



Realize that your first job is just that; your first job. It may not be your dream job, but it can serve as a stepping stone to a brighter career path. The hardest job you will ever have is finding the right job.

- The first challenge in finding quality opportunities (jobs, internships, and volunteer positions) is the search process itself.
- Finding the job you want has to be a planned, systematic effort. It helps to have a developed and refined self-knowledge, research and organization skills, and persistence. Your career depends on having the qualifications, and how well you market them.

## Steps for Job Preparation

### 1 Determine *what kind(s) of work you are seeking.*

What is your fields of interest(s)? Unsure? An online Carer Assessment from O\*Net can help

### 2 Identify *where you want to work.*

Consider specific industries, work settings, company culture, and geographic location. Careers are about the type of work you do, and also *how* and *where* you spend your professional

### 3 Research the job market.

Use the Career Center's online resources to research employment outlook and salary wages for various professions and industries.

### 4 Prepare your application materials.

It's critical to have a strong resume, cover letters and references readily available for opportunities that arise.

### 5 Utilize and grow your networks.

Talk to the people in your network (e.g., family, friends, professors) about positions or organizations of interest. View resource guides on professional networking and informational interviewing for guidance.

## What is a "Good" Job?

- The exact definition of what constitutes a "good" job varies widely and is specific to each individual.

### When searching for a job, consider these factors:

- Mission and/or goals of the organization
- Responsibilities in the job description
- Avenues for gaining meaningful experience, building skills, fulfilling values, and accomplishing long-term career goals
  - Company culture
  - Location of the company
  - Organization size

## Online Job Search Resources

- **Find opportunities:** Check out the Job Board in the UCSC Extension Break Room for all most recent job posting from partner companies
- **Research companies: Glassdoor.** View company profiles and employee reviews of organization-specific positions, salaries, interviews, and overall work environment.
- **Expand your network: LinkedIn.** Connect with UCSC alumni in your field of interest on UCSC's LinkedIn university page and the UCSC alumni group
- **#findajob: Twitter.** Many companies and organizations tweet about job openings as soon as they become available. Follow the companies and organizations you'd like to work for and keep a close eye on their tweets!

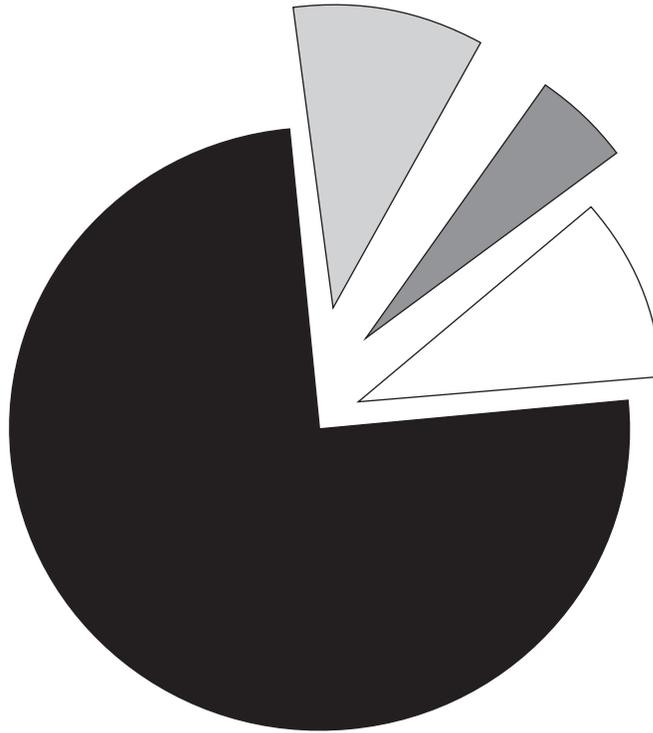
**Be smart about searching!** Use the following job search strategies and follow their suggested percentages to find meaningful work. You'll notice that a clear majority of your time should be spent pursuing informal methods in your search. 70-80% of jobs are found in what is considered the "hidden job market."

**Apply wisely!** This is only a guide! Use strategies best for your situation and at your discretion.

10% =

### Agencies

- Employment agencies (temporary and temp to permanent), are a good choice if you need a job quickly and not ready to commit to a particular path.
- Research agencies carefully - get references from users and avoid agencies that make you pay company fees.



5% = **Other**

- Traditional and creative methods of job hunting should not be overlooked.
- Many people find jobs through job fairs, offering to do contract work for a company or small business, trade unions, and starting your own business.

75% = **Informal**

- Companies/organizations and hiring managers prefer hiring people they know over those they don't know.
- It is beneficial to make yourself known to those who have power to hire or those who know someone with that power.
- To help make yourself known get referrals, make new contacts (information interviewing), intern, volunteer, do temporary work, connect on LinkedIn or with alumni contacts, join professional associations /student organizations/civic groups, make cold calls.

10% = **Job**

### Advertisements

- When applying for a position or responding to an ad, be sure your resume, cover letter, and application are targeted to the exact details of the position by researching the employer before applying.
- Use company/organization websites, job sites specific to your field, SlugQuest, Internet job search sites, government sites to better understand the company/organization.

## Next steps...

- Attend a Career Fair, Networking Event, Recruitment Event, or Meetup at UCSC Extension
- **Read guides** on resume & cover letter writing, interviewing skills, networking, and job search strategies
- Network with alumni

### More Guides from the Career Center:

- **Resume** · **Cover Letter** · **Informational Interview** · **Networking** · **LinkedIn**