



**Do you have a  
JOB SEARCH PLAN?**



**Create your own personal job search plan(s).**

- Have a plan A
- Have a plan B
- Have a plan C

**Have a mantra (you can make-up your own):**



*“You can't always get what you want  
But if you try sometimes well you might find  
You get what you need”*

**JAGGER, MICK / RICHARDS, KEITH, Songwriters**

*“Be open-minded. A job that may not look like a fit today may become one later.”*

**Richelle Dishno, Fitness Professional/Coach**

*“You need to know exactly what you want in order to get it.”*

**Mai Dam, Job Placement Professional**

## STEP 1

### Have the right qualifications:

#### Traditional Education:

High School Diploma/GED  
 Certificate of .....  
 AA/AS Degree  
 Bachelor's Degree  
 Masters Degree  
 PhD

#### Non-Traditional Education:

Apprenticeship  
 Industry Certification  
 Military Training  
 Badges: (see explanation below)  
 License: (e.g. hairstylist, real estate)

**Regarding Badges:** Learning today happens everywhere. Here is a new way to show what you know:

*It's often difficult to get recognition for skills and achievements gained outside of school. Mozilla's Open Badges project is working to solve that problem, making it easy for any organization or learning community to issue, earn and display badges across the web. The result: recognizing 21st century skills, unlocking career and educational opportunities, and helping learners everywhere level up in their life and work. Source – (<http://www.openbadges.org/en-US/>)*

#### **Get work experience by doing some of the following activities (try it out first):**

- Volunteer at a non-profit doing something related to the work you want
- Apply for an internship
- Job Shadow someone who does the job you want
- Part-time work
- Temporary employment
- Self-Employment
- Work doing something related the job you want
  - I want to be a pilot – drive a school bus
  - I want to be a lawyer – do legal research for a non-profit or start as a paralegal.
  - I want to be a doctor – work as a nursing assistant
  - I want to be a dentist – work as a dental assistant

#### **Identify Your Transferrable Skills:**

##### **Examples of “Soft Skills”**

Adaptable	Analytical	Artistic
Creative	Detail-Oriented	Efficient
Take Initiative	Leadership	Loyal
Organized	Positive	Problem-solver

##### **Examples of “Technical Skills”**

Manage projects	Payroll Processing	Writer
Database Administration	Presentation Software	Website Development
Social Media for Business and Marketing	Coach and Mentor	EXCEL

## **STEP 2**

### **Do your Homework**

#### **Create an Application Foundation:**

- Dates of employment
- Dates of education
- Job titles
- Duties
- References with names and contact information
- Achievements, certifications

#### **Practice Interviewing:**

- With someone who will provide honest feedback
- In front of camera
- Use a mirror
- Keep notes of significant outcomes (good and bad)
- Understand and use Behavior-Based Interviewing (problem, solution, result).  
(Behavioral based interviewing is interviewing based on discovering how the interviewee acted in specific employment-related situations. The logic is that how you behaved in the past will predict how you will behave in the future i.e. past performance predicts future performance.)
- Informational Interview

#### **Develop Your Resume(S)**

*Chronological* – Information is listed in reverse chronological order (beginning with your most current work experience/education and listing to the least recent). This includes education and training, work experience, and volunteer activities. Most used format across all occupations because employers like to see employment and education history.

*Functional* - A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

*Combination* - A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

*Targeted* – All resumes should be customized, listing the specific skills job you are applying.

*Curriculum Vitae* - A curriculum vitae includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. Curriculum vitae are used primarily when applying for academic, education, scientific or research positions.

## STEP 3

**Network with folks that are employed, particularly in the field you want to work. Get connected to others who can help you.**



Attend a local Service Club (e.g. Rotary, Elks, or Boy Scouts), Chamber of Commerce, Business/Industry Association, Church, etc.

### **Sample clubs, chambers, and industry associations**

Cupertino Rotary: <http://www.clubrunner.ca/Portal/Home.aspx?cid=3794>

Campbell Chamber of Commerce: <http://campbellchamber.net/>

San Jose Chamber of Commerce: [www.sjchamber.com/](http://www.sjchamber.com/)

Help Desk Institute, San Francisco/Bay Area HDI Chapter: <http://sfhdi.org/>

Joint Ventures Silicon Valley: <http://www.jointventure.org/>

Meetup (world's largest network of local groups): [www.meetup.com](http://www.meetup.com)

### ***Other Network Opportunities:***

Seminars, Workshops, Conferences

Standing in line in the grocery store, bank, etc.

Parties, picnics, family gatherings, etc.

Church, Synagogue, Temple, Mosque, etc.

Friends, family, instructors, neighbors, any ally willing to help

## STEP 4



### Use These Helpful Websites:

#### *Networking sites:*

**LinkedIn.com** (Major networking site for job searching, sales, and business contacts)

**Careerbuilder.com** (Find jobs, post your resume, make contacts, get advice)

**KITlist.org** (The KIT (Keep In Touch) List is an email job posting service where employers and recruiters advertise permanent or consulting job opportunities to over 67,000 high-quality professionals.)

**Linksv.com** (Link Silicon Valley connects people who build and fund the technology companies of Silicon Valley.)

**Workit.com** (Calendar for business events, technology jobs, etc.)

#### *Job search sites:*

**[Foothill.edu/career/](http://Foothill.edu/career/)** (Foothill College Career Center)

**Monster.com** (“Big” board)

**Indeed.com** (Aggregate)

**SimplyHired.com** (Aggregate)

**Dice.com** (Technical jobs)

**OpportunityKnocks.org** (non-profit employment)

**AARP.org** (mature workers)

**Retirementjobs.com** (mature workers)

**Volunteermatch.org** (volunteer positions)

**Idealist.org** (volunteer and internship positions)

## STEP V

### Access Helpful Organizations:

#### De Anza College Skills Workshops for Job Searchers:

- Goal Setting & Motivation
- How to Write a Cover Letter & Thank You Letter
- How to Write a Resume
- Informational Interviewing
- Time Management Strategies

#### Foothill College Career Center. The Career Center can help you:

- Explore career options and assist you with career decisions
- Research the job market, gather information and company contacts
- Develop job search strategies, design resumes and cover letters, and prepare for interviews
- Research various occupational fields including salaries, duties, educational requirements, and future job outlook
- Gain access to resources in the Career Center Library

#### Career Center General Information

##### **Location:**

Foothill College Career / Transfer Center

Student Services Building

Third Floor, [Room 8329](#)

12345 El Monte Rd.

Los Altos Hills, CA 94022

**Email:** [fhcareercenter@foothill.edu](mailto:fhcareercenter@foothill.edu)

Counseling Appointments - <http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp>

#### **One-Stop Employment Centers**

These agencies offer a variety of employment services to the public. You may wish to contact one in your area to see if assistance is available to you in reaching your goal.

**Eligibility is determined at the following organizations:**

**NOVA and CONNECT! Job Seeker Services-**

NOVA offers positive options for individuals in transition at the CONNECT Job Seeker Center. The CONNECT Job Seeker Center provides a full array of employment and career services in a supportive, friendly environment. These services are available at no cost to anyone looking for a job, exploring a new career or planning for career advancement.

Serving Northern Silicon Valley/Santa Clara County businesses and residents including: Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale.

**Office Location**



505 W. Olive Ave. Suite 550  
Sunnyvale CA 94086  
Phone 408.730.7232  
[www.novaworks.org](http://www.novaworks.org)

**WORK 2 FUTURE**

The work2future One-Stop Career Center offers numerous programs and services to enrolled job seekers. Your Talent Coach will help you to navigate through the available services to develop an individual plan that is just right for you.

Visit your local work2future One-Stop Center to find a supportive environment for your self-directed job search. Designed to make it easier for you to learn and apply your new job searching techniques, work2future One-Stop Centers serve as an ideal home-base for your search needs. Assistance is available in English, Spanish and Vietnamese. The work2future One-Stop Centers offer a series of job search workshops for your professional growth, development, and job search activities.

Serving Silicon Valley businesses and residents including: Campbell, Gilroy, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, San Jose, Saratoga, and all unincorporated areas of Santa Clara County.



## Office Location



1601 Foxworthy Avenue  
San Jose, CA 95118  
Phone: 408.794.123  
E-mail: [svwib@sanjoseca.gov](mailto:svwib@sanjoseca.gov)  
[www.work2future.biz](http://www.work2future.biz)

### Workforce Santa Cruz County

Serving Residents of: Aptos, Ben Lomand, Boulder Creek, Capitola, Davenport, Felton, Santa Cruz, Scotts Valley, Soquel and Watsonville.

**Office Locations in Watsonville** 831.763.8700 and **Capitola** 831.464.6286  
[www.workforcescc.com](http://www.workforcescc.com)

### California Employment Development Department (EDD), Santa Clara County Offices

- **Sunnyvale** 408.774.2365
- **Campbell** 408.369.3606
- **Gilroy** 408.846.1480

### Cupertino Rotary Job Search Support Group:

Meetings every Tuesday 5:00-7:00pm thru June 4, 2013  
Monta Vista High School Room A112  
Parking is available in the Staff Parking lot.  
21840 McClellan Rd, Cupertino, CA 95014  
<http://www.clubrunner.ca/Portal/Home.aspx?cid=3794&accountid=3794>

## STEP VI

### Take Care Of Yourself:



Value yesterday for what you have learned – Grieving is ok.

Live in the present and focus on the here and now – Accept your reality.

Develop a vision of where you want to be tomorrow – Dream, create a new vision.

- Do something fun everyday.
- Have a job search buddy that can be a trusted source of support.
- It's ok to grieve about a lost job.
- Accept your current reality – for it too will pass.
- Do not go into hiding. Keep in touch with positive friends and family.
- Exercise – run, walk, ride, hike, swim, garden, golf, etc.
- Eat healthfully. Minimize emotional eating.
- Have a schedule and be disciplined. Do something productive each day to help with your goal of getting a job. Dress up for work and get out of the house. Go the library, the One-Stop or College Career Center, Career Fair, or job search support group.
- Attend social events.
- Do not allow negative thoughts to control you. Be kind and supportive to yourself.
- You are not your job. You are a unique and special person. Your job or lack of a job is not your identity.
- Do not waste time thinking “coulda, shoulda, woulda”.
- Do not blame others.
- Learn to face the fear.

- Join a job search support group.
- Make time for family and fun. Set regular times to recreate – rent a movie, the beach, go out for coffee.
- Make a budget and stick to it.
- Practice your faith – pray, read inspirational works, talk with an advisor.
- Make a list of all the positives you have in your life.
- Stay focused on what is under your control.