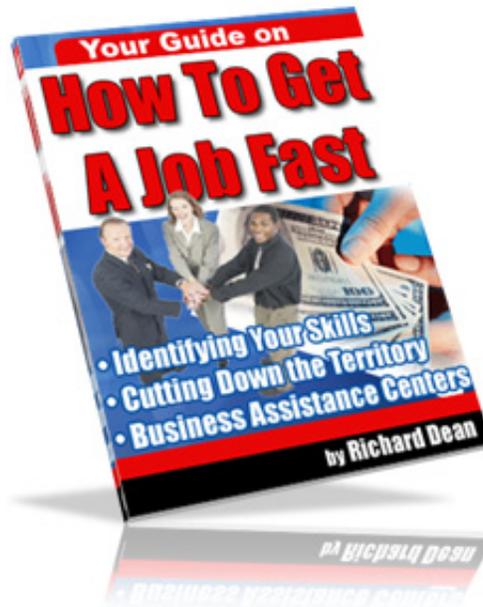


# An Insiders Guide To

How To Get A Job FAST!



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## OVERVIEW OF Getting A Job Fast

In todays unpredictable economy, the idea of job security with any company would seem to be a thing of the past. Large company layoffs, golden handshakes, mergers, leveraged buyouts, company acquisitions and similar business moves have left people of all ages out of a job.

While there may be some compensation upon being let go from the firm you work for, this money wont last forever. Or, if eligible for unemployment benefits, this also has a finite period of time attached to the check. Sooner or later, job hunting will be necessary.

But its not only the individuals who have been turned out of jobs whom this booklet can help. How happy are you in the business youre in? Do you long to do something else with your career? If so, youre not alone. You have plenty of company in wanting to change your goals and focus in life.

Perhaps youve just turned 40 and realize that youre into the second half of a working career youve never really liked. Studies have shown that working in a job because you have to, not because you like it, can have some effect on an individuals life span. Why take years off your life when you dont have to?

The problem for most people in these situations is that theyre not sure where to start. Theyve either been tossed into this situation unexpectedly and are trying to make decisions on the run, or they know that they at least have a paycheck, so they postpone thinking about trying to focus in on a job hunt for something they truly like to do.

Well, cheer up! This booklet will help you refocus, identify the skills you have, narrow down the type of work you like to do and give you a number of outlets to gather information from in prospects of landing that job that will carry you contentedly into your retirement years. The best news is that this doesnt have to be a long, drawnout process. You can label your transferable skills and acquire helpful data within a few days! Its not a year or two effort were talking about.

The secret is knowing where to look, what to ask and how to narrow down the type of job youd not only enjoy, but be pretty good at, too! So much of this is understanding what makes you tick! Who better to identify this than you? This booklet will give you some pointers in doing it, but it will be up to you to take the time to really analyze what it is you like and want to do. Knowing your strengths and weaknesses will give you the power to change your life!

### *Identifying Your Skills*

What are you good at?

Have you ever thought about it? In a truly critical, analytical way? Have you actually sat down and listed your skills and capabilities?

This may seem basic, but its not. Even if youve attempted to start a list, it is very likely you didnt go far enough or deep enough and thus missed a few outlets for your skills that might very well unlock the key to your career future

The following exercise can help you truly identify the skills you currently use (or may not use) and this will set the stage to see if theyre transferable to another industry.

There are three major categories of skill identification. You deal with people, things and information everyday. In each category, this requires a skill or combination of several skills. You might not even realize the extent of your ability in an area. You probably know what youre not good at or what you dont like doing, but pinpointing exact skills is not necessarily easy.

People. Lets divide your skills at dealing with people into *working with individuals* and *working with groups*.

Individuals: In working with individuals singly, are you good at:

- communicating in direct conversation or on the phone?
- communicating well by the written word?
- helping, serving or receiving and carrying out instructions?
- referring people, or helping put two people together?
- advising, monitoring, coaching or counseling?
- teaching, instructing, training or tutoring?
- persuading, motivating or selling?
- assessing, evaluating or interpreting others?
- diagnosing, healing or treating?

Groups: In working with organizations, companies or associations, are you good at:

- making presentations?
- communicating by written word like a newsletter?
- public speaking?
- leading or moderating a group discussion?
- preparing seminars or other educational events?
- training large groups?
- consulting or giving advice?
- leading or taking the lead?
- coaching others in recreation or exercise?
- performing, acting, singing, amusing or inspiring?
- motivating, persuading or selling?
- negotiating a settlement of some kind?
- following through, getting things finished, producing?
- managing or running a business?
- supervising?
- initiating or beginning a concept, idea or business?

Think carefully about each of these items. Answer fairly and honestly. Theres no reason to try and fool anyone. This is not a personality test! Youre simply attempting to frame your likes and dislikes about dealing with individuals, singly or in groups.

Compile your list of definite yes and no answers and write them down. Keep them handy for future reference.

Things. There are, essentially, six major categories of working with various things. These things are identified as objects (tools, instruments), equipment and machinery or vehicles, materials like cloth, wood and clay, your body, buildings or homes and raising or growing things.

Objects. Do you have specific skills in dealing with food, tools, instruments or the like in:

- handling?
- washing?
- preparing?
- maintaining?
- producing?
- creating?
- repairing?
- cleaning?
- knowledge?
- cooking?
- preserving?

Equipment. Are you good at working with some type of machinery or vehicle in:

- driving?
- controlling?
- assembling?
- repairing?
- cleaning?
- disassembling?
- maintaining?
- operating?

Materials. What is your skill level with items such as clay, jewelry, metal, wood, stone and cloth as far as:

- cutting?
- painting?
- crafting?
- restoring?
- weaving?
- sewing?
- carving?
- molding?
- shaping?
- refinishing?
- sculpting?

Your Body. Are you good at using:

- your hands?
- motor coordination?
- physical coordination?

- your fingers?
- your eyes?
- your eyes and hands in coordination?
- your strength?
- your stamina?

**Buildings.** Do you have a particular affinity and capability for:

- constructing?
- remodeling?
- decorating?
- designing?

**Raising or Growing.** Are you able to successfully:

- train animals?
- treat animals?
- garden?
- landscape?
- raise plants or animals or other vegetable or mineral?

This is the hands-on category. Do you have manual skills and, if so, what specifically can you do well? More importantly, do you enjoy it? Many people have turned hobbies they love into fulltime, paying work. List the skills you have as associated with any of these categories. Also list the things you dislike doing, too. Finding that job you love is as much avoidance of things you dislike as things you love to do.

*Information.* The final category in this part of the evaluation process is seeing how good you are and how much you enjoy working with ideas, concepts, information, specific data and technology. There are four categories to concern yourself with. Do you like creating, storing, managing or putting this information to good use?

**Creating.** Are you particularly good at:

- gathering information by observation?
- gathering information through research?
- searching for data?
- imagining ideas or concepts?
- inventing?
- sensory feelings?
- designing?

**Storing.** Once you've assembled the information, are you good at:

- storing or filing records in file cabinets, microfiche, audio or video cassette?
- bookkeeping?
- computer storage?
- retrieving the information once stored?
- helping others retrieve the information?
- keeping track of details?
- memorizing?
- filming or recording?

Managing. You must do something with the data or information youve assembled and stored. Are you good at:

- analyzing your data?
- organizing?
- classifying?
- planning?
- accounting?
- writing?
- painting?
- drawing?
- problem solving?
- evaluating your data?
- programming?
- prioritizing?
- decisionmaking?
- dramatizing?
- comparing with other data?

Using The Data. Once youve decided to use the information, are you good at:

- disseminating the information?
- demonstrating?
- putting it to some use?
- showing it to individuals or groups?
- publishing?
- reporting?

At this point, you should total up your positives and the negatives (what you dont like or arent very good at) in this category. You now have three categories and you should combine the lists of advantages and disadvantages to see what your strong suits are. You may find that you like observing people and taking this information and writing a script and then putting it on video or film. This comes from seriously analyzing each of these categories and finding a consistency in what you love and what youre good at. Your next step would be to look at more specifics rather than generalities

**Specifics:** It's time to look at items you specifically like to work with. The following list should help you check **yes** or **no** to a number of things. Keep in mind that this is by no means a complete list and you should add your own thoughts of items you either like or dislike to make it more complete. Remember, this is *your* list, your career, your life, so make it as close to what fits you as possible. We're merely giving you suggestions to help your frame of reference.

Office Products:

- desk

Clothing:

- all types of clothes

- computer
- switchboard
- word processor
- pen or pencils
- printers
- software
- office machines
- dyes
- shoes and boots
- sewing machine
- umbrella, raincoat, poncho
- buttons or zippers
- patterns
- knitting

Household Goods:

Material:

- furniture
- appliances
- dishes
- laundry
- blankets
- wallpaper
- clocks
- pots and pans
- burglar or fire alarms
- chimneys
- carpet
- paint
- tools
- tents
- paper
- stone
- aluminum
- cement
- pottery
- plants
- bricks
- wood
- bronze
- pewter
- cloth
- steel
- brass
- paper-mâché

Electronic:

- television
- camera
- stereo
- videotape recorders
- radios
- radar equipment
- movie equipment
- tape recorder
- records, CDs, cassettes

Financial

- calculator
- money
- adding machine
- money market accounts
- cash register
- ledgers
- financial records
- stocks
- futures

Recreation:

- musical instrument
- games
- gambling
- board games
- sporting events
- kites

Communication:

- telephone
- short-wave radios
- telegraph
- answering machines
- fax machines
- printers

Transportation:

Medical:

- bicycles
- automobiles
- trains
- airplanes
- hot air balloons
- boats
- subways
- motorcycles
- RV's
- x-ray machines
- lab testing
- medicine
  - prosthetics
  - dental equipment
    - anesthetics
  - vitamins
  - hearing aids
  - eyeglasses

Equipment:

- guns
- gym apparatus
- fishing rods
- lawnmowers
- garden tools
- rakes
- traps
- axes
- pesticides
- plows
- harvesters
- threshers

Miscellaneous:

- books
- newspapers
- videos
- magazines
- overhead transparencies
  - candles
- batteries
- lasers
- engravings
- lithographs
- paintings
- silk-screens

- shovel or pick
- tractor
- handtrucks
- sander
- drill
- microscope
- telescope
- toys
- food
- wine or beer making

Your list should be fairly complete. If you've followed your true nature, you should begin to see a pattern— similarities indicating the type of work you were destined to do. If your interest is in film and cameras and film making, that will be clear as you review your likes, dislikes, strengths and weaknesses from these lists. Now you need to refine and focus.

## *Cutting Down the Territory*

First, let's look at specific knowledge you might possess. Run through the following list, add to it and list the knowledge you currently have. Second, go through the list again and identify the knowledge you would like to have. This will give you two current snapshots: what you know now and what you'd like to know in the future. The latter will define your future educational goals. It may be in areas you believe you'd enjoy if only you had a little more education.

No problem. It may be that a little more learning is needed to advance into what you truly want to do. There's no reason you can't take classes in those specific disciplines. There's no reason you can't work at an entry-level position in that industry and learn as you go. Often, a company may pay for your future education if it is in the skill areas of their field. So list the desires as well as your current expertise.

psychology  
 chemistry  
 physics  
 cinema  
 foreign language  
 management  
 personnel recruiting  
 insurance benefits  
 geography  
 history  
 art  
 broadcasting  
 accounting

taxes  
marketing  
sales  
computer programming  
aerobics  
graphic arts  
religion  
horticulture  
government contracts  
politics  
teaching  
interior design  
architecture  
vehicle repair  
travel  
systems analysis  
astronomy  
research  
packaging and distribution  
import/export  
merchandising  
machine operation  
graphic arts  
photography

List all of the fields you like in priority, arranged by most knowledge of and likes. List the fields you are interested in and believe you'd like, but need more training and education. Keep these lists handy and separate.

Now, it's time to decide location. Are you tired of where you live? Would you like to live somewhere else? Is this the town you grew up in but have never seen any other place? Have you gone somewhere on vacation and thought about how great it would be to live there?

Part of cutting down the territory and focusing your job search efforts is to select the area you'd like to practice your skills and talent and apply them to a wage paying job. There's not much progress made if you find work you like but you still dislike everything else about your living situation. Finding a good job also means finding it in the location you like best.

So, get out to the library and consult a couple of publications like Places Rated Almanac and identify your top five places to live. Narrow down an area and list specific towns. Then, find out the number for the local Chamber of Commerce and see how you can get more information about the place itself and the businesses located in the area that are in the field(s) you've narrowed down for yourself. These local chambers are glad to send out information and would be equally happy to see you move in and become a member of the community. There are lots of wonderful places to live in this country. Take advantage of it!

You say you're interested in Arizona? Where? Phoenix? Tucson? Kingman? Bullhead City? Pick an area and start to accumulate information. If it's possible to visit, by all means get out and see it.

Now you have areas and locations and lists of businesses in those areas. Now's the time to narrow it down. Select the top two areas and hone in on finding work.

Update your resume. There are dozens of books out there on this subject. Craft it the way the experts suggest. Do it by skills if that tells more about you than where you've actually worked. Find out about local schooling programs in your chosen locations in the event you need further education in the areas you want to do more with.

Don't move to a place that doesn't have jobs in the areas you like and are good at or in which you intend to improve your skills.

Finally, begin to make contacts with personnel. Find out if there are local job hotlines and other employment identification features. Certainly make contact with specific businesses that you've already identified as possibilities.

As you start to accumulate your information with which to narrow down the territory in terms of location, skills and interest, there are a number of resources you can tap, (the majority of which are either free or have a nominal cost to obtain the information that can help you decide your future).

## Free Career and Job Opportunity Information

There is plenty of assistance out there in the marketplace to obtain information about careers and finding jobs and similar data. You are often only a phone call away from obtaining details of specific fields of your interest. One of the problems with job assessment and reevaluation is that once you know what you want to do and where you want to go, you run out of ideas for information search.

Peruse the following list. As you can see, there is a substantial amount of information available to you. It's simply a matter of knowing where to look.

### **Airline Jobs Bank**

Office of Labor Management Programs

Bureau of Labor-Management Relations

U.S. Dept. of Labor

200 Constitution Ave. NW Room N5603

Washington, DC 20210

(202) 219-4473

### **Art Conservation and Museum Careers**

Office of Museum Programs

Smithsonian Institution

900 Jefferson Dr. SW

Washington, DC 20560

(202) 357-3101

### **Aviation Careers**

Aviation Education Officer

Federal Aviation Administration

U.S. Dept. of Transportation

800 Independence Ave. SW

Washington, DC 20591

(202) 267-3469

### **Careers In Dozens of Fields**

Superintendent of Documents

Government Printing Office

Washington, DC 20402

(202) 512-1800

Publications cost anywhere from \$1.50 to \$3.00 and include information about business, managerial and legal occupations; clerical and administrative occupations; communications, computer and construction occupations; education, engineering, nursing, dietetic, health technology and medical careers, etc. There is also a book called *The Bottom Line: Basic Skills in the Workplace* and *Career Opportunities in Art Museums, Zoos and other Interesting Places*.

### **Coast Guard Training**

U.S. Coast Guard  
U.S. Dept. of Transportation  
Aeronautical Center  
MPB 237, P.O. Substation 18  
Oklahoma City, OK 73169-6999  
(405) 680-4265

### **Creative Writers Publishing Grants**

Literature Program  
National Endowment for the Arts  
1100 Pennsylvania Ave. NW Room 720  
Washington, DC 20506  
(202) 682-5451  
Grants range from \$2,000 to \$50,000.

### **Criminal Justice Career Opportunities**

Order the guidebook *Criminal Justice Careers* from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, (202) 512-1800. Cost is \$7.00.

### **Dental Health Professions**

Division of Associated and Dental Health Professions  
Health Resources and Services Administration  
5600 Fishers Lane Room 8-101  
Rockville, MD 20857  
(301) 443-6854

**Disease Control & Environmental Health Training**

Training and Laboratory Program Office

Centers for Disease Control

1600 Clifton Road

Atlanta, GA 30333

(404) 639-2142

**Displaced Homemakers Job Network**

1625 K. St. NW Suite 300

Washington, DC 20006

(202) 467-6346

**Employment in Transportation**

Central Employment Office

Office of Personnel

U.S. Department of Transportation

400 7th Street SW Room 9113

Washington, DC 20590

(202) 366-4433

**Epidemic Intelligence Service**

Epidemiology Program Office

Centers for Disease Control

Atlanta, GA 30333

(404) 639-3588

**Experimental Job Training Opportunities**

Office of Strategic Planning and Policy Development

Employment & Training Administration

U.S. Department of Labor

200 Constitution Ave. NW Room N5637

Washington, DC 20210

(202) 219-7674

**Fish Husbandry Training Academy**

National Fisheries Center

National Education & Training Center

Rt. 3 Box 49

Kearneysville, WV 25430

(304) 876-1600

**Foreign Service Career Counseling**

Personnel Office

Special Services Branch

United States Information Agency

301 Fourth Street, SW Room 525

Washington, DC 20547

(202) 619-3732

**Health Professions & Training Programs**

Division of Public Health Professions  
Health Resources and Services Administration  
5600 Fishers Lane, Room 8-101  
Rockville, MD 20857  
(301) 443-6854

**Highly Skilled Jobs Apprenticeship**

Bureau of Apprenticeship and Training  
Employment and Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4649

**Indians and Job Training**

Office of Tribal Services  
Bureau of Indian Affairs  
U.S. Department of the Interior  
18th and C Streets, NW  
Washington, DC 20240  
(202) 208-2570

**Information and Records Management Training**

Records Administration Information Center

National Archives and Records Administration  
8th Street and Pennsylvania Ave., NW  
Washington, DC 20408  
(202) 501-6015

**International Trade Commission Jobs**

Office of Personnel  
U.S. International Trade Commission  
500 E St. SW Room 314  
Washington, DC 20436  
(202) 205-2651

**Jobs for Seniors 55 and Up**

Office of Special Targeted Programs  
Employment & Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4643  
Washington, DC 20210  
(202) 219-5904

**Job Training and Employment Services**

Office of the Assistant Secretary for Employment & Training  
U.S. Department of Labor  
200 Constitution Ave. NW Room S2321

Washington, DC 20210

(202) 219-6236

### **Literature Translators Opportunities**

Literature Program

National Endowment for the Arts

1100 Pennsylvania Ave. NW Room 723

Washington, DC 20506

(202) 682-5451

### **Local Help for Job Seekers**

Employment and Training Administration

U.S. Department of Labor

200 Constitution Ave. NW Room N4470

Washington, DC 20210

(202) 219-0157

### **Matching Yourself with the Workworld**

Superintendent of Documents

Government Printing Office

Washington, DC 20401

(202) 512-0000

\$1.00 publication.

### **Medical/Scientist Training**

Medical Scientist Training Program  
National Institute of General Medical Sciences  
Westwood Building Room 905  
Bethesda, MD 20892  
(301) 496-7301

**Migrant & Seasonal Farmworker Opportunities**

Employment & Training Administration  
U.S. Dept. of Labor  
200 Constitution Ave. NW Room N4641  
Washington, DC 20210  
(202) 219-5500

**Modern Archives Management Training**

Office of Public Programs  
National Archives and Records Administration  
8th Street and Pennsylvania Ave. NW Room 505  
Washington, DC 20408  
(202) 501-6017

**National Computerized Job Bank**

United States Employment Service  
Employment and Training Administration  
U.S. Department of Labor

200 Constitution Ave. NW Room N4456  
Washington, DC 20210  
(202) 219-4369

### **Nursing Research Training**

National Center for Nursing Research  
National Institutes of Health  
Building 31, Room 5B25  
9000 Rockville Pike  
Bethesda, MD 20892  
(301) 496-0207

### **Oceanographic Corps Jobs**

Commission Personnel Division, NOAA Corps  
National Oceanic and Atmospheric Administration  
U.S. Department of Commerce  
1315 E W Hwy. Metro Cr 3  
Silver Spring, MD 20910  
(202) 482-6090

### **Securities and Exchange Commission Jobs**

The Director of Personnel  
U.S. Securities and Exchange Commissions  
450 5th Street, NW

Washington, DC 20549

(202) 942-0020

**Special Help to Workers Laid Off**

Office of Trade Adjustment Assistance

Employment and Training Administration

U.S. Department of Labor

601 D St. NW, Room 6434

Washington, DC 20210

(202) 219-5555

**Tomorrow's Jobs In 250 Industries**

Office of Economic Growth

Bureau of Labor Statistics

U.S. Department of Labor

601 D. St. NW Room 4000

Washington, DC 20210

(202) 606-5700

**U.S. Merchant Marine Academy**

Maritime Administration

U.S. Department of Transportation- Kings Point

Long Island, NY 11024

(516) 773-5000

### **Veteran's Employment and Training Help**

Veteran's Employment and Training Service  
U.S. Department of Labor  
200 Constitution Ave. NW Room S1315  
Washington, DC 20210  
(202) 219-9116

### **Women's Jobs in Highway Construction**

Women's Bureau  
U.S. Department of Labor  
200 Constitution Ave. NW Room S3309  
Washington, DC 20210  
(202) 219-6652

### **Work-Based Learning**

Employment & Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room S2322  
Washington, DC 20210  
(202) 219-6871

## **Temporary Work**

There are more than 10,000 temporary employment offices around the country, and these agencies provide individual workers and services to thousands of businesses every day. With the cost of employee benefits rising dramatically in the last few years, employers have become far more interested in the temporary

worker.

This is a great place to work for a while as you're learning a new field. You're paid by the temporary service and you may work at a job for one day, one week or one month or longer. It all depends on the job and the amount of work associated with it. You may be helping a company get a big mailing program done. Or you may come in to help with office duties due to extended illnesses or vacations. It may be a temporary overload situation that needs workers.

Some of the temporary agencies specialize; others are more general and recruit all types of workers. You don't have to be tied down to a regular job. You don't have the pressure normally associated with fulltime work. You can work locally or you can sign on to travel for free and earn money at the same time!

If you've made up your mind to move to a new location, but don't yet have a job, the temporary agency may be the place for you to start while you're looking or working on your education. Don't overlook the value of a temporary agency.

## Small Business Assistance Centers

Your dream may be to start your own business. All of the indications from the tests you've taken point to a specific career. You don't want to work for anyone. You believe you have the determination and desire to succeed. All you need to know is where and how to get started.

There are ample opportunities for both personal and financial assistance from the Small Business Administration. A new loan program called the "Low Documentation" plan has a simplified procedure for applying for \$50,000 or less in SBA loans to get that venture off the ground. These loans are now often underwritten by large banks as well as some of the traditional small banks the SBA has long favored.

The following is a list of places (state by state) to contact to discuss launching your own business. If this has long been your dream—and you have the idea and the ambition to make it happen—there has never been a better time to go into business for yourself. Good luck!

### Alabama

Alabama Development Office	Small Business Advocate
State Capitol, 135 S. Union St.	State Capitol, 135 S. Union St.
Montgomery, AL 36130	Montgomery, AL 36130
(334) 242-0400	(334) 242-0400

### Alaska

Division of Business Development

Small Business Advocate

Alaska Dept. of Commerce

Alaska Dept. of Commerce & Econ. Dev.

3601 C Street Suite 722

P.O. Box D

Anchorage, AK 99503

Juneau, AK 99811

(907) 271-4022

(907) 465-2018

**Arizona**

**Arkansas**

State Small Business Advocate

Small Business Clearinghouse

Arizona Department of Commerce

Arkansas Industrial Development Comm.

4th Floor, Capitol Towers

One Capitol Mall

1700 West Washington

Little Rock, AR 72201

Phoenix, AZ 85007

(501) 682-7500

(602) 640-2316

**California**

**Colorado**

Office of Small Business

Colorado Office of Small Business

California Dept, of Commerce

Office of Economic Development

1121 L Street Suite 501

1625 Broadway Suite 1710

Sacramento, CA 95814

Denver, CO 80202

(916) 445-6545

(303) 844-6622

**Connecticut**

**Delaware**

Office of Small Business Services

Small Business Advocate

Dept. of Economic Development

Delaware Development Office

210 Washington Street

Hartford, CT 06106

(860) 240-4700

P.O. Box 1401

Dover, DE 19903

(302) 739-4271

**District of Columbia**

Office of Business & Econ. Dev.

District Bldg., 1111 E St. NW

Washington, DC 20004

(202) 727-6600

**Florida**

Small Business Advocate

Florida Department of Commerce

G-27 Collins Building

Tallahassee, FL 32399

(904) 487-4698

**Georgia**

Georgia Small Business Assoc.

1280 South CNN Center

Atlanta, GA 30355

(404) 223-2285

**Hawaii**

Small Business Information Service

Dept. of Business & Economic Develop.

P.O. Box 50207

Honolulu, HI 96804

(808) 541-2990

**Idaho**

Small Business Advocate

Department of Commerce

State House

Boise, ID 83720

(208) 334-2470

**Illinois**

Small Business Assistance Bureau

Illinois Dept. of Commerce & Comm. Aff.

100 West Randolph St. Suite 3-400

Chicago, IL 60601

(312) 353-4528

**Indiana**

Small Business Advocate  
Office of Business Reg. Ombudsman  
Indiana Dept. of Commerce  
One North Capitol Suite 700  
Indianapolis, IN 46204-2243  
(317) 232-5295

**Iowa**

Small Business Division  
Iowa Dept. of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
(515) 281-8324

**Kansas**

Small Business Advocate  
Director, Existing Business  
Dept. of Commerce  
400 SW 8th St. Suite 500  
Topeka, KS 66603  
(913) 296-3481

**Kentucky**

Small Business Division  
Dept. of Economic Development  
Business Information Clearinghouse  
22nd Floor, Capitol Plaza Tower  
Frankfort, KY 40601  
(502) 564-4252

**Louisiana**

Small Business Advocate  
Community Development Div.  
Louisiana Dept. of Commerce & Ind.  
Box 94185  
Baton Rouge, LA 70804  
(504) 342-5361

**Maine**

Small Business Advocate  
Maine Dept. of Econ. & Community Dev.  
193 State Street Station 59  
Augusta, ME 04333  
(207) 287-2656

**Maryland**

Maryland Business Assistance Ctr.  
217 East Redwood St.  
Baltimore, MD 21202  
(800) OK-GREEN

**Massachusetts**

Mass. Office of Business Development  
100 Cambridge Street  
Boston, MA 02202  
(800) 632-8181

**Michigan**

Small Business Advocate  
Michigan Dept. of Commerce  
P.O. Box 30225  
Lansing, MI 48909  
(517) 335-4720

**Minnesota**

Small Business Assistance Office  
500 American Center  
150 Kellogg Blvd.  
St. Paul, MN 55101  
(612) 296-3871

**Mississippi**

Small Business Advocate  
Miss. Dept. of Economics  
P.O. Box 849  
Jackson, MS 39205  
(601) 961-7600

**Missouri**

Small Business Advocate  
Dept. of Economic Development  
P.O. Box 118  
Jefferson City, MO 65102  
(573) 751-4982

**Montana**

Business Assistance Division  
Dept. of Commerce

**Nebraska**

Small Business Division  
P.O. Box 94666

1424 9th Ave.  
Helena, MT 59620  
(406) 444-4380

Lincoln, NE 68509  
(402) 471-3742

**Nevada**

Small Business Advocate  
Nevada Office of Commun. Services  
1100 East William  
Suite 116  
Carson City, NV 89710  
(702) 687-4452

**New Hampshire**

Small Business Advocate  
Dept. of Resources & Econ. Devel.  
Division of Economics  
105 Loudon Road  
Concord, NH 03301

**New Jersey**

Office of Small Business Assistance  
200 S. Warren St. CN 835  
Trenton, NJ 08625  
(201) 645-3572

**New Mexico**

Small Business Advocate  
P.O. Box 20003  
Santa Fe, NM 87503  
(505) 827-0300

**New York**

Business Opportunity Ctr.  
NY State Dept. of Econ. Dev.  
Albany, NY 12245  
(800) STATE NY

**North Carolina**

Small Business Advocate  
Small Business Development Center  
North Carolina Dept. of Commerce  
Dobbs Bldg. Room 2019  
430 N. Salisbury Street

Raleigh, NC 27611

(919) 571-4154

**North Dakota**

Small Business Advocate

North Dakota Dev. Commission

Liberty Memorial Building

Bismarck, ND 58501

(701) 328-2525

**Ohio**

Small Business Advocate

Small & Developing Business Div.

P.O. Box 100

Columbus, OH 43266

(614) 466-2718

**Oklahoma**

Teamwork Oklahoma

6601 Broadway Extension

Oklahoma City, OK 73116

(800) 522-OKLA

**Oregon**

Small Business Advocate

Dept. of Economic Development

595 Cottage St. NE

Salem, OR 97310

(503) 373-1200

**Pennsylvania**

Business Resource Network

Forum Bldg. Room 404

Harrisburg, PA 17120

(717) 783-5700

**Rhode Island**

Small Business Advocate

1664 Cranston Street

Cranston, RI 02920

(401) 277-2601

**South Carolina**

**South Dakota**

Enterprise Development Dept.

P.O. Box 927

Columbia, SC 29202

(803) 737-0400

Small Business Advocate

Governor's Office of Econ. Dev.

711 Wells Avenue

Pierre, SD 57501

(605) 773-5032

**Tennessee**

Office of Small Business

Dept. of Econ. & Comm. Dev.

320 Sixth Avenue North

Nashville, TN 37219

(615) 741-2626

**Texas**

Small Business Division

Texas Dept. of Commerce

P.O. Box 12728

Austin, TX 78711

(512) 936-0100

**Utah**

Small Business Advocate

Utah Small Business Devel. Ctr.

660 S. 200 East Suite 418

Salt Lake City, UT 84111

(801) 581-7905

**Vermont**

Small Business Advocate

Vermont Agcy. of Deve. & Comm. Aff.

Montpelier, VT 05602

(800) 622-4553

**Virginia**

Small Business Advocate

Office of Small Business & Fin. Serv.

Virginia Dept. of Econ. Dev.

**Washington**

Business Assistance Division

Dept. of Trade & Econ. Development

101 General Admin. Bldg. AX-13

1000 Washington Bldg.

Olympia, WA 98504

Richmond, VA 23219

(360) 586-3021

**West Virginia**

**Wisconsin**

Small Business Develop. Ctr.

Small Business Advocate

State Capitol Complex

Dept. of Development

Charleston, WV 24305

P.O. Box 7970

(304) 348-2960

Madison, WI 53707

(608) 266-6747

**Wyoming**

Small Business Advocate

Economic Develop. & Stabilization Board

Herschler Building

Cheyenne, WY 82002

(307) 638-6000

## Conclusion

Finding A Job is really an easy task for the dedicated and persistent, its there for the asking. Soon you will be on your way to a new career!

Good Luck!

*Richard Dean*

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