

JOB SEARCHING

General Job Searching Advice

Successful job seekers use a variety of search strategies, including researching companies and their job openings for the best matches, but most importantly, professional networking. Check out the resources below to get started! Need a little help refining your search strategy? Ask us! Need some additional perspectives? Check out [recommended reads](#) from our catalog related to career development.

Are you tired of trying to Google your way to a new job? Try out the [Job Seeker Wayfarer Tool](#) which will guide you through job search strategies, writing a great resume, impressing employers in an interview, negotiating your salary, and more!

Kansas City Metro Area Jobs

- [Jobs.MO.Gov](#) The state of Missouri's main site for finding localized government jobs. Also recommended for reentrants, veterans, and job seekers with disabilities.
- [Kansas Works](#): Live on the other side of the state line? Find jobs in Kansas from a variety of employers.
- [KCJobs.com](#): Find jobs in the Kansas City area in customer service, warehouse, maintenance, manufacturing, retail...and many more.
- [Nonprofit Connect](#): If you're looking for a career in the nonprofit sector in Kansas City, this is a good place to start.
- [KC Career Network](#): TeamKC and Kansas City Area Development Council connects newly available talent with employers searching for new hires.

Local Community Job Searching Resources

- [Full Employment Council](#): The FEC serves residents of Cass, Clay, Jackson, Platte and Ray counties in Missouri, offering employment help and career counseling for adults and young adults.
- [Women's Employment Network](#): WEN works with women of all socioeconomic backgrounds who want to boost their employability. They offer one-on-one coaching, classes, and programs on everything from career preparation to resume development and interviewing skills. Financial coaching is also available.
- [Financial Opportunity Centers](#): They provide employment and career counseling, one-on-one financial coaching and education and low-cost financial products that help build credit, savings, and assets.
- [Workforce Partnership](#): WP serves residents of Johnson, Leavenworth, and Wyandotte counties in Kansas. They assist with career exploration and job searching.
- [United Way 2-1-1](#): Acting as a referral service, 2-1-1 helps you connect with local Kansas City organizations that can help you with various needs, including employment, career training, financial assistance, etc. If you're more comfortable using the phone, you can dial 2-1-1 to be connected with a representative who can search that information for you.

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Local Job Fairs

Attending a job fair has many benefits. You can learn about employment opportunities, connect with recruiters at various companies, and some fairs even offer on-site hiring and applications. Not quite ready to apply? Career and job fairs can be great opportunities to learn about skills that employers are looking for as well as overall industry trends.

Tips for attending a job fair:

- **What to wear:** Whenever possible, wear business professional attire in neutral colors. The recommendation is that you dress “one step up” from what you would be wearing on the job.
- **What to say:** Prior to attending, research the organizations you want to speak with. Information you might consider searching for includes the types of positions posted, background information on the organization and industry. Most of this can be found on organizations’ websites. You will also want to prepare a short introduction that includes your name, best skills, any relevant previous work experience, and why you are interested in working for the organization. After your introduction, you will be able to ask questions of the recruiter. Thoughtful questions that are based on the research of the organization will help you stand out!
- **What to bring:** Bring updated copies of your resume, a pen, paper, and questions for the recruiters. If you need help creating or updating your resume, check out our resume resources. For more advice on attending a career fair, [visit with the Career Specialist](#).

Local & National Job Boards

Job boards are best used to learn about various openings. We recommend applying on the company site directly if you find a position of interest. While it might not hurt to upload a resume, know that you will have more success if you are actively searching and not waiting for employers to contact you.

- [USA Jobs](#): If you’re looking for a career in federal government, this is the official employment site of the U.S. government. Besides applying for jobs, attend virtual events geared toward the prospective government job applicant (their hiring process is a bit different than private employers), such as [how to write an effective resume](#) for a federal job position.
- [Indeed.com](#): An easy-to-use Google-like search engine that helps you filter through the junk to find exactly what you’re looking for.
- [Glassdoor](#): Search for jobs, post your resume, and research potential employers. Get in the know and read reviews others have posted about employers, salaries, benefits, and interview questions they were asked.
- [Careerbuilder](#): Another job board that allows you to see what keywords employers are using when searching for candidates and find opportunities that area a good fit for your qualifications.
- [Idealist Careers](#): Want to make an impact on the world? Try searching for nonprofit careers here.
- [ZipRecruiter](#): Another job search engine that aggregates job listings from across the U.S. One interesting feature: it allows you to search trending job titles, companies, and job types.

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Who Do You Know?

Networking is key when it comes to securing a job. In our current economy, many jobs are [posted online](#) and require online applications, but your [connections can help boost your chances](#) of making your way through an application process or help you connect to job openings that are not posted. Whether through a virtual network such as [LinkedIn](#), or taking an active role in a professional organization, these resources can get you started on the right path to scoring connections and perhaps ultimately, a job. Remember to check with past supervisors and co-workers, as well as personal references, to obtain their permission to be your reference before you list them on an application. Be sure to keep them updated on your job search, so that they can be as strong a reference as possible.

Library networking resources: Library card number and PIN required for online databases. Don't have a card? [Sign up now](#) and get instant access to our digital resources!

- [LinkedIn Learning](#): Watch high-quality instructional videos on career networking, setting up a LinkedIn profile, or any other aspect of job searching.
- [LearningExpress Library](#): If you need more help designing a professional online profile, check out the e-book "Social Networking for Career Success."

Employment Agencies

Employment agencies contract with local companies to fill temporary roles for projects or other tasks. Sometimes these jobs can lead to permanent positions. It might be worth checking out a temp agency to gain practical experience or just to put a little extra cash in your pocket while you look for a long-term job. Search our [AtoZ business directory](#) to find local staffing agencies.

Internships & Volunteering

Interested in pursuing a new job but lack the required hands-on experience in your field? An internship or volunteering can be a steppingstone to a new career or job. Build up your work portfolio, gain new skills, and expand your network of professional contacts. If you are a college student, check out your college or university's career center for more postings and guidance on applications.

- [LinkedIn Learning](#): Watch tutorials on how to land an internship. Consider that the experience and connections you build can help you land a full-time job.
- [Indeed.com](#): Filter your search results to "Internship" (if available) under the Job Type field.
- [Volunteermatch.org](#): Pursue your career passion while gaining real-life experience.
- [Idealist.org](#): Find jobs, internships, volunteer work, and more.

Flexible Jobs

Need a flexible job or a side job that can accommodate your schedule?

- [FlexJobs.com](#): Even though this requires a small monthly subscription fee to access, it may be worthwhile if you're trying to find flexible, professional-level jobs. Search for a telecommuting, temporary, part or full-time, or contract job, anywhere in the U.S., with reputable companies. Each job listing is carefully vetted by staff to make sure it is legit and FlexJobs is accredited by the Better Business Bureau.
- [TaskRabbit](#): Register as a "tasker" and let the TaskRabbit community know what you're willing to help with – yardwork, small home projects, moving, cleaning, etc. – and at what

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- price.
- [Care.com](#): Are you the caregiver type? Whether it's taking care of children, pets, seniors, or other people's homes or responsibilities, you can find short-term jobs of those varieties here.
 - There is an ever-expanding list of apps that help you connect with gig economy jobs to make extra money, including DoorDash, Uber Eats, Instacart, Amazon Flex, Postmates, Wonolo, and many others.