

# Rules of Thumb for Job Hunters

by Harry Dahlstrom, author of *The Job Hunting Handbook*

- 1 80 percent of all job openings are not advertised.
- 2 The best way to get a job is to ask family and friends if they could help you get a job where they work.
- 3 The next best way to get a job is to apply through the “Employment” page of a company’s own web site
- 4 70 percent of job hunters use both newspapers and the internet to look for employment.
- 5 Every year, about 12 million people find work through employment agencies.
- 6 Mail a letter and your resume to 100 employers asking for a job interview and you could expect about 3 interviews.
- 7 Employers interview four people for every hire they make.
- 8 Showing up 5-15 minutes late for a job interview will disqualify you 60 percent of the time.
- 9 The first question asked during an interview is usually: “Can you tell me a little about yourself?”
- 10 80 percent of employers regularly conduct reference checks.

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