



**City of Seattle**  
Mayor's Office for Senior Citizens  
Age 55+ Employment Resource Center

# Your Job Search Checklist

PRINT FOR EASY REFERENCE

The Age 55+ Employment Resource Center has a waiting list for services.  
Please do not wait for us to call you. Get fully engaged in your job search today!

- 1 Register:** Complete the attached Age 55+ Employment Resource Center registration form (also available online at [www.seattle.gov/seniors](http://www.seattle.gov/seniors)) and sign the client responsibilities form on the reverse side. Attach a resume, if you have one already. Return the form at your earliest opportunity.
- 2 Resources:** Explore additional resources available to you via the Mayor's Office for Senior Citizens (see [www.seattle.gov/seniors](http://www.seattle.gov/seniors)), including Seniors Information & Assistance and the Utility Discount Program. As soon as you register with our Center, you are eligible to take free Seniors Training Seniors computer skill classes.
- 3 WorkSource:** We encourage dual registration with WorkSource ([www.worksourceskc.org](http://www.worksourceskc.org)). Take advantage of training and other resources offered at WorkSource sites throughout King County. We augment WorkSource programs by providing services and advice tailored for mature workers.
- 4 E-Mail:** If you do not have an e-mail account already, you can establish a free e-mail account using a computer at your local library, any WorkSource office, and most senior centers, with help from the staff there. List your e-mail address on your resume. Check your e-mail inbox daily.
- 5 Voice Mail:** If you do not have easy access to a phone with voicemail or to an answering machine, you can set up FREE Voicemail. Call **206-376-5000** and follow the directions. List your voice mail number on your resume. Check for messages daily.
- 6 Resume:** Create or update your resume. Get help from Seattle Public Library. Visit the Job Resource Center on Level 5 of the Central Library, call **206-386-4636**, search [www.spl.org](http://www.spl.org) using the keywords "Job Search", or ask any branch librarian for assistance.
- 7 Jobs:** Once you are registered with the Age 55+ Employment Resource Center, we will send a job list to your email address on a regular basis. In addition, we encourage you to look for jobs that interest you at WorkSource (see #3 above), AARP (<http://jobs.aarp.org>) and other job search sites.
- 8 Applications:** Remember, you are on a mission! Plan to spend several hours each day in training, interviewing and/or applying for jobs.
- 9 Your Job Counselor:** Contact your Job Counselor at least once every 30 days to discuss your training experiences, job applications and interviews, and whether you have found work. Your counselor can review your resume, recommend strategies, and serve as a sounding board for your ideas. You can also call our Job Counselor-of-the-Day (Monday–Thursday, 9–3 only).

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