



Information for Job Search

- Indeed.com
- Monster.com
- CareerBuilder.com
- LinkedIn.com
- ZipRecruiter.com
- Snagajob.com
- Glassdoor.com

Clean up your social media. Employers research this.

A good idea is to sign yourself up on www.linkedin.com. LinkedIn is a social network that focuses on professional networking and career development. This is free. You can use LinkedIn to display your resume, search for jobs and enhance your professional reputation by posting updates and interacting with other people.

Companies are looking for people with interpersonal skills aka people skills

Some examples are

- Dependable
- Motivated
- People oriented
- Adaptable/flexible
- Detail oriented applicants
- Active Listening skills
- Teamwork
- Responsibility
- Patience for who you are caring for
- Empathy

Companies are looking for people with soft skills. Do you have the right soft skills?

- Personality
- Communicate effectively with coworkers and clients alike
- Do you have a good attitude
- Are you flexible
- Do you have good manners
- Are you punctual
- Do you get along with others
- Are you confident
- Leadership abilities
- Accuracy

Are you computer literate? Here is a free website to learn more <https://edu.gcfglobal.org/en/>
Click All Topics for a list of the courses they have.