

# 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 they need to live.

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 individuals who have been turned out of jobs that 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 one's 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 re-focus, 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 take you through 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 maybe 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 hate 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 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 suit(s) 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 to this 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

*Clothing:*

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

*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
- radar equipment
- movie equipment
- tape recorder

*Material:*

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

*Financial*

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

- records, CDs, cassettes

- futures

*Recreation:*

*Communication:*

- musical instrument

- telephone

- games

- short-wave radios

- gambling

- telegraph

- board games

- answering machines

- sporting events

- fax machines

- kites

- printers

*Transportation:*

*Medical:*

- bicycles

- x-ray machines

- automobiles

- lab testing

- trains

- medicine

- airplanes

- prosthetics

- hot air balloons

- dental equipment

- boats

- anesthetics

- subways

- vitamins

- motorcycles

- hearing aids

- RV's

- eyeglasses

*Equipment:*

*Miscellaneous:*

- guns

- books

- gym apparatus

- newspapers

- fishing rods

- videos

- lawnmowers
- garden tools
- rakes
- traps
- axes
- pesticides
- plows
- harvesters
- threshers
- shovel or pick
- tractor
- handtrucks
- sander
- drill
- magazines
- overhead transparencies
- candles
- batteries
- lasers
- engravings
- lithographs
- paintings
- silk-screens
- 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 filmmaking, 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

Next, 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 then specific towns. Then, find out the number for the local Chamber of Commerce and see how you can get more information about not only the place itself but 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 tremendous 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 the areas of your choice in the event you need further education in the areas you want to do more with. Don't move anywhere that doesn't have jobs in the areas you like and are good at or intend to improve your skills.

Finally, begin to make contacts with personnel. Find out if there are local job hot-lines 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 when 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 N5416  
Washington, D.C. 20210  
(202) 219-4473

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

Office of Museum Programs  
Smithsonian Institution  
900 Jefferson Dr. SW  
Washington, D.C. 20560  
(202) 357-3101

### **Aviation Careers**

Aviation Education Officer  
Federal Aviation Administration  
U.S. Dept. of Transportation

800 Independence Ave. SW

Washington, D.C. 20591

(202) 267-3469

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

Superintendent of Documents

Government Printing Office

Washington, D.C. 20402

(202) 783-3238

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 723

Washington, D.C. 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) 783-3238. 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, D.C. 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, D.C. 20590

(202) 366-9417

**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, D.C. 20210

(202) 219-7674

### **Fish Husbandry Training Academy**

National Fisheries Center  
U.S. Fish & Wildlife Service  
Box 700  
Kearneysville, WV 25430  
(304) 725-8461, ext. 5333

### **Foreign Service Career Counseling**

Personnel Office  
Special Services Branch  
United States Information Agency  
301 Fourth Street, SW Room 525  
Washington, D.C. 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, D.C. 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, D.C. 20408  
(202) 501-6015

### **International Trade Commission Jobs**

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

### **Jobs for Senior 55 and Up**

Office of Special Targeted Programs  
Employment & Training Administration  
U.S. Department of Labor  
200 Constitution Ave. NW Room N4643  
Washington, D.C. 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, D.C. 20210

(202) 219-6236

**Literature Translators Opportunities**

Literature Program

National Endowment for the Arts

1100 Pennsylvania Ave. NW Room 723

Washington, D.C. 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, D.C. 20210

(202) 219-0157

**Matching Yourself with the Workworld**

Superintendent of Documents

Government Printing Office

Washington, D.C. 20402

(202) 783-3238

\$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, D.C. 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, D.C. 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, D.C. 20210  
(202) 219-4389

### **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

11400 Rockville Pike

Rockville, MD. 20852

(301) 443-8905

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

The Director of Personnel

U.S. Securities and Exchange Commissions

450 5th Street, NW

Washington, D.C. 20549

(202) 272-2550

### **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, D.C. 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, D.C. 20210

(202) 606-5700

**U.S. Merchant Marine Academy**

Maritime Administration

U.S. Department of Transportation- Kings Point

Long Island, N.Y. 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, D.C. 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, D.C. 20210

(202) 219-6652

**Work-Based Learning**

Employment & Training Administration

U.S. Department of Labor

200 Constitution Ave. NW Room S2322

Washington, D.C. 20210

(202) 219-6871

## **Temporary Work**

With more than 10,000 temporary employment offices around the country, 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 catch on with 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 just 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 way 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 is to know 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 starting places 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

(205) 263-0048

Small Business Advocate

State Capitol, 135 S. Union St.

Montgomery, AL. 36130

(205) 263-0048

### **Alaska**

Division of Business Development

Alaska Dept. of Commerce

3601 C Street

Anchorage, AK. 99503

(907) 563-2165

Small Business Advocate

Alaska Dept. of Commerce & Econ. Dev.

Suite 722 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) 255-5371

**Arkansas**

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

**California**

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

**Colorado**

Colorado Office of Small Business  
Office of Economic Development  
1625 Broadway Suite 1710  
Denver, CO. 80202  
(800) 323-7798

**Connecticut**

Office of Small Business Services  
Dept. of Economic Development  
210 Washington Street  
Hartford, CT. 06106  
(203) 566-4051

**Delaware**

Small Business Advocate  
Delaware Development Office  
P.O. Box 1401  
Dover, DE. 19903  
(302) 736-4271

**District of Columbia**

Office of Business & Econ. Dev.  
District Bldg., 1111 E St. NW  
Washington, D.C. 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

**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 2359  
Honolulu, HI 96804  
(808) 548-7645

**Illinois**

Small Business Assistance Bureau  
Illinois Dept. of Commerce & Comm. Aff.  
100 West Randolph St. Suite 3-400  
Chicago, IL. 60601  
(800) 252-2923

**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) 342-5359

**Maine**

Small Business Advocate  
Maine Dept. of Econ. & Community Dev.  
193 State Street Station 59  
Augusta, ME. 04333  
(207) 289-2658

**Maryland**

Maryland Business Assistance Center.  
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) 982-6518

**Missouri**

Small Business Advocate  
Dept. of Economic Development  
P.O. Box 118  
Jefferson City, MO. 65102  
(314) 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**

Small Business Advocate  
Nevada Office of Commun. Services  
1100 East William Suite 116  
Carson City, NV. 89710  
(702) 885-4602

**New Hampshire**

Small Business Advocate  
Dept. of Resources & Econ. Development.  
Division of Economics  
105 Loudon Road  
Concord, N.H. 03301

**New Jersey**

Office of Small Business Assistance  
200 S. Warren St. CN 835  
Trenton, N.J. 08625  
(609) 984-4442

**New Mexico**

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

**New York**

Business Opportunity Center.  
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, N.C. 27611  
(919) 733-7980

**North Dakota**

Small Business Advocate  
North Dakota Dev. Commission  
Liberty Memorial Building  
Bismarck, N.D. 58501  
(701) 224-2810

**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**

Enterprise Development Dept.  
P.O. Box 927  
Columbia, S.C. 29202  
(803) 737-0400

**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**

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) 472-5059

### **Utah**

Small Business Advocate  
Utah Small Business Devel. Center.  
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  
(206) 586-3021

**West Virginia**

Small Business Develop. Center

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 Develop. & Stabilization Board

Herschler Building

Cheyenne, WY 82002

(307) 777-7287