

THE HIDDEN JOB MARKET

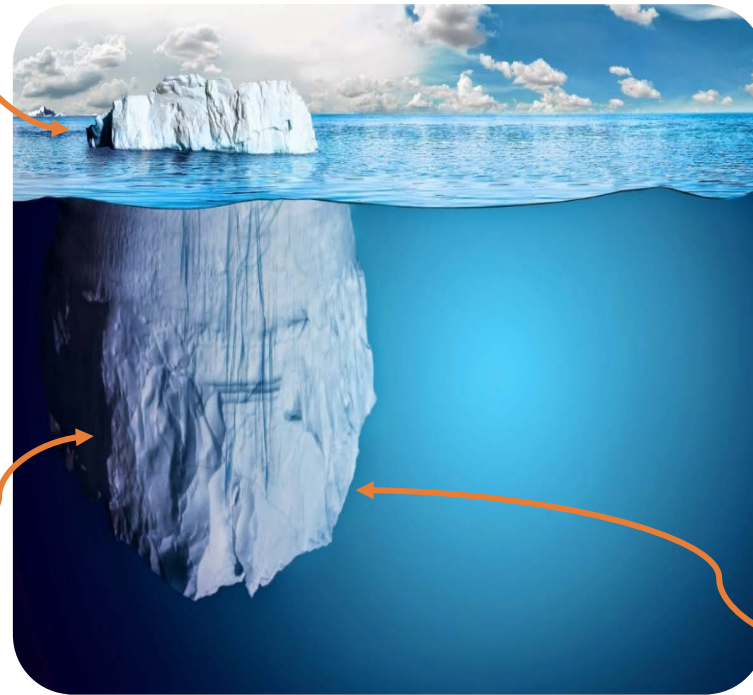
*Presented by: Anthony Hou/Veteran Housing Specialist
OC One-Stop Center-MCS*

These user friendly job search tools/resources were created to help veterans, students and job seekers understand the importance of networking and the hidden job market and how to discover them.

*Image of the Iceberg...
...reflect the deep of the Hidden Job Market*

**Most Job Seekers
Search for Jobs here:**

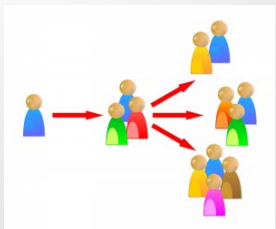
1. Look at online general job banks/job boards or advertised jobs
2. Mass mail out of resumes
3. Drop off *resumes in person*
4. Contact an employment agency



**Employers fill jobs
using hiring
strategies in the
following area:**

1. Promote from within Ask for referrals from managers/employees (referral incentive)
2. Contact their HR networks group/colleagues for referral
3. Review unsolicited resumes in social media
4. Post the job on company website/online

**Networking is still
the most effective
way to find job.**



*Over 80% of jobs are never advertised...
...it may even be as high as 90% of jobs are
Not posted for some industries!*

JOB SEARCH TOOLS

CHRONOLOGICAL RESUME

- Progressive work experience
- Same career field
- Display work history in reverse order



CHRONOLOGICAL
RESUME.docx

FUNCTIONAL RESUME

- Planning a career change
- Little work experience
- Highlights skills/organizations in categories.



FUNCTIONAL

COMBINATION RESUME

- Combination of chronological and functional
- Highlights skill and work experience.



COMBINATION
RESUME.docx

NONTRADITIONAL RESUME

From a video to an online portfolio, discover how to create and use a resume that is unique.
<https://www.leisurejobs.com/cheatsheet/ultimate-linkedin-cheatsheet-A4.pdf>

- Info graphic Resumes
- LinkedIn Profile Resume
- Online Portfolios
- Online and Social Resumes
- Video Resumes

COVER LETTER



Cover Letter -
Example 36.doc



JOB SEARCH ACTIVITY LOG



JOB SEARCH

THANK YOU LETTER



Thank You Letter -
Example 4.doc

ACCEPTANCE LETTER



Acceptance Letter -
Example 3.doc

FOLLOW UP LETTER



Follow-Up Letters -
Example 2.doc

REJECTION LETTER



Rejection Letter -
Example 4.doc

DISCOVER THE HIDDEN JOB MARKET

www.officialusa.com/stateguides/chambers/

Link to local chambers business directory

www.hospitaljobsonline.com/Directory_Hospital.aspx

Hospital directory/jobs online

<https://collegegrad.com/topemployers>

Top Entry Level Employers directory

http://www.edd.ca.gov/jobs_and_training/Job_Fairs_and_Workshops.htm

Career Fairs/Job Search workshops

<http://www.careers.csulb.edu/>

Upcoming Events/Past events

<http://www.oneoc.org/community-resources/nonprofit-job-listings>

Nonprofit Organization Job Listings

INTERVIEW

Questions & Answers Listed By Type of Job

www.hr-guide.com

Free 2,000 Interview Questions

<https://www.thebalance.com/top-interview-questions-and-best-answers-2061225>

Interview Questions Listed by Type of Job



www.servicelocator.org/stateservices.asp

Service Locator your source for career exploration, training & jobs

www.online.onetcenter.org

Alphabetical listing of Job Descriptions

www.edd.ca.gov/About_EDD/

How to find local employers/Job Fairs and Workshops

www.50statejobs.com

Look for career opportunities in your state

www.cccregistry.org

Community Colleges Registry for 100's of openings

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

This site verified, up-to-date job listings directly from employer websites

<https://www.livecareer.com/letter-samples/view-all-letter-samples>

Job Search letter Templates A-Z

<https://www.myperfectresume.com/resume-samples>

Resume Templates

<https://owl.english.purdue.edu/sitemap/>

Online Writing Lab

<https://edu.gcfglobal.org/en/topics/>

Free online learning

QUESTION?

THE HIDDEN JOB MARKET

Prepared by:

Anthony Hou

Career Planner

Orange County One-Stop Center-MCS

7077 Orangewood Ave., Suite 200

Garden Grove, CA 92841

Phone: (657) 400-1340

Anthony.hou@oconestop.com