



Tools & Resources for Transitioning to Your Next Job

You're in a
tough spot, but
we're here to
help you
transition to
your next job.

Every year, workers become unemployed through no fault of their own. Rapid response services and programs are intended to help those who have received notice of layoffs or termination due to downsizing or facility closure. Services focus on ensuring that affected employees, like you, know how to take advantage of the many resources available to help you transition to a new job as quickly as possible.

Oklahoma's rapid response team is here to assist you as you move through the process, beginning with this resource book, which is full of helpful information and tips for understanding the resources that are available, including:

- How to file for unemployment insurance
- Tips for finding your next job
- Programs and resources available to get you through the transition

Get started now!

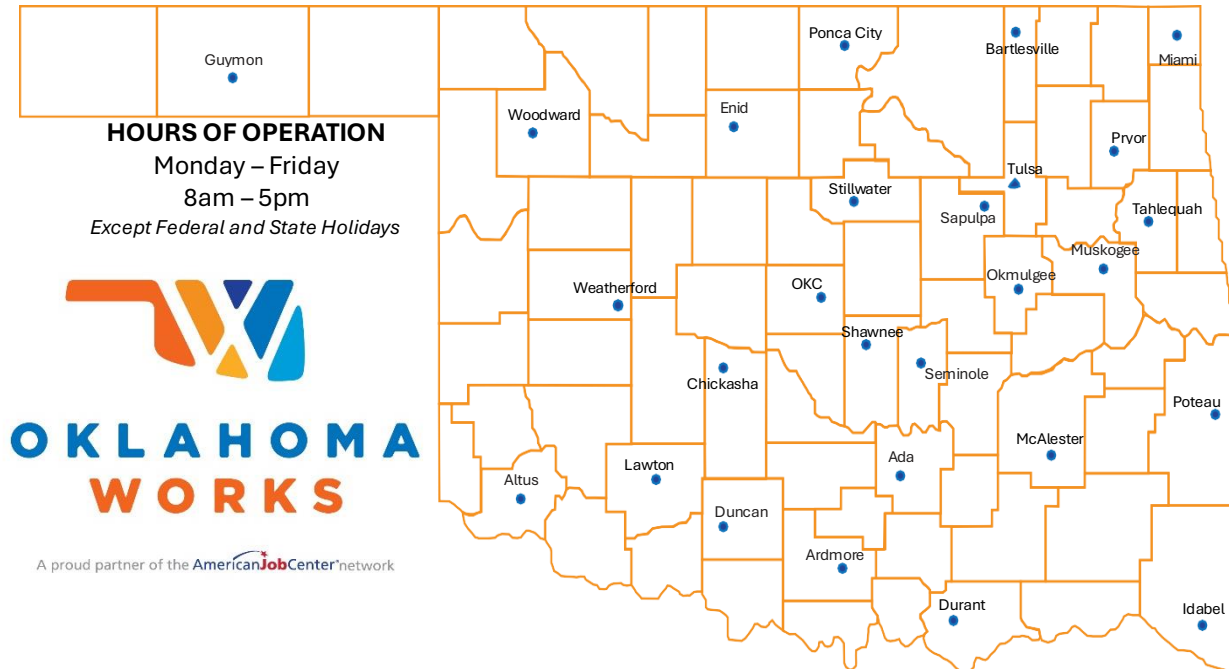
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USERNAME: _____

PASSWORD: _____

Section 1: Oklahoma Works – American Job Center Locations



HOURS OF OPERATION

Monday – Friday
8am – 5pm

Except Federal and State Holidays



A proud partner of the AmericanJobCenter® network

For location details please
visit our website
oesc.ok.gov/locations



OFFICE LOCATIONS

Ada

1500 Hoppe Blvd., Suite 2, (74820)
580-332-1533
Counties Served: Garvin, Pontotoc

Altus

201 S. Main St. (73521)
580-482-3262
Counties Served: Greer, Harmon, Jackson, Kiowa

Ardmore

2421 Autumn Run, Suite B (73401)
580-223-3291
Counties Served: Carter, Love, Murray

Bartlesville

210 N.E. Washington (74006)
918-332-4800
Counties Served: Nowata, Washington

Chickasha

205 W. Chickasha Ave., Suite 5 (73018)
405-224-3310
Counties Served: Grady, McClain, Caddo

Duncan

751 W. Willow, Suite 25 (73533)
580-255-8950
Counties Served: Jefferson, Stephens

Durant

4209 Hwy. 70 West (74701)
580-924-1828
Counties Served: Atoka, Bryan, Coal, Johnston, Marshall

Enid

114 S. Independence (73701)
580-234-6043
Counties Served: Alfalfa, Blaine, Garfield, Grant, Kingfisher, Major

Guymon

304 N.E. 4th (73942)
580-338-8521
Counties Served: Beaver, Cimarron, Texas

Idabel

2102 S.E. Washington St., Suite B (74745)

580-286-6667

Counties Served: McCurtain, Choctaw, Pushmataha

Lawton

1711 S.W. 11th St. (73501)

580-357-3500

Counties Served: Comanche, Cotton, Tillman

McAlester

1414 E. Wade Watts Ave. (74501)

918-423-6830

Counties Served: Haskell, Latimer, Pittsburg

Miami

2114 Denver Harner Dr. (74354)

918-541-2478

Counties Served: Craig, Ottawa

Muskogee

717 S. 32nd St. (74401)

918-682-3364

Counties Served: McIntosh, Muskogee, Sequoyah, Wagoner

Oklahoma City

5005 N. Lincoln Blvd. (73105)

405-426-8850

Counties Served: Logan, Oklahoma, Canadian

Okmulgee

1601 South Wood Dr. (74447)

918-304-3160

Counties Served: Okmulgee

Ponca City

400 E. Central, Suite 103 (74601)

580-765-3372

Counties Served: Kay, Noble, Osage

Poteau

3109 N. Broadway St. (74953)

918-647-3124

Counties Served: Leflore

Pryor

403 E. Graham Ave. (74361)

918-825-2582

Counties Served: Mayes, Delaware, Rogers

Sapulpa

1700 S. Main St. (74066)

918-224-9430

Counties Served: Creek, Osage, Pawnee

Seminole

229 N. 2nd St. (74868)

405-382-4670

Counties Served: Hughes, Okfuskee, Seminole

Shawnee

2 John C. Bruton Blvd. (74804)

405-275-7800

Counties Served: Lincoln, Pottawatomie

Stillwater

3006 E. 6th St., Hwy 51 (74074)

405-624-1450

Counties Served: Payne

Tahlequah

1295 Skills Center Circle (74464)

918-456-8846

Counties Served: Cherokee, Sequoyah, Adair

Tulsa

3666 N. Peoria Ave. (74106)

918-796-1200

Counties Served: Osage, Tulsa

Weatherford

522 W. Rainey Ave. (73096)

580-302-7380

Counties Served: Beckham, Custer, Roger Mills, Washita

Woodward

812 Santa Fe (73801)

580-256-3308

Counties Served: Dewey, Ellis, Harper, Woods, Woodward

Section 2: Unemployment Insurance

The intent of Unemployment Insurance is to pay benefits to eligible individuals during periods of unemployment when suitable work is not available. Unemployment Insurance is a temporary income intended to help workers who are unemployed through no fault of their own.

WHEN to file your claim

- Claims cannot be filed until after the separation occurs
- If you work full-time (32+ hours) during the week you separate from the job, wait until the following week to file your claim
- Claims are effective on the Sunday of the week you file the claim

WHAT you need to file

- Your Information
 - Valid Social Security Number
 - Valid Driver's License/State ID Number
 - If not a US Citizen, you will also need your Alien Certification Number
 - Valid Address and Phone Number
 - Valid personal Email Address
- Employer Information
 - Company Name and Address for all employers for whom you have worked in the last 18 months
 - Mailing Address and Company Name as it appears on your paystub or W-2
 - Work Location Street Address, City, State and Zip Code
 - Exact Dates of Employment



OFFICE LOCATIONS

WHERE to file for benefits

- Claims are filed by internet at claimantportal.oesc.ok.gov
- There is no charge to file for Unemployment Insurance
- Use only the website provided – we will NEVER ask for your credit card information
- Internet access is available at your nearest Oklahoma Works

HOW to file a claim

- Go to claimantportal.oesc.ok.gov to create an account
- Verify your identity
- Click “File for Benefits”
- Receive Monetary Determination
- Register for work at EmployOklahoma.gov
- Complete weekly work search requirements
- File weekly claims



FILE FOR BENEFITS

Unemployment Insurance Eligibility Criteria

To qualify for unemployment benefits, you must perform or meet the below criteria:

Be monetarily eligible

You must have earned a minimum of \$1,500 during the base period and have total wages of one and one-half times the highest quarter.

Be unemployed through no fault of your own

You must have lost your job through no fault of your own, such as a layoff or reduction in hours or pay not related to misconduct.

Be able, available and seeking work

You must be able and available to work and actively seek work by performing the required number of work searches each week. Work searches must be documented and tracked.



REGISTER HERE

Register for work

You must register for a job seeker account on [EmployOklahoma.gov](https://employoklahoma.gov) and upload a current resume or complete then download your resume to save your newly created resume. Failing to add your resume will stop unemployment benefits from being issued.

Verify identity

Identity verification is required prior to filing a claim for unemployment and will be required every 90 days when receiving or filing for unemployment benefits. Identification documents must include one valid state or federal government issued photo ID along with one other document that will establish your identity. For more information on Identity Verification visit

<https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/OESC-ID-Verification-Handout.pdf>



ID VERIFICATION

Unemployment Insurance Fraud

Individuals who commit fraud are subject to possible criminal prosecution, fines and imprisonment. Fraud, for Unemployment Insurance purposes, is knowingly making a false statement, misrepresenting a material fact or withholding information to obtain unemployment benefits. Any statement made to obtain unemployment benefits are subject to verification. Individuals found to be overpaid due to fraudulent actions will be required to repay benefits plus penalty and interest and possibly be denied future benefits.

Don't share your PIN with anyone!

Unemployment Insurance tax is paid by liable employers and is based on wages and separations. This tax does not come out of employee paychecks.

Unemployment Compensation

Monetary Determination

After filing an initial claim for unemployment benefits, you will receive a "Monetary Determination" for unemployment benefits. This determination will show:

- The employers that paid unemployment taxes on eligible wages during the base period
- The start date of the benefit year, which is the Sunday of the week the claim was filed, with the end date being the Saturday of the same week one year later
- The weekly benefit amount
- The maximum benefit amount

Receiving Payments

Benefits are issued by an outside company, Conduent. All eligible individuals will be mailed a debit card after the waiting period, or the first week of benefits, is served. Unemployment payments will be issued to this debit card, but you may elect to have funds automatically transferred to your personal bank after receiving and activating this card.



DEBIT CARD WEBSITE

Please keep in mind the debit card is valid for three years; however, automatic transfers will be deactivated after six months of inactivity. A new card will not automatically be mailed to individuals who were previously issued a debit card which has not expired.

For payment inquiries or to set up automatic transfers, contact Conduent at (866) 320-8699 • goprogram.com

Weekly Benefit Amount (WBA)

The weekly benefit amount is one twenty-third ($1/23$) of the highest quarter of taxable wages in the base period, not to exceed the maximum weekly benefit amount allowed by Oklahoma law.

Taxable wages are those wages during the base period that are subject to unemployment tax. This is a tax paid by employers and is not deducted from employee paychecks.

For 2025, the maximum WBA is capped at \$541.⁰⁰

Maximum Benefit Amount (MBA)

Typically, individuals are able to receive benefits for up to 16 weeks as established by state law; although, in some cases this can vary based on wages earned.

For 2025, the maximum MBA is capped at \$8,656.⁰⁰

Be sure to check your benefits and balance regularly to stay informed!

Length of Benefits

Several factors can affect the length of time you receive benefits. To estimate the length of benefits, divide your maximum benefit amount by your weekly benefit amount.

Base Period

Base periods are the 12-month period consisting of the first four of the last five completed calendar quarters before the effective date of the claim. Once a monetarily eligible claim is established, the base period is set for the duration of the claim. For base period purposes, quarters change after the first Sunday in the quarter.

1st quarter—January, February, March

2nd quarter—April, May, June

3rd quarter—July, August, September

4th quarter—October, November, December

Example:

If the highest calendar quarter of taxable wages during the base period is \$14,000, divide that by 23 which would be \$608.70. Since this exceeds the maximum allowed by law, the weekly benefit amount would be adjusted to the maximum allowed.

Waiting Period Week

The waiting period week is the first week after the claim is filed in which all eligibility requirements have been met. Although you must still file your weekly claim to establish the waiting period week, you will not be paid for the waiting period week. For example, if the first week of the claim is denied due to failure to conduct work searches, this cannot serve as the waiting period week.

All individuals who received unemployment benefits will receive a 1099-G. These forms will be mailed out by January 31st of the following year and will need to be included with income tax filings.



REGISTER HERE

Work Registration

You must register for work within seven (7) days of filing your initial claim for unemployment benefits.

- Oklahomans must register for work on [EmployOklahoma.gov](https://employoklahoma.gov)
- Out of state claimants must register with your state employment service and provide proof of registration to the Oklahoma Employment Security Commission

Failure to register for work will cause a delay and/or possible denial of benefits.

*****You may complete this requirement at any time, you do not have to wait until you file your claim for unemployment benefits.*****

Weekly Certifications

Claiming or Getting Benefits

After filing an initial unemployment claim, you must submit weekly certifications for each week unemployed to receive benefits. Weekly certifications are applicable to the previous week. The earliest day to file for benefits is the Sunday after a week of unemployment. Weekly certifications must be submitted within 14 days of the week ending date.

When filing a weekly certification, be prepared with the following:

- Social Security Number and/or e-mail address
- Personal Identification Number (PIN) and/or password
- Information on any earnings, including paid time off and severance pay, as well as the number of hours worked if working part-time

You are responsible for keeping your contact information up to date with OESC.

Filing Weekly Certifications Online

claimantportal.oesc.ok.gov

When filing weekly certifications online, click “File A Week” and follow the prompts to answer the weekly questions. Make sure to “Certify Answers” at the end of the questions to process your responses.

Filing Weekly Certifications by Phone (405) 525-1500

When filing weekly certifications by phone, listen to the entire question before entering a response. Trying to enter a response before the system prompts an answer may result in an incorrect selection.

Additional Payments

Severance, retirement, and other payments may affect your weekly unemployment claim

- The Oklahoma Employment Security Commission will determine if the payments are deductible
- You must report any payments to which you are entitled at the time you file your initial claim
- Payments must be reported the week they are received

Social Security benefits are not deductible from unemployment benefits.

For additional information about how your severance payment could impact your unemployment benefits, visit

<https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Severance-FAQ-Handout.pdf>



FILE FOR BENEFITS



SEVERANCE INFO

Work Search Requirements

To receive unemployment benefits, you are required to perform a minimum of **two work search efforts** for each unemployed week.

Work searches should be documented using your online account at [EmployOklahoma.gov](https://employoklahoma.gov) or with the work search log found online in the "Additional Resources" section at oklahoma.gov/oesc/individuals. An example work search log can be found on page 10 of this handbook.



EMPLOYOKLAHOMA

Work searches should be for work that you are willing and qualified to do, pay that you are willing to accept and in the area that you are willing to work.

Work search activities must be consistent with your work experience, training or education. Work search activities may be done online, in-person, by telephone, or email. Contacts should be made with an individual who has hiring authority.

All work search efforts are subject to verification. Failure to perform the required number of work searches each week will result in a denial of benefits and possible overpayment.

Work search efforts for the same employer for the same role or position may only be repeated every four weeks. You may search for different roles or positions with the same employer, as desired. If an employer initiates a second interview and you complete the interview, the second interview may be considered a work search effort for the week in which you had the interview.

Additional Requirements

You may receive notice by mail (or email) requesting your participation in Re-Employment Activities.

When you are scheduled to participate in additional activities be sure to follow the instructions outlined in the letter. Attendance and completion of the activity is mandatory. Failure to attend and complete the activity will result in a delay or denial of benefits.

The Oklahoma Works offices have several re-employment services to assist you in returning to work, see section 4 for more details. Although it is not required for Unemployment benefits, it is strongly suggested you take advantage of these services.

Please be aware that Mondays are the busiest days.

If you need to call our Unemployment Service Center or visit your local Oklahoma Works – American Job Center on a Monday, please be prepared to wait.

OKLAHOMA EMPLOYMENT SECURITY COMMISSION
WORK SEARCH FORM

Name: John Smith - Example					
Claim Week (Sun-Sat)	Date	Employer Information (include address/location or website)	Position or Type of Work Applied for	Method of Application	Results
1/3/21 - 1/9/21	1/5/21	Fishbaum's Fritter House 3242 Fryer Ln, Norman, OK	Head Cook	emailed	Will call if needed - not hired
1/3/21 - 1/9/21	1/7/21	Emmett's Auto 1640 Riverside Dr, OKC, OK	Mechanic	In-person	not hiring
1/10/21 to 1/16/21	1/12/21	Bank of Metropolis 1938 Illinois Ave, Guymon, OK	bank teller	online	Interviewed 1/14/21 - no offer
1/10/21 to 1/16/21	1/14/21	Veterans Affairs - OKC www.usajobs.gov	Maintenance Technician II	online	Waiting - no response
1/17/21 - 1/23/21	1/19/21	Mc-Fil-A 742 Evergreen Terrace, Tahlequah, OK	manager	Job Fair at OK Works office	Interviewed on the spot - no offer
1/17/21 - 1/23/21	1/21/21	Restaurants To-Go www.restaurantstogo.com	work from home agent	online	no response
1/24/21 to 1/30/21	1/26/21	Staffing Solutions 4132 Wurking Ave, Lawton, OK	anything maintenance	phone	interviewed 1/27/21 - will call if offered
1/24/21 to 1/30/21	1/28/21	Tardis Tasty Treats 76 Totter's Ln, McAlester, OK	Decorator	Facebook jobs	phone interview 1/30/21 and again 1/31/21 - no offer yet but promising
1/31/21 - 2/6/21	2/2/21	Resume Workshop Oklahoma Works office in Muskogee, OK			Built a better resume
1/31/21 - 2/6/21	2/4/21	Watson Pest Detection 221B Baker St, Enid, OK	Office assistant	In-person	Met owner at networking event and gave my resume. He called 2/5 and hired me.

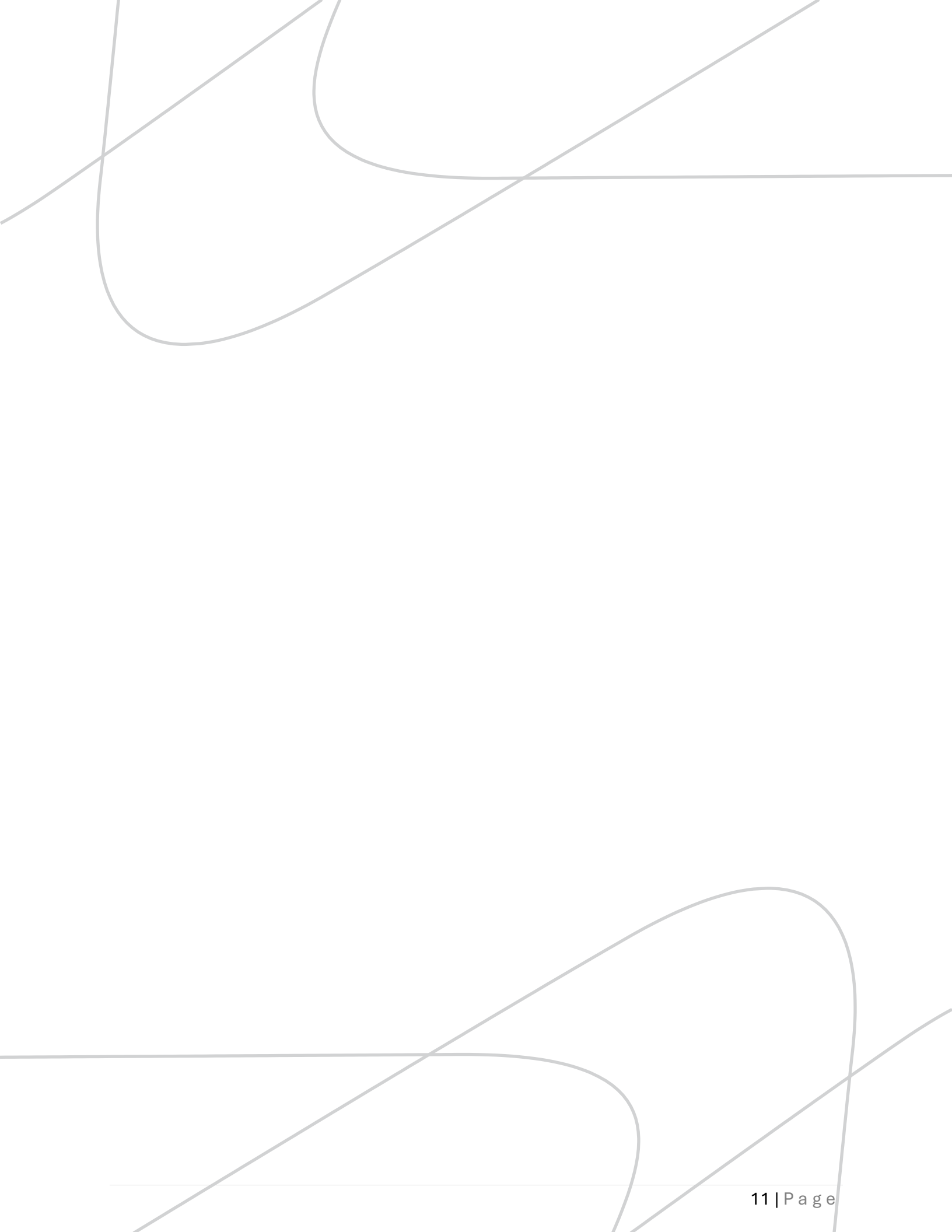
OKLAHOMA EMPLOYMENT SECURITY COMMISSION
WORK SEARCH FORM

Name:					
Claim Week (Sun-Sat)	Date	Employer Information (include address/location or website)	Position or Type of Work Applied for	Method of Application	Results

In accordance with Oklahoma Admin. Code 240:10-3-20, all individuals filing for unemployment must perform a minimum of two work searches each week that benefits are claimed, unless they meet the criteria of an exempted group. All work search efforts must be recorded and maintained for two years for audit purposes. This form has been provided as a tool for claimants to utilize to help track efforts.

OES-622 (Rev. 06-2023)

For additional copies of the work search form go to oklahoma.gov/oesc/individuals.



Section 3: Re-Employment Services



A proud partner of the  American Job Center network



OFFICE LOCATIONS

Whether you're looking for a job, exploring a new career path, or developing professional skills, we are here to help you succeed. Visit your nearest Oklahoma Works – American Job Center today to take the next step in your career journey!

Services include:

- **Unemployment Assistance** – Get help filing for unemployment insurance
- **Career Support** – Receive one-on-one career counseling and guidance on your job search
- **Job Training** – Access training programs to prepare for a new career
- **Skills Assessments** – Learn about your skill levels, strengths, and areas for improvement
- **Support Services** – Get information on available resources, such as, transportation, childcare, housing and other support programs
- **Apprenticeships & Work-Based Learning** – Participate in hands-on learning opportunities that provide real-world experience
- **Short-Term Skill Building** – Improve essential job search skills, resume writing, and interview etiquette



EMPLOYOKLAHOMA



If you file for unemployment benefits, you must register with EmployOklahoma within 7 days of filing. To start your registration and job search today, visit EmployOklahoma.gov to create, upload or update your resume.

The username and password created for your unemployment claim will automatically be your EmployOklahoma account username and password.

EmployOklahoma is an online job search resource designed to help job seekers find the right job based on your skills, experience, education, and certifications.

To receive unemployment benefits, you're required to complete two work searches each week and keep a record of them. You can log your work searches online at EmployOklahoma.gov to stay compliant and avoid any interruptions in your benefits.

Veteran Employment Services

Are you a Veteran who needs help writing your resume, applying for jobs, or preparing for an interview? Our Veterans Program Specialist can help eligible Veterans, and their spouses navigate searching, finding and applying for jobs, including federal jobs, while connecting those individuals to resources which address any barriers they may be facing.

Services include:

- **Comprehensive Assessment** – Identifies each client's barriers, education, skills, needs, and goals
- **Employment Assistance** – DVOP creates a personalized plan to reach each client's goals
- **Education/Training Assistance** – Helps clients apply for VA, federal, and state-funded education, and training programs
- **Job Search Assistance** – Supports job searches emphasizing clients' skills, desired fields, and economic needs
- **Resume Assistance** – Provides guidance on federal and private sector resume creation
- **Supportive Service Referrals** – Offers referrals to programs, such as, SNAP, TANF, VA Claims, VR&E, housing, and Vet Centers
- **Work Opportunity Tax Credit (WOTC)** – Federal tax credit for employers hiring from targeted populations with employment barriers
- **Federal Bonding** – Reduces employment barriers for justice-involved individuals reentering the workforce

All Services are FREE and offered NATIONWIDE

Training Opportunities

The Workforce and Innovation Opportunity Act (WIOA) is a program that provides funding to assist states so they can support people looking for jobs. Part of WIOA can help pay for training for people who qualify, so they can learn new skills and get ready for work in high-demand industries.

This training must be provided by an eligible training provider and program. These providers and programs have been carefully checked to ensure they are reputable and in-demand within the state.



APPLY FOR SERVICES

To view a list of the current eligible training programs, visit employoklahoma.gov/etpl

For additional information or to “Apply for Job Seeker Services” visit oklahoma.gov/workforce/partners/lwdb.html and go to the website for your region.



TRAINING PROGRAMS

Apprenticeships & On-The-Job Training

Employers are always looking for skilled workers to meet the demands of the modern workforce. Historically, entering a skilled position requires previous experience and/or certifications. These opportunities help individuals secure a position and learn the job while they earn a paycheck.

Job seekers interested in these programs can find employers or providers who are currently registered with the state or U.S. Department of Labor at oklahoma.gov/workforce/job-seekers/training.html



APPLY FOR SERVICES

Registered entities are screened to ensure the quality of training meets the demands of the workforce.

For additional information or to “Apply for Job Seeker Services” visit oklahoma.gov/workforce/partners/lwdb.html and go to the website for your region.



APPRENTICESHIPS

Work Opportunity Tax Credit

This program provides assistance to targeted groups who may face barriers to employment. It is an opportunity for these individuals to secure meaningful work, supported by the commitment and resources of OESC.

Job seekers who believe they meet one of the target groups for the WOTC program may visit their nearest Oklahoma Works – American Job Center for assistance and obtain a Letter of Introduction to present to potential employers to inform them of the possible tax credit they can receive.

For more information visit oklahoma.gov/oesc/employers/support-services/wotc.html



MORE INFORMATION

Federal Bonding Assistance

This program helps job applicants who may be considered unbondable by commercial carriers. By connecting these applicants with employers who receive fidelity bonds from OESC at no cost, this program helps pave the way towards reemployment.



MORE INFORMATION

The Federal Bonding program provides individual fidelity bonds to employers for job applicants who are deemed unbondable by commercial carriers. Bonds are issued in increments of \$5,000 up to \$25,000 and are available at no cost to employers or job candidates.

For more information visit oklahoma.gov/oesc/employers/support-services/federal-bonding.html



Section 4: Tips for Finding the Right Job

Finding the right job involves understanding your skills, interests, and career goals. Start by identifying what you're passionate about and what work environment suits you best.

Research industries and companies that align with your values. Tailor your resume and cover letter for each role and use your network to discover opportunities. Practice for interviews and stay persistent, even if you face rejections. Lastly, consider both the role and the company culture when deciding if a job is the right fit for you.

Applications

Almost every employer will require you to fill out an application form, even though the company may already have your resume and cover letter. Applications may be used as a tool for screening applicants before interviews. Always take your time when filling out the application form. For an example of an application visit (page 12-15)

<https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Help-with-your-next-job-handout.pdf>

Important Tips for Completing Applications:

- Be prepared when you fill out the form, have all necessary information easily accessible
- Read and follow all directions before beginning to fill out the form
- Make your application form neat and easy to read, it will be judged on appearance and content
- Do not write “see resume”, even if the application repeats information
- Read each question and decide how you will answer before you begin to write
- Do not leave blank spaces, answer all questions, if a question does not apply write “N/A” for not applicable
- Do not scratch out or write over mistakes, if you must correct a mistake, cross out the error completely with a single line
- Answer questions honestly, never lie and do not use sarcastic answers
- Ask for clarification if you do not understand something about the application
- After completing the form, check it for accuracy, correct spelling and grammar



VIEW PAGE 12-15

Important Sections of the Application:

- **Work Experience:** Make sure you have all the information you will need with you. Work on describing your duties before you fill out an application so you can be brief and clear in your descriptions.
- **Position Desired:** Always fill in this space! Never write “any” or “will do anything.” Do some research first so you know the jobs you qualify for and are available in the company. Always write in the name of the position for which you are applying.
- **Salary Desired:** Before filling out an application, be sure you know the lowest salary you would accept and the wage range for the position you want.
- **Availability:** Unless you cannot start a job right away, write the current date in this space. Otherwise, write the date you will be available to start work.

Resumes

A resume is a document that lists your skills, education, and work experience. It helps employers see why you're the best fit for a job. For examples of resume formats visit <https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Help-with-your-next-job-handout.pdf>

Important Tips for Your Resume:

- Highlight work experience that matches the job you want
- Customize your resume for each job you apply for
- Check carefully for spelling or grammar mistakes
- Ask someone else to proofread your resume
- Ensure you have access to contact methods listed
- Use a professional email



VIEW PAGE 7-11

Choosing the Right Resume Format:

Choose the resume format that best matches your experience and the job you're applying for. This will help employers see why you are the perfect person for the job.

There are different ways (formats) you can create your resume. The following table can help you choose the best format for you.

Resume Format	Advantages	Disadvantages	Best Used For
Chronological	Easy to follow Shows steady employment history	Highlights gaps in employment Shows lack of related experience	People with a strong, steady work history
Functional	Highlights your skills and strengths Hides employment gaps	Employers may think you're hiding something Doesn't show clear career progression	People changing careers or those with gaps in employment
Combination (Hybrid)	Highlights skills clearly Shows work history and experience	Can be complicated or too long Harder to organize clearly	People with lots of experience or those changing careers
Targeted	Highly tailored to the job Increases chances of catching employer attention Demonstrates a strong fit for the role	Time-consuming to create for each job Requires deep understanding of the job description	Job seekers applying for highly competitive roles Candidates with extensive relevant experience Those applying for senior or specialized positions

Cover Letters

A cover letter gives you a chance to introduce yourself, highlight your skills, and show why you are the perfect fit for the job. By following these tips, you will create a strong, professional cover letter that helps you make a great impression and stand out from other applicants. For an example of a cover letter visit

<https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Help-with-your-next-job-handout.pdf>

Important Tips for a Strong Cover Letter:

- Keep it Clear, Concise, and Professional
- Use short sentences and keep your letter to one page
- Politely thank the reader for their time
- Proofread carefully and ask someone else to check for mistakes



VIEW PAGE 6

What to Include in Your Cover Letter:

- Heading and Greeting
 - Include the date, your name, and your contact information
 - Address the letter to a specific person or job title whenever possible
- Opening and Introduction
 - Start by introducing yourself and explaining why you are writing
 - Mention how you found out about the job (e.g., job board, company website, referral)
- Body: Sell Yourself
 - Explain why you are the perfect fit for this job
 - Highlight specific skills and experiences that match the job description
 - Show that you have researched the company by mentioning something specific about them
- Closing: Take Initiative
 - End your letter politely and mention the next steps
 - Express your interest in further discussing the opportunity

Types of Job Interviews



VIEW PAGE 1-5

Virtual interviews are a common part of the hiring process, so be sure to test your technology, dress professionally, and choose a quiet, well-lit space. For more information, visit

<https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Help-with-your-next-job-handout.pdf>

Phone interviews are often the first step in the hiring process, so speak clearly, stay focused, and have your resume handy for quick reference.

In Person Interviews assess your communication skills, professionalism, and overall fit within the company culture through face-to-face interaction.

Job Interviews

Getting ready for a job interview is an important step in securing the position you want. To help you succeed, here are some key tips for preparing for an in-person interview:

- **Research the Company:** Before your interview, take some time to learn about the company. Visit their website to understand their mission, history, and values. You can also check for news updates, annual reports, or press releases to learn more about the company's current activities. If you need extra help, you can visit your local Oklahoma Works Center for additional resources and support.
- **Pay Attention to Detail:** First impressions matter. Dress appropriately for the interview, avoiding casual clothing like t-shirts or jeans. Aim to arrive 10-15 minutes early to show punctuality and professionalism. Don't forget to bring extra copies of your resume, a notebook, and a pen to take notes during the interview.
- **Stay Positive:** When talking about your past experiences, focus on the positive. Avoid speaking badly about previous employers or coworkers. Instead, highlight your achievements and the good experiences you've had. Always maintain an optimistic and professional attitude during the interview.



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- **Anticipate Tough Questions:** Some interview questions can be challenging, so it's important to think about how you would answer them. For a list of tough questions visit <https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Help-with-your-next-job-handout.pdf>

Thinking through your answers to these types of questions ahead of time will help you respond confidently. More examples of tough interview questions can be found in the online resource handbook.

- **Be Honest:** Always be honest about your skills, achievements, and past experiences. Don't exaggerate or make excuses. Being truthful builds trust with the interviewer and shows that you have integrity.
- **Ask Thoughtful Questions:** The questions you ask during the interview are just as important as your answers. They should show that you're interested in both the role and the company. For a list of potential questions to ask visit <https://oklahoma.gov/content/dam/ok/en/workforce/documents/rapid-response/Help-with-your-next-job-handout.pdf>
- **After the Interview:** After the interview, take a few notes on key points discussed. Make sure to ask for the interviewer's contact information and inquire about the next steps in the hiring process. A thank-you note, whether handwritten or emailed, shows appreciation and reinforces your interest in the job.

By following these tips, you'll be well-prepared to make a strong impression and increase your chances of landing the job!

Social Media

Many employers look at social media profiles when considering candidates for a job, so it's important to manage your online presence carefully.

Here are some tips to help you make sure your social media accounts are working for you, not against you:

- **Search for Yourself:** Start by searching for your name and city online. Look at the results that show up on Google, as well as on social media platforms like Facebook, LinkedIn, and Twitter. This will give you an idea of how potential employers see you online. Take a moment to review everything from their perspective to see what they might find.
- **Clean Up Comments:** Go through your recent social media posts, especially those from the past year, and look for anything that might seem unprofessional. Delete or hide posts that could hurt your image, such as negative comments about past jobs, controversial opinions, or personal drama. Ask yourself: "Would this post cause hesitation from a potential employer?" If so, it's time to clean it up.
- **Keep Photos Family-Friendly:** Review the photos on your social media accounts; remove or limit access to any pictures that might seem offensive or unprofessional. Your photos should show the kind of image you want employers to see.
- **Adjust Privacy Settings:** If there are posts or photos you don't want to delete, consider adjusting the privacy settings on your social media accounts. Most platforms, like Facebook and Instagram, allow you to control who can see your posts. You can set them so that only your close friends or followers can view certain content.
- **Polish Your LinkedIn Profile:** LinkedIn is one of the most important platforms for job seekers. Make sure your LinkedIn profile is up to date, with a professional photo, a strong summary, and details about your skills and accomplishments; having a well-organized and polished profile will make a great impression.
- **Keep Your Profiles Consistent:** It's important that your social media profiles match the professional image you want to project. Make sure that the information on your Facebook, LinkedIn, and other accounts aligns with your skills and experience. If there's any conflicting or inconsistent information, it might raise red flags for employers who cross-check your online profiles.
- **Be Careful with Future Posts:** Moving forward, be mindful of what you post online. Always think before you share personal opinions, controversial topics, or anything that might not fit with your career goals.



Section 5: Helpful Resources

There are a variety of resources available to you in your community and across the state as you transition to new employment. The following resources are several you might find useful.

Oklahoma Works: Oklahoma Works brings all our state's workforce partners and resources together; connecting employers, employees, and jobseekers to information and programs that help build Oklahoma's workforce. The ultimate goal is for all Oklahomans to have the education, training and skills needed for Oklahomans to succeed and grow.



OKLAHOMA WORKS

Helpful information and resources on the website: [Oklahomaworks.gov](https://oklahomaworks.gov)

Job Search Websites

EmployOklahoma: matches you with the right jobs in Oklahoma. No matter what your work or educational background might be, EmployOklahoma uses your actual skills and experience to create a resume that takes the guesswork out of your job search.

[EmployOklahoma.gov](https://employoklahoma.gov)



STATE OF OK JOBS

Employment with the State of Oklahoma: The State of Oklahoma has job openings statewide in a variety of agencies. At any one-time openings may include positions for those with technical skills certifications or experience to positions requiring college degrees.

[Jobs.OK.gov](https://jobs.ok.gov)

Federal Employment: A one-stop resource for federal jobs and related employment information. Explore opportunities, create a USAJobs profile, and learn about the federal application process at their website.

[USAJobs.gov](https://usajobs.gov)



USAJOBS.GOV

Employer Websites: One of the most effective ways to find job openings is by visiting employer websites directly. Many companies list job opportunities on their career pages before posting them on job boards. By checking employer websites, you can find opportunities that might not appear on general job boards and increase your chances of standing out as a proactive candidate.

Online Job Boards: digital platforms that connect job seekers with employers by listing a wide range of job openings across industries and locations. They allow users to search, filter, and apply for jobs easily, often offering tools like resume uploads, job alerts, and company reviews to streamline the job search process. Some common job sites include:

Glassdoor
Indeed

LinkedIn
ZipRecruiter

Career Builder
Monster



APPLY FOR SERVICES

Training and Education Assistance

Local Workforce Development Boards: helps job seekers by offering access to training and education programs that build skills for in-demand careers. They connect individuals with resources like certifications and funding opportunities to support long-term success.

oklahoma.gov/workforce/partners/lwdb.html

Oklahoma Career Guide: An online tool available for all Oklahomans to easily explore and use to guide your future. You can take assessments, identify occupations, establish education plans and ultimately, connect to employers.

OKCareerGuide.org



OKCAREER GUIDE

Oklahoma Career Technology Centers: Local Career Technology Centers can provide career guidance, skills assessment, and industry-driven skills training focused on obtaining a certificate for a better job.

okcareertech.org/technology-centers • (800) 522-5810



HIGH SCHOOL
EQUIVALENCY

Adult Education and Family Literacy (AEFL): AEFL programs serve students ages 16 and over who are not enrolled in school and who want to improve their basic skills.

oklahoma.gov/careertech • (800) 522-5810

Oklahoma Department of Rehabilitation Services (DRS): DRS expands opportunities for employment by helping Oklahomans with disabilities bridge barriers to success at work.

oklahoma.gov/okdrs • (800) 845-8476



OK DRS

Oklahoma College Start: An online tool that helps students and adults in the workplace chart a personalized plan for college. You can explore colleges, get help with career planning, learn about financial aid, start building a portfolio, and find information on creating resumes and polishing interview skills.

OKCollegeStart.org • (800) 858-1840

Reach Higher: Oklahoma's degree completion program offers adults with some college hours a path to an associate or bachelor's degree. Programs provide on-campus and online class options, personalized schedules and courses of study that meet career goals, with flexible enrollment periods year-round.

reachhigherok.org • (800) 858-1840

Federal Student Aid (FAFSA): helps make college education possible by providing federal grants, loans, and work-study funds each year.

fsapartners.ed.gov • (800) 433-3243



211 OKLAHOMA

Community Programs

211 Oklahoma: 211 Oklahoma is a free 24-hour hotline which has a wealth of information, from financial assistance to childcare to personal counseling and other community resources available seven days a week, every day of the year.

211eok.org • 211

Be a Neighbor: Through the portal, you can search specific needs (food, clothing, housing, etc.) and find organizations in your local community offering those resources and services.

oklahoma.gov/okdhs/beaneighbor

Consumer Credit Counseling Services: This nonprofit agency helps people help themselves through free financial counseling, debt management, and education.

cccsok.org • (405) 789-2227 • (800) 364-2227

Oklahoma Department of Consumer Credit: The Department can help you understand your rights as a consumer and what is legal behavior for debt collectors.

ok.gov/okdocc • (405) 521-3653

Resources for Veterans: A number of resources are available for veterans seeking employment.

oklahoma.gov/oesc/individuals/veteran-services.html



VETERAN RESOURCES

Food Banks: Oklahoma has two regional food banks that distribute food to Food Resource Centers and pantries across the state. To locate a food pantry near you, contact:

Western and Central Oklahoma

regionalfoodbank.org/get-help

(405) 972-1111

Eastern Oklahoma

okfoodbank.org

(918) 585-2800

ReMerge of Oklahoma County: pre-trial diversion program that serves high-risk, high-need mothers facing non-violent felony offenses.

ReMergeOK.org • (405) 208-7200

MySoonerCare (Oklahoma Medicaid): a health coverage program jointly funded by the federal and state government. This program helps pay some or all medical bills for many people who can't afford them.

Oklahoma.gov/ohca/individuals/mysoonercore • (888) 365-3742

Legal Aid Services of Oklahoma (LASO): nonprofit organization dedicated to providing free civil legal assistance to low-income individuals and families across the state. Legal Aid of Oklahoma provides services online, over the phone, and in person at various locations.

legalaidok.org • (888) 534-5243



**OKLAHOMA
WORKS**

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The Oklahoma Employment Security Commission/Oklahoma Works is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.