

STEP 2:

» BEGINNING THE JOB SEARCH

- Make a list of possible jobs using the information you have learned to compile this list. Next, list different types of employers in this industry.
- Networking is one of the most powerful ways to take action in your job search. Tell the people in your life what kind of job you are looking for, and ask if they know of anyone who is hiring in that field, or anyone you can talk to who works in that field.
- Conduct informational interviews to find out more about specific positions in your preferred industry. Informational Interviews allow you to investigate whether the kind of job you are looking for is really right for you. (See Career Center handout for more information on Informational Interviews.)
- Identify companies you would like to work for. You can do this by searching online, reading the classified ads in local or other newspapers, going to government agencies, looking up employer names in the yellow pages, or making use of the Career Center library reference materials.

STEP 3:

» DEVELOPING A RESUME AND COVER LETTER

- See Career Center handout on resume/cover letter writing
- Go to the SRJC Virtual Career Center online for resources on resume writing.
- If you have identified job openings at companies you would like to apply for, it is time to tailor your resume and write cover letters for each job opening.

STEP 4:

» PLANNING FOR THE JOB INTERVIEW

- Visit the SRJC Career Center to see books, videos, handouts and computer programs with helpful information about interviewing.
- Have someone practice interviewing techniques with you.
- Research the company you are interviewing with
- Prepare questions to ask prospective employer at interview.
- Bring multiple copies of your resume and references, and dress for success.

» SKILLS TO PRACTICE:

- Verbal communication skills (ability to articulate your experience clearly)
- Non-verbal communication (eye contact, firm handshake, listening skills, etc.)
- Discussing your accomplishments and skills
- Completing job applications
- Writing a thank you note