

Finding a Job

Choosing Job Target

Look for a job that matches your _____, _____, _____!

Look for jobs with a _____ you will _____!

Think about what you want your future job to be, and look for a job that will lead in this direction

If you need help finding a job target, or a long term career goal make a career counseling appointment in the counseling center!

Prepare to Prove You Can Do the Job!

Demonstration Notes:

Stories and Examples Notes:

Credible References Notes:

Quantified Selling Points Notes:

Quantified Selling Points

Traditional Sources:

- **Formal Work Experience** – I have two years of experience as a server
- **Vocational Training** – I am a certified phlebotomist
- **Formal Education** – I have completed 12 units of Early Childhood Development Classes
- **Testing Results** – I can type 70 words per minute

Non Traditional Sources:

- **Hobbies** – Since I learned to sew two years ago, I have sewn 10 quilts. Here is a photo of my work.
- **Volunteer Experience** – I visit an elderly gentleman twice a week as part of his retirement community's adopt a grandparent program.
- **College Clubs** – I have organized 3 fundraisers for my club that earned a total of \$4,000.
- **Natural Abilities** – I am great with computers, I taught myself to build one from used parts.
- **Daily Life** – I have three younger siblings and I tutored all of them in math.

Get Ready to Market Yourself!

- Create a strong Resume (Go to Career Services for help)*
*They can help even if you have never had a job before!
- Create a strong Cover Letter (Go to Career Services for help)
- Personalize the resume and cover letter for each job you apply for! – Very important!
- Practice interviewing ahead of time (Go to Career Services for help)

Prepare for the Job Search!

Brain Storm - Write down all your ideas for where to look for a job:

Open Job Market Notes:

Hidden Job Market Notes:

Special Job finding resources just for Mt SAC students and Alumni are available at Career Services!

Work Study

On-Campus Jobs

Mountie Career Source

On-Campus Career Fairs and Interviews

Prepare for the Interview

- **Presentation (image)** – Does the way you look, sound and act positively represent the company?
- **Attitude (personality)** – Do I want to work with you? Do you fit the company culture?
- **Dependability (Trust)** – Will you work in my company's best interests?
- **Motivation (Loyalty)** – Do your actions and goals promote my company and its goals?
- **Ability (Aptitude)** – Can you do the job or learn it quickly?
- **Network (Contacts)** – Do the people you know and attract benefit my company?

***Schedule a Mock interview at Career Services to practice demonstrating these qualities!!!!**

Mt. SAC Wants to Help You!

Go to the Counseling Center to get help:

- Choosing a long term career goal
- Choosing a short term career goal

Counseling Center is located in Building 9B 2nd Floor
Call 909-274-4380 or to make an appointment

Go to Career Services to get help:

- Creating a cover letter and resume
- Using Mountie CareerSource
- Practicing Interview Skills
- Learn about career fairs, workshops and events

Career Services is located in Building 9B 2nd Floor
Call 909-274-4510 to make an appointment

Links:

www.mtsac.edu/careerservices

www.fastweb.com

www.collegeboard.org

www.finaid.org