

# Job Hunting Help

2012

## Job Search Tips

Don't Panic!

Take stock of  
your finances

Create a search  
strategy

Determine your  
worth

Practice your  
pitch

Polish and post  
your resume

Network, net-  
work, network

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## Finding jobs

Finding the right job can be challenging. Maybe you are dealing with a job search when you least expect it or it might just be time for a career change.

Wherever you are in your job search, the Library offers some excellent resources to help. Inside, you will find Career Centers with low cost training, Internet sources, books and tips on creating and uploading an electronic resume.



<http://novaworks.org>

A nonprofit, federally funded employment and training agency, NOVA offers a resource center for job seekers, job search workshops, training grants and other job assistance. Two of its services are the Connect Job Seeker Center and ProMatch. NOVA is located at 505 W. Olive Ave., Suite 550, Sunnyvale; telephone: (408) 730-7232.

**Connect! Job Seeker Center** 420 S. Pastoria Ave., Sunnyvale; telephone (408) 774-2365

<http://novaworks.org/JobSeekerServices.aspx>

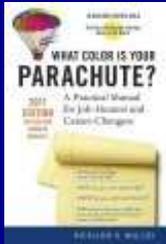
This is a one-stop resource center for individuals looking for jobs, hoping to better their skills, or switching career fields. The center is for job seekers 18 years and older. <http://www.YouthatWork.org> serves 16-24 year olds. Center membership is free. It is located at 505 W. Olive Ave., Sunnyvale (408) 730-7640

### ProMatch

<http://www.promatch.org/>

The Silicon Valley chapter of Experience Unlimited, is an interactive career resource center for professionals who are seeking work in Silicon Valley and the greater San Francisco Bay Area. This free service is sponsored by the California Employment Department (EDD) and the NOVA Workforce Investment Board. It is located at 505 W. Olive Ave., Sunnyvale; telephone (408) 736-2391.

Some of the best books of our large collection of materials for job seekers are shown on the lower right.



We also have *The Occupational Outlook Handbook 2010-11* 331.702 Oc15 2011-11 which describes pay rates, working conditions, websites for more information and details on most jobs.



## Santa Clara Adult Education Career

**Santa Clara Adult Education** 1840 Benton Street Santa Clara, CA 95050-5299

The Career Center, located in room 41, is a self-service facility. The Center provides job search facilities such as current job listings, telephones, FAX and copy machines, computers, along with interviewing skills classes. Please note that charges may apply. Office Hours: Monday-Thursday 9 am—4pm.

Career Classes taught by industry professionals. Training Programs include:

- Clinical Medical Assistant
- Pharmacy Technician
- EKG Technician
- Cosmetologist
- Alterations Business
- Medical Administrative Assistant

CALL (408) 423-5000 for more information or visit 1840 Benton Street Santa Clara, CA 95050-5299 [www.SantaClaraAdultEd.org](http://www.SantaClaraAdultEd.org)

## Job Hunting Books

**Occupational Outlook Handbook** <http://www.bls.gov/oco>

**[Get hired in a tough market: insider secrets to find and land the job you need now](#)** by Alan De Back , 2010 (650.14 D28)

**[How to find a job on LinkedIn, Facebook, MySpace, Twitter and other social networks](#)** by Brad and Debra Schepp, 2010 (650.14 S32)

**[Knock 'em Dead the ultimate job search guide 2012](#)** by Martin Yate, C.P.C., 2011(650.14 Y31 2011

**[Highly effective networking: meet the right people and get a great job](#)** 2009 by Orville Pierson (650.14 P62)

**[Find a job through social networking: use LinkedIn, Facebook, Twitter, blogs and more](#)** by Diane Crompton 2011 (650.14 C94)

**[What Color is Your Parachute?](#)** By Richard Nelson Bolles, 2012 (650.14 B69 2012)

# Internet Job Hunting Resources

## ***Social Networking for Jobs***

**Job Search Support Group** <http://www.clubrunner.ca/Portal/Home.aspx?accountid=3794>

Face-to-face support provided at this Cupertino Rotary Club–sponsored group. Among “friends” you will be encouraged, guided through *What Color is Your Parachute?* by Richard Bolles, have your resume reviewed and get lots of practice interviewing.

**Indeed.com** <http://Indeed.com/>

Job seekers like this search engine for jobs because it will send you daily alerts of new job openings. It combines openings from a number of sources so you don’t have to visit many, many sites.

**SimplyHired:** <http://www.simplyhired.com>

Has a Search Agent that notifies you of job listings and consolidates information from multiple job sites. It is very similar to Indeed.com

**LinkedIn** <http://www.linkedin.com/>

Join this business-oriented social networking site mainly used for professional networking. There are 90 million registered users, spanning 170 industries and 200 countries. 21.4 million users are in the United States.

**Twitter City of Santa Clara** <http://twitter.com/santaclaracity>

Get alerts for jobs with the city of Santa Clara. Use the same strategy for potential jobs elsewhere. Sign up for our Twitter to hear what is new at the Library. [twitter.com/SantaClaraLib](http://twitter.com/SantaClaraLib)

## ***Volunteer Opportunities***

**Volunteerinfo** <http://Volunteerinfo.org>

A directory of volunteer opportunities in the San Francisco Bay Area.

**VolunteerMatch** <http://VolunteerMatch.org>

Strengthens communities by making it easier for good people and good causes to connect.

**OneBrick** <http://OneBrick.org>

Here is a place one can find volunteer opportunities without making a weekly or long-term commitment to one institution or cause. Sign up for a one time event of your choosing and make a difference.

## ***Start Up Companies***

**VentureLoop:** <http://www.ventureloop.com>

Jobs from venture and seed-capital backed companies

# Internet Job Hunting Resources, cont.

## Nonprofit Companies

**Opportunity Knocks:** <http://www.opportunityknocks.org>

Opportunities for work at nonprofits found here.

## Government Jobs

[USAjobs.gov](http://USAjobs.gov)The Federal Government's Official Jobs Site

[Edd.ca.gov](http://Edd.ca.gov)California Employment Development Department

[Sccgov.org/sites/esa](http://Sccgov.org/sites/esa) Santa Clara County Employee Services Agency

[Santacruz.ca.gov](http://Santacruz.ca.gov)City of Santa Clara's Jobs Site

## Other Job Sites

**Fins** <http://fins.com>

Search for great jobs in Finance, Technology, Sales and Marketing and read the latest industry career news and advice on *FINS.com*.

**Employment Development Department** <http://www.edd.ca.gov>

California's site for unemployment benefits, posting a resume, finding jobs and training opportunities and useful links for jobseekers. USAjobs.gov

**BAJobs.com: Bay Area Jobs** <http://www.bajobs.com>

This is a commercial site specializing in connecting Bay Area employees with potential employers.

**JobStar: Job Search Guide** <http://jobstar.org>

Public librarians maintain this very useful website. Try <http://jobstar.org/nocal/> for Bay Area job listings and career assistance.

**California Job Network** <http://www.californiajobnetwork.com>

Also known as California Local JobNetwork, it is one of the first online employment web sites in California.

**Monster** <http://monster.com>



**Project HIRED** <http://www.projecthired.org>

Project HIRED is a nonprofit organization whose mission is "assisting people with disabilities to gain competitive employment, through partnerships with industry." They work closely with Cisco and Oracle as well as the Veteran's program, Wounded Warriors. They cannot serve vision or hearing impaired persons but do work with people with learning disabilities. It is located at 1401 Parkmoor Ave., Suite 125, San Jose; telephone: (408) 557-0880.

# Electronic Resumes Tips

**Resume Databases** If you are not sending your resume to a specific person you will want to upload your resume to a resume database. Keywords are critical to making it findable. The more keywords your resume matches, the better your chance are of having it read. Software programs rank your resume according to words found in your resume.

**Tip:** To keep your resume from going stale, add relevant new keywords or phrases or simply delete a word, log out, log back in and rewrite the keyword you deleted. To the resume spider, this is a new resume, and you stay maximally visible to recruiters. O\*Net <http://online.onetcenter.org> is a good source of keywords.



**Formats** Keep this most important document fresh and available for use in different formats. Keep one copy in ASCII plain text or with line breaks, one as a formatted Microsoft Word or PDF file, and possibly one as a web-based/HTML.

## Convert the Word resume to an ASCII (or text) format

### Step 1

This will remove all graphic elements, convert fonts to a standardized font, and remove bolding, italics, and underlining. This new document can be read by all operating systems (Mac, PC, Linux, etc.) all ISPs (Internet Service Providers), and resume-tracking software systems. It is perfect for uploading and inserting into career and company websites.

1. Save resume using File/Save As Feature.
  2. In "Save As" window, use identifiable names such as "NameE-Resume" or "ResPlainText."
  3. In "File Type," scroll to and select "Plain Text."
  4. Make sure that "Insert Line Breaks" is NOT checked.
  5. Make sure that "Allow Character Substitution" IS checked.
- Save and close.

### Step 2

Check to make sure that the ASCII document is "clean" and left-justified to optimize readability by resume-tracking systems.

1. Open resume file, making certain that you File, Open, File Type: *All File Types*. All information will be in simple text and characters will show keyboard characters.
2. Within Page Setup, Set margins to 1" left, 2" right, 1" top and bottom.
3. Align all information to the left.
4. Check for strange keyboard-character substitutions, such as \$. Usually the substitution will automatically default to asterisks, which is fine. Make changes if needed.
5. Correct any strange line breaks.
6. Separate sections using all caps for headings and lines composed of keyboard characters such as hyphens, equal signs, asterisks, etc. Save.
7. Save but don't close. Again, make sure that "Insert Line Breaks" is NOT checked and that "Allow Character Substitutions" IS checked.

This will create a resume that you will use to cut and paste directly into emails. While it appears the same as the previous version, this step will insert line breaks at the end of each line. Since the margins have already been set to 1" left and 2" right, the new file WITH line breaks will contain no more than 65 characters across. This is the standard width of email windows, and will fit into a standard screen shot. If you cut and pasted the original e-resume into an email account without this step, the lines would scroll off the page and be hard to read.

1. Save again, using the "Save As" command, this time making sure that "Insert Line Breaks" IS checked, as well as allowing character substitution. Use a save name such as PetersEmailResume or ResTextBreak.
2. This version will have line breaks and will fit a standard screen shot. Remember, this is the version to cut and paste directly INTO email.

# *Free from the Library's website*

**Tip:** To use these excellent resources, start at the library's website <http://library.santaclaraca.gov/> Select **Electronic Resources**, the button on the lower left, and find the name alphabetically or by Subject. Use your valid library card to sign in. **Problem with the card?** Call (408) 615-2970 during open hours.

## **Brainfuse**— *Live Career Assistance*

Adults can use this free 24/7 tutoring service. Jobseekers especially like the 24 hour review of an electronic resume by career advice professionals. There is also test preparation and an academic skills center with live tutoring sessions. Spanish language tutors available.

## **Learning Express Library**—*Take lessons here*

Take these classes 24/7 through the Library's website: *Job Search and Networking Skills, Creating a Great Resume, Great Cover Letters, and Interview Tips to Get the Job You Want.*

## **Safari Technical Books**—*Electronic books available when you need them*

Improve your computer and business skills. Access more than 4,800 digital books on computing, databases, programming, web design and business topics. Find Peach Pit Press, O'Reilly, and Que books here.

## **ReferenceUSA**—*Find out more about a company*

ReferenceUSA is useful for both finding people and businesses by name, address, city, state, or phone number. It can also be used to compile business mailing lists using business size, number of employees, location and industry as criteria.

Join us for **More Job Help** another free computer class Thursday, August 23, 2012 and get hands on practice and real world examples of how these resources can help you be more effective in your job search.