

Find a Job at CaCareerCafe.com

QUICK START GUIDE

Looking for a job or looking to find a better job? When you connect to CALJOBS via the **CaCareerCafe.Com** you will be able to: view unduplicated job postings, analyze the job market and identify what employers are looking for, and build résumés and cover letters.

TAKE A LOOK AROUND

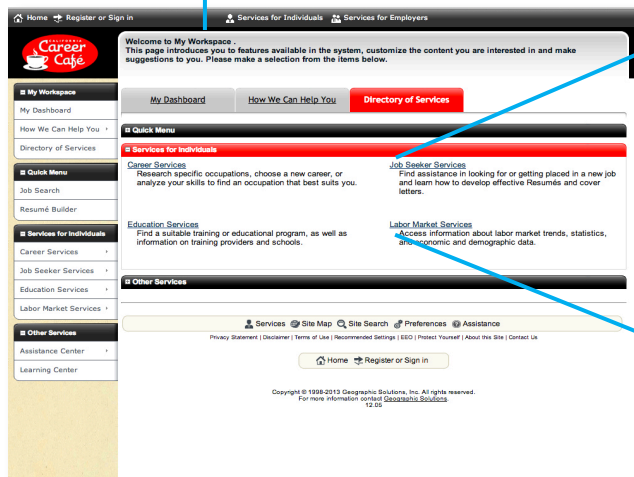
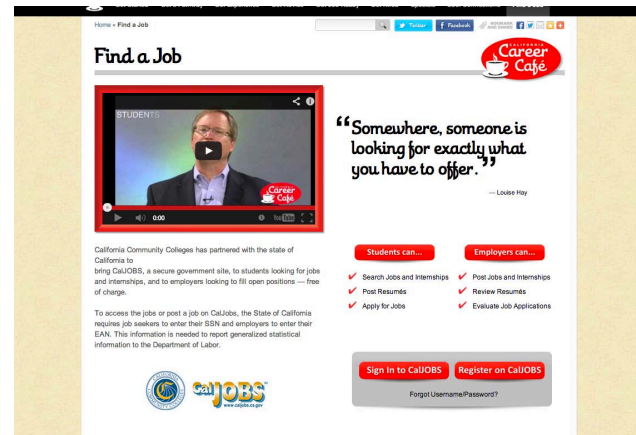
To explore some of the job and labor market services available before you register, try this . . .

✓ On the Find a Job Page, click on **Register on CALJOBS**.

✓ Choose Option 1, Try Us Out for **Guest Access**.

✓ Then click on **Individual** to view this page –

Welcome to my Workspace:



CLICK ON JOB SEEKER SERVICES

- ✓ Enter your zip code and a job title for a "Quick Job Search."
- ✓ Type internship in the keyword box to find intern positions.
- ✓ Find jobs offered by employers in your area using "Search by Employer."
- ✓ Use the "Search by Skills" for a more focused exploration.

CLICK ON LABOR MARKET SERVICES

- ✓ Try "Labor Market Facts" to get the answers to FAQs.
- ✓ Get comprehensive employment information specific to your area with an "Area Profile."
- ✓ Uncover complete employment information using "Occupational Profile."

THIS IS A FREE SITE

If you choose to Register for the site, then you will be able to . . .

- Access all the services.
- Complete and store resume/s.
- Compose and save cover letters.
- Share your information with employers.
- Apply for jobs online.
- Receive "job alerts" as soon as jobs are posted.