



Find a Job in This Tough Market

Conejo Valley Adult Education
Computer Training Center

1025 Old Farm Road • Thousand Oaks, CA 91360 • (805)
497-2761

Find A Job in This Tough Market

- **Where Do I Start.** Plan out your Job Search by asking yourself foundational questions in our given handout.
- **Career Choices.** Creating positive re-enforcement, choosing a job that fits our personality, using online websites to assist us in our personality types.
- **Transferable Skills.** Use online tools to inform you of career areas you may not have ever imagined considering as a viable job option.
- **Online Job Hunting.** Given list of website resources in our handout we will search for jobs using the most trustworthy online job searching sites. At this point in class you just may have a viable job to apply for. Know the difference between Self Search, Member Based and Direct Job Posting Websites.
- **Creating Digital format Resumes.** Whether you currently have a resume or not we will build a simple resume in class using MS Word, create a plain text format resume, copy and paste a resume and discuss the formats a resume can be in. Save a plain text resume so you're not creating one every time you apply for a Job Online. Create a PDF Adobe Acrobat version to insure readability while showing your potential employer you know how to create and work with PDF's.
- **Further Assistance.** Our handout contains many resources to find Job Hunting Support Groups, Online Resume Helpers, an extensive list of staff agencies and many other resources on where you can Further Your Job Hunting Practices.