Digital Resource Guide

Define Your Goals and Industry

Before you start applying to open opportunities, you need to understand what kinds of job you are looking for first. Take some time to **identify your goals**, it can be big or small. This will help you choose which type of jobs you need to be targeting during the job searching process. Here are some quizzes that can help provide suggestions of careers that are well-suited for you:

- Career Test based on Myers Briggs' 16 Personality Types | TypeFinder® for Careers (truity.com)
- Free Personality Test | 16Personalities

Research Jobs and Employers

A you begin your search; you will need to know where to find available jobs. There are tons of ways to find new opportunities, some of them are job boards, company career pages, and networking. Here is a list of job boards and employers that have available jobs for you:

- City of San Diego
  - Internships: MyImpactPage | City of San Diego (betterimpact.com)
  - Job Board: Job Opportunities | City of San Diego (governmentjobs.com)
- Handshake: Students | Handshake (joinhandshake.com)
- Indeed: Job Search | Indeed

Update Your Resume

The next step in your job search process is to create or update your resume to present you experiences and qualifications. Here are some resources that can assist you in creating your resumes:

- Handshake: Free resume template for students and new grads
- Brainfuse: Resume templates and resources for those transitioning from military to civilian jobs
- San Diego Public Libraries: One-on-one career support, workshops, and career development resources, including for veterans
- LinkedIn Resume Builder: Build a resume from scratch
- UCSD's Career Center: Resume basics
- San Diego Workforce Partnership: General resume checklist
- Resume Worded: Synonyms for common resume power verbs

<u>Write a Cover Letter</u>

A cover letter introduces you to a potential employer. Cover letters are used to highlight your achievements, interest in a position, skills and experiences that makes you a strong candidate for that job. Here are some resources to help you write your cover letter:

- <u>Handshake:</u> Tips for writing an internship cover letter
- <u>LinkedIn:</u> Cover letter guide
- <u>SDSU's Career Services:</u> Check out SDSU-recommended articles related to writing cover letters.
- <u>UCSD's Career Center:</u> Cover letter basics

<u>Apply & Select References</u>

Before applying to a job, give your resume and cover letter a final review. To make sure it's your best representation and doesn't contain any typos or misspellings. Try to ask friends, family members or teachers to review your resume and cover letter.

As for providing references for your job application, here are some tips:

- **Choose the Right References:**
  - Pick people who know your work well and can speak positively about you.
- **Ask Permission:**
  - Always ask for permission before listing someone as a reference.
- **Provide Relevant Information:**
  - Inform your references about the jobs you're applying for and provide them with your resume.

<u>Dress Appropriately</u>

If you have an in-person interview, business casual or professional attire is recommended. To prepare your outfit for the big day, here are some resources and reference photos:

- [How to Dress for a Blue-Collar Job Interview](#)
- Examples of Interview, Business Casual, and Business Professional Attire (<u>Image</u>)
  - How to Wear a Tie (<u>Image</u>)
  - Examples of Appropriate Accessories (<u>Image</u>)

<u>Prepare to Interview</u>

As you prepare for your interviews, it is essential to be well prepared before the actual interviews. Here are some resources to help you prepare for your interviews:

- <u>Craft the Perfect Job Interview Elevator Pitch</u>: Learn the most asked interview question and how to answer it.
- <u>LinkedIn</u>: Other common interview questions and how to answer them
- <u>City of San Diego's Handshake account</u>: Gain interview tips directly from the City of San Diego.
- <u>Handshake</u>: Why, when, and how to send a thank-you note

Post-Offer Tips

Congrats, you got the job! Here are some post-offer tips:

- **Review Offer:**
    - Carefully review the offer letter, including salary and benefits.
- **Ask Questions:**
    - If anything is unclear, don't hesitate to ask questions about the offer, such as start date, work hours, or benefits.
- **Negotiate if Needed:**
    - Consider negotiating salary or benefits if you're not satisfied.
- **Keep Networking:**
    - Even after accepting an offer, continue networking and building relationships in your industry for future opportunities.