

LOOKING FOR A NEW JOB IN 2014?
THE MADISON COUNTY EMPLOYMENT AND TRAINING DEPARTMENT
OFFERS JOB SEEKING TIPS

If seeking new employment is one of your New Year's resolutions, the Madison County Employment and Training Department advises that a new year offers an opportunity for a fresh start, and encourages you to consider the following tips:

1. Apply for full-time work now. Retail outlets may be releasing their temporary help, but employers are also looking at budgets and marketing plans and may need new personnel to achieve business goals. People often retire at the end of a calendar year as well, so some employers are making necessary personnel decisions. Make sure your application and/or resume are there for employers as they consider hiring new or additional workers.
2. Explore new career options at your local Madison County Employment and Training Office. There are many resources available **at no cost to you** that can help direct you toward a new job. Professional Career Specialists can help you put together a plan to personally meet your needs, while you gain marketable skills or find a new job. Madison County Employment and Training has locations in East Alton and Greenville to assist you.
3. Make sure your resume is current and highlights your qualifications and experience. If it has been some time since you last worked on your resume, take time to update it and inventory the current skills and abilities that you have to offer an employer. Make sure you do not list any personal information on a resume regarding a social security number, age, health information or marital status. Check with the company's human resource or personnel department first if you are unsure if you should e-mail a resume or send a hard copy. Use Word if you do e-mail a resume. Remember that Madison County Employment and Training staff are available to assist you with resume preparation.
4. Use Illinois Worknet to find a job. Input your skills and access job matches through the www.illinoisworknet.com website. If you do not have access to a computer, visit a Madison County Employment and Training office and use one there, free of charge.
5. Consider part-time or temporary work. Part-time work is an excellent way to show your talents to a prospective employer. Many companies hire workers on a part-time or temporary basis and offer them full time employment once the employees demonstrate their effectiveness.
6. Are you a casualty from a plant closure or downsizing layoff? Madison County Employment and Training has grant dollars that pays for tuition, fees, books and supplies to attend college or vocational training school for a new career. This is a great opportunity for people who need a career boost or career change.
7. View social gatherings as networking opportunities. Many times your best source for job openings is friends, neighbors, and acquaintances. Don't be

afraid to let family and friends know that you are seeking employment. They are an essential part of your personal marketing network, and want to help you succeed.

8. Remember that you are not alone. Due to companies downsizing or closing, many people are experiencing similar hardships. You may want to consider participating in workshops sponsored by Madison County Employment and Training. These can provide support and encouragement to you as you prepare for future employment.
9. Don't give up! Although it is difficult to remain positive through a job search, employers value individuals who possess a positive attitude. Make a list of all of the positive aspects in your life, as well as your job skills, and continue to focus on them. Don't get discouraged if you do not hear back from employers right away as hiring decisions can take time. Do follow up with phone calls and letters to let prospective employers know that you are interested! And do take new classes or refresher courses to update your skills and give you more to offer an employer.

Madison County Employment and Training has successfully provided the residents of Madison and Bond Counties with **no cost** employment and training services for over 40 years. Approximately 2,500 residents yearly are assisted with their career and vocational needs through Workforce Investment Act funds and other grant resources. Madison County Employment and Training is a partner with the Southwestern Illinois Worknet Centers. Residents are invited to come in to explore the resources found at each center for help with all aspects of career exploration, job search, training needs, and career advancement. Offices are located at 612 West St. Louis Ave, East Alton and at 209 North Third St. Greenville. Both offices are open Monday-Friday 8:30am to 4:30pm.