**Answer the following questions to help you focus your job search.**

**What kind of job do I want?**

**Minimum Salary?**

**What skills and experience can I offer a potential employer?**

**What would improve my qualifications and make me a more attractive candidate?**

**What strengths do I want to emphasize to a potential employer during an interview or on my resume?**

**Where can I find job openings?**

**I believe that I have not found a job because...**

**What is my next step in looking for work?**

**Answer the following questions if you feel you need further education to find a job.**

**Do I have the education credentials to get the job I want now?**

**What credentials may help me to advance in my career?**

**Where can I go to take the courses or tests that I need?**

**How long will it take to get the credential?**

**What must I consider in planning future studies? (Example: time, money, pre-requisites, child care)**

**What other occupations might be available to me when I have the credential?**

**Answer the following questions if you have trouble keeping a job.**

**Getting a job is easy for me. Keeping a job is harder because:**

**The benefits of keeping a job are:**

**What steps can I take now to help me keep a job in the future?**

**How can Workforce Solutions help me to keep a job?**

**How can I help Workforce Solutions help me?**