Job Search Workshop
Goals

- Teach you tricks, tools and resources to help you conduct an efficient, successful job search
EvCC Job Center

Access resources and presentations from workshops
EvCC Job Center

www.everettcc.edu/jc

Access links for websites to apply for jobs
Job Center Resources

Local Job Openings
Snohomish County
Snohomish County allows you to view current jobs and internship postings. Sign up to receive email notifications for future job and internship postings.

Veterans eBenefits Employment Center
For Job Seekers - Access tools and resources designed to help Veterans and transitioning Service members translate their military skills into new public or private sector careers. Learn how to identify your professional strengths, create and post résumés, achieve success in your next job, and more.
For Employers - Make a difference in improving Veteran unemployment. Public and private sector employers can search thousands of résumés and post limitless jobs on the Employment Center free of charge.

NW Jobs
The Seattle Times Company allows you to browse job openings from the print editions of the Seattle Times/P.I. as well as search thousands of current careers in the newspaper. The database is updated daily.

The Daily Herald
Northsound Jobs provides local job listings for the Everett area.

Washington State
Personal page with over 1500 links to public and private employment web pages in Washington State.

WorkSource Washington
WorkSource is a job search and employment information system containing listings of current job openings provided by Washington state employers. The system also features a talent bank of Washington state job seeker resumes which can be searched by any employer, and extensive links to a wide range of career and labor market information.

CampusPoint.com
We help students and recent graduates find local interviewing opportunities for full-time jobs and temporary jobs - and we streamline the campus recruiting process for employers of all sizes.

Center of Excellence
Industry related job postings in aerospace and advanced manufacturing in Washington.

Employment Security Department

Great resource for veterans
EvCC Job Center

- www.everettcc.edu/jc

Click here to be taken to the Student Job Center
Welcome to EvCC's Student Job Center Log In page

New users select the "Click here to register!" option below.

All Job Seekers - Use your primary email address as your User Name when registering.

If you have forgotten your user name, please e-mail jobcenter@everettcc.edu
If you have forgotten your password, click on link below that states "Forgot your password?"

Internet Explorer version 5.5 or higher is recommended for use with this system. If you need to upgrade or install a current version of Internet Explorer, click here to download.

This website is a free service, provided as a benefit to students, potential students and businesses. We reserve the right to reject or delete any resume, job posting or employer which we may deem to be either inappropriate or to have inappropriate intent. All employers are required to be in compliance with Federal EEDC regulations.

If you require further assistance please contact the Job Center at jobcenter@evccc.edu

Username (Primary Email) : 
Password :

Login

Click here to register

Forgot your password?
Creating an Account

- Your User Name will be your PRIMARY email address
  - EvCC emails deactivate after you are no longer enrolled in courses

- If you are a student or alumni, please enter your student ID when asked for easy tracking and event registration
Student Job Center

- Learn about upcoming events
- Register for events
- Search for jobs
- Apply for jobs
- Instant access to Internships.com and Indeed.com
- Access to career information via TheCampus CareerCoach.com
Applying to Jobs

- To be considered for a position, you must complete **all components** of the application
- Take your time and answer any supplemental questions thoroughly
- If applying online:
  - Be prepared to create a login account
  - If necessary, you may have to reformat your resume
  - Most sites require you to fill out an online application
  - Never give you SSN
Responding to a Job Posting

- Read the job title and job description carefully
  - Verify job closing/expiration date
  - Look for any special instructions or contact info
- Target your resume
  - Include job req# or ID#
- Remember, most jobs require you to complete their online application process
Crafting Emails

- Keep it short
- Keep it professional—leave out the comedy routine
- Apply cover letter rules
- Subject line should be job title or job req#
- Call to action—assume the sale
- End with contact info
LinkedIn

How to use LinkedIn to help you find a job
Another way to “sell” yourself

Online Resume

Find Opportunities

Recruiters and employers use it as a resource to find candidates

Make connections and NETWORK
Your Resume on Steroids

- Summary
- Job history
- Education
- Specialties
- Photograph
- Groups
- Interests
- Awards
- Skills
- Recommendations
Your Title

- Make it clear what your intentions are
- Does not have to be your current job title
- Examples
  - Experienced Computer Programmer
  - Student at Everett Community College
  - Recent Honors Graduate Seeking a Network Administrator Position
  - College Instructor and Technical Consultant
LinkedIn Tips

- Complete Profile
- Have a Summary
- Use Keywords
- Join Groups
- Be Active
- Edit your LinkedIn URL
  http://www.linkedin.com/in/jillthornton3