother who was in chemotherapy for 9 months.
- Administered medication and checked vital signs.
- Cleaned and bathed her daily.
- Prepared food and assisted in nutritional habits.
- Organized and transported her to doctor appointments.
- Explained doctor's instruction in a way she could understand.

WORK HISTORY (Employment and/or Volunteer experience)

Caregiver	Family Member	Vancouver, WA	11/2018 – 8/2019
Administrative Assistant	AYZ Company	Vancouver, WA	8/2015 – 6/2016
Host	Yum Restaurant	Vancouver, WA	1/2015 – 4/2015
Cashier	123 Mart	Vancouver, WA	2/2013 – 3/2014

EDUCATION

CMA Certificate	CMA School	Vancouver, WA	Currently Completing
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