

Effective Job Search Activities

- Search job listings at college placement centers, such as the Mesa College Career Center.
- Get leads by talking with networking contacts such as:
 - Friends, family, neighbors, doctors, merchants, teachers, religious advisors.
 - Former employers.
 - Professional and business associates.
 - Employers who have no openings themselves.
- Attend and participate in Job Fairs/Career Expos.
- Browse the phone book (yellow pages) or business directories to locate the company or companies you are interested in working for:
 - Visit the company's personnel office.
 - Call the company's job hotline to check on openings.
 - Search the company's website for employment opportunities.
 - Submit your resume and cover letter and, if appropriate, fill out an application.
- Locate and contact companies that are associated with your field (manufacturers/suppliers).
- Go to construction sites, restaurants, schools, and stores and ask if they have openings.
- Sign-up for services with state employment agencies.
- Visit private employment agencies—But don't pay them any money!
- Apply to temporary agencies—This is a good opportunity to try on the "fit" of a company.
- Access services at community agencies and other groups which provide information or assistance in finding people jobs.
- Consider leads from television, radio, newspaper or magazine articles.
 - Search classified ads in major daily papers, weekly newspapers, ethnic newspapers.
 - Listen to job "commercials" on radio stations.
 - Answer help wanted ads with a letter, phone call, or personal visit to the company.
- Consult trade publications and associations.
- Contact industrial and craft unions.
- Look for job postings at community centers and other places (public libraries, laundromats, schools, grocery stores).
- Explore civil service examination announcements, federal, state, county and city openings.
- Actively research the internet for jobs posted on-line! Try websites such as:

careers.signonsandiego.com
www.about.com/careers
www.americasjobbank.com
www.bizjournals.com
www.caljobs.ca.gov
www.careerbuilder.com
www.eurojobs.com

www.flipdog.com
www.jobhuntersbible.com
www.jobsmart.org
www.jobweb.com
www.jobing.com
www.jobs.com
www.monster.com