

#### HOW DO I PICK A JOB?

##### Career Counseling

Career counselors work individually with students to help explore and assess career interests, work values, skills, and personality and how they fit into the world of work. Students work with counselors to explore majors and careers and set goals regarding career choices. Counselors are also available to review resumes and portfolios.

#### HOW DO I GET READY FOR THAT JOB?

##### 1. Start looking at job descriptions!

See what skills the companies want you to have. If you don't have those skills yet, take a [class](#) that will help you learn those skills so by the time you graduate you are ready.

The following websites are great resources for finding in demand jobs:

###### a. [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc)

HireSMC is a free searchable employer data base, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus jobs, Internships & On-campus jobs

To access [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc):

- Click on "Student" and register.
- Your User ID is your SMC email address. You must include your full SMC email address (including @student.smc.edu). You will need to create a password.

To find on-campus jobs:

- Log into your account
- Select "Search – My School's Jobs"
- In the "view jobs by Job Type" you must select "student employment"
- The jobs listed will indicate whether they are available for "Federal Work Study" or "Student Help" or both.

###### b. [www.linkedin.com](http://www.linkedin.com)

LinkedIn is a social networking website designed for professionals in all industries. By using it, you can begin networking and connecting with individuals in your field of interest. Recruiters use LinkedIn to hire college interns and employees. You can also reach out for mentors and feedback on your work. Make sure if you have a LinkedIn page it is dialed in and includes a link to your portfolio.

###### c. [www.indeed.com](http://www.indeed.com)

The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

##### 2. Build your experience

- Volunteering** - VolunteerMatch is a great place to find and sign up for Volunteer Opportunities that will use a variety of skills that you are learning in your classes.
- Clubs** - Get involved in club activities and take an active role in the club activities. See the clubs available at Santa Monica College or learn how to start your own club at <http://www.smc.edu/icc>
- Professional Associations** - Join a Professional Association. Industries have Professional Associations where people can attend workshops and network. Most associations offer student memberships at low or no cost.
- Class Projects** - Class projects count! Make sure you take an active role and are proud of your work so you can include your projects in a portfolio of your work.
- Internships** – Employers love to see internships on your resumes when you apply for work. To learn more about how to get class credit for an internship visit: [www.smc.edu/intership](http://www.smc.edu/intership)