

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/>

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/>

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/>

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/>

Learn more at:

..... career.uci.edu

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/>
- **CareerSpots Videos:** This video library can be accessed from <http://career.uci.edu/careerspots/>

Q. What other resources should I use?

- **Way Finders Careers:**
<http://wayfinderscareers.com/services/>
- **Kuder:**
<http://www.kuder.com/product/professional-services/kuder-coach/>
- **The Muse:**
<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.

National Career Development Association (NCDA) –

[http://associationdatabase.com/aws/NCDA/pt/sp/consumer find](http://associationdatabase.com/aws/NCDA/pt/sp/consumer%20find)

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 economic 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

