

ADVICE FOR THE UNEMPLOYED



New to unemployment? Don't beat yourself up, with the economy the way it is, it's happening to everyone. Here are some tips to think about: **Don't waste any time responding to your new situation.** Don't take a week off to mope or to give in to depression -- the week will turn into a month, then six months. Sign up for unemployment benefits immediately, the same day if possible. Start your job search at once. Rewrite your resume at once. **Learn everything you can about the unemployment benefits for which you qualify.** Employment Development Departments offer many services, often for free, and you may qualify for those even if for some reason you don't qualify for payments. You may be able to get high-quality, free training in your own field or a new profession. You may qualify for partial benefit payments if you work part-time. And your EDD may have job placement services. Your taxes pay for these benefits -- use them! **Work hard on your resume.** Is it complete? Easy to read? Printed on nice quality, white or off-white paper? One page, both sides? No images or wacky fonts? Do you tweak your resume for each position for which you apply? Do you include a cover letter every time? **Don't try to use your "free" time for other pursuits.** Everyone says they'll use their time while unemployed to write that novel, or build an add-on to the house, or learn to play bass guitar. Yeah, that's not gonna happen. You're just avoiding what you need to be doing -- searching for a new job. You need to work on your job search every day. Finding a job is your new job. **Sign up for a temp agency.** Even if you don't want to do temp work, it's a great way to find a permanent job. But don't sign up, and just sit back and wait to hear from them. Call the temp agency every weekday. Good luck with your job search!