

HOW TO GET A JOB TIPS FROM THE WORK PERMIT LADY

1. Be dressed as if you are ready to go to work the moment you walk in to apply for a job! Dress appropriately means:
 - No baggy jeans
 - No flip-flops
 - No low cut tops (girls)
 - No face jewelry! No pieced eyelids, nose or lips!
 - No big jewelry, no big necklace, no big earrings--keep it simple!

Wear nice pants, or a skirt if you are a girl.
Wear a nice clean shirt; can be a polo shirt for a young man, or a blouse for a young woman.
If you have a tattoo, you must cover this up with clothing.
2. Go in person to the company where you would like to work. Ask for an application form. This form must be completed entirely and in your best printed writing. No mistakes are allowed on this form!
3. Hand in the application form to THE MANAGER in charge. Do not give it to anyone else!
4. If the manager is not there, get his/her name and phone number. You will need this for the next step.
5. Call the manager by phone. Ask when you can stop by to meet them and give them the application form.
6. If you are successful, the manager will telephone you to tell you to come to an interview. ***Important--If you miss the phone call, and your voice message system picks up the call, the manager will hang up if he/she hears loud music or any other unprofessional sounds. Make sure your voice message is clear, concise and short. If it is not, you will miss the job opportunity.***
7. After applying for the job, wait a week and then, if you hear nothing back, telephone the manager. Have a positive attitude. Tell the manager you are eager to go to work for them and did they have a chance to review your application?
8. Don't give up! It takes approximately 7-8 applications at different companies to get a job these days.
9. Remember to have a very positive attitude. Be upbeat, smile, and be very friendly to everyone you meet as you go about looking for a job.

