Successful Job Searching Strategies

*Step-by-Step Guide*

1. **Create a Resume & Write a Cover Letter**
   If you have questions on how to write a resume or cover letter, check out our “How to Write a Resume” quick tip. This and other guides can be found here: [http://career.uci.edu/quick-tip-library/](http://career.uci.edu/quick-tip-library/)

2. **Search through Job and Internship Listings**
   Check out the list on the back for places to start your search.

3. **Network**
   Networking is a great way to meet professionals from the industries you’re interested in, while learning about potential opportunities and adding to your list of potential references. Check out our “Networking” quick tip at: [http://career.uci.edu/quick-tip-library/](http://career.uci.edu/quick-tip-library/)

4. **Interview Techniques**
   Prepare for your interview by going over the helpful tips on our “Internship Techniques” quick tip at: [http://career.uci.edu/quick-tip-library/](http://career.uci.edu/quick-tip-library/)

5. **Dressing for an Interview**
   Dress to impress when meeting with employers. Your goal is to make a good first impression. Refer to our “Dress for an Interview” quick tip for ideas: [http://career.uci.edu/quick-tip-library/](http://career.uci.edu/quick-tip-library/)

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**Q. What online resources does the Division of Career Pathways offer?**

- **Online How-To Guides:** These brief guides can answer most of your questions on writing a resume or cover letter, interviewing skills, and networking tips. Find them at [http://career.uci.edu/quick-tip-library/](http://career.uci.edu/quick-tip-library/)
- **CareerSpots Videos:** This video library can be accessed from [http://career.uci.edu/careerspots/](http://career.uci.edu/careerspots/)

**Q. What other resources should I use?**

- **Way Finders Careers:** [http://wayfinderscareers.com/services/](http://wayfinderscareers.com/services/)
- **The Muse:** [https://www.themuse.com/coaching/job-search-strategy](https://www.themuse.com/coaching/job-search-strategy)
Additional Public Resources

Orange County One-Stop Centers – www.oconestop.com
The Orange County One-Stop Centers provide employment and training services, including access to computers, fax machines, and telephones. Other services include a resume distribution program, career resource library, networking opportunities, training programs, and job leads.

National Board for Certified Counselors – www.nbcc.org/counselorfind
All of the counselors in the directory hold the National Certified Counselor (NCC) credential. Individuals who hold the NCC have met high standards of education and experience and have passed a national examination. They adhere to the NBCC’s Code of Ethics within their professional practice as well.

The NCDA list of approved counselors and professionals can be found here.

Insight Careers – www.insightcareers.net
Insight Careers provides services designed to accommodate people in all stages of career planning from diverse cultural backgrounds. Career coaching sessions are conducted by a National Certified Counselor and Career Coach.

Women Helping Women and Men2Work – www.whw.org
WHW is a non-profit organization that empowers low-income individuals to attain economics self-sufficiency through employment success.

Ready Minds – www.readyminds.com
Ready Minds offers career counseling delivered via telephone and email with a professionally trained National Certified Counselor.

The job search process can be lengthy and takes a lot of patience. Using these resources can fuel your efforts!

Online Job Boards
- Human Resources UCI: https://staffing2.hr.uci.edu
- Idealist: www.idealist.org
- Opportunity Knocks: www.opportunityknocks.org
- Public Service Careers: www.publicservicecareers.org
- Job Hunt: www.job-hunt.org
- Career Builder: www.careerbuilder.com
- Indeed: www.indeed.com

Online Career & Internship Resources
- Job Web: www.jobweb.com
- Think Intern: www.idealist.org