

10 JOB SEARCH STRATEGIES AND RESOURCES

1. JOB LISTING SOURCES

One method of job search is to systematically review online resources that post current openings. Enter keyword and geographic location. Refer to the Career Center website, immediately below, for additional resources.

www.LACC/CareerCenter

- **Indeed-** www.indeed.com/
- **Simply Hired-** www.simplyhired.com/
- **Monster-** www.monster.com/
- **Careerbuilder.com-** www.careerbuilder.com
- **The Muse-** <https://www.themuse.com/>
- **LinkedIn-**www.linkedin.com
- **Google for Jobs-Simply Hired-** <https://www.simplyhired.com/>
- **Glassdoor-** <https://www.glassdoor.com/index.htm>
- **California Job Department-** <https://www.californiajobdepartment.com/>

2. TRANSITION EXPERIENCES

Sometimes students choose/need to have a transition experience that can provide additional skills and knowledge to help them get the job they want in the future. Examples of these transition experiences include volunteering, survival jobs, and internships.

- **Volunteer Match,** www.volunteermatch.org. This organization offers a variety of online services to connect individuals with nonprofit agencies, volunteer opportunities and business leaders committed to community involvement.
- **L.A. Works,** <https://www.laworks.com/>. This organization offers volunteer and internship programs in all types of sectors such as Arts & Entertainment, Health & Wellness, Civic & Community, Special Needs, Environment, Sports & Recreation, Family Services, Senior Services and more.
- **MCS Hollywood WorkSource Center,** <https://www.mcsocalifornia.com/mcs-hollywood-worksource-center/> This organization offers programs and services to job seekers and local businesses in the Los Angeles area. Career Counseling, job placement assistance, resume workshops, job search assistance and labor market information.
- **Idealist,** www.idealists.org. Finds people, nonprofit organizations, groups, jobs, volunteer opportunities, events, and more, nationally and internationally.
- Refer to the **LACC Career Center** website for experiential education and internship opportunities. Don't forget to include part-time jobs that may meet the criteria to be considered as internships in your search criteria.

3. NETWORKING

The art of developing and maintaining contacts who may be helpful in your career development. Begin with friends, family, fellow students, alumni, past supervisors, co-workers, professors, neighbors, and community members.

- Develop your own “**1 minute commercial**”- a brief description of the type of position you are interested in as well as the skills you would like to utilize. Share this networking statement with your contacts to determine if they know of any openings that match your interests or if they can refer you to an individual who works within your field of interest.
- Utilize social and professional networking sites like, www.facebook.com, <http://www.linkedin.com/>
- These sites can be useful tools to connect with people and learn about industries or specific job openings.

4. POTENTIAL JOB OPENINGS

Some jobs you are interested in may not be advertised. These jobs are part of the “hidden job market.” Employers look for candidates to fill current or anticipated vacancies, to work on new projects or to help in a particular area.

- **Cold Calling**-Contact organizations of interest to assess whether there are any job openings
Determine the marketable skills you would like to communicate to the employer. Use a Google search to locate jobs or job sites that match your skillset. (e.g., recreation jobs)

5. CREATIVE JOB SEARCH APPROACHES

Some students may use nontraditional approaches to find internships or jobs that combine their interests.

- Identify companies that relate to your interests. For a student that enjoys snowboarding, a helpful strategy could be to gather a list of snowboard manufacturing companies through an online search (Google).
- Sometimes students are able to combine a special class project with a career interest. For example, students who design a marketing plan for a class and then propose it to a company of interest may receive a job offer.

6. CAREER CENTER EVENTS

These events provide students the opportunity to learn about open positions, make professional contacts, and learn strategies to become competitive in the job market.

- These events include Career Fairs, On-Campus Recruitment, Resume Makeover, and Mock Interviews.
- Search the Career Center website for upcoming events.
www.LACC/CareerCenter

7. COLLEGE CENTRAL NETWORK

College Central Network is the Career Center’s free online job posting system. Employers list full-time, part-time, on-campus, professional, internship, cooperative education, seasonal, and volunteer opportunities.

To register, visit: <https://www.lacitycollege.edu/Resources/Career-Center/Job-Market>

8. TRADE AND PROFESSIONAL ASSOCIATIONS

Associations are groups of people who share a similar background in a particular career area. These groups often publish newsletters, career information and articles containing pertinent information about their field.

- These associations are a great way to meet individuals in your field and most offer discounted student membership rates. Ask your networking contacts about the association to which they belong.

9. LA CITY COLLEGE ACADEMIC DEPARTMENTS

Check with LA City College academic department offices and faculty for leads on current internships and jobs as well as contact people in your field.

- Visit the Los Angeles City College website for a list of academic departments
<http://www.lacitycollege.edu/Academics/Academics#departments>

10. THIRD PARTY RECRUITERS

These agencies or organizations refer individuals for temporary, temporary-to-permanent, contract, or direct hire part-time and full-time job opportunities. Search online for local staffing agencies and third party recruiters. Consider those agencies that charge no fee to the job seeker and are 100% employer paid.