

# THE JOB SEARCH

JUST  
IN  
TIME

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Produced by  
the Strategic  
Partnerships  
& Workforce  
Development  
Division at  
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# HAVE A PLAN

**The job search process can be stressful and frustrating, but it's important not to give up. Your hard work and patience will pay off, getting you closer to that dream job.**

Before you start looking, it's important to be aware of the steps involved in the process. You will be gathering a lot of information, so you have to get organized. The checklist at the end is designed to keep all your tasks on track. Have a target date of when certain tasks need to be completed. You may print it out and keep it in a binder, make a spreadsheet, and/or create a Word or Google Doc to help keep track of all the information you find. Remember, use your resources.

# FINDING YOUR CAREER

**Let's begin by asking yourself, "What type of job do I want?" Do you need a job to support you as you go through college? Are you looking for a job to launch your career? Or do you want both?**

Think of what jobs or careers interest you and start researching. You may know exactly what type of job you

want, but if you need some guidance, career counselors can help you find a career that is suitable for you.

To research specific careers, you may also do a general Google search. In the search page, type in a specific job title, an industry, or even a skill, and the results will often link you directly to available positions. After looking through the list, you can get an overall idea of the jobs available.

The job postings can reveal information that is critical to the job search process. For example, they list specific skills that are needed for a job so that you can see if you need to develop them. From the search results, you may also learn about specific companies that you may want to work for.

## MARKETING

You want to get noticed by employers, so it is essential to market yourself appropriately. Craft an engaging resume, a thoughtful cover letter, and a "rockstar" LinkedIn profile. It's a great idea to begin your job search while you are in the process of creating your resume and cover letter. (See our resume guide for tips on writing a resume.)

## NETWORKING

Networking is making connections to relevant people in your field of interest. Referrals or recommendations to employers via professional connections are among the most powerful ways to find a job. (Consult our networking guide, which goes over networking in more detail.)

# SEARCHING FOR THE RIGHT JOB

**Now that you have started the job search process, it's essential that you narrow down your search results. You may find jobs and internships at Strategic Partnerships & Workforce Development's website and social media sites, but you may also look for postings on online job boards. Here is a list of popular online job boards:**

**LINKEDIN** is one of the most powerful tools for finding a job. It is a social network for professionals with over 500 million members.<sup>1</sup> Think of it as Facebook for your career. The website or app allows you to search for available positions and sometimes even apply directly for a job. After you make a profile, you can start making connections to other professionals. You may ask these connections for an informational interview (an informal interview to find out more about someone's job or career), for a recommendation, or to see if there are any positions coming up. LinkedIn also gives recommendations for jobs that will be a good fit for you, based on your profile. Because of the power of LinkedIn, it pays to have a profile and be an active member.

<sup>1</sup><https://foundationinc.co/lab/b2b-marketing-linkedin-stats/>

**GLASSDOOR** posts jobs but also provides anonymous reviews from current and past employees. Users can also anonymously submit and review salaries and other information regarding experiences with the company, which can help you determine if the company is right for you.

**INDEED** posts millions of jobs and allows you to search by title, keywords, and location.

**MONSTER** is another search engine that posts jobs and allows you to search by title, keywords, and location. It also works to find the best fit for you after you create a profile.

## META-MAJOR JOB BOARDS

There are many search engines or job boards specific to a particular field. Some common, online boards related to Skyline's meta-majors are as follows:

### HEALTH, SCIENCE, & TECHNOLOGY

**Biospace** offers jobs for biotech, pharmaceutical, and clinical research.

**Angel List** is a technology job board specific to startups.

**Hire Tech Ladies** is a members-only technology job board for women, which

also provides support and advice.

### ART, LANGUAGE, & COMMUNICATION

**Dribbble** provides job listings locally and globally. It includes work from companies such as Vimeo, Tumblr, Amazon, and Microsoft.

**California Arts Council** is an important resource when seeking employment in the arts. It holds general listings throughout the state, including jobs for artists and jobs for other roles in the arts such as administrators.

**Bay Area Art Grind** is a site for artists by artists. The posts are vetted from the viewpoint of an emerging artist to a mid-career artist.

**Bay Area Video Coalition (BAVC)** provides job postings and a community resource for local media makers.

### BUSINESS, MANAGEMENT, & ENTREPRENEURSHIP

**Admin Crossing** provides listings for administrative assistant jobs.

**OneWire** provides job postings in finance and also provides career help.

**eFinancial Careers** posts thousands of jobs in finance, investment banking, and financial technology.

### SOCIETY & EDUCATION

**K12Job Spot** posts teaching positions and provides career advice.

**School Spring** posts teaching, education, and school jobs.

**EdJoin** lists all school district openings by state, county, and district.

## INTERVIEWING AND BEYOND

Once you find a position to apply to, make sure to finish your resume and cover letter, apply for that job, and get prepared for the interview. Also, remember to use the checklist provided to help keep you on task throughout the process.

LinkedIn is a great resource for learning more about the job search process. Below are some suggested resources to help with your search.

### LINKEDIN LEARNING COURSES

**The State of Job Search Today**  
Duration: 26:05

Learn what recruiters look for, and how to help them find you. Learn about search techniques, the role of the resume and cover letter, and how to connect and follow up with a recruiter.

**Job Search Strategies**  
Duration: 37:03

Learn the latest techniques to find jobs, how to develop your profile and brand, seek positions, network successfully, and work with recruiting professionals.

# JOB SEARCH CHECKLIST

	TARGET DATE	IN PROGRESS	COMPLETED	NOTES
<b>PLANNING</b>				
Binder or spreadsheet				
<b>PURPOSE</b>				
Define type of job you need or want				
Connect with career counselor				
<b>MARKETING</b>				
Resume				
Cover letter				
LinkedIn profile created				
<b>NETWORK</b>				
In person				
Reach out to contacts on social media				
<b>THE SEARCH</b>				
Google				
LinkedIn				
Glassdoor				
Indeed				
Meta-major job boards				
Narrow your search to 1-2 jobs				
<b>INTERVIEW</b>				
Research interview types				
Practice for the interview				

**Skyline College has career counselors, job placement coordinators and faculty who are eager to help you through from beginning to end. Contact us at [LandUrDreamJob@gmail.com](mailto:LandUrDreamJob@gmail.com), or call us at (650) 738-4337 to schedule an appointment and receive more one-on-one support.**