

Hutchinson Community College

Career Services

Job Search Success



1. Be patient and persevere: Expect hard work before you find the job that's right for you.
2. Don't be discouraged with setbacks: Expect disappointments and handle them in stride. You may have many "no's" before uncovering the one "yes" which is right for you.
3. Have a positive attitude toward yourself: Nobody wants to employ guilt-ridden people with inferiority complexes. Focus on your positive characteristics.
4. Network: Associate with positive and successful people. The Bureau of Labor and Statistics says 80% of jobs are found through networking.
5. Set goals: You should have a clear idea of what you want and where you are going. Set high goals that make you work hard. If necessary, reorganize your activities and priorities.
6. Research: Find out all you can about a potential employer before filling out the application. Visit their website. Study the job description.
7. Customize application materials: Do not use generic resumes and cover letters. Customize each according to the company you are applying to.
8. Prepare for the interview: Review possible questions, know what you expect to wear, write out your questions for the interviewer, etc.
9. Be polite, courteous, and thoughtful: treat gatekeepers, especially receptionists and secretaries, like queens and kings.
10. Diversify your search: Use as many paths as possible to find job openings

Places to look for a career:

1. Attend job/career fairs.
2. Visit company websites.
3. Talk to family and friends.
4. Network, network, network
5. Contact a company directly.
6. Use social media.
7. Internship/apprenticeship opportunities.
8. Internet job boards (CareerZone, Indeed, etc.)
9. Use an employment service (Express Employment, The Arnold Group, Team Employment, etc.)

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.