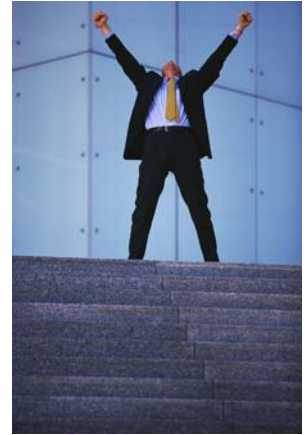


# Top 10 Steps to Jump Start Your Job Search



## Visit the Mesa College Career Center

- ✓ Search job and internship postings submitted by local employers.
- ✓ Research industry information such as salary and growth potential.
- ✓ Set up an appointment with a career counselor for resume/cover letter review, interview preparation, job search consultations, etc.
- ✓ Ask about on-campus recruiting opportunities.



## Identify the Type of Job You're Looking For

- ✓ Consider your interests and needs.
- ✓ Consult a career counselor to identify your transferable skills.
- ✓ Ask yourself, "What do I want and/or need?"



## Create Your Resume and Cover Letter

- ✓ Pick up resource sheets in the Mesa College Career Center.
- ✓ Proofread and drop off your resume and cover letter at the Mesa College Career Center; we'll contact you within 48 business hours to set up an appointment to critique your resume.



## Begin Networking—Target Your Contacts

- ✓ Contact people you know (e.g., family, friends, professors, etc.). Ask if they know of possible job opportunities or the names of people who would be good contacts for you.
- ✓ "All personal referrals together probably account for about 40% of how people find jobs. That makes using personal contacts the most important job search technique of all."

—J. Michael Farr, *The Very Quick Job Search*



## Build a List of 3-5 Professional References

- ✓ References should be from work, volunteer, or internship experiences.
- ✓ Get their contact information: name, address, phone number, email address.
- ✓ Ask their permission to use them as a reference before applying for a job.
- ✓ Avoid using family or friends as references.
- ✓ Don't list references on your resume; list them on a separate sheet.



## Conduct an On-Line Search

- ✓ Please visit the Mesa College Career Center website. Go to [www.sdmesa.edu](http://www.sdmesa.edu). Click on Student Services. Then click on Career Center. Click on "Job Links" for links to job search resources listed by major/career field.
- ✓ Refer to the back page for a list of popular job search websites.



## Continue Networking—Target Your Contacts

- ✓ “Cold-calling” refers to the process of contacting companies without a referral to find out if there are positions available.
- ✓ Search the yellow pages directory (in print or on-line) and newspapers to find companies or career fields that are of interest to you.
- ✓ Call the companies you are interested in working for: state your interest in their company, ask about current openings, get a name and address to send your resume and cover letter.



## Attend Job Fairs

- ✓ The Mesa College Career Center sponsors an annual Spring Career Opportunities Expo where over 60 employers come on campus to recruit new employees.
- ✓ Other local Job Fairs are posted in the Mesa College Career Center, as well as on the bulletin board right outside the Career Center office. You may also find Job Fairs advertised in newspapers, and on radio and television.



## Apply for Positions

- ✓ Review job posting for application instructions.
- ✓ If an application is required, obtain it from the company (pick-up in person, download from a website or fill out on-line, or request by mail).
- ✓ For assistance with the application process, visit the Mesa College Career Center.
- ✓ Be sure to include a cover letter with each application packet.



## Interview

- ✓ Practice your interview skills with a career counselor in the Mesa College Career Center.
- ✓ Pick up your copy of the interview skills packet at the Mesa College Career Center.
- ✓ Your interview should be followed by a thank you note and/or email.

## Popular Job Search Websites

Name	Website	Information Available
About Careers	<a href="http://www.about.com/careers">www.about.com/careers</a>	assessments, career counseling, jobs, articles
Americas Job Bank	<a href="http://www.americasjobbank.com">www.americasjobbank.com</a>	jobs, trends, links
Business Journals	<a href="http://www.bizjournals.com">www.bizjournals.com</a>	news, articles, journals, books
CalJobs	<a href="http://www.caljobs.ca.gov">www.caljobs.ca.gov</a>	post resume, job listings in English and Spanish, services
Career Builder	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>	job opportunities, links, articles
Flipdog	<a href="http://www.flipdog.com">www.flipdog.com</a>	companies, news, events, jobs
Job Hunters Bible	<a href="http://www.jobhuntersbible.com">www.jobhuntersbible.com</a>	job search assistance, yellow pages resource
Job Smart	<a href="http://www.jobsmart.org">www.jobsmart.org</a>	career guides, salary, job market
Job Web	<a href="http://www.jobweb.com">www.jobweb.com</a>	assessments, company research, jobs, articles, associations
Jobing.com	<a href="http://www.jobing.com">www.jobing.com</a>	job listings for San Diego County
Jobs	<a href="http://www.jobs.com">www.jobs.com</a>	job opportunities
Monster	<a href="http://www.monster.com">www.monster.com</a>	news, trends, job opportunities, resume/interview info.
Quintessential Careers	<a href="http://www.quintcareers.com">www.quintcareers.com</a>	jobs, career tools, articles
Super Pages	<a href="http://www.superpages.com">www.superpages.com</a>	information on individuals, businesses, places, etc.
The Riley Guide	<a href="http://www.rileyguide.com">www.rileyguide.com</a>	news, job opportunities & demand, links, articles
Wet Feet	<a href="http://www.wetfeet.com">www.wetfeet.com</a>	self-assessment, company & career profiles, jobs, salary
Union Tribune	<a href="http://careers.signonsandiego.com">careers.signonsandiego.com</a>	job listings for San Diego, job fairs, articles
Yahoo	<a href="http://www.yahoo.com/business">www.yahoo.com/business</a>	news, jobs, links, articles