

Fall 2009 Top Ten Newsletter for Jobs

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SELF
ASSESS-
MENT



EXPLORA-
TION



DECISION
MAKING



EDUCA-
TIONAL
PLANNING



JOB &
CAREER
SEARCH



Top Ten Job Boards (by total unique visitors June 2009)

1. www.careerbuilder.com
2. www.hotjobs.com
3. www.monster.com
4. www.indeed.com
5. www.job.com
6. www.snagajob.com
7. www.simplyhired.com
8. www.jobsonline.net
9. www.usajobs.gov
10. www.brassring.com

Source: www.comscore.com

Orange County Jobs with Fastest % Growth 2006– 2016

1. Network Systems and Data Communications Analyst
2. Home Health Aides
3. Occupational Therapist Assistants
4. Gaming and Sports Book Writers
5. Substance Abuse/Behavioral Counselor
6. Veterinary Technologist/ Technicians
7. Medical Assistants
8. Animal Trainers
9. Craft Artists
10. Pharmacy Technicians

Source: www.labormarketinfo.edd.ca.gov/

Top Ten Networking Tips

Define parameters of your job search

1. Stronger networks can result in shorter searches
2. Networking groups (Toastmasters)
3. Internetworking (Join web-based industry groups)
4. College alumni associations
5. Company alumni associations
6. Your references are a resource!
7. Professional associations
8. Finding companies and names of key players to contact
9. Spend time on contacts that have high value first.

Source: www.knockemdead.com

Top 10 Success Factors

1. Positive attitude toward work
2. Proficiency in field of study
3. Communication skills (oral/written)
4. Interpersonal skills
5. Confidence
6. Critical thinking and problem-solving
7. Flexibility
8. Self-Motivation
9. Leadership
10. Teamwork

Source: www.collegegrad.com/jobsearch/Mastering-the-Interview/Top-Ten-Critical-Success-Factors/

Top Ten CEO Blogs:

1. [Jonathan Schwartz](http://blogs.sun.com/jonathan/) (Sun)
2. [Craig Newmark](http://www.cnewmark.com/): Craigslist
3. [Mark Cuban](http://blogmaverick.com/): Dalas Mav.
4. [Ross Mayfield](http://ross.typepad.com/): Socialtext
5. [Matt Blumberg](http://onlyonce.blogs.com/): Return Path
6. [Alan Meckler](http://weblogs.jupitermedia.com/): Jupiter Media
7. [Kevin Lynch](http://www.klynch.com/): Adobe
8. [Robin Hopper](http://www.awarenessnetworks.com/home/): IUpload
9. [Jason Calacanis](http://calacanis.com/): Weblogs
10. [John Dragoon](http://www.novell.com/company/blogs/cmof/) (CMO, Novell)

Source: www.mariosunder.wordpress.com

Top Ten Interview Question:

1. What are your weaknesses?
2. Why should we hire you?
3. What are your goals?
4. Why did you leave your job?
5. When are you most satisfied in your job?
6. What can you do for us that other candidates can't?
7. 3 Positive things your last boss said about you?
8. What salary are you seeking?
9. If you were an animal, which one?
10. Why do you want to work here?

Source: www.hrguru.com

Top Ten Resume Mistakes

1. Typos and grammatical errors.
2. Lack of specifics
3. "One size fits all"- tailor your resume!
4. Highlighting duties not accomplishments
5. Too long or too short
6. A poor objective
7. No action verbs
8. Leaving off important info.
9. Visually Too Busy
10. Incorrect Contact Info.

Source: www.monstertrak.com

Top Ten Social Sites for Finding Jobs

1. www.linkedin.com
2. www.plaxo.com
3. www.twitter.com
4. www.jobster.com
5. www.facebook.com
6. www.craigslist.com
7. www.myworkster.com
8. www.visualcv.com
9. www.jobfox.com
10. ww.ecademy.com

Source: www.mashable.com/2009/02/24/top-10-social-sites-for-finding-a-job/

Top ten ways to get an internship:

1. Talk with your teachers.
2. Use your School
3. Network with friends
4. Go straight to the source
5. Update your resume
6. Practice Interviewing
7. Choose the right references
8. Look beyond your comfort zone
9. Don't rely on one source
10. Remember, it's never too late

Source: www.thestreet.com