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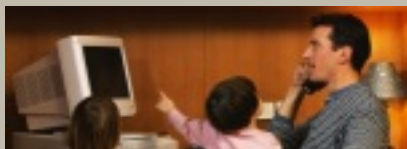
Dice®

 IowaJobs

JobDig® 

# Iowa Workforce Development's IowaJobs

Iowa's Largest Job Bank



[Text Version](#)

## IowaJobs Home

### Welcome to IowaJobs!

[Search for Jobs - Click Here To Enter IowaJobs](#)  
[Microsoft and the State of Iowa partner to bring Elevate America to Iowa](#)  
[Information About Registered Apprenticeship Opportunities in Iowa](#)  
[Resource Guide for Job Seekers](#)  
[IWD Flood 2008 Disaster Recovery Resources and Information](#)

Looking for an internship? [Click Here](#) to find out about internship opportunities currently available through the Iowa Department of Economic Development.

**Employers: [List your jobs](#) online at no cost!**



Welcome to Iowa Workforce Development's IowaJobs site. IowaJobs has thousands of jobs posted each business day. IowaJobs gives you 24-hour access to all of the job listings in IWD's statewide system.

IowaJobs provides links to job listings in other states through America's Job Bank, and additional local, state and federal jobs. We have a current listing of [Job Fairs](#) in Iowa to provide information for the nearest job fair in your locale.

If you have a question for Iowa Workforce Development, it may already be answered on our [Frequently Asked Questions \(FAQs\) database](#). Is there something you are looking for and can't find

on any of our Iowa Workforce Development sites? Try using our [Site Search Engine](#) to search across Iowa Workforce Development's family of Web sites.

[Iowa Workforce Development Offices](#) | [Office Holidays and Closures](#)

Iowa Workforce Development works to continually improve our products and services. We welcome your [comments or suggestions](#) in making IowaJobs a better site for job seekers.

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Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319-0209  
Telephone: (515) 281-5387 or (800) JOB-IOWA - (800) 562-4692  
For unemployment insurance claims questions, contact:  
For general questions, contact:  
For technical questions, contact:  
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Iowa Workforce Development contributes to the economic security of Iowa's workers, businesses and communities through a comprehensive statewide system of employment services,

education and regulation of health, safety and employment laws.

# IowaJobs (Text Version)

## Brought to you by Iowa Workforce Development

### Links:

[Iowa Workforce Development](#)

[IowaWorks](#)

[Iowa Trends](#)

[Labor Market Information](#)

[Business Directory](#)

[Frequently Asked Questions](#)

### Welcome to Iowa Jobs

[Search for Jobs - Click Here to enter IowaJobs](#)

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IowaJobs provides links to job listings in other states through America's Job Bank, and additional local, state and federal jobs. The Labor Market Information page provides important statistical information for job seekers.

### Iowa Job Links

- [Search Jobs](#)
- [Browse Jobs](#)
- [Regional Jobs](#)

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[Search Engine](#) to search across Iowa Workforce Development's family of Web sites.

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## Application Links

- [Browse Jobs](#)
- [Part-Time Jobs](#)
- [Regional Job Listings](#)
- [Search Job Listings](#)

## Other Jobs Listings

Education Links and Local, State and Federal Listings:

State Government

### [Iowa's Smart Career Move](#)

Jobs in Iowa paying more than \$30,000 per year.

### [Iowa State Government Jobs](#)

Openings in Iowa state government from the [Iowa Department of Administrative Services](#).

### [Iowa Law Enforcement Jobs](#)

From the [Iowa Department of Public Safety](#).

Federal Government

### [Government Jobs](#)

This site is devoted to helping individuals find the jobs they are seeking in the public sector.

Education

- [Iowa Department of Education's Job Site](#)
- [Iowa State University](#)
- [University of Iowa](#)

- [University of Northern Iowa](#)

## Miscellaneous Resources

### [3RNet Health Professionals](#)

The National Rural Recruitment and Retention Network

## Other Resource Links

- [Current Unemployment Rate Release](#)
- [Iowa Workforce Development's News Releases](#)
- [Workforce Development Center Publications](#)

## Related Resources

### More Iowa Workforce Development Resource Links

#### Accessibility

#### [Iowa Workforce Development's Accessibility Site](#)

Information and resources designed to match the skills of Iowans with disabilities with careers in Iowa.

#### Agency Event Calendar

#### [Iowa Workforce Development's Calendar](#)

Learn about the services Iowa Development offers throughout Iowa and search for workshops and events in your local area.

#### Dislocated Workers

#### [Iowa Advantage Program](#)

Iowa Advantage project is provide an opportunity to Iowa workers who become dislocated to begin the important initial steps to re-employment.

#### Employment Services

[Register online for Iowa Workforce Development Employment Services](#) for notification of current and future job openings.

#### News Releases

#### [Iowa Workforce Development News Releases](#)

Read the current unemployment rate release and the news releases issued by Iowa Workforce Development. [Subscribe online](#) to our free e-mail news release service.

## Students

### [Iowa Workforce Development's Information For Students](#)

Information and resources for students including work permits and other school-to-work activities.

## Unemployment Insurance

### [Iowa Workforce Developments Unemployment Insurance Division Site](#)

Learn about unemployment insurance benefits, eligibility and [file for unemployment insurance benefits online](#).

## WARN Act

[The Worker Adjustment and Retraining Notification Act](#) offers protection to workers, their families, and communities by requiring employers to give 60 days advance notice of covered plant closings and covered mass layoffs.

## Workforce Development Centers

### [Local Offices](#)

Current listing of Iowa Workforce Development Centers with links to the unique services offered in each location.

### [Regional Sites and Portals](#)

Iowa Workforce Development has 16 regional areas that offer services including Veterans Services, Workforce Investment Act, PROMISE JOBS, Youth Councils and more.

## Salary Information

### [Free Salary Information To Job Seekers](#)

This information is extremely beneficial for career planning and interview preparation.

## **Labor Market Information**

### Finding Occupational Employment Outlook and Wage Data

### [Iowa Wage Surveys](#)

Provides job seekers with occupational wage and employment estimates developed from the Occupational Employment Statistics survey of Iowa employers. The data is for Iowa, IWD regions, counties, metropolitan statistical areas, balance of state, and industries are updated annually. Wage information includes hourly entry-level, mean, median and experienced levels. For additional information: (515) 281-5113.



### [Occupation Projections](#)

Gives job seekers occupational projections indicating the need for workers and detailing the number of job openings due to new jobs, replacement of current workers and total annual openings. These projections are developed for the state and IWD regions. For additional information: (515) 281-3439

### [Iowa Licensed Occupations](#)

Iowa Licensed Occupations is designed to provide job seekers with information concerning occupations in Iowa that require a license, certification, or commission issued at the state level. For additional information: (515) 281-5862.

### [Iowa Hot Jobs](#)

Provides useful statewide or regional information on occupations over a ten-year time period. Information includes high demand (high growth) occupations which have high wages employment estimates, and education/training levels and skills. This is widely used by job seekers and career counselors to aid career selection and by businesses to determine growth. This publication is produced biennially. For additional information: (515) 281-3439

### Analyzing the Job Market

### [Quarterly Census of Employment & Wages \(QCEW\)](#)

Popular with job seekers, employers and economic developers alike, this publication contains summaries of employment and wage data from all employers covered by the state unemployment insurance laws. It includes the number of firms by employment size, lists of major employers, and employment and wages of each major industry group for the state, regions, and counties. For additional information: (515) 281-6165

### [Nonfarm Employment and Earnings \(Current Employment Statistics\)](#)

A monthly news release that details average weekly earnings, average weekly hours and average hourly earnings for production workers. For additional information: (515) 242-6289 or (800) 532-9793 (from Iowa)

### [Iowa's Workforce and the Economy](#)

The annual report provides information on the important trends in Iowa's economy and other relevant articles on our state. Produced annually – statewide. For additional information: (515) 281-8182

### [Current Iowa Employment Situation](#)

A monthly news release that contains the latest statistics on the labor force, the level of unemployed, the unemployment rate, and total employment, and data on unemployment insurance claims. Analyst commentary is provided on the unemployment rate and on

nonfarm employment. Tables include state, MSA, and county unemployment rates for the reference month compared to rates for the previous month and a year ago. For additional information: (515) 281-8182

### [Iowa Trends](#)

This Web site gives key indicators of economic health and trends in the state. Key economic indicators include housing sales, motor vehicle sales, income, business patterns, gross state product, exports, farmland values, poverty rates, building permits, local property values, and a host of economic information that can assist in making informed decisions. Historical and projected data can be downloaded as well. For additional information: E-mail: [trends@iwd.iowa.gov](mailto:trends@iwd.iowa.gov)

### [Iowa Workforce Information Network \(IWIN\)](#)

The Home Page for Iowa Labor Market Information providing informative data on: labor force, population; industry projections; covered employment; the average weekly wage; occupational projections; cost of living and more. Information is provided for various geographic areas, selected by the viewer, and is updated as it becomes available. For additional information: (515) 281-6981

### [Iowa WorkNet](#)

Gives job seekers an analysis of current economic conditions in Iowa, featuring a topic of interest such as an explanation of the Consumer Price Index or highlights of specific industries. It contains tables of labor force data, average wages and hours, and data about unemployment insurance claimants. This is produced quarterly. For additional information: (515) 281-8182

### [Labor Force Summary Tables](#)

The most widely used economic measures of the economy. They quantify the labor force, employment, unemployment, and unemployment rate for the state, combined statistical areas, metropolitan areas, counties and cities with a population of 25,000 or larger. Also included is employment within major industry groups. Information is updated monthly. For additional information: (515) 281-8182

### [Iowa Workforce Development's Regional Web Sites](#)

Our regional workforce development partnerships throughout Iowa are ready to meet your workforce and workplace needs. Visit the Web site for your multi-county area to discover services and jobs available to you.

### [Regional Profiles](#)

Regional profiles will give you the latest information about jobs and workers in your multi-county labor area.

## Employers and Business

Iowa Workforce Development has thousands of job seekers visit our Web sites every day to find employment opportunities in Iowa.

### [List Job Openings](#)

Posted job openings will be replicated to this IowaJobs Web site, America's Job Bank Web site and the [IWD's Regional Portals](#), that list jobs available in each region in Iowa. If the job pays more than \$30,000 per year, it will also be posted on the [Smart Career Move](#) Web site. Jobs are published each business day.

### [Workforce Centers and Local Offices](#)

Our Workforce Development Centers can assist you with your all of your hiring needs – job listings, recruitment, testing and screening of applicants. Let our team help your team!

Visit [IowaWorks](#) - Iowa Workforce Development's one-stop resource for Iowa businesses to find workforce information and solutions.

### [Contact IowaJobs](#)

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[Iowa Workforce Development](#) | [IowaWorks](#) | [Iowa Trends](#) | [Labor Market Information](#) | [Business Directory](#)

Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319-0209  
Telephone: (515) 281-5387 or (800) JOB-IOWA - (800) 562-4692

E-mail:

For technical questions, contact:

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Iowa Workforce Development's

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[My Account](#) | [Advanced Search](#) | [Referrals](#) | [Seeker Info](#) | [Employment](#) | [Education](#) | [Skills](#) | [Veteran](#)

Job Lists

- [by Region](#)

Enter words to search for in jobs OR  
Enter the Job Order Number

### Search By Location

Search within Zip Code

Search within \_\_\_\_\_ miles of Zip Code

Search within County

Search within a Workforce Center

Search within Region

[use map](#)

Search Statewide

### Search Details

Minimum Wage

New Jobs in Last \_\_\_\_\_ days

Shift

Availability

Days Off	Mo	Tu	We	Th	Fr
	Sa	Su			

Sort Jobs

### Search By Job Titles

All job titles

Select job titles

To view jobs matching a saved search, select below and press the Load button.  
To save a new search, first click search. You can save on the bottom of the results page.

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[My Account](#) | [Advanced Search](#) | [Referrals](#) | [Seeker Info](#) | [Employment](#) | [Education](#) | [Skills](#) | [Veteran](#)

Like your search results? Scroll to the bottom of this page to save this search so you can run it when you return. To refine your search, click on the close button below, or search tab above.

## Search Results

**1,570 jobs found, displaying 1 to 30.** [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

<u>Job Title</u>	<u>Order #</u>	<u>Date</u>	<u>Location</u>	<u>Experience</u>	<u>Degree</u>
<a href="#">Occupational Therapist</a>	8482491	10/7/2009	CLINTON, IA, 52732	12 Months	Bachelors
<a href="#">Beautician</a>	8385606	10/7/2009	ALTOONA, IA, 50009		None
<a href="#">Beautician</a>	8322659	10/7/2009	ALTOONA, IA, 50009		None
<a href="#">Beautician</a>	8385605	10/7/2009	WEST DESMOINES, IA, 50266		None
<a href="#">Hairstylist</a>	8322658	10/7/2009	WEST DESMOINES, IA, 50266		None
<a href="#">Beautician</a>	8326433	10/7/2009	WEST DESMOINES, IA, 50266	6 Months	None
<a href="#">Beautician</a>	8298790	10/7/2009	ALTOONA, IA, 50009	6 Months	None
<a href="#">Cosmetologist</a>	8327714	10/7/2009	ALTOONA, IA, 50009	6 Months	None
<a href="#">Jewelry Consultant</a>	8482486	10/7/2009	SIOUX CITY, IA, 51106		High School/ GED
<a href="#">Traffic Control - Parking</a>	8482469	10/7/2009	CEDAR RAPIDS, IA, 52404		High School/ GED
<a href="#">Restaurant Server/Bartender</a>	8482468	10/7/2009	OMAHA, NE, 68102	6 Months	None
<a href="#">Order Selector</a>	8482305	10/7/2009	CHARITON, IA, 50049		None
<a href="#">News Internships</a>	8482303	10/7/2009	NORTH SIOUX CITY, SD, 57049		High School/ GED
<a href="#">Residential Counselor</a>	8482300	10/7/2009	SIOUX CITY, IA, 51104		High School/ GED
<a href="#">Waitress / Bartender</a>	8482299	10/7/2009	BRUNSVILLE, IA, 51008		None
<a href="#">Peer Support Specialist</a>	8482295	10/7/2009	SPENCER, IA, 51301		High School/ GED
<a href="#">Social Worker - Marshalltown</a>	8482296	10/7/2009	MARSHALLTOWN, IA, 50158	12 Months	Bachelors
<a href="#">Towing Dispatcher</a>	8482294	10/7/2009	CORALVILLE, IA, 52241		None
<a href="#">P/T Psychology Education Instructor</a>	8482293	10/7/2009	HUMBOLDT, IA, 50548	12 Months	Masters
<a href="#">Housekeeping (Motel)</a>	8482291	10/7/2009	PELLA, IA, 50219		None
<a href="#">Maintenance</a>	8482301	10/7/2009	CEDAR FALLS, IA, 50613	12 Months	High School/ GED
<a href="#">Mason City Field Technician</a>	8482277	10/7/2009	MASON CITY, IA, 50401	1 Months	High School/ GED
<a href="#">Front Desk/Insurance Clerk</a>	8476282	10/7/2009	MARSHALLTOWN, IA, 50158	6 Months	High School/ GED
<a href="#">Cashier</a>	8475423	10/7/2009	MASON CITY, IA, 50401		None
<a href="#">Polysomnography Tech</a>	8473715	10/7/2009	CLINTON, IA, 52732	1 Months	Associates
<a href="#">Supply Control Clerk</a>	8473637	10/7/2009	CLINTON, IA, 52732	6 Months	None
<a href="#">Life Enrichment Coordinator</a>	8473630	10/7/2009	CLINTON, IA, 52732	6 Months	High School/ GED
<a href="#">Registered Nurses</a>	8470580	10/7/2009	CLINTON, IA, 52732	12 Months	Associates

<a href="#">Part-time Cashier / checkers</a>	8469699	10/7/2009	ALGONA, IA, 50511	1 Months	High School/ GED
<a href="#">Certified Nurse Aide</a>	8467877	10/7/2009	CLINTON, IA, 52732	1 Months	High School/ GED

**1,570 jobs found, displaying 1 to 30.** [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

### Save This Search

Modify a prior search you saved

or ... Save as a new Search

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Iowa Workforce Development's

# IowaJobs

Iowa's Largest Job Bank



Thank you for using the site

## iwajobs.org

Currently listing **7,304 Job Orders** totaling **11,365 Openings.**

New to iwajobs.org?

[Applicants Register & create an account](#)

[Employers Register & create an account](#)

Job Seeker Resources

[Why should I register and is my personal information kept confidential?](#)

Employer Resources

[Key Points for writing a Job Order](#)

### iwajobs.org Sign In

Username:

Password:

Did you forget your  
[Username](#) / [Password](#)

[Search Jobs Without Registering](#)

- [Advanced Search](#)
- [Search by Region](#)

If you have difficulty using the site, choose Tools -> Internet Options in your Internet Explorer menu. Press the Delete Cookies, Delete Files, and Clear History buttons, then try again.

Want to go back to a previous site? Click the small down arrow to the immediate right of the Back button and select the URL you want to return to.

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## User Accounts

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**Labor Market Information**

**Employers & Businesses**

**Contact IowaJobs**

A user account is **no** longer needed to view unsuppressed job orders that contain company details. Job seekers that have established user accounts [may sign in here](#).

However, a user account is still required to apply for an [unemployment insurance claim](#) or to [register for work](#).

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## Government Jobs

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## Government Jobs - Local, State, Federal And Education Links

### State Government

[Iowa State Government Jobs](#)

Openings in Iowa state government from the [Iowa Department of Administrative Services](#).

[Iowa Law Enforcement Jobs](#)

From the [Iowa Department of Public Safety](#).

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[USA Jobs](#)

The official job site of the United States Government.

[Government Jobs](#)

This site is devoted to helping individuals find the jobs they are seeking in the public sector.

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[Iowa State University](#)

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[University of Northern Iowa](#)

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## Special

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## Announcements

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### [Microsoft and the State of Iowa partner to bring Elevate America to Iowa - Increasing Skills and Elevating America](#)

Governor Chet Culver announces a major public-private partnership between Microsoft and the State of Iowa to provide free technology training for up to 5,700 unemployed Iowans, starting July 15, 2009.

### [Iowa Worker Misclassification](#)

Misclassification of workers as "independent contractors" rather than "employees," is a growing problem in Iowa and across the nation. The federal Government Accountability Office reports that the underpayment of Social Security taxes, unemployment and income taxes in 2006, due to worker misclassification, totaled an estimated \$2.72 billion, nationally...

### [Resource Guide for Job Seekers](#)

A step-by-step guide to dealing with a job loss, starting a new job and everything in between.

### [IWD Flood 2008 Disaster Recovery Resources and Information](#)

The latest information, updates, benefits and resources relating to eligible Iowans affected by the floods of 2008.

### [Iowa Registered Apprenticeship Site](#)

The 21st century economy demands a workforce with postsecondary education credentials and the adaptability to respond immediately to changing economic and business needs. Registered Apprenticeship is a critical postsecondary education, training and employment option available in every state in the country. An Integration Program To Educate, Promote, Train,

Target and Partner...

### **Iowa Career Access Point (ICAP)**

An initiative engaging Faith Based and Community Organizations in Iowa Workforce Development... This is a unique resource that creates portals into the Iowa Workforce Development One-Stop system for communities that may not know about our employment services, may be too far away or may not be comfortable entering a government office building. Each ICAP is located in a community neighborhood and staffed by volunteers so clients and residents can feel more at ease.

### **School To Career Videos**

The Iowa Public Television (IPTV) School to Careers worksite offers information on over 140 occupations and more than 220 careers - all available in Iowa. Besides information on careers you can e-mail questions to the workers featured for each occupation and, for some of the occupations, you can watch a short video describing the work that is being done. [Try out an occupation](#) and see what you think!

### **Iowa WorkNet**

Employment Indicators for the State of Iowa.  
[Requires Adobe Acrobat Reader](#)

### **Ask A Librarian**

The professional librarians on the State Library staff will answer your questions, usually within 24 hours.

### **Helmets To Hardhats**

Helmets to Hardhats is a program that helps ease the passage into civilian life for military personnel, Guardsmen and Reservists by providing information on great career opportunities, pay, and benefits in the construction industry.

### **Iowa Wage Survey**

The latest Iowa Wage Survey estimates.

### **Business Directory**



Iowa Workforce Development is offering a new service for Iowa businesses and jobseekers – the IowaWorks Business Directory. Each directory listing provides a brief description of a business, its products, services and job opportunities, as well as a link to its Web site. This information can then be



used by jobseekers to apply for job opportunities or gain more information about a business when researching job opportunities or preparing for a job interview.

## Other Resource Links

- [Current Unemployment Rate Release](#)
- [Iowa Workforce Development's News Releases](#)
- [Workforce Development Center Publications](#)

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For technical questions, contact:  
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Iowa Workforce Development contributes to the economic security of Iowa's workers, businesses and communities through a comprehensive statewide system of employment services, education and regulation of health, safety and employment laws.





Iowa Workforce Development's  
**IowaJobs**  
Iowa's Largest Job Bank



[Text Version](#)



## Related Resources

### More Iowa Workforce Development Resource Links

#### [CareerOneStop](#)

Your source for employment information and inspiration.

- The place to manage your career.
- Your pathway to career success.
- Tools to help job seekers, students, businesses, and career professionals

*Sponsored by the U.S. Department of Labor*



#### [JOBcentral](#)

National Labor Exchange

#### Accessibility

##### [Iowa Workforce Development's Accessibility Site](#)

Information and resources designed to match the skills of Iowans with disabilities with careers in Iowa.

#### Agency Event Calendar

##### [Iowa Workforce Development's Calendar](#)

Learn about the services Iowa Development offers throughout Iowa and search for workshops and events in your local area.

#### Dislocated Workers

- Home
- Browse Jobs
- Part-Time Jobs
- Regional Job Listings
- Search IowaJobs
- User Accounts
- Government Jobs
- Special Announcements
- Related Resources
- Labor Market Information
- Employers & Businesses
- Contact IowaJobs

### [Iowa Advantage Program](#)

Iowa Advantage project is provide an opportunity to Iowa workers who become dislocated to begin the important initial steps to re-employment.

## **Employment Services**

[Register online for Iowa Workforce Development Employment Services](#) for notification of current and future job openings.

## **News Releases**

### [Iowa Workforce Development News Releases](#)

Read the current unemployment rate release and the news releases issued by Iowa Workforce Development. [Subscribe online](#) to our free e-mail news release service.

## **Other Job Listings**

### [Iowa's Smart Career Move](#)

Jobs in Iowa paying more than \$30,000 per year.

[Associated General Contractors of Iowa Job Site - http://www.agciajobs.com/.](#)

## **Pocket Résumé**

[A printable résumé form that folds to fit in a purse, pocket or billfold to provide easy access to information needed to apply for employment.](#)

## **Students**

### [Iowa Workforce Development's Information For Students](#)

Information and resources for students including work permits and other school-to-work activities.

## **Unemployment Insurance**

[Iowa Workforce Developments Unemployment](#)

### [Insurance Division Site](#)

Learn about unemployment insurance benefits, eligibility and [file for unemployment insurance benefits online](#).

## **Veterans**

### [Veteran Employment Services](#)

Iowa Workforce Development and the US Dept of Labor/Veterans Employment and Training partner to provide employment and referral services to eligible veterans and other eligible persons and to ensure priority of service is provided to all veterans.

## **WARN Act**

[The Worker Adjustment and Retraining Notification Act](#) offers protection to workers, their families, and communities by requiring employers to give 60 days advance notice of covered plant closings and covered mass layoffs.

## **Workforce Development Centers**

### [Local Offices](#)

Current listing of Iowa Workforce Development Centers with links to the unique services offered in each location.

### [Regional Sites and Portals](#)

Iowa Workforce Development has 16 regional areas that offer services including Veterans Services, Workforce Investment Act, PROMISE JOBS, Youth Councils and more.

## **Workforce Investment Act (WIA) Training Providers**

### [Workforce Investment Act Training Providers](#)

The Regional Workforce Investment Boards, in partnership with Iowa Workforce Development, will identify and certify training providers whose performance qualifies them to receive Workforce Investment Act (WIA) funds to train Adults and Dislocated Workers.

## Miscellaneous Resources

### [3RNet Health Professionals](#)

The National Rural Recruitment and Retention Network

## Rehabilitation

### [Iowa Vocational Rehabilitation Services](#)

For individuals with disabilities to achieve their employment, independence, and economic goals.

## Salary Information

### [Free Salary Information To Job Seekers](#)

This information is extremely beneficial for career planning and interview preparation.

### [IowaWorks Resource Listing](#)

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### An Equal Opportunity Employer/Program

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Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319-0209  
Telephone: (515) 281-5387 or (800) JOB-IOWA - (800) 562-4692

For unemployment insurance claims questions, contact:

For general questions, contact:

For technical questions, contact:

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## Labor Market

[Text Version](#)

## Information

[Home](#)

[Browse Jobs](#)

[Part-Time Jobs](#)

[Regional Job Listings](#)

[Search IowaJobs](#)

[User Accounts](#)

[Government Jobs](#)

[Special Announcements](#)

[Related Resources](#)

[Labor Market Information](#)

[Employers & Businesses](#)

[Contact IowaJobs](#)

## Job Seeker Resources A Guide to Smart Job Decisions

### Finding Occupational Employment Outlook and Wage Data

#### [Iowa Wage Surveys](#)

Provides job seekers with occupational wage and employment estimates developed from the Occupational Employment Statistics survey of Iowa employers. The data is for Iowa, IWD regions, counties, metropolitan statistical areas, balance of state, and industries are updated annually. Wage information includes hourly entry-level, mean, median and experienced levels. For additional information: (515) 281-5113.

#### [Occupation Projections](#)

Gives job seekers occupational projections indicating the need for workers and detailing the number of job openings due to new jobs, replacement of current workers and total annual openings. These projections are developed for the state and IWD regions. For additional information: (515) 281-3439

#### [Iowa Licensed Occupations](#)

Iowa Licensed Occupations is designed to provide job seekers with information concerning occupations in Iowa that require a license, certification, or commission issued at the state level. For additional information: (515) 281-5862.

### [Iowa Hot Jobs](#)

Provides useful statewide or regional information on occupations over a ten-year time period.

Information includes high demand (high growth) occupations which have high wages employment estimates, and education/training levels and skills. This is widely used by job seekers and career counselors to aid career selection and by businesses to determine growth. This publication is produced biennially. For additional information: (515) 281-3439

## **Analyzing the Job Market**

### [Quarterly Census of Employment & Wages \(QCEW\)](#)

Popular with job seekers, employers and economic developers alike, this publication contains summaries of employment and wage data from all employers covered by the state unemployment insurance laws. It includes the number of firms by employment size, lists of major employers, and employment and wages of each major industry group for the state, regions, and counties. For additional information: (515) 281-6165

### [Nonfarm Employment and Earnings \(Current Employment Statistics\)](#)

A monthly news release that details average weekly earnings, average weekly hours and average hourly earnings for production workers. For additional information: (515) 242-6289 or (800) 532-9793 (from Iowa)

### [Iowa's Workforce and the Economy](#)

The annual report provides information on the important trends in Iowa's economy and other relevant articles on our state. Produced annually – statewide. For additional information: (515) 281-8182

### [Current Iowa Employment Situation](#)

A monthly news release that contains the latest statistics on the labor force, the level of unemployed, the unemployment rate, and total employment, and data on unemployment insurance claims. Analyst commentary is provided on the

unemployment rate and on nonfarm employment. Tables include state, MSA, and county unemployment rates for the reference month compared to rates for the previous month and a year ago. For additional information: (515) 281-8182

### [Iowa Trends](#)

This Web site gives key indicators of economic health and trends in the state. Key economic indicators include housing sales, motor vehicle sales, income, business patterns, gross state product, exports, farmland values, poverty rates, building permits, local property values, and a host of economic information that can assist in making informed decisions. Historical and projected data can be downloaded as well. For additional information: E-mail: [trends@iwd.iowa.gov](mailto:trends@iwd.iowa.gov)

### [Iowa Workforce Information Network \(IWIN\)](#)

The Home Page for Iowa Labor Market Information providing informative data on: labor force, population; industry projections; covered employment; the average weekly wage; occupational projections; cost of living and more. Information is provided for various geographic areas, selected by the viewer, and is updated as it becomes available. For additional information: (515) 281-6981

### [Iowa WorkNet](#)

Gives job seekers an analysis of current economic conditions in Iowa, featuring a topic of interest such as an explanation of the Consumer Price Index or highlights of specific industries. It contains tables of labor force data, average wages and hours, and data about unemployment insurance claimants. This is produced quarterly. For additional information: (515) 281-8182

### [Labor Force Summary Tables](#)

The most widely used economic measures of the economy. They quantify the labor force, employment, unemployment, and unemployment rate for the state, combined statistical areas, metropolitan areas, counties and cities with a population of 25,000 or larger. Also included is



employment within major industry groups.  
Information is updated monthly. For additional  
information: (515) 281-8182

[Iowa Workforce Development's Regional Web Sites](#)

Our regional workforce development partnerships throughout Iowa are ready to meet your workforce and workplace needs. Visit the Web site for your multi-county area to discover services and jobs available to you.

[Regional Profiles](#)

Regional profiles will give you the latest information about jobs and workers in your multi-county labor area.

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## Employers &

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## Businesses

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[User Accounts](#)

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[Labor Market Information](#)

[Employers & Businesses](#)

[Contact IowaJobs](#)



Iowa Workforce Development has thousands of job seekers visit our Web sites every day to find employment opportunities in Iowa.

### [List Job Openings](#)

Posted job openings will be replicated to the [IowaJobs](#) Web site and [IWD's Regional Portals](#),

that list jobs available in each region in Iowa. If the job pays more than \$30,000 per year, it will also be posted on the [Smart Career Move](#) Web site. Jobs are published each business day.

### [Workforce Centers and Local Offices](#)

Our Workforce Development Centers can assist you with your all of your hiring needs – job listings, recruitment, testing and screening of applicants. Let our team help your team!

Visit [IowaWorks](#) - Iowa Workforce Development's one-stop resource for Iowa businesses to find workforce information and solutions.

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## IowaJobs Contact Form

**Note:** IWD does not accept job applications over the Internet. You must contact your local Workforce Development Center or the Center posted in the job listing to apply for the job or to obtain more information.

This address is not for questions about specific job listings or application procedures. The [How To Apply](#) page explains how to phone, fax, or mail your questions to your local Workforce Development Center.

If you have questions or comments about how to use this web site or want to report an error, please use the form below. Information must be entered in all the form fields. *You must provide contact information for Iowa Workforce Development to reply to your message!*

**Your Name:**

**E-mail Address:**

**Street Address:**

**City, State and Zip:**

**Area Code+Telephone:**

**Message:**



**Enter Characters From The  
Picture:**

[Iowa Workforce Development Offices](#) | [Office Holidays and Closures](#)

*If you have problems submitting this form  
Send an e-mail to:*



# Resource Guide for Job Seekers

A Step-by-step guide to dealing with a job loss, starting a new job and everything in between.

## Inside

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WELCOME

# Introduction

It shouldn't come as a surprise that looking for work can be a lot of work, especially if you haven't been in the job market for a while, or if you are changing careers. If you need help putting together a résumé, aren't sure how to answer some questions on a job application, or are scared to death at the prospect of a job interview, you've come to the right place. Here are some hints to make the job search less frightening and more productive.



## So you're unemployed...now what?

Before you begin a new job search, take some time to think through your situation. A job loss can affect every area of your life. How you handle this major life event can affect you for years to come. Work is not something we do simply because we have time on our hands; a job often defines who we are and how we define ourselves. For this reason, losing a job threatens your self-image and possibly your lifestyle. Dealing with the emotional impact of a job-loss may be as demanding as looking for a new one.

Typical reactions to losing a job include:

- Anger
- Lack of self-confidence/esteem
- Anxiety
- Grief
- Embarrassment
- Shame
- Lack of faith in the future

Some people dwell on what could have been done differently and may become weepy or angry. However, all of these feelings are the opposite of what you need to begin a job search. This requires optimism, confidence and

energy. To move yourself to a place where you can begin to look for a new job, you first need to acknowledge your feelings. Get them out in the open and off your chest. Just doing this much will likely reduce your tension and keep you among people, where are more likely to hear about job openings.

You may find it helpful to put your feelings in writing. It can be a great way to see what you feel and help you realize what you need from yourself and others.

Ways to handle my feelings positively:

- 1.
- 2.
- 3.

Ways my feelings affect me negatively:

- 1.
- 2.
- 3.

Ways to strengthen my ability to cope:

- 1.
- 2.
- 3.

Take some time to think through the past. You need an accurate grasp at what has happened in order to feel better about the future.



## Family Issues

Unemployment affects everyone in your family. Don't isolate yourself but rather talk to your family about how you are feeling or what you are doing. Have some family time and allow everyone to voice their concerns and ideas. Ask for their assistance in conserving financial resources. By working through this together, you can build your family's self-esteem, sense of competence and trust in yourselves as a family unit.



## Examine the Past

Take some time to think through the past. You need an accurate grasp at what has happened in order to feel better about the future.

Things done right at my previous job:

- 1.
- 2.
- 3.

Things that could have been done better/changes I need to make to do the job better

- 1.
- 2.
- 3.

Where to get help making these changes:

- 1.
- 2.
- 3.

## Begin to Set Goals

Now that you've dealt with the past, think about the future. Begin setting goals by asking yourself:

- How much do I need to earn?
- Can I afford to wait for the "perfect" job or do I need to take whatever comes along?
- What kind of work do I want to do?
- What may be some alternatives?
- What do I absolutely not want to do?
- Should I consider changing careers?
- Do I need more training?

- Should I relocate to where my skills are more in demand?

Now that you've explored your strengths, preferences and limitations, you can begin to set some long-term goals. While it may take months to achieve your ultimate objectives, they can be achieved by setting and meeting short-term goals.

Write down your goals and set deadlines so you can track your progress. Goal writing sample includes:

1. Long-term Goal: Find a new job
  - a. Short-term Goal: Send out 100 resumes
    - i. Action: Draft three versions of my resume and a blind cover letter
      1. Resources: Samples from IWD resource center
      2. Deadline: March 15
    - ii. Action: Re-write resumes and cover letter based on feedback
      1. Resources: 5-7 people to proof read my resume
      2. Deadline: March 30
    - iii. Get names and addresses of 100 qualified businesses
      1. Resources: newspapers, phone book, Internet search
      2. Deadline: April 13
    - iv. Action: Mail resume and cover letters
      1. Deadline: April 20

# Iowa Workforce Development

Iowa Workforce Development (IWD) is here to assist all job seekers through the sometimes challenging process. If you find yourself in need of a job, visit your local workforce office. In addition to unemployment, regional workforce offices offer a wide-range of workshops on a rotating basis. These workshops help to meet the immediate needs of Iowans in transition. The topics include dealing with job loss, financial management, applying for financial aid, resume development, job search methods and tips on keeping a job in today's environment.

Your local IWD office can provide a number of resources and services to enhance your search efforts for a new position.

Each IWD office is equipped with a resource center to serve the needs of Iowa job seekers.

- Self-guided employment searches
- Resume and cover letter assistance
- Referral and applications for local employers
- Job development and placement assistance
- Labor Market Information
- Interviewing skills workshops
- Unemployment insurance claims
- Business directory of local employers

IWD provides a number of programs to meet the employment needs of all Iowans.

- Iowa Access ~ serving Iowans with disabilities
- Iowa Advantage ~ individuals in career transition
- New Iowan Centers ~ serving the needs of those new to Iowa
- Migrant and Seasonal Farm Workers Program
- Services for US military veterans
- PROMISE JOBS
- Iowa Child Labor Forms
- Disability Program Navigators

Steps to take if you've lost your job or find yourself in need of employment:

1. File for unemployment.
2. Prepare your resume.
3. Begin your job search and apply for jobs that meet your qualifications – remember to apply for more than one job at a time. It may take some time to move through all the steps from application to accepting a position.
4. Prepare for interviews – practice with friends or family. Make sure you're ready for any difficult questions so you aren't caught off guard.
5. Attend any interviews offered.
6. Prepare and mail thank you letters – this is an important step of the process. It adds a great personal touch and is a great opportunity to address some weaker aspects of your interview.
7. Accept a job offer.



## Helpful Hints for Job Seekers: Choose Your Target Carefully

Put your time and energy into opportunities that you are interested in. You also want to focus on those that give you the best chance of receiving an offer. Pick a few companies you're interested in and pursue them, no matter if they have openings or not.

### Work Your Network

Flip through your rolodex or business social media contacts and let them know you're looking.

### Sell Yourself

Learn how to talk about yourself in a way that's meaningful and powerful.

## IWD Job Seeker Tools

Iowa Workforce Development provides job seekers with the necessary tools for developing a career path.

- Skill assessments and development tools
- Certified tests in typing, 10-key, spelling, and data entry
- Workshops on education, career development, financial management, and others
- Career Fairs

One great way to do this is to type a list of potential interview questions along with bulleted answers. This will give you some great talking points.

### Consider Freelancing

If you are in a field that supports freelancing, don't think twice – take the opportunity. It's a great way to keep money coming in and your skills sharpened until full-time work comes along.

### Take a Temporary Position

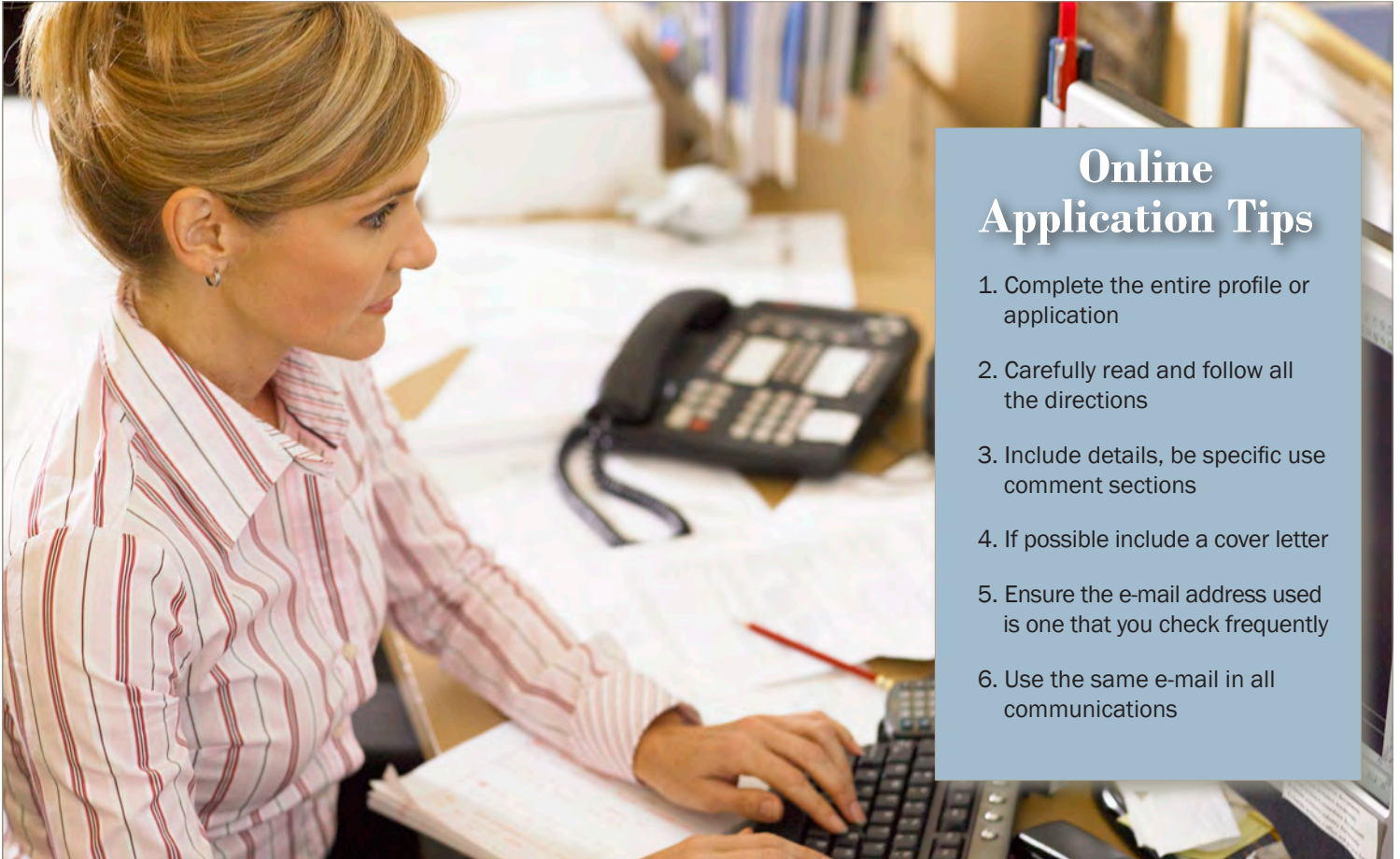
If freelancing isn't an option, consider interim staffing. No matter what the economy does, work still needs to get done. Many staffing agencies pay well. Like freelancing, this will keep money coming in and your skills well-honed until you can secure a full-time job.

### Sweat the Small Stuff

Personal touches make a huge difference. Make sure each letter addresses your specific skills and qualities the company is looking for. Remember to always send a thank you note or e-mail after the interview.

### Above all else, Stay Positive

In tough economic times, a positive attitude is the most important thing. Here is another perspective: Even if there was a 10% unemployment rate, that still means 90% are still employed. Plus, with an average of 3 million jobs available each year in the U.S., each job seeker is only looking for one. Those are pretty good odds.



## Online Application Tips

1. Complete the entire profile or application
2. Carefully read and follow all the directions
3. Include details, be specific use comment sections
4. If possible include a cover letter
5. Ensure the e-mail address used is one that you check frequently
6. Use the same e-mail in all communications

## Job Seeker: Do's and Don'ts

When looking for a new job, make sure you remember these do's and don'ts:

**Don't:** Embellish or fabricate details, facts or experience.

**Do:** Be honest.

**Don't:** Leave large gaps or absences in your employment history.

**Do:** Explain these gaps by saying "returned to school," "help friend start a new business," "traveled," or



**Do:** List these in your skills and accomplishments; they may include qualities useful for the position.

**Don't:** List a specific pay rate.

**Do:** Use a pay range that reflects the local area.

**Don't:** Use words like "fired" or "let go".

**Do:** Instead, use words to describe the situation like "moved," "seasonal employment," or "laid off." However, you should be ready to explain.



other reason. If your reason is health related or due to a disability, it is your personal decision whether or not you want to disclose this fact. (Unless your problem prevents you from doing the job safely, it is probably not necessary to disclose.) If the gap is less than one year, don't list it. There is no written rule that says you must account for every month of every year.

**Don't:** Forget to include any activities you may have done during an employment gap.



# Résumé Development

The rules for résumé preparation come and go. Most résumés are skill-based, meaning they focus on what you can do, and not where you did it. This is the information requested by many major employers. However, résumés have no official format. Since a resume is a sales brochure you want to include everything that relays why you're the right person for the job.

Contact your local Iowa Workforce Development office for copies of materials on how to construct a résumé, or come in and use one of our resource centers. We have PCs, easy to use résumé-building software as well as information on websites that list job openings, career exploration tools, and employer data.

## Additional Tips

Use the following resume tips for additional help when creating a résumé.

- Text should be broken out by using bullets and sentences or phrases rather than long paragraphs
- Format resume with: Work History, Employers, Position Titles and Dates including Month And Year
- Detailed Work Activities-Duties and Responsibilities
- Specific Achievements and Accomplishments
- Education- Degrees, Special Schools, Certifications and Short Courses
- Use numbers (\$'s, %'s, MM, K, ...) and acronyms that an employer will quickly understand (CMMS, ISO, RCM, TPM, STOP ...) to demonstrate specific achievements and accomplishments.

Follow these tips when you're preparing to write your resume:

- Start by really thinking about your work history and education.
- What type of position are you applying for? What are your strongest skills?
- Work history: Do you have a strong work history? If not, do you have strong skills?
- Education
- Skills/Achievements

When putting together a format, follow these:

- Functional, chronological or combination
- Keep it simple
- Use a simple, easy to read font
- Justify the text to the left
- Try to keep it to one page
- Do not include personal information, such as marital status, height, weight or religion.
- Be consistent

Remember these key points when putting your resume together:

- Make sure you have correct dates of employment and correct company information
- Use key words that fit the desired job
- Focus on responsibilities not job duties
- Keep it to a few bullet points
- Even the small things can have value
- List achievements
- Make sure all reference info is up-to-date.

One of the most important things to do after you've written your resume is to: **Proofread!!** Don't forget to follow these steps:

- If you say in your resume or cover letter that you are detail oriented, make sure that you are!
- Do NOT rely on spell check to find spelling errors.
- Print off a copy of your resume, read it and give to someone else to read.

**Kristina Anderson**  
12122 Fremont Drive  
Cedar Rapids, IA 12345  
555-555-5555

### OBJECTIVE

A position as a bank teller providing my positive customer service skills.

### SUMMARY

- Motivated, efficient, accurate, and detail oriented.
- Over three years experience as a bank teller.
- Familiar with retirement accounts including Ire's, KEOGH'S, 401K's.
- Proficient in accounting software: Lotus 1-2-3, Excel.
- A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments.
- Handle crisis situations in calm and capable manner.

### EXPERIENCE

**Peoples State Bank, Cedar Rapids, IA**

**January, 1997 to Present**

Bank Teller

- Maintained accountability of transactions including the control and supervision of large amounts of cash flow.
- Computed figures with speed and accuracy.
- Maintained accuracy of customer accounts.
- Operated computer systems for processed data retrieval.
- Maintained excellent public relations with customers.

**Seven Falls Bank, Alton, MO**

**August, 1993 to January 1997**

Assistant to Retirement Accounts Manager

- Worked closely with manager to record contributions to existing and new accounts.
- Created in-house promotional materials to assist customers with information on Keogh's and Ire's.
- Calculated year-to-date interest and tax deduction advantages.

### EDUCATION

University of Iowa, B S Degree in Accounting, 1997

**References Available Upon Request**

## Résumé Do's and Don'ts

**Don't:** Think a title speaks for itself. Job titles can often be misleading and can change from one company to another.

**Do:** Provide position titles and descriptions.

**Don't:** Leave the reader guessing where and when you were employed.

**Do:** Clarify dates and places.

**Don't:** Apply for a job you only have a brief mention of on your resume.

**Do:** Tailor your resume so that it is appropriate for the position you are applying for. Coordinate your educational or career credits according to length or the importance to the reader.

**Don't:** Leave fragmented sentences or be long-winded on your resume. This will virtually assure you of a place at the back of the line.

**Do:** Organize your thoughts in a clear, concise manner. No one ever won a Nobel Prize for literature on their resume.

## General Guidelines

The following are general guidelines to avoid having your résumé overlooked:

- Note: a two page résumé is acceptable
- Left justify the entire document
- Place your name at the top of the page on its own line
- Use standard address format below your name
- Multiple addresses should be placed one on top of the other
- List each phone number on its own line
- Avoid vertical and horizontal lines, graphics, and boxes/tables
- Avoid punctuation as much as possible

# Scannable Résumés

A scannable résumé can be viewed by a computer using the latest document imaging technology (known as optical character recognition, or OCR).

Employers use this to store résumés in databases and search through many applicants electronically.

A scannable résumé, similar to a traditional résumé, includes your goals, education, work experience, activities, honors, and any special skills you might have. You can create a scannable by modifying your traditional one. The two most important elements of a scannable résumé are formatting and keywords.

Human resources personnel will review your résumé only after the computer retrieves it from keyword searches. Including nouns and noun phrases that are likely to be used in a database search and using simple formatting will help your résumé be chosen from the multitudes of others.

### Formatting

Keep in mind that the first reader of your scannable résumé will be a computer, not a human. A fancy format pleasing to the human eye may confuse OCR scanners. Using simple format and font/typestyle decreases the likelihood that scanners will misread your résumé.

- Use one common font throughout the resume instead of increasing the size. Indicate section headings by simple spacing.

- Avoid using bullets, tables & visuals. Instead use dashes, left-justified text and spacing to format.

### Keywords

Keywords are words employers search for when trying to fill a position. They are the essential characteristics required to the job: education, experience, skills, knowledge and abilities. The more keyword marketing points you present about yourself, the more likely you are to be plucked from an electronic resume database now or a year from now. To use the Keyword concept effectively, use the following:

- Create a Keyword section just under your name that includes discipline-unique words and phrases which potential employers will search for in the résumé database. For example, keywords for a business professional might include the following:

- Leadership skills, Ethics, Finance
- Teamwork, Marketing, total quality management

- Use Nouns, not verbs - action words like accelerated, arbitrated and launched are out. In scannable resumes, nouns are dominant. Computers search for descriptive words such as accounting, manager, Price Waterhouse.

- Don't overuse abbreviations. Common ones like B.A. (Bachelor of Arts) are acceptable.



## Cover Letter Do's and Don'ts

- Type your resume, do not write or print your resume.
- Always send original cover letters to employers, do not send a photocopy of your cover letter.
- Use 8 1/2" x 11" paper.
- Use same color of paper as your resume.
- Do not use present or past employment business stationery.
- Always proofread your cover letter.
- Remember to sign your cover letter.
- Don't be negative.
- Don't mention needed salary, fringe benefits, or vacation time.

## Creating Stellar Cover Letters

A cover letter is another important job marketing tool and it is as important as your resume because it is your first impression with the employer. Plus, it provides you with an opportunity to explain the negative aspects of your resume and direct the attention to the resume parts that relate to the job opening. Below is a breakdown of the different parts of your cover letter.

### Contact Information

Include electronic communication on your cover letter. Provide a current e-mail address (that you check regularly) along with a phone number that will roll to voice mail if you're unavailable. However, make sure the voicemail you are directing the employer to has a professional and courteous message.

### Format

Cover letters should be written in a business format. Parts of a cover letter include: Job Seeker's Address and Phone Number, Date, Employer's Name and Address, Salutation, Body, Closing, and Enclosure.

### Salutation

Use the employer's name and title if known. Do not use a first name only, use the entire name or last name such as "Dear Mr. Wilson. Otherwise, address as "Dear Sir or Madam".

### First Paragraph

Your first sentence should tell how you learned of the possible opening. Use the remainder of the paragraph to express interest in a specific position or a particular kind of job and state that you have enclosed a resume.

### Second and Third Paragraphs

Your cover letter needs to fit the needs of the organization and job of interest. Direct attention to your qualifications and company knowledge. Remember, the purpose of your cover letter is to convince the employer to read your resume. The letter needs to be concise and professional.

When applying for a position that is a complete career change, explain to the reader you are making a change and why you are qualified for the position. Qualifications may include recent education or volunteer experience.

If you don't explain how you qualify for a career change position, the reader may eliminate your resume quickly because you do not have the matching work history.

### Fourth Paragraph

Request an interview that takes into consideration the company and type of job for which you are applying. End the letter by thanking the person for their consideration.

### Closing and Signature

May use:

- Sincerely
- Yours truly
- Sincerely yours
- Cordially

### Enclosure

Notice of what you included with your cover letter such as resume or work sample.

### Photos

It is not appropriate to include your photo on a resume or cover letter.

John Jobseeker  
1234 Elm Street  
Des Moines, IA 50311  
(515) 555-1234 (H)

August 15, 2005

Albert Monte

Al's Prime Peanut Packing Plant  
9876 Main Street  
Des Moines, IA 50311

Dear Mr. Monte:

I am writing to apply for the peanut product purchasing manager position that you listed with Iowa Workforce Development. Al's Prime Peanut Packing Plant is well known in the peanut packing industry and I hope to have the opportunity to work for such a highly regarded company.

As my enclosed resume illustrates, I have worked for Pat's Premiere Peanut Packing Plant since 1997. I started as a peanut packer and worked my way up to the position of peanut product purchasing manager, a position I have held for the past five years. Working my way up through various positions in the field has helped me to become knowledgeable in all aspects of the peanut packing field. In addition, I have recently completed my BA degree in Business from Drake University, Des Moines, IA.

Your job order also stated that experience in Microsoft Excel is desired. As a peanut product purchasing professional for Pat's Premiere Peanut Plant I am required to utilize Microsoft Excel on a daily basis. Although I completed many projects with Microsoft Excel, my latest accomplishment has been to develop a new spreadsheet analysis of vendor costs.

As you can see, my experience as a peanut product purchasing professional, as well as my 7 years of experience in the peanut packing industry, would allow me to quickly become an asset to your company if given the opportunity. I hope that you will allow me to discuss my qualifications in more detail with you during an interview. You can reach me at home (515) 555-1234 if you have any questions or to schedule an appointment at your earliest convenience. Thank you for your time and consideration.

Sincerely,  
John J. Jobseeker  
John J. Jobseeker

Enclosure: Resume

# Preparing for the Interview

The most important thing to do in an interview is to sell yourself! Many people don't get the job because they fail to do just that. Here are a few tips to help:

- When an interviewer asks "Tell me about yourself," talk about your accomplishments, skills and abilities- NOT your family, hobbies or interests.
- Explain what you mean by using examples or stories. Look the interviewer in the eyes. Smile. Be an active participant in the conversation.
- Try to turn trick questions to a positive. Such as "What's your greatest weakness?" Respond with "I'm a workaholic. I like to get things done before I go home at night."
- When the interview is coming to a close, finish by asking for the job. Such as "Mr. Smith, I want this job. I can offer you (state your skills, abilities, talents)."
- Demonstrate you have the ability to help their company.

The best way to prepare for an interview is to role play. Grab a friend or relative and have them play the interviewer. The more you practice, the more comfortable you'll feel in an actual interview.

During the interview, try your best to address the fears/concerns of most employers. Convince them:

- You won't need a lot of time to become productive (quick learner)
- You put in an honest day's work
- You do not need constant supervision
- You are a hard-worker, always give 100%
- Your attendance record. You don't constantly call in sick, arrive late,

leave early, refuse overtime and constantly ask for raises

- You are humble and positive
- You work with integrity. You are honest and admit your mistakes
- You're not a quitter and you won't leave when needed
- You're not arrogant, conceited, rude, pushy, antagonistic or moody
- You take pride in your work, appearance or behavior
- You don't lie, cheat or steal
- You take pride in the company you work for and will do everything you can to help the company

Be prepared to ask the employer questions as well. Be positive, and avoid asking questions that give the negative impression that you are only interested in what the employer can do for you. Sometimes your questions will get answered during the interview, but here are some suggestions. Bring these questions along to the job interview:

- What would my job duties be?
  - How would I be trained?
  - How would my progress be rated?
  - Are promotions possible?
  - Who would I be reporting to?
  - Why is this job open?
  - May I have a tour of the work area?
- Save the "what's in it for me" questions until the end of the interview. If the employer hasn't volunteered this information, ask them about the rate of pay, fringe benefits, and any probationary period.



## Sample Interview Questions

A few sample interview questions.

- Why do you want to work as a ....?
- What qualifications do you have?
- How did you feel about being laid off?
- Why do you want to work for us?
- How long have you been looking for a job?
- What motivates you to do a good job?
- Give an example of any major problem you faced and how you solved it.
- Do you prefer to work alone or in a group?
- Would you rather be in charge of a project or work as part of the team?
- What would you do if one supervisor told you not to do something and another supervisor told you to do it later?

## Reasons People Don't Get Hired

- Poor personal appearance.
- Overly aggressive.
- Inability to express information clearly.
- Lack of interest and enthusiasm.
- Lack of planning for career; no purpose or goal.
- Nervousness, lack of confidence and poise.
- Over emphasis on money.
- Lack of tact and courtesy.



- Negative attitude about past employers.
- No genuine interest in company or job.
- No eye contact with the interviewer.
- Application form is incomplete or sloppy.
- No sense of humor.
- Late for interview.
- Failure to express appreciation for interviewer's time.
- Gives vague responses to questions.
- No follow up with thank you note or phone call.



## Tips for Starting Over

It can be very intimidating to start over. The first few weeks on the job are a chance for you to start over. A key part of this is settling-in and learning the ropes.

1. Be Friendly
2. Be Flexible
3. Show Initiative
4. Be Dependable
5. Don't be Fake
6. Obey the Rules
7. Admit your mistakes
8. Hold your ideas
9. Solve your own problems
10. Find a role model

## Thank You Notes

Thank you letters and notes should be standard tools in your job search.

- The thank you letter should be a standard business letter format, while the note may be a simple, handwritten note or card.
- You may consider sending your thank you note by email.
- Write a thank you letter or note no later than 24 hours after the interview, even if things didn't go well.
- Be brief and to the point.
- Note the job you interviewed for and also list the date of your interview.
- Use the name and title of person who interviewed you.
- When thanking a potential employer, restate your interest in the position and the company. Offer to come to another interview or to provide more information if needed.



## Follow-Up Calls

After the interview is over, and you've sent a thank-you note expressing your appreciation for consideration, wait a couple of days and make a follow-up call to see if the employer has made a decision. If you got the job – congratulations! You'll probably find out when you'll start, etc. If you didn't get the job, don't be afraid to ask why not in a non-threatening manner. If the manager hasn't made a decision yet, find out if there is anything else you can do, but don't be pushy and don't beg.





# Necessary Job Search Skills

In today's world, job searching is not usually a one time event in most people's work life. Studies show that the average person will change jobs more frequently today than in the past. The change is due, in part, to the fluctuating economy and fast paced technological and scientific advances. That is why it is so important to learn the techniques of job search and consider it an invaluable and evolving life-time skill for present and future use.

Therefore, job search skills need to be constantly maintained and updated throughout your work life. Once you have acquired job seeking skills:

- Your confidence increases and your fears about looking for a new job are reduced.
  - Your ability to interview and present yourself and your skills improves.
  - You have more knowledge and are better prepared to move up the career ladder.
  - You are more employable to potential employers when you are employed
- You know more about the needs and trends of the labor market
  - You are more aware of your value and worth to your employer and the labor market
  - You know how to highlight your skills and abilities to stay ahead of the competition, achieve upward mobility, and negotiate successfully
  - It is recommended that you make the most of the valuable skills and assets acquired through your job search.
  - Keep your skills current. Maintain a list of new software, responsibilities, and achievements.
  - Update our resume when you have gained new skills, abilities, and accomplishments.
  - Get the training or experience you will need to move up or to a different employer.
  - Maintain a list of awards, accomplishments and recognitions to present to your supervisor to lobby for a raise or for upward mobility. Also include that information on resumes and cover letters.



## Job Search Resources

### Publications

More information is available at your local Iowa Workforce Development office. Call or stop by for some one-on-one help with your questions, or ask for copies of these helpful publications:

- The Great Job Search
- Discovering Your Talents
- Creating Résumés
- A Veterans Guide for Successful Job Interviewing
- Job Search Tips for Older Job Seekers
- Billfold Résumé for Job Interviews
- Successfully Interviewing Job Applicants
- Merchandising Your Job Talents

## Ten Steps of a Job Search

1. **Plan your time** - make a to do list for everything you will do to look for a job
2. **Identify Occupations** - make a background experience list to identify jobs that use your talents
3. **Identify Employers** - ask friends, relatives, etc. to help you find job openings. Visit your local IWD Workforce Center. Visit IowaJobs.org.
4. **Prepare Materials** - assemble a job search kit that includes: pens, notebook, maps, bus schedule, clean resume copies, applications, background/experience list, Social Security Card and photo ID.
5. **Contact Employers** - review job announcements to determine how your skills apply to the opening. Go to companies to fill out applications. Call employers directly.
6. **Prepare Interviews** - learn about the company your are interviewing with. Assemble resumes, application forms and make sure everything is neat.
7. **Go to Interviews** - Dress right for the interview. Be clean, concise and positive. Remember to thank the interviewer.
8. **Evaluate Interviews** - send a typed, signed thank you letter within 24 hours of the interview.
9. **Take Tests** - find out about the test you are taking. Brush up on job skills. Be confident and relaxed.
10. **Accept the Job!** Be flexible regarding salary - but don't sell yourself short. Understand job duties, expectations and work hours.

# Job Search Websites

## Federal Job Listings:

R.I. Arsenal Federal Jobs  
www.cpol.army.mil/

Department of Veteran's Affairs  
www.jobcentral.com/vetcentral/

Office of Personnel Management  
www.usajobs.opm.gov/

U.S. Fish and Wildlife Service  
www.fws.gov/jobs/

Job Central  
www.jobcentral.com

Federal Job Opportunities  
www.usajobs.opm.gov

Federal Job Search  
www.federaljobsearch.com

Careers In Government  
www.careersingovernment.com

Federal Jobs Digest  
www.jobsfed.com

## State Job Listings:

State of Iowa jobs  
www.das.iowa.gov

IWD Job Site  
www.iowaworkforce.org

Iowa: The Smart Career Move  
www.smartcareermove.com

## Miscellaneous Sites:

Work In Iowa  
www.workiniowa.com

ExecSearches.com  
www.execsearches.com/exec.default.asp

Summer Jobs  
www.summerjobs.com

Employment Guide  
www.employmentguide.com/site/index.html

Dice  
www.dice.com

Monster.com  
www.monster.com

Job.com  
www.job.com

All Star Jobs  
www.allstarjobs.com

Adquest-Help wanted  
www.adquest3d.com

AARP/SCSEP  
www.aarp.org/scsep

East Central Intergovernmental Association  
www.ecia.org/

State Job Outlook 2012  
www.iowaworkforce.org/lmi/occupations/outlook/joboutlookstate.pdf

Black Hawk County  
http://www.co.black-hawk.ia.us/depts/hrjobs.html

Indeed  
www.indeed.com

## Educational:

U.S. Department of Education  
www.ed.gov/index.jhtml

Financial Aid Information Page  
www.finaid.org

## Iowa Workforce Job Listings

**www.iowajobs.org**

At any given time, over 13,000 jobs are posted. Many of Iowa's top employers have their job openings automatically added directly from their web sites. This ensures that only the most current jobs are posted. IWD encourages all Iowans to begin their job search with IowaJobs.org.

## Career Websites

O'Net  
http://online.onetcenter.org

Career One Stop  
www.careeronestop.org

America's Career Info Net  
www.acinet.org/

Public Service Employees Network  
www.pse-net.com

Iowa Workforce Information Network  
http://iwin.iwd.state.ia.us/iowa/OlmisZine

Career Builder  
www.careerbuilder.com

Career.com  
www.career.com

Student Information  
http://www.iowaworkforce.org/files/students.htm