

people view state employment agencies as providing services for semiskilled or unskilled workers. However, these agencies *do* list jobs in many professional categories and are often intimately involved with identifying job finalists for major new facilities moving to your state. In addition, many of the jobs listed at state employment offices may be with state or federal government agencies and may include professionals, such as accountants, attorneys, health-care professionals engineers, and scientists.

Learning More about Job Opportunities

Carefully study the various employment opportunities you have identified. Obviously, you will like some more than others, but you can examine a variety of factors when assessing each job possibility:

- Actual job responsibilities
- Industry characteristics
- Nature of the company
- Geographic location
- Salary and opportunities for advancement
- Contribution of the job to your long-range career objectives

Too many job applicants consider only the most striking features of a job, perhaps its location or the salary offer. However, a comprehensive review of job openings should provide a balanced perspective of the overall employment opportunity, including both long-run and short-run factors.

BUILDING A RÉSUMÉ

Regardless of how you locate job openings, you must learn how to prepare and submit a *résumé*, a written summary of your personal, educational, and professional achievements. The *résumé* is a personal document covering your educational background, work experience, career preferences and goals, and major interests that may be relevant. It also includes such basic information as your postal address, e-mail address, and telephone number. It should *not* include information on your age, marital status, race, or ethnic background.

Your *résumé* is usually your formal introduction to an employer, so it should present you in the best light, accentuating your strengths and potential to contribute to a firm as an employee. However, it should *never* contain embellishments or inaccuracies. You don't want to begin your career with unethical behavior, and an employer is bound to discover any discrepancies in fact—either immediately or during the months following your employment. Either event typically results in short-circuiting your career path.

Organizing Your Résumé

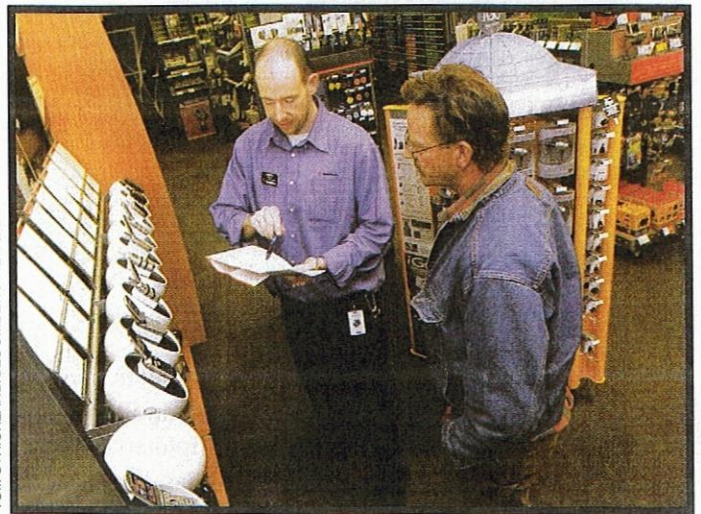
The primary purpose of a *résumé* is to highlight your qualifications for a job, usually on a single page. An attractive layout facilitates the employer's review of your qualifications. You can prepare your *résumé* in several ways. You

"They Said It"

"Everybody looks good on paper."

—John Y. Brown, Jr.
(b. 1933)

American executive, former
governor of Kentucky



Identifying your skills is an important step to locating a great job. RadioShack notifies prospective job seekers that it is looking for people who value teamwork, pride, trust, and integrity for its Sales Management program in its retail chain.