What you'll need

Before you start searching for jobs, you should gather certain information. This will make it quicker and easier to apply. You will need:

- A current, professional-looking email address
- A resume, containing:
    - Your work history, focusing on recent jobs or volunteer positions, especially those that are relevant to the positions you want
    - Your educational history (if you have a college degree or a work-related certification)
    - A list of your relevant skills
    - Your name and contact information

Note that you may or may not need to attach your resume to your application, depending on the job, but it's good to have all the information you need in one place—applications which do not ask for a resume usually still ask about relevant skills, certifications, and experience.

Writing a good resume

There are various types of resume to choose from. If you have years of experience in your field, especially if you have few or no gaps in employment, you may want to choose a chronological resume, which lists past jobs in chronological order, with descriptions of tasks and accomplishments.

If you are switching fields, have little experience or gaps in employment, or want to de-emphasize your age, you may want to choose a functional resume instead, which emphasizes your relevant skills and gives less space to recent employment.

You can also choose a combination of the two styles. In any case, think about what type of resume is going to show you in the best light.

If you are applying for multiple different types of jobs, you may want to customize your resume for each type of job, emphasizing skills and experience relevant to each position.

It's good to be creative with the formatting of your resume, to make it stand out, but make sure the whole document is legible—no weird fonts!

Note that different countries use different styles of resume or CV. In the United States, for example, you *should not* include your marital status, nationality, or age on your resume, and photos are only used for modeling and acting resumes, but in some countries including that information is the norm.

When applying

Apply as soon as you're ready and allow yourself plenty of time to fill out the application. The job may include questions that require more than a sentence to answer, so take your time filling them out. Furthermore, submitting your application only a few days after a job is posted, even if the application window is a month or more, may give you an advantage over other candidates by getting interviewed sooner.

Many job application sites will automatically log you out after a certain amount of time, so when you come across a question that might take longer to answer, you may want to copy it to a document (in Word, Pages, etc.) to give yourself time to answer it thoroughly, then copy your answer back into the web page.

Job hunting sites

- Indeed.com - large job-hunting site
- Glassdoor.com - Job listings and ratings of employers, by current and former employees. Information about salary ranges is sometimes available.
- LinkedIn – professional social network. Job listings are available in some fields
- Caljobs.ca.gov - Jobs in California, both public and private sector
- Calopps.org - city and county jobs in California
- Usajobs.gov - Federal government jobs

More resources

Tutorials on job hunting: https://edu.gcfglobal.org/en/topics/applying-for-jobs/