

## **How to get a job? In 2 weeks or less!**

1. Spend **40** hours a week applying for jobs; the same as you would working one, your full time job is to get a job! 9-5 Mon.-Fri.
2. Google a resume template online and create one. Use library for free!
3. Take it to 3 temp. agencies in person in your area (dress and act professionally)
4. Get a part time night job anywhere even McDonalds to have a cash flow!  
This will not hinder your day-time searching!
5. Fill in applications online and follow up in person 48 hours later, it helps to put a face with a name! (dress and act professionally)
6. Target 20 or more applications weekly! “Don’t turn your nose up” at anything!
7. Clean up your social media profile! Remove non-sense, companies check this to see if they want “you” to represent them!
8. Look for free classes at library or anywhere else to take to increase your “hard skill” sets.
9. Read an hour a day on increasing your soft skill sets. (people skills)
10. Evaluate your wardrobe, hair, posture, hygiene and overall appearance, would you hire you?
11. Volunteer in your spare time to help your church/local charity, (the golden rule).
12. Do not waste time; do not sit at home wishing, be aggressive, work hard! Win!

**2Thess. 3:10** *For even when we were with you, this we commanded you, that if any would not work, neither should he eat.*

## **How to keep a job?**

1. Be 5 min. early!
2. Work while on the clock, don’t steal time!
3. Be neat and clean in your appearance, dress, hygiene.
4. Have good manners, be respectful to everyone, mind your own business.
5. Don’t steal.
6. Show up every time scheduled, have a great attitude!

## **How to get promoted?**

1. Do more than you’re asked.
2. Do more than you’re paid for.
3. Do all things with a great attitude and excellence every time.
4. Help others when your work is finished.
5. Solve problems, don’t create any!
6. Get more skills and education!