

## Finding the Right Job for You

### **Assess your goals, interests, values and skills.**

It's important that the job you accept makes the best use of your unique qualities. Ask questions about the job you're interested in, and think about how that job incorporates your particular goals, skills, and interests.

### **Find out what kinds of jobs are available.**

This publication lists many growing jobs in Massachusetts. Read about the jobs that interest you, or others that you've never heard of before, to learn more about the wide variety of job opportunities available today

### **What are the education and training requirements for the jobs that interest you?**

Another important consideration is what kind of education or training a particular occupation requires. Most employers want their employees to have a high school diploma, and many growing occupations require higher education.

If you do not have a high school diploma, information on obtaining a High School Graduate Equivalency Certification in General Education Development (GED) is available at any high school in your community. You may also call the Massachusetts Department of Elementary and Secondary Education's GED Office.

Continuing your education, either through on-the-job training or outside the company, can be an important benefit that will open many doors for you in the future. Many companies offer this benefit to their employees. Ask your current or prospective employer about company policy regarding education and training opportunities for employees.

### **Put your best foot forward during your job search.**

How to present yourself is a crucial part of getting the job you want. Guidance counselors, career planning offices and your local library are good places to look for job hunting assistance. The resources section at the back of Career Moves lists some of the many career information books available today. These books offer advice on common job hunting questions such as how to look for a job, what to wear on a job interview, and how to handle the interview situation. Your local library probably has many of these books available. The Internet is another resource you can use to find and locate jobs. The resources section at the back of Career Moves lists some of the more popular websites where you can search and apply for jobs, find the training you need, or research careers. Check them out. Be better informed to make your next career move.

### **Base your decision on more than one aspect of any job that interests you.**

When job hunting, consider the specific job duties, job growth, potential for advancement, earnings, location, hours, and benefits. Knowing this information before you accept a job will help you make a better decision and ensure long-term job satisfaction.