

# Finding a Job

**Task 1:** Decide what you're looking for.

The first thing about finding the right job is deciding what factors in employment are negotiable or not negotiable. Take a look at the attributes below and fill in what you expect for a future position.

1. What type of position are you looking for—CNA, Data Entry, Finance, etc.?

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2. How much do you want to make? (If you don't know what wage you should earn, look up what an entry level position in your field would pay.)

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3. Will you need health insurance at your future job? 

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4. How far are you willing to travel for work? Circle all that apply:

- a. Less than 30 min.
- b. I don't mind moving states
- c. 30 min – 2 hrs
- d. In-state is all that matters

5. Are you looking for full time or part time hours? (Full time is 30-40 hours a week, part time is less than 30 hours a week) 

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6. Do you want a company that offers a 401(k) or other form of retirement? (This is important if you're planning on staying there a while.)

- a. Yes
- b. No

**Task 2:** Use the answers above to search for a job posting using your preferred search engine.

1. Decide on a job type. Is there a specific position or career field you're interested in? Once you've thought of it, search "entry level \_[Your answer]\_ jobs near me" in your preferred search engine.
2. Search each job listing to find which one of them best matches the answers you listed above.
3. Once you've narrowed your search down to a couple of jobs, check out what requirements are listed for the position. Are there any you can learn or acquire? If so, see what you can do to improve your skill-set to meet those requirements.
4. Research and apply to the jobs that best match your skills and qualifications.