

# Classifieds Tips

- Decide what **type of job** you are looking for.
- Identify any **job details** that are important to you such as salary, location, etc.
- Locate the classified section in the newspaper.
  - The classifieds are usually found in one of the back sections of the newspaper. The Sunday edition usually has the biggest classified section.
- Find the **employment section** of the classifieds.
- Search the job listings and circle any jobs that are interesting.
- Follow the directions listed to apply for the job.



## Common abbreviations:

FT = Full time

PT = Part time

ASAP = As soon as possible

EOE = Equal opportunity employer

Exp. Pref. = Experience preferred

