

# How to find a job 101

- Gather all essential docs: Birth certificate, SS card (atleast number), CA I.D and DL 's
- **Create an email account-** This is the primary manner by which you will be contacted for follow-up. **Check it regularly!** (Platforms like gmail, outlook and yahoo are free email providers.)
- Online searches for “entry level” (minimal experience) work - **Remember most applications are submitted online these days.**
- Make a tailored resume specific to industry (skills should match the job industry related tasks as much as possible)
- Network, Network, Network!!  
(ask questions, build community relationships with coworkers and other citizens, if you see a professionals in an industry or position you want to learn more about ask all of them questions and see who gives you the time of day. As the old saying goes, “We can't miss the shot we don't take” or “you'll miss 100% of the shots you don't take.”

## Job/Resume Tips

- The resume **gets you the interview- not the job** (it's ok to slightly inflate your skills on paper, but be sure to close the deal at the interview!)
- You don't necessarily need professional references to get employed. **(Entry-level work doesn't typically care to follow up on referrals- they know you're entry-level!)**
- **Sell Yourself!!** A solid interview lands you the job (so **research the firm, or agencies mission statement, and critically analyze how you can articulate your the right candidate for the job!**)
- Highlight your professional skills and **REMEMBER** it's ALL about how you add value to the employer! **Not vice-versa.** (Keep it about how your service contributes to their cause.)

- **Pay attention to the language (jargon) used in your applied industry.** For example, particular words that connote you are familiar with terms and phrases that only someone familiar with the industry would know. (For example, if you were applying for a laborer position in a construction trade, let's say carpentry- it would be helpful to relay that you know what a "square" is and how to use a "saw-zall," etc.)
- **Your comeback story** (depending on the industry be wary of what's disclosed. While it's true that honesty is the best policy- keep in mind that if they don't ask then don't tell unless you think it's viewed as an asset in the field.) But do keep in mind- **Good comeback stories sell records!**
- It's easier to get another job once you're already employed so take the first job whatever it is!- Give it some time and then go and find something better!

## Easy access industries with limited barriers

- Environmental services (janitorial work)
- Craftsmanship (apprentices) however because these are unionized jobs they may have waiting periods if you don't make the cut.
- Trades (non-union) painting, carpentry, plumbing, etc. (private sector)
- Peer mentorship/ human services
- Warehouse packing and inventory
- Restaurant/ Food industry
- Commercial retail - Walmart, Amazon, grocery stores

## What are my skills?

Truthfully, all of us have skills that we probably don't even realize we possess. Think about it: Are you an artist? An organizer? An extrovert? An introvert? Do you do better alone or around

others? These are all concepts that build your self-awareness to find what you may have and what you may lack.

For example, if you communicate well with people of all races, stripes, ethnicities, and find it easy to build interpersonal relationships with others then you are a skilled communicator! The way you would list that on a resume can be

1. Deft communicator able to deal with a range of personalities and interactive scenarios
2. Works well independently or with others
3. Excellent social skills that heightens customer satisfaction
4. Strong team collaborator

Get creative! A resume can use some personal touch.

[Studies](#) have shown that the most important [things to put on a resume](#) for entry-level candidates are all soft skills:

- problem solving (83% of employers)
- teamwork (83%)
- written communication (80%)
- and leadership (72%).

Courtesy of:

<https://www.nacweb.org/about-us/press/2017/the-key-attributes-employers-look-for-in-student-resumes/>

Ultimately, all of you got this and I see a desire in you to make changes- so keep your eye on the prize. Keep the right associations, think critically about actions before you engage in them, and ask questions whenever you need more information or get a second opinion for more objectivity. These are all small but useful tips that allow us to make huge inroads in time.

One step at a time, **champions aren't made overnight!**

However, with time, persistence, and commitment nothing will stop you!

**Be safe, be mindful of others (because what we say and do is important), and show the world what change looks like!**

Best, Hugo