



1. Be patient and persevere: Expect to work hard to find the job that's right for you.
2. Don't be discouraged by setbacks: You may get many rejections before earning the one position that fits your skillset and expectations.
3. Build a network: The Bureau of Labor and Statistics says 80% of jobs are found through networking.
4. Research: Find out all you can about a potential employer before filling out the application. Visit the website. Study the job description.
5. Application materials: Customize resumes and cover letters according to the job you are applying for.
6. Interview prep: Study possible interview questions, prepare interview answers, write your own questions.
7. Diversify your search: Use as many paths as possible to find job openings

Places to look for a career:

1. Attend job/career fairs (HutchCC Career Connections Job Fair, April 2nd, 2026)
2. Visit company websites
3. Talk to family and friends
4. Use your network
5. Contact a company directly
6. Use social media
7. Pursue Internship/apprenticeship opportunities
8. Internet job boards (CareerZone, Indeed, Zip Recruiter, etc.)
9. Use an employment service (Express Employment, Team Employment, etc.)
10. Google search (plus Google Alerts)
11. AI (Claude, ChatGPT, etc.) sample prompt, "Find current job openings within [X miles] of [Your City, State] in [industry or job title]."

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.