



# JOB HUNTING HANDBOOK CLASS

Everything you need to get hired!

Iowa tribe of Oklahoma

October 18, 2016

**When: Tuesday October 18, 2016**

**Where: ITO White Cloud Building**

**Time: 5:30– 6:30pm**

**SEATING IS LIMITED TO 20 INDIVIDUALS!!**

**Pre-registration: email your name, age, address, and tribal affiliation to: [rriley@iowanation.org](mailto:rriley@iowanation.org) or phone: 405-547-2402 ext. #209**

**This program is a part of the ITO Job Placement and Training program and open to adults that are Iowa tribal members or other natives enrolled in a federally recognized tribe that reside in the Iowa Jurisdiction of Lincoln, Logan, or Payne counties.**

## **The Job Hunting Handbook**

Everything You Need to Get Hired  
in 48 Easy to Read Pages

by Harry Dahlstrom



THE AMERICAN JOB MARKET

*“55% of the labor force works for small business 26% of the labor force works for medium-sized business 19% of the labor force works for large business”*

*- U.S. Bureau of Labor Statistics*

## **In This Class**

- Learn how to show employers you have the “right stuff”
- 13 proven ways to get a job interview
- What to wear to a job interview
- How to fill out a job application