

**CAREER PATH NOTES**Career Path Notes**Resume**

1. Sections
 - a. Personal information
 - b. Work history
 - c. Education
 - d. Extra information (Certifications, volunteer experience, etc.)
2. Electronic and paper copies
3. Updated (add any new jobs)

Job search

1. Indeed, Monster, LinkedIn, Craigslist
2. Network – family, friends, religious groups, hobby circles
3. Electronic resume/job history
4. Apply for multiple jobs. Don't apply for only one job and expect them to offer you that position.

Interviewing

1. Arrive on time, dressed for success.
2. Practice your job history explanation.
3. Practice for any questions they might ask.
4. Think of questions to ask them.

Networking

1. Networking events open to the public
2. Network with others online and join groups (LinkedIn, Facebook).
3. Come prepared with questions and to receive information from others.

Asking for raise/promotion

1. List of accomplishments and how you will make your company better
2. Practice giving your speech.
3. Plan for how much you want to ask for and what you will agree to.
4. Don't demand an answer right away, let them think about it.