

Sources of Employment

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There are many avenues to use when looking for a job. Use as many as fit your search and use them at the same time! This is called marketing yourself. Temporary agencies and volunteer organizations are excellent places to gain experience. Often a temporary worker is hired as a permanent employee. Seventy-five percent of job openings are filled through networking, and 5-10% are filled through answering ads. Here are the approaches:

Resources

Networking: In this method, you tell people you know that you are looking for a job. Tell them what type of job you are seeking and ask if they know of openings. Ask:

- friends
- relatives
- neighbors
- parents of friends
- friends of parents
- teachers

Broadcasting: This is the method that utilizes a mass mailing to companies that interest you. Mail each company a letter, asking for a job interview. Since it takes about 50 contacts to get one interview, to triple your return, identify the person in each company who has the power to hire you and send your letter to him or her. A few days later, phone each person and ask for an interview. This increases your chances of getting an interview to 1 out of 17 contacts. This approach permits you to zero in on those specific companies that interest you.

Sources of places to send letters:

- Chambers of Commerce
- Community Agencies
- Computerized Job Banks
- Employment Development
- Department (EDD)
- Job Fairs
- Library
- Newspapers Ads
- Referrals (from people you know)
- State Indexes
- Trade Directories
- Trade Journals
- Yellow Pages
- Local Businesses

Advertisements:

- Newspapers
- Trade Journals and Magazines
- Professional Journals
- Yellow Pages

Placement Services: Private Employment Agencies—for permanent and temporary jobs (check for phone numbers under “Employment Agencies” in your *Yellow Pages*.)

- Accountants Overload
- Apple One
- Kelly Temporary Services
- Manpower
- Public Employment Agencies
- School and College Placement Offices

Internet

- Job opportunities, volunteer positions, internships, high school student jobs and more: www.4work.com
- Access to over 55,000 jobs worldwide, all levels, all fields: www.monster.com
- Federal Government job openings: www.usajobs.opm.gov
- America's Job Bank, (pathway to state job openings): www.ajb.dni.us
- Job openings in America: www.hotjobs.com
- Résumé helps: www.edd.ca.gov/eddjs.htm
- Two good search engines: www.yahoo.com and www.altavista.com
(Just enter your search word like . . . résumés, job search, etc., and it will find sites containing that information.)

Miscellaneous

County Agencies

- School Districts
- U.S. Office of Personnel Management (202) 606-1800
(202) 202-6459. Web Address — www.usajobs.opm.gov
- Job postings on the Internet — www.ajb.dni.us
- County Personnel Department (909) 955-3500, Recorded Job Information (909) 955-3550
- City Human Resources Department (909) 826-5808, Recorded Job Information (909) 782-5492
- Professional Associations

Volunteer Services

Volunteer Center of Riverside
2060 University Avenue
Room 212
Riverside, CA
(909) 686-4402

City of Riverside
3900 Main Street
6th Floor
Riverside, CA
(909) 826-5709

(Similar agencies will be available in your area. The possibilities are endless!)