

Steps to finding jobs



Hi, I'm Emma, and this is Jacob.

Jacob worked in a distribution center until last year when the company moved.

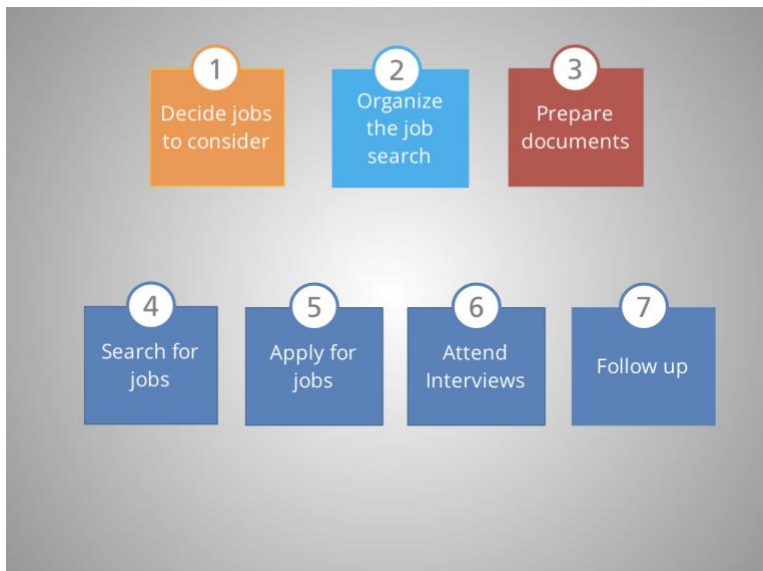
Jacob needs a job now, so he got excited when his nephew Christopher told him his boss was hiring.

Jacob needed to apply for the job online. He has never used a computer to apply for a job before.

He went to the library for help. When he got to the company's website, the job was no longer available.

At the library, he learned that many companies announce their jobs online and that people often apply for more than one job. He also learned that he doesn't need to wait for someone to tell him about a job. He can search for jobs.

Jacob became hopeful. The staff at the library told him that finding a job requires you to be organized and committed.



Jacob is going to prepare for the job search.

To be ready to search for job openings, Jacob needs to know what kind of jobs he has the skills to do, and how far he can travel every day to go to work. (15 secs)

To increase his options, he will need to apply to more than one job, so he needs to be organized and keep track of jobs he is interested in. (25 secs)

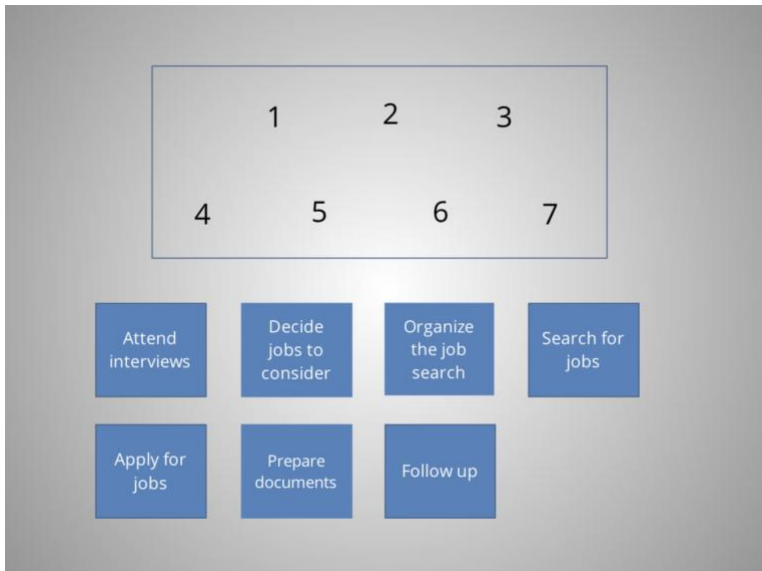
To be ready to apply for jobs, he needs to have the documents he will need to give to the potential employer, showing that he has experience. These documents are called the resume and the cover letter. (41 secs)

And to be ready to apply, he will need to have an email account and know how to create accounts online, since he will need to send his documents using email, or upload them directly to the company website where he found the job posting. (55 secs)

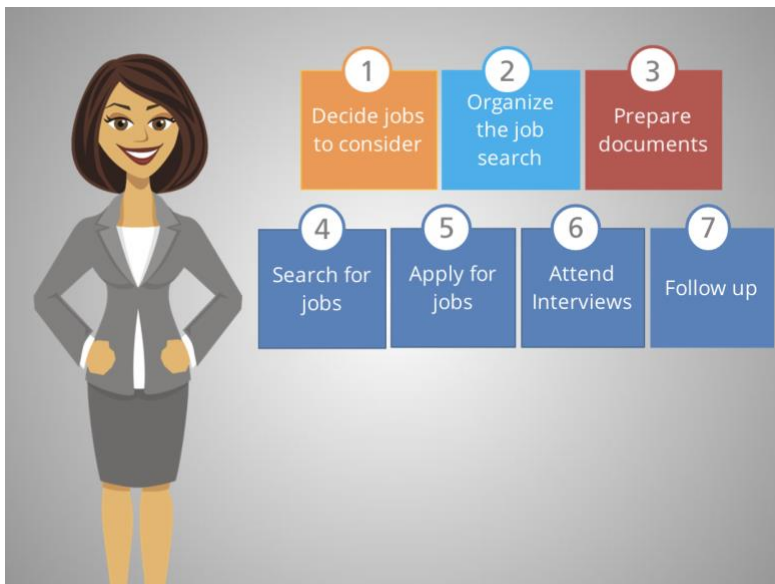
Luckily, Illinois workNet can help Jacob be ready to search and apply for jobs, prepare for interviews, and follow up until he gets the job he wants.

Jacob knows this is not a one-step process, and he knows that by following these steps, he will increase his chance for success.

When you are ready, click next to continue.



Finding a job is a process. Can you put the puzzle pieces in the right order to help Jacob find a job?



That's right! That's the order Jacob should follow to increase his chances of securing a job.

Let's follow Jacob as he uses tools and information from Illinois workNet to search and apply for jobs.