

This webpage contains information concerning job resources.
We hope to guide students along their academic by exposing them to available resources.

JOB RESOURCES

This section has information ranging from commonly used job search engines to organizations and programs that focus on helping an individual find a job.

JOB SEARCH ENGINES

The links below direct you to job search engines.

<https://www.indeed.com/>

www.monster.com/Jobs/Search

www.simplyhired.com

www.groovejob.com

www.JobsLA.org

ORGANIZATIONS/PROGRAMS

These organizations and programs offer services to help individuals find employment.

Boyle Heights/East Los Angeles WorkSource Center

“Offers training and resources, such as telephones, fax machines, copiers and computers with Internet access [and job listings].”

Location: 1505 East First Street, Los Angeles, California

Contact Information: (323) 267-5930

Hours: Monday to Friday 8am to 5pm

Facebook Page: <https://www.facebook.com/Boyle-Heights-WorkSource-Center-913760711979857/>

Eligibility: ages 18+

YouthSource Center and City of Los Angeles: HIRE-LA YOUTH

“YouthSource is a city-wide program open to young people ages 16-24.” Services are free and include:

- Work Readiness
- Career Exploration
- Job Skills Training
- Tutoring and Computer Training
- College Preparation
- Mentoring and Counseling

Closest location to Boyle Heights: 3845 Selig Place, Suite 150, Los Angeles CA 90031

Website: <http://www.hirelayouth.com/intro.html>

[East Los Angeles Employment and Business Center](#)

Location: 5301 Whittier Blvd., Second Floor, Los Angeles, 90022

Phone Number: 323-887-7122

Office Hours: Monday to Friday from 8 a.m. - 5 p.m.

[Downtown/Pico Union WorkSource Center - Pacific Asian Consortium in Employment \(PACE\)](#)

Location: 1055 Wilshire Blvd., Ste. 900A, Los Angeles, 90017

Phone Number: 213-353-1677

Office Hours: Monday to Friday from 8:30 am-4:45 pm, closed the first Friday of every month

[Pacific Asian Consortium in Employment](#)

Clients of the Pacific Asian Consortium in Employment have the opportunity to partake in programs and training that will increase one's chance of securing employment. The organization offers career counseling, job placement assistance, resume workshops, job search assistance and training, and labor market information.

Location: 1055 Wilshire Blvd., Suite 1475, Los Angeles, CA 900177

Telephone: (213) 353-3982

Fax: (213) 353-1227

Website: <http://pacela.org/what-we-do/workforce-development/>

[Los Angeles County Youth Jobs Program](#)

“Provides assistance with basic educational skills, long-term education planning, pre-employment preparation, and job placement assistance. Case management for each youth is provided for personal development throughout the program period. The main goal of the youth program is to expose youth to employment opportunities, increase their work experience and to develop their work skills which can lead them to a successful career.”

Provides:

- “Summer employment opportunities directly linked to academic and occupational learning
- Paid and unpaid work experiences including internships and job shadowing
- Occupational skill training
- Leadership development opportunities
- Supportive services
- Adult mentoring for a duration of at least twelve months, that may occur during and after program participation
- Tutoring, study skills training and instruction leading to the completion of secondary schooling including dropout prevention strategies
- Alternative secondary school services”

Department Name: Youth Department

Location: 5657 E. Washington Blvd., Commerce, CA 90040

Phone number: (323) 890-1555

Website: <http://www.maof.org/los-angeles-county-youth-jobs-program/>

TIPS ON FINDING A JOB

Connects you to websites with tips on writing resumes, preparing for a job hunt, interviews, etc.

General Information

“15 Quick Tips for Finding a New Job”

<https://www.livecareer.com/quintessential/15-job-hunting-tips>

Resume Information

Video(s)

“Keys to Creating a Great Resume”

<https://youtu.be/seaQ-l6LazU>

Web Pages

Ten Steps to Writing a Resume

<https://susanireland.com/resume/how-to-write/>

“Resume Writing Tips for Bilingual Professionals”

<http://www.americasjobexchange.com/career-advice/resume-writing-tips-bilingual-professionals>

“Action Verbs — By Skills Categories”

<https://www.livecareer.com/quintessential/action-skills/>

“185 Powerful Verbs That Will Make Your Resume Awesome”

<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

“Action Verb List for Resumes & Cover Letters”

<http://hrweb.berkeley.edu/sites/default/files/attachments/action-verbs.pdf>

“Accomplishment Statements”

<http://www.sjsu.edu/careercenter/students/find-a-job-internship/resumes-cover-letters/accomplishment-statements/>

“Writing Accomplishment Statements”

http://www.uweccareerservices.org/resume_guide/relevant/accomp.html

“16 Things You Should Remove From Your Resume”

<https://www.theladders.com/p/2774/things-you-should-never-put-on-your-resume>

Informational Interviews

Informational interviews are informal meetings with a professional working in a field that interests you. During this conversation, you receive advice and information about other careers, organization, and individuals in the field.

Conducting An Information Interview

<https://youtu.be/hdJsUgckKsU>

Interviews

“10 Best Job Interview Tips for Jobseekers”

<https://www.livecareer.com/quintessential/job-interview-tips>

Time Management and Productivity

Quizzes to Evaluate your Time Management and Productivity Skills

“How Good Is Your Time Management”

https://www.mindtools.com/pages/article/newHTE_88.htm

“How Productive Are You?”

<https://www.mindtools.com/pages/article/productivity-quiz.htm>

Strategies and Tools to Improve Time Management and Productivity

Ivy Lee Method

http://www.huffingtonpost.com/james-clear/the-ivy-lee-method-the-da_b_10257938.html

1-3-5 Method

<https://www.themuse.com/advice/a-better-todo-list-the-135-rule>

Eisenhower Method

<https://thousandinsights.wordpress.com/articles/on-productivity/the-eisenhower-method/>