

## Job-Search Strategies

1. Search industry-related, employer and staffing firm web sites.
2. Be as specific as possible about your skills and credentials when posting your resume on industry-specific web sites.
3. Tailor your resume to the position for which you are applying.
4. Keep things professional (including your e-mail address).
5. Proofread, check and re-check your cover letter and resume for grammatical and spelling accuracy (your resume is a reflection of YOU).
6. Select several companies you are interested in working for and research their web sites for information and career opportunities.
7. Follow up your resume with an e-mail to the company and then a phone call. Let them know you are interested in their company and are a professional in the process.

## Job-Search Related Links

- 1) Bureau of Labor Statistics: View a wealth of online information, including the *Occupational Handbook*.  
<http://stats.bls.gov>
- 2) *What Color Is Your Parachute?* View the online version of this best-selling career development guide.  
[www.jobhuntersbible.com](http://www.jobhuntersbible.com)
- 3) Browse job listings and post your resume at these sites:  
[www.hcareers.com](http://www.hcareers.com)  
[www.hospitalityonline.com](http://www.hospitalityonline.com)  
[www.hospitalityrecruiring.net](http://www.hospitalityrecruiring.net)  
[www.traveljobz.net](http://www.traveljobz.net)  
[www.monster.com](http://www.monster.com)  
[www.hotjobs.com](http://www.hotjobs.com)  
[www.resortjobs.com](http://www.resortjobs.com)  
[www.job.com](http://www.job.com)  
[www.headhunter.net](http://www.headhunter.net)  
[www.wantedjobs.com](http://www.wantedjobs.com)  
[www.nationjob.com](http://www.nationjob.com)  
[www.jobs.com](http://www.jobs.com)  
[www.bestjobsusa.com](http://www.bestjobsusa.com)