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**How To
Get A
Job
FAST!**

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Overview

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

Perhaps you've just turned 40 and realize that you're into the second half of a working career you've 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 individual's life span. Why take years off your life when you don't have to?

The problem for most people in these situations is that they're not sure where to start. They've 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 doesn't have to be a long, drawn-out process. You can label your transferable skills and acquire helpful data within a few *days*! It's not a year or two effort we're talking about.

The secret is knowing where to look, what to ask and how to narrow down the type of job you'd 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 it's not. Even if you've attempted to start a list, it is very likely you didn't 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 they're 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 you're not good at or what you don't like doing, but pinpointing exact skills is not necessarily easy.

People. Let's 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. There's no reason to try and fool anyone. This is not a personality test! You're 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 full-time, 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 you've assembled and stored.

Are you good at:

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

Using The Data. Once you've 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 don't like or aren't 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 you're 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
- computer
- switchboard
- word processor
- pen or pencils
- printers
- software
- office machines

Household Goods:

- furniture
- appliances
- dishes
- laundry
- blankets
- wallpaper
- clocks
- pots and pans
- burglar or fire alarms
- chimneys
- carpet
- paint
- tools
- tents

Electronic:

- television
- camera
- stereo
- videotape recorders
- radios

Clothing:

- all types of clothes
- dyes
- shoes and boots
- sewing machine
- umbrella, raincoat, poncho
- buttons or zippers
- patterns
- knitting

Material:

- paper
- stone
- aluminum
- cement
- pottery
- plants
- bricks
- wood
- bronze
- pewter
- cloth
- steel
- brass
- paper-mâché

Financial

- calculator
- money
- adding machine
- money market accounts
- cash register

- radar equipment
- movie equipment
- tape recorder
- records, CDs, cassettes

Recreation:

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

Transportation:

- bicycles
- automobiles
- trains
- airplanes
- hot air balloons
- boats
- subways
- motorcycles
- RV's

Equipment:

- guns
- gym apparatus
- fishing rods
- lawnmowers
- garden tools
- rakes
- traps
- axes
- pesticides
- plows
- harvesters
- threshers
- shovel or pick
- tractor
- handtrucks

- ledgers
- financial records
- stocks
- futures

Communication:

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

Medical:

- x-ray machines
- lab testing
- medicine
 - prosthetics
 - dental equipment
 - anesthetics
 - vitamins
 - hearing aids
 - eyeglasses

Miscellaneous:

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

- sander
- drill

- 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 full-time 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
State Capitol, 135 S. Union St.
Montgomery, AL 36130
(334) 242-0400

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

Alaska

Division of Business Development
Alaska Dept. of Commerce
3601 C Street Suite 722
Anchorage, AK 99503
(907) 271-4022

Small Business Advocate
Alaska Dept. of Commerce & Econ. Dev.
P.O. Box D
Juneau, AK 99811
(907) 465-2018

Arizona

State Small Business Advocate
Arizona Department of Commerce
4th Floor, Capitol Towers
1700 West Washington
Phoenix, AZ 85007
(602) 640-2316

Arkansas

Small Business Clearinghouse
Arkansas Industrial Development Comm.
One Capitol Mall
Little Rock, AR 72201
(501) 682-7500

California

Colorado

Office of Small Business
California Dept, of Commerce
1121 L Street Suite 501
Sacramento, CA 95814
(916) 445-6545

Connecticut

Office of Small Business Services
Dept. of Economic Development
210 Washington Street
Hartford, CT 06106
(860) 240-4700

District of Columbia

Office of Business & Econ. Dev.
District Bldg., 1111 E St. NW
Washington, DC 20004
(202) 727-6600

Georgia

Georgia Small Business Assoc.
1280 South CNN Center
Atlanta, GA 30355
(404) 223-2285

Idaho

Small Business Advocate
Department of Commerce
State House
Boise, ID 83720
(208) 334-2470

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

Kansas

Colorado Office of Small Business
Office of Economic Development
1625 Broadway Suite 1710
Denver, CO 80202
(303) 844-6622

Delaware

Small Business Advocate
Delaware Development Office
P.O. Box 1401
Dover, DE 19903
(302) 739-4271

Florida

Small Business Advocate
Florida Department of Commerce
G-27 Collins Building
Tallahassee, FL 32399
(904) 487-4698

Hawaii

Small Business Information Service
Dept. of Business & Economic Develop.
P.O. Box 50207
Honolulu, HI 96804
(808) 541-2990

Illinois

Small Business Assistance Bureau
Illinois Dept. of Commerce & Comm. Aff.
100 West Randolph St. Suite 3-400
Chicago, IL 60601
(312) 353-4528

Iowa

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

Kentucky

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

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

Nebraska

Small Business Division
P.O. Box 94666
Lincoln, NE 68509
(402) 471-3742

Nevada

New Hampshire

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

New Jersey

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

New York

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

North Dakota

Small Business Advocate
North Dakota Dev. Commission
Liberty Memorial Building
Bismarck, ND 58501
(701) 328-2525

Oklahoma

Teamwork Oklahoma
6601 Broadway Extension
Oklahoma City, OK 73116
(800) 522-OKLA

Pennsylvania

Business Resource Network
Forum Bldg. Room 404
Harrisburg, PA 17120
(717) 783-5700

South Carolina

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

New Mexico

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

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

Ohio

Small Business Advocate
Small & Developing Business Div.
P.O. Box 100
Columbus, OH 43266
(614) 466-2718

Oregon

Small Business Advocate
Dept. of Economic Development
595 Cottage St. NE
Salem, OR 97310
(503) 373-1200

Rhode Island

Small Business Advocate
1664 Cranston Street
Cranston, RI 02920
(401) 277-2601

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.
1000 Washington Bldg.
Richmond, VA 23219

Washington

Business Assistance Division
Dept. of Trade & Econ. Development
101 General Admin. Bldg. AX-13
Olympia, WA 98504
(360) 586-3021

West Virginia

Small Business Devel. Ctr.
State Capitol Complex
Charleston, WV 24305
(304) 348-2960

Wisconsin

Small Business Advocate
Dept. of Development
P.O. Box 7970
Madison, WI 53707
(608) 266-6747

Wyoming

Small Business Advocate
Economic Devel. & Stabilization Board
Herschler Building
Cheyenne, WY 82002
(307) 638-6000