

If you do not have your own computer check on “yahoo” or “Google” and find out if you can store your resume on one of these sites at no charge. In addition, ensure you can keep your resume on a public site at no charge (library, Michigan Works, etc.). Most internet sites will have you copy and paste your resume or you may have to download it. You want to be able to email or electronically send your resume in addition to having paper (hard) copies available for mailing and handing out in person.

Another way to find out about new businesses in the area or area movers and shakers is the “Business News” publication. This publication lists new businesses, what’s new in business, people who are getting promoted (this could lead to an opening in the agency) and people in the news. You can view this publication on line at: tcbusinessnews.com

When you can send a letter and or resume to a person, it can sometimes lead to an interview. Remember; it’s the INTERVIEW that will get you hired. To find out the name of the person; check to see if the company has a web site and if the employees & their positions are listed or call the company and ask who is the person in charge of hiring either in general (Human Resources) or for a specific department or position.

Staffing Services:

- Kelly Services 947-8532
- Labor Ready 947-4602
- Manpower 947-3840
- Northern Staffing Services 929-7460
- PeopleLink Staffing 922-9157
- PMP Personnel Services 941-1400
- Traverse Recruiting Group 231-386-1100
- Employment Giant 231-943-4200
- Tea-Inc. Permanent Employment 231-941-9238

Following up with staffing services is as important as following up with employers. Follow the application process & testing procedures for each agency. Once you have the testing & application completed, with the staffing agency having all the documents from you that they need, utilize their programs to increase your skills and stay in contact with them. Staffing agencies receives calls from employers on a regular basis; they never know who is going to call or when. The more you stay in contact with the staffing agencies, the more likely they will remember you and your skills.

Listed below are area businesses who post job openings on their websites.

Key in the web-address, then select “employment opportunities”, or “employment”, or “work for us”, or however they have their positions posted.

Record-Eagle	www.record-eagle.com	Crystal Mt. www.crystallmountain.com
Tender Care	www.tendercare.net	Boyne Mt. www.boyne.com
Textron	www.textron.com	Goodwill Industries: www.goodwillnmi.org
Munson Hospital	www.munson.com	Consumers Energy: www.consumersenergy.com

Northern Michigan University: www.nmu.edu/employment

If you are interested in training or college; contact Michigan Works (922-3747) and inquire about their

“No Worker Left Behind” program or any other training programs you may be eligible for. You can also do a “Google” or “yahoo” search for education grants or pell grants. From these sites you may find you qualify for any number of grants or scholarships. For a free application for Federal Student Aid (FAFSA) visit or apply at www.FAFSA.com. Many of these are based on merit & need. There is usually a March 1 deadline. Keep this information for future applications. Visit your local library for new grant or scholarship money. A good book (if still in print) is “Free Money” Examples in this book included; females over 6’, who are left handed and interested in basketball scholarships.

Don’t get discouraged!

Finding a job is a job in itself. It will take time. Use this time to find the RIGHT job for you.

Do you have a resume? If no; you need to have one.

If you are not sure how to go about this, contact a Michigan Works! Office and schedule an appointment.

Traverse City: 800-442-1074 or 231-922-3700
Kalkaska 231-258-8889

If needed: Inquire at Michigan Works
about their High School / GED completion classes & computer labs.

If you aren’t sure what type of career, job, work, or employment you are looking for, contact your local college or high school and ask if they have a job searching / personality assessment screening tool that you can utilize at no-charge. This site or type of assessment matches up your likes with the types of “jobs” these “likes” would be or could lead to. This type of exercise is also a GREAT way to look at employment opportunities you may never have thought of before.

Another job searching method is to look through the YELLOW PAGES. Yes, the yellow pages.

Follow these steps:

Decide what you like to do or what do you picture yourself doing for employment?

Then: Look for these types of businesses in the yellow pages by business directory or classification

- 1.) Depending on where you live and the price of gas-either go in person or call or locate their website
- 2.) Find out the name of the person in charge of hiring
- 3.) Find out the best time to call or contact this person
- 4.) Find out if they are hiring; if yes, apply. If no; ask if you can check back at a later date-This will show the employer and or contact person that you are serious about working. If you tell them you will check back, **and then check back.** *Your word is your credibility.*

TRANSPORTATION:

Before accepting a position, ensure you can get there. Below are transportation numbers. Call and see if they can send you a bus / route schedule.

BATA- 941-2355

Antrim County Transportation – 231-533-8644

Kalkaska Public Transit Authority – 231-258-6808