

DREAMBIG

AT COLLEGE OF SAN MATEO

JOBSEARCH



BLUEPRINT FOR SUCCESS



STRATEGIC INITIATIVES
& ECONOMIC DEVELOPMENT

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 it's important to get organized. The checklist at the end is designed to keep all your tasks organized. 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 A JOB

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 to 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. However, note that you do not need to have them completely finished before you start looking for a job. (Consult 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 one of the most powerful ways to find a job. (Consult our networking guide which goes over networking in more detail.)

FINDING A JOB

Now that you have started the job search process, it's essential that you narrow down your search results. You may find jobs or internships at College of San Mateo's Career Services website and social media, 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 to find a job. It is a social network for professionals with over 500 million members. 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.

GLASSDOOR posts jobs but also provides anonymous reviews from current and past employers. 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.



META-MAJOR JOB BOARDS

There are many search engines or job boards specific to a particular field. Some common boards are included below.

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 from 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 known as a site for artists by artists. The posts are vetted from the viewpoint of an emerging to mid-career artist.

Bay Area Video Coalition (BAVC) provides job postings and a community hub/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.



When possible, customize your resume to allow you to showcase the qualifications, accomplishments, and particular aspects of your work history that match closely with the requirements listed in the job description. When adjusting your existing resume to match a new job position, remember to proofread the final document. The more you update and adjust the resume, the higher your risk of introducing an error or typo.

DO NOT INCLUDE

- » Don't make your margins and font size too small; fonts smaller than 10 point are too difficult to read.
- » Don't include personal pronouns (e.g. I, me, we).
- » Don't include a picture, social security number, birthdate, marital status, height or weight.
- » Don't include the last line: "Reference available upon request".
- » Avoid using the listing of tasks with "Responsibilities included..."
- » Avoid including your social media on your resume, unless they're relevant to the job you're applying for.

SAMPLE RESUME

Mateo Sanchez

1700 W Hillsdale, San Mateo CA

mateosanchez@gmail.com | 650-123-1234 | LinkedIn.com/in/Mateo-Sanchez/

SUMMARY OF QUALIFICATIONS

- 1+ years of providing exceptional customer service within retail and business setting.
- Recognized by contract employer as individual with initiative and great follow through.
- Strong leadership skills and team building skills demonstrated through coaching.
- Good academic standing with a high capacity for understanding and applying new concepts.

SKILLS

Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Google Suite (Doc, Sheet, Slides)

EDUCATION

Associate Degree for transfer Business Administration (In Progress) College of San Mateo

EXPERIENCE

Student Assistant

May 2024-Present

College of San Mateo, Bookstore (San Mateo, CA)

- Proven the ability to keep composed under pressure by maintaining a positive attitude in fast paced work environment.
- Performed various ongoing tasks including receiving, processing and stocking products, setting up floor displays, and maintaining inventory.
- Process sales transactions accurately and according to established procedures.

Cashier

July 2023-Present

Trader Joes (San Mateo, CA)

- Manage cash register while providing great customer service.
- Collaborated with customer service team members to give exceptional service.
- Replenish store inventory and setup product on shelves.

Baseball Assistant (On Call)

May 2023-Aug 2023

- Supported the coach with various duties including setting up for school activities and washing equipment.

ACTIVITIES & AWARDS

- College of San Mateo baseball, 2023
- Promise Scholar