

**10 "Must Do" Actions  
For A Successful Job Search  
In The Digital Age**

# Get Your Technology Game On

- Internet Browsing
- E-Mail
- File Management
- Word Processing
- Handheld
- Spreadsheet
- Presentation



# Know What You Want

- **Conduct A Self Assessment**
- Research The Current Labor Market
- **Target Your Top Three**
  - Occupations
  - Industries



# Develop Your Elevator Speech

- Who am I?

- Adjectives & Occupation

- What do I offer?

- Experience, Education, Training Credentials

- What problem is solved?

- Results & Past Accomplishments

- What contributions can I make?

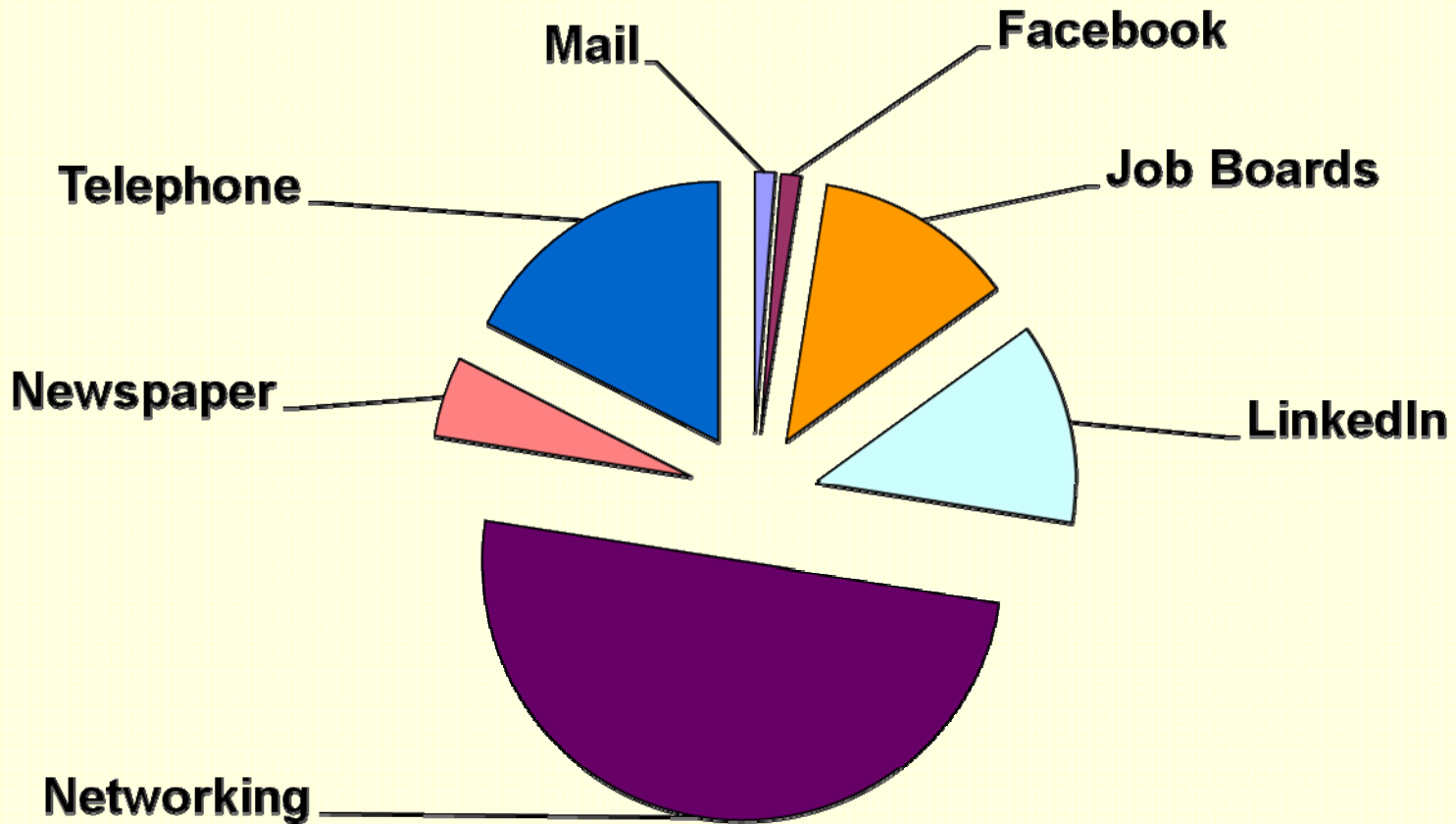
- What I Can Do For You

- What should the listener do?

- Call Me  
Interview Me  
Refer Me



# Have The Right Marketing Mix



# Plan And Manage Your Time



# Volunteer



- Build Skills
- Stay Engaged
- Network
- Sense Of Purpose



# Plan, Organize

- Daily
- Weekly



**And Follow Through**



# Forget What You Have Done

- Make Money
- Save Money
- Do Both



- Situation
- Actions I Took
- Results Achieved

# Manage Your Online Brand



Are you professional @mail.com?



your name




How does your Facebook look?



Would your Mom say, how Tweet?



Or hey ... dude!

Would an employer want to be  ?

# Be An Expert

- Pick A Community And Topic
- Participate Meaningfully
- Share Information



# http://www.vawc.virginia.gov

The screenshot shows a Windows Internet Explorer browser window displaying the Virginia Workforce Connection website. The address bar shows the URL <https://www.vawc.virginia.gov/>. The website header includes the Virginia.gov logo and navigation links for Online Services, Commonwealth Sites, Help, and Governor. The main content area features a red cardinal logo and the text: "Your doorway to employment and labor market information in Virginia". Below this, there are several service categories with icons and lists of links:

- EMPLOYER** (blue box):
  - Post a Job
  - Unemployment Insurance
  - Education and Training
  - File / Rec Employer Tax/iling Inv Registration
  - WAW/Rapid Response Information
  - More Services
- JOB SEEKER** (yellow box):
  - Create a Resume
  - Education and Training
  - Career Information
  - Unemployment Insurance
  - More Services
- VETERAN SERVICES** (blue box):
  - Transits to Veterans
  - Transition Assistance
  - Troops to Teachers
  - More Services
- LABOR MARKET** (yellow box):
  - LMI Home
  - Labor Market Data
  - Community Profiles

Additional text on the page includes:

- Comprehensive job matching between job seekers and employers
- Finding information on that perfect job: wage data, skill requirements, as well as industry and occupational trends
- Information on potential training opportunities
- [Governor of Virginia's Executive Order 85 - Posting of Stimulus Funded Jobs](#)
- [Executive Order \(85\) - Job Posting Processes Commonwealth of Virginia and Stimulus Funded Jobs](#)
- [Protect yourself against identity theft](#)

At the bottom, there is a sign-in form with fields for Username and Password, and a Sign In button. The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:36 AM.