

JOB SEARCH AND RESOURCES LONG BEACH AREA

When searching for a job there are several helpful tips that will save you time and find more jobs that fit your requirements well. Most of these tips can be included into your job search effort.

1. Have a telephone voicemail system in place with a professional message (e.g. "Hello, you have reached John Doe, I am sorry to have missed your call. Please leave a message with your name and return telephone number and I will call you back as soon as possible. Thank you."). Put your cell phone number on your resume so you can follow up in a timely manner.
2. Have a professional sounding email address (e.g. [johndoe250@yahoo.com](mailto: johndoe250@yahoo.com)), and avoid email addresses that are too casual (e.g. [johnnydoeboy@yahoo.com](mailto: johnnydoeboy@yahoo.com)).
3. Have a current electronic resume ready to send in a format that everyone can view (e.g. Microsoft Word or Adobe Acrobat). Also, have several good quality printed resumes at all times.
4. Modify your resume to match the job you are applying for. Create an objective statement at the beginning of the resume that specifically names the job you are applying for.
5. List at least three references including name, job title, company, phone number and email address on your resume.
6. Have your resume reviewed by a counselor at Serene Center.
7. Take advantage of community resources that provide career counseling and job search assistance such as college career offices, state Department of Labor offices or your local public library. Here are some local community resources close to Serene Center Long Beach:
 - a. **Pacific Gateway Workforce Investment Network Career Transition Center**
www.pacificgatewayworkforce.com
(562) 570-3700
3447 Atlantic Avenue (at Wardlow)
Long Beach, CA 90807
 - b. **California Employment Development Department Job Fairs**
www.edd.ca.gov/Jobs_and_Training/Job_Fairs_and_Events.htm
 - c. **Harbor WorkSource Center Pacific Gateway WIN**
1851 N Gaffey Street #F
San Pedro, CA 90731
(310) 732-5700
8. Most job openings are not advertised: tell everyone you know that you are looking for work, and ask if they can help.

9. Search the job search engines. Use the sites that search the major job banks, employer sites and electronic news groups for you. Don't limit your job searching only to the top sites, also check the smaller niche sites that focus on a particular geographic location or career field and you will find plenty of job listings. Here are some more common job search sites:
- www.monster.com
 - www.careerbuilder.com
 - www.hotjobs.com
 - www.jobsonline.net
 - www.simplyhired.com
 - www.jobsearch.com
 - www.jobsearchusa.org
 - www.hard2hire.com
 - www.snagajob.com
 - www.craigslist.org
 - www.lamarketplace.com/jobs
 - www.losangelesjobbank.com
 - www.latimes.com/classified/jobs/
 - www.ocjobfinder.com
 - www.caljobs.ca.gov
 - www.changelives.org
 - www.worksourcecalifornia.com
10. Use online resource sites to improve resumes and job search skills:
- www.rileyguide.com
 - www.jobstar.org/tools/resume/res-web.php
11. For temporary work try these local resources:
- CoreStaff Services Long Beach**
5000 East Spring Street, Suite 320
Long Beach, CA 90815-5202
(562) 420-7616
 - AppleOne Long Beach**
3900 Kilroy Airport Way, Suite 180
Long Beach, CA 90806
(562) 637-1001
 - Manpower Long Beach**
4300 N. Long Beach Blvd. Ste 440
Long Beach, CA 90807
(562) 423-8633
 - Labor Ready Long Beach**
116 W 7th Street
Long Beach, CA 90803
(562) 432-3521