



## Job Search **Quick Tips**

**Find a job, build a career** — use these tips to move forward in your job search.

### **Be resume ready**

- Review and refresh your master resume.
- Be prepared to customize your resume for every position.
- Have separate resume formats for federal and civilian positions.
- Check and recheck spelling, grammar, spacing and font. Your resume must be perfect.
- Check your contact information. Make sure you have a professional email address.
- Request a resume review from your certified SECO Career Counselor.

### **Prepare your references**

- Prepare a list of references — business and personal.
- Contact references and ask for their permission to use them as a reference. Validate their contact information. Advise them of the type of position you are seeking.

- If an employer requests your references, notify your references to expect a contact from that employer. Share information with the reference you would like them to stress.
- Let your references know when you have found employment and thank them for their support.

### **Complete applications with ease**

- Prepare a master application sheet that includes previous employment information: dates of employment, company name, address and phone, job titles, salary (starting and ending), manager, duties of position and reason for leaving. Having a master application sheet will help you quickly and easily fill out online or in-person job applications.
- Remember — your application is a binding document, so information accuracy is critical.
- Do not leave any spaces blank in your application; recruiters look for ways to eliminate applicants because of the numbers of applicants applying for every position.

- Have your address information for seven years prior in case a background check is required.
- Research the company you are applying to and become familiar with their organization and industry. Use industry appropriate terms, if applicable.

## Update your social network information and create your personal brand

- Learn to create and articulate your personal brand. Be clear about the image you want to project and keep your message consistent across all social media platforms. Determine your value proposition (slogan) and try to state it in 10 or fewer words. Back it up with information you would include in your elevator speech (or 30 second commercial).
- Create or update your LinkedIn and other social media profiles and participate in networking groups.
- Maintain social media etiquette.
- Like Facebook pages of committed MSEP partners, the MSEP program and your installation.
- Let family, friends and other military spouses know you are looking for employment.

The [MySECO](#) website provides information, resources and tools to assist you with all aspects of your job search. You can also contact certified SECO Career Counselors at 800-342-9647 for career counseling and support.




### MSEP

-  <https://facebook.com/MSEPOnline>
-  <https://twitter.com/MSEPjobs>
-  <http://linkedin.com/groups/Military-Spouse-Employment-Partnership-MSEP-4159976>

### Military OneSource

-  <https://facebook.com/military.1source>
-  <https://twitter.com/Military1Source>
-  <http://pinterest.com/military1source>
-  <http://militaryonesource.tumblr.com>
-  <http://militaryonesource.mil/rss>

### MC&FP

-  <https://facebook.com/MCandFP>
-  <https://youtube.com/user/mcandfp>
-  <http://flickr.com/photos/mcftp>

The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit MySECO <https://myseco.militaryonesource.mil>.