



The following is an excerpt from THE JOB-HUNTER'S SURVIVAL GUIDE, by Richard N. Bolles.

I've been out looking for work, and I'm here to tell you, there are no jobs out there. Just how do you keep hope alive, during this brutal Recession?

It is simply not true that there are no jobs, out there, as we saw in the previous chapter. But that brings us then to your question: how do you keep Hope alive?

The answer is relatively simple:

The secret of keeping Hope alive is to always have alternatives.

For example, there are eighteen alternative ways of looking for work. They are:

1. **Self-Inventory.** Before you do anything else, do a thorough self-inventory of the transferable skills and interests that you most enjoy and do best, so you can define in stunning detail exactly the job(s) you would most like to have, to your family, friends, contacts, network, and employers. And then use this knowledge to focus your search for work.
2. **The Internet.** Use the Internet, to post your resume and/or to look for employers' "job-postings" (vacancies) on the employer's own website or elsewhere (Career-BUILDER, Yahoo/Hot Jobs, Monster, LinkedIn, etc.).
3. **Networking.** Ask friends, family, or people in the community for job-leads.
4. **School.** Ask a former professor or teacher for job-leads, or career/alumni services at schools that you attended (high school, trade schools, online schools, community college, college, or university).
5. **The Feds.** Go to the state/federal unemployment service, or to One-stop career centers (directory at www.careeronestop.org).
6. **In Your State.** Go to private employment agencies (www.usa.gov/Agencies/State_and_Territories.shtml).

7. **Civil Service.** Take a civil service exam to compete for a government job (<http://federaljobs.net/exams.htm>).
8. **Newspapers.** Answer local “want-ads” (in newspapers, assuming your city or town still has a newspaper, online or otherwise). The Sunday editions usually prove most useful. (See <http://tinyurl.com/d58l8z> for how to use them; for a directory of their websites, see www.newslink.org.)
9. **Journals.** Look at professional journals in your profession or field, and answer any ads there that intrigue you (<http://tinyurl.com/dlfsdz>).
10. **Temp Agencies.** Go to temp agencies (agencies that get you short-term contracts in places that need your time and skills temporarily) and see if they can place you, in one place after another, until some place says, “Could you stay on, permanently?” At the very least you’ll pick up experience that you can later cite on your resume (<http://tinyurl.com/dxrdjy>).
11. **Pickups.** Go to places where employers pick up workers: well-known street corners in your town (ask around), or union halls, etc., in order to get short-term work, which may lead to more permanent work, eventually. For the time being, it may be yard work, or work that requires you to use your hands; but no job is too humble when you’re desperate.
12. **Job Clubs.** Join or form a “job club,” where you receive job leads and weekly emotional support. Check with your local chamber of commerce, and local churches, mosques, or synagogues. Excellent directory at Job-hunt.org (<http://tinyurl.com/7a9xbb>).
13. **Resumes.** Mail out resumes blindly to anyone and everyone, blanketing the area.
14. **Choose Places That Interest You.** Knock on doors of any employer, factory, store, organization, or office that interests you, whether they are known to have a vacancy or not.
15. **The Phone Book.** Use the index to your phone book’s Yellow Pages, to identify 5–10 subjects, fields, or interests that intrigue you—that are located in the city or town where you are, or want to be, and then call or visit the organizations listed under these headings.
16. **Volunteering.** If you’re okay financially for a spell, volunteer to work for nothing, short-term, at a place that interests you, whether or not they have a known vacancy, with the hope that down the line they may want to hire you (www.volunteermatch.org or www.networkforgood.org/volunteer).
17. **Work for Yourself.** Start your own small business, trade or service, after observing what your community lacks but needs (<http://tinyurl.com/yqt7pc>).
18. **Retraining.** Go back to school and get retrained for some other kind of occupation than the one you’ve been doing.