Job Seeking Resources

Employment Services and Career Centers

Alameda County Social Services

- North County Multi-Service Center

2000 San Pablo Ave, Oakland CA 94612 510.891.0700

- East County Self Sufficiency Center

8477 Enterprise Way, Oakland CA 94621 510.263.2420

- South County Eden Area Multi-Service Center

24100 Amador Street, Hayward CA 94544 510.670.6000

One Stop Career Centers

- Alameda

555 Ralph Appezzatto Memorial Parkway, Building P
Alameda CA 94501 510.748.2208

- Berkeley

Berkeley Adult School Rm 105
1701 San Pablo Avenue
Berkeley, CA 94702 510.644.6630

- Fremont

39155 Liberty Street, Suite B200
Fremont CA 94538 510.794.3669

- Hayward/Eden Area

24100 Amador, 3rd Floor
Hayward CA 94541 510.670.5700

- Newark

39399 Cherry St. Room 1211
Newark CA 94560 510.742.2323

- Oakland Downtown

1212 Broadway, Suite 100
Oakland CA 94612 510.768.4473

- Pleasanton/Tri-Valley

6300 Village Parkway #100
Dublin CA 94568 925.560.9431

JOB SEARCH

Community Colleges

Berkeley City College	2050 Center Street Berkeley CA 94704 www.berkeleycitycollege.edu
Chabot College	2555 Hesperian Blvd Hayward CA 94545 www.chabotcollege.edu
College of Alameda	555 Atlantic Ave Alameda CA 94501 www.alameda.peralta.edu
Laney College	900 Fallon Street Oakland CA 94607 www.laney.edu
Las Positas College	3000 Campus Hill Dr. Livermore CA 94551 www.laspositascollege.edu
Merritt College	12500 Campus Drive Oakland CA 94619 www.merritt.edu
Ohlone College	43600 Mission Blvd Fremont CA 94539 www.ohlone.edu
Peralta College	333 E. 8th Street Oakland CA 94606 www.peralta.edu

Interview Clothing & Job Search Skills

Wardrobe for Opportunity	570 14th Street, St. 5 Oakland CA 94612 510.463.4100 www.wardrobe.org
St. Vincent de Paul Community Center	2272 San Pablo Ave Oakland CA 94612 510.638.7600 www.svdp-alameda.org

Top 10 Resume Tips

1. Keep it Professional
2. Make it targeted. The more targeted your resume is, the better you have at landing an interview
3. Make sure it is Well-Written
4. Self-Promote
5. Highlight duties instead of accomplishments
6. Quality over Quantity
7. Keep it Simple
8. Have correct spelling and grammar
9. Keep it consistent
10. Don't mention money

Top 10 Resume Mistakes

1. Typos and grammar errors
2. Lack of specifics
3. Going on for too long
4. Being too vague
5. Bad summary
6. Leaving off important information
7. Visually too busy
8. Incorrect contact info
9. Mass mailing resume'
10. Adding personal info such as age/hobbies

First Impressions are Important

From the first contact until the first day on the job, you are being interviewed!

- Sound professional.
- Dress for success.
- Be confident.
- Be positive.
- **Believe in yourself!**

Internet Job Search Websites

www.accentcare.com
www.accounting.com
www.actransit.org
www.aerotek.com
www.aramark.com
www.aus.com/careers
www.autocareers.com
www.bajobs.com
www.bankjobs.com
www.bart.gov/about/jobs
www.bayareacareers.com
www.bustransportation.com
www.caljobs.ca.gov
www.careerbuilder.com
www.careersatsafeway.com
www.childrenshospitaloakland.org
www.craigslist.org
www.dice.com
www.edenmedcenter.org
www.fedex.com
www.flyoakland.com
www.flysfo.com

www.glassdoor.com
www.indeed.com
www.jetblue.com
www.jobaps.com/alameda
www.jobhat.com
www.jobs-ups.com
www.jobstar.org
www.kaiserpermanentejobs.org
www.linkedIn.com
www.linkup.com
www.localjobstars.com
www.job.com
www.mgasearch.com
www.monster.com
www.referenceusa.com/static/jobhelp
www.roberthalf.com
www.securitasinc.com
www.sfgate.com
www.southwestairlines
www.united.com
www.us.jobs
www.ziprecruiter.com

Clean Up Your Social Media While Job Searching

Social media allows us to be more connected than ever before. Unfortunately this means that potential employers are able to learn more about us than we would like. It's more common than you may think for these discoveries to prevent employers from even considering an application. Roughly one in three employers have rejected candidates based on something they found out about them online.

- Google yourself to find out what others can learn about you.
- Change your settings where necessary, so your private life stays private.
- A picture is worth a thousand words, so make sure all of yours say something positive about you. If publicly viewable images are unprofessional, remove them or set them to private.
- Why do employers research candidates online?
  1. To gauge a candidate's professionalism in terms of social conduct.
  2. To evaluate a candidate's fit into the company culture.
  3. To learn more about the candidate's qualifications.

Try this: Start Tweeting information that is both interesting & relevant to your industry. Keep up to date with industry news by following individuals & companies related to your preferred job. This also demonstrates a genuine interest in your field, which potential employers will appreciate.