

A woman with long black hair, wearing a bright pink ribbed turtleneck sweater and dark blue jeans, holds a rectangular piece of brown cardboard above her head with both hands. The cardboard has the text "I NEED A JOB NOW!" printed in large, bold, black, distressed-style capital letters. She has a serious, somewhat sad expression on her face.

**I NEED A
JOB NOW!**

Find a job fast with
these three secrets of
successful job seekers

snagajob.com
THE #1 SOURCE FOR HOURLY EMPLOYMENT

“Nobody’s hiring.”

“There aren’t any jobs out there.”

“I never get any callbacks after I send in my job application.”

We know the job search can be frustrating, especially now. Sometimes hundreds of people are competing for the same jobs – and it always seems like some other lucky person gets the job you wanted.

But are those successful job seekers just lucky? Or do they know something you don’t? On any given day, there are around 100,000 full-time and part-time jobs listed on SnagAJob.com. Somebody’s getting hired for those jobs – and you could be the next lucky person to find a job. Just remember these three secrets to job search success.

1. Successful job seekers know how to sell themselves.

Hiring managers are busy people. They’re not going to spend more than a minute or two looking over your job application, so you have to grab their attention right away.

First, you’ll need to [sign up for a profile](#) on SnagAJob.com, if you haven’t already. This makes it easy to apply to jobs because all your information’s already in the system and can be sent to employers in a second. Plus, you can use the info in your profile to [build a resume](#).

Then, [log into your profile on SnagAJob.com](#). Click “Print profile” so you can see the whole thing on the screen. Pretend you’re a hiring manager who’s looking for the perfect candidate for a part-time job that just opened up. If all you see is your name, email address and the high school you went to, hiring managers

will skip right over you. If your profile is complete, includes a lot of detail, and shows what kind of person you are, you have a much better shot of being called for the job interview.

Go into your profile and add your education – high school, college, certifications, anything – and your past work experience. List as many details as possible about your skills, your experience and the hours you can work. Check your spelling and grammar carefully! This is no joke – we’ve heard some employers tell us they toss out job applications with spelling errors. Remember, you’re competing with everyone else who’s applying for this part-time job. To win, you need to stand out in the crowd.

One way to do that is to use the “Tell Us About Yourself” section of your profile. A lot of job seekers skip right over this part, but it can really give you an edge in the job search if you use it right. This little box is almost like a mini cover letter, or the objective in your resume – it’s your opportunity to tell the hiring manager why you’re perfect for the job.

Here’s an example of a good “Tell Us About Yourself” paragraph:

My name is Susan Freeman and I have three years of experience working in retail as a sales associate and assistant manager. At Kohl’s, I was recognized as “Employee of the Month” for my work mentoring and training new employees. My managers and coworkers have always said I’m an enthusiastic worker who’s happy to pitch in where needed. I also have experience in office management and food service.

Now you do it. Replace the cfUb[Y text and then copy and paste the whole thing into your own “Tell Us About Yourself” section. It’s like playing Mad Libs!

My name is **name** and I have **#** years of experience working in **industry** as a **job title**. At **company name**, I did **responsibilities or achievements**. My managers and coworkers have always said I'm **adjectives that describe your strengths**. I also have experience working in **industry** and **industry**.

But what if you don't have a lot of relevant work experience to talk about? That's okay – use the “Tell Us About Yourself” section to explain. If you're a new grad who volunteers at the animal shelter, talk about that. If you're excited to get a part-time job after five years as a stay-at-home mom, talk about that. Adding these details just might get you to the job interview.

I'm very happy to report that I have gotten a job with JCPenney. I received the alert that they were hiring and applied. The very next day I got the call to come in for an interview. Had both interviews right then and there. I was very excited because I have been a stay-at-home mom for 10 years and was having a very hard time finding a company that would even consider me without any experience. Thanks SnagAJob.com.

– April S., Lufkin, TX

Tip: Do not include information about your age, religion, ethnicity or other personal details in this section. By law, employers cannot use this information to make a hiring decision.

2. Successful job seekers never give up.

Here's something we hear a lot: **"I applied to a job and no one called me. What's wrong?"**

The answer is in that single letter: "a." If you applied to a job, your chances of being hired are pretty slim. Our most successful job seekers **apply to 10 jobs or more.**

Sound overwhelming? You don't have to apply to 10 jobs in a day! Take your time. Begin your job search by entering your ZIP code. Look at all the jobs available in your neighborhood. Click on "Job Title" to sort by the name of the job. Or click the tab that says "Map View" to see where each available job is located.

If you know you want a part-time job, go to "Browse Jobs" and select "Part-Time Jobs." Choose the company you want to work for and then click your state to see what part-time jobs are available near you. If you have experience as a supervisor (or if you just like bossing people around), there are a lot of opportunities out there for you: search all available management jobs.

When you find a job that interests you, click on it to get all the details and then hit "Apply Now" to apply for the job. Don't stop there! Keep applying. Come back to SnagAJob.com at least once a week, because we're adding thousands of new full-time and part-time jobs all the time.

As the economy took its downturn, job searching became extremely difficult. I put in over 50 job applications to tons of different postings from online and the newspaper. Within the first month of joining SnagAJob.com, I received a call from Babies"R"Us, I went through the interview process and got the job! After being there for a few weeks, I am still happy as ever and have a reliable paycheck every two weeks! Thanks SnagAJob.com!

– Colleen B., Simi Valley, CA

Tip: When you find a job you're interested in, scroll down the page and look at the right-hand column. Under the "Browse Jobs" header you'll see links for more jobs offered by the same employer, plus other jobs in your city and ZIP code.

3. Successful job seekers aren't shy. They follow up!

Pretend you own your own business. Would you rather hire someone who is:

- a) passive and waits to be told what to do?
- b) enthusiastic and shows initiative?
- c) aggressive and always in your face?

Employers can tell which type of employee you are before they even meet you, just by watching what you do after you **submit your job application.**

After applying, many job seekers just sit back and chill. This wait-and-see strategy may work for some people. But even if you're really qualified, you may lose out to another candidate who takes the time to follow up. Reaching out to the hiring manager, and making that personal contact, transforms you from an online application into a real person.

How do you follow up? First, get the phone number or email address of the place you applied to. We can't give out contact information for employers on SnagAJob.com, but it's easy to find. Just use a search engine like Google to look up the company name and the location where you applied. The phone number should pop right up – just call and ask for the name and contact info for the hiring manager.

Once you reach that Very Important Person Who Might Hire You, don't get nervous. Here's what you say:

“Hi, my name is Susan Freeman and I applied for the assistant manager job last week on SnagAJob.com. I'm very interested in the position and I think my retail experience makes me perfect for the job. If you have any questions, please call me at (804)123-4567. Thank you for your time.”

Polite, informative, brief. Perfect!

Here's what you **don't** say:

“I applied for your job three weeks ago and I haven't heard back from you yet. Please call me as soon as possible because I really need a job. I've been trying for months and I can't find anyone who will give me a job. If you don't hire me, you're making a big mistake. I know you won't find anyone better than me.”

Wow. See how this person sounds pathetic and threatening all at once? This is too much. Remember: persistent is good, pushy is not.

“I had just recently quit my last job, and with the recession, I was having difficulties finding a new one. So I heard about SnagAJob.com, and began sending applications to many different places around where I live. At first, I wasn’t getting any call backs or anything, and felt that this website was a scam. However, you have to put forth some effort. After a while, when I would send in an application, I began calling the company that I just applied to and guess what! I got hired at a Steak n Shake as soon as I sent my application just because I called them. So remember to always call the company you applied to through SnagAJob.com, and you are sure to get hired.

–Ciara J. Columbus, Ohio

Tip: The exception to the follow-up rule is if you see “No phone calls please” at the bottom of the job details page. If an employer says this, they mean it. Wait for them to contact you.

There you go! We just gave away the three secrets that will help you find a job you want. What are you waiting for? [Start your job search](#) on SnagAJob.com today.