

CAREER ADVICE AND HIRING RESOURCES

TMASF Connects has developed this resource sheet with tips and tools to assist college students and recent graduates in preparing and searching for jobs.

PREPARING FOR YOUR JOB SEARCH

Searching for a job can be an extensive and mentally intensive task but with appropriate time management and a strategic plan, you will find yourself interviewing for a job in no time. Whether you are a recent graduate or still in college, it is never too early to prepare for your job search. A great way to begin is by doing some research. Start at your school's career center to find free resources and workshops to help prepare yourself. If you are a recent graduate, perhaps begin to think about what career path you would like to take. Indeed offers an extensive list of [career paths](#) you can browse through to find a right fit.



With some basic research, [create a plan](#) and set goals for yourself. This will help you feel more confident and fulfilled once you start applying for jobs and going to interviews. Creating a plan can also help you determine what your preferences are regarding job titles, industries, companies and even salaries.

TIPS FOR JOB SEARCHING



With adequate research and a plan in mind, the process of your job search should be a lot smoother. Here are [some tips](#) to consider as you continue the search process:

Make sure that you have a resume with your most recent work, experience, and skills. It is important for you to feel confident about your qualifications when searching for a job. Keeping it updated with your most recent accomplishments, certificates and degrees will help you stand out from other candidates.

BEGIN TO NETWORK!

Networking can happen anywhere. Converse about your goals or the career path you are taking. It can be done either formally or informally by talking to former college professors, managers, supervisors, or people who may be on the same career path as you. [CareerOne stop](#) has some tools on how to begin networking and gives more insight on how to maintain your network.

With the advanced technology we have today, it is quick and easy to [join job search engines](#) and apply for jobs through your mobile devices. Job search engines are not just databases where job openings can be found, they also offer many other resources such as networking features, career advice, and resume writing services. As you begin to utilize job search engines, [here](#) are some tips to consider.

EFFECTIVE TOOLS AND TECHNIQUES

Exploring the internet can be extremely helpful when job searching, with the click of a button you can find millions of job openings at your fingertips. Considering there are numerous jobs searching sites, it is vital that you find the perfect one for you. [Business Insider](#) has a list of several free apps and websites that connect students to corporate recruiters. These sites not only help with job searches, but can also help to build your network, get career advice, work on your skillset, and suggest career paths. Below is another list of general job listing sites to look at:

Apps/ Websites	Short Description
	<ul style="list-style-type: none">▪ Exclusive career fairs and recruiting events for students and recent graduates▪ Get notifications on the most recent job openings for you preferred job title▪ Full time + Part time positions, paid Internships▪ You can apply from anywhere with their app
	<ul style="list-style-type: none">▪ Search for job titles and get results of local job openings▪ See company reviews to find the perfect job for you▪ Browse and find salary rates for the most popular careers
	<ul style="list-style-type: none">▪ Gives job recommendations based on your experience and resume▪ Build your network, and reach out to local employers▪ Check your skills level with their skills assessment feature
	<ul style="list-style-type: none">▪ Filter searches by job titles and locations, to find the right job for you▪ Get instant help with resumes and interviewing skills▪ Tools to estimate your job salary based on location



- Learn more about the businesses you are interested in
- Apply to jobs with personalized profiles



- Create a free account and start looking through local job openings
- Get matched with employers based on skills, resumes, years of experience and location

JOB ACCESS LYFTUP PROGRAM



Lyft provides the ride you may need. Join the Job Access Program to receive free rides to job interviews, training, and even the first three weeks of a new employment.

Check to see if these rides are available in your [city](#).

CAREER RESOURCES FOR BAY AREA SCHOOLS

Visit your school career center in person (if permitted) or online for more information.

[Berkeley City College](#)

[Cabrillo College](#)

[California Institute of Integral Studies](#)

[California State University East Bay](#)

[Chabot College](#)

[City College of San Francisco](#)

[College of Marin](#)

[College of San Mateo](#)

[Contra Costa College](#)

[De Anza College](#)

[Diablo Valley College](#)

[Dominican University](#)

[Foothill College](#)

[Golden Gate University](#)

[Laney College](#)

[Menlo College](#)

[Mills College](#)

[Mission College](#)

[Napa Valley College](#)

[Notre Dame De Namur University](#)

[Saint Mary's College of California](#)

[San Francisco State University](#)

[San Jose City College](#)

[San Jose State University](#)

[Santa Clara University](#)

[Sonoma State University](#)

[Stanford University](#)

[University of California, Berkeley](#)

[University of California, Santa Cruz](#)

[University of California, San Francisco](#)

[University of San Francisco](#)