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SELF  
ASSESSMENT



EXPLORATION



DECISION  
MAKING



EDUCATIONAL  
PLANNING



JOB &  
CAREER  
SEARCH



## Top 10 Job Search Sites

(Based on compete.com monthly visitors webstats)

1. Monster.com
2. CareerBuilder.com
3. Indeed.com—My personal favorite!
4. Job.com
5. Simplyhired.com
6. USAJobs.gov
7. Jobing.com
8. Jobs.com
9. Dice.com
10. Jobster.com

<http://everythingaboutsearch.com/2008/05/top-job-websites-to-search-for-work/>

## 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

<http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/localAreaProfileQSMOREResult.asp?menuChoice=localAreaPro&criteria=Fast+Growing+Occupations&categoryType=employment&geogArea=0604000059&more=More>

## 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.

## 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

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

## Top Ten Networking Tips

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

From: [www.knockemdead.com](http://www.knockemdead.com)

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