



CAREER EDUCATION AND
COMMUNITY ENGAGEMENT
CSU BAKERSFIELD

View the recorded workshop on [YouTube](#)



THE JOB SEARCH



Tools and Techniques for Finding Your Next Job or Internship

TYPICAL RECRUITING PROCESS



Job Posting

This workshop will focus on how to find those job opportunities:

- Online Job Boards
- Handshake
- LinkedIn
- Organization Websites/Government pages
- Networking
- Clubs & Professional Associations
- Career Fairs & other career events
- Leveraging experience

Finding available job opportunities is just one step in the process of successfully obtaining a new job/internship.

- Additional CECE On Demand videos that will enhance your understanding and performance in the remaining job search steps
- Review CECE services and tools available to help you

Finding Job/Internship Opportunities

- There are a variety of ways to search for jobs/internships – use several strategies (Don't rely on one method alone)
- It requires being persistent, proactive, and organized
- Start the process early



ONLINE JOB BOARDS



Job Search Engines

- Examples include CalJobs, Indeed, Monster, Glassdoor, ZipRecruiter
- There are also boards dedicated to specific disciplines or demographics.
- See our list of job search websites on the [CECE webpage](#) or consider meeting with a Career Counselor to explore sites for your specific discipline
- Set up job alerts or saved searches
- Search for jobs on these sites, but apply directly with the company if possible



Handshake

- Employers are searching specifically for college students and graduates
- Can often apply directly through the system
- Can save your search and be alerted when new positions come in
- Best resource for on-campus student positions

www.csub.joinhandshake.com



LinkedIn

- Used by high percentage of recruiters
- Excellent networking tool

www.linkedin.com

LINKED IN

Search for volunteer, internship and job opportunities.

- Search for position title or keywords
- Use Filters to narrow your search or expand based on: **Job Type, Location, Experience Level, Remote and more.**
- Follow Application Instructions

The screenshot displays the LinkedIn search interface. At the top, the search bar shows 'community outreach' and the location 'Bakersfield, California, United States'. Below the search bar, there are filters for 'Jobs', '25 mi', 'Date posted', 'Experience level', 'Salary', 'Company', 'Remote', 'Easy Apply', and 'All filters'. The search results list several job postings, including 'Volunteer: Activities Support Volunteer', 'Wonderful College Scholar Summer Internship, Wonderful Career Center', 'Volunteer: Smiling faces who would like to lend a helping hand.', 'Director Residency Program - Pediatrics', and 'Volunteer: Help your neighbor in their greatest time of need! Join the Red Cross Disaster Action Team'. The detailed view on the right for the 'Wonderful College Scholar Summer Internship' shows it is a full-time internship at \$18/hr, posted by 'The Wonderful Company' in Shafter, CA. It includes details about the company, skills required, and application instructions.



LinkedIn

- Used by high percentage of recruiters
- Excellent networking tool

www.linkedin.com

JOIN SJPD
Looking for a job? View the current opportunities with SJPD.

REPORT A CRIME
If you've been the victim of a crime it's important to report it. File an Incident Report by phone, in-person, online, or anonymously.

REPORTS & RECORDS
Get information on how to obtain reports, records, and permits.

CRIME MAPS
View San Jose Calls For Service "Crime Maps" Online.

Be a Part of Something Bigger

DONATE
Help LAFLA provide equal access to justice for those living in poverty across Greater Los Angeles.

VOLUNTEER
Gain meaningful experience while providing quality services to LAFLA's clients.

CAREERS
LAFLA offers a variety of employment opportunities for legal and non-legal professionals.

LOCATIONS
Ron Olson Justice Center
1550 W. 8th Street
Los Angeles, CA 90017

East Los Angeles Office
5301 Whittier Blvd., 4th Floor
Los Angeles, CA 90022

South Los Angeles Office

MISSION
Legal Aid Foundation of Los Angeles seeks to achieve equal justice for people living in poverty across Greater Los Angeles. We change lives through direct representation, systems change, and community

GET LAFLA UPDATES
Enter your email here
I'm not a robot
reCAPTCHA Privacy - Terms
SIGN UP

Partners for Justice
Problem Solution Impact Evidence Stories Who We Are Become an Advocate

Receive our updates.
Email address **Subscribe**

Contact us **Careers and Internships** Location

ORGANIZATION WEBSITES

- Look up websites and social media of companies you're interested in working for
- Need ideas? See "What Can I Do with this Major?"
- Organization list examples:
[Greater Bakersfield Chamber](#)
[Kern Foundation List of Non-Profit agencies](#)



Government Agencies

Federal

- www.usajobs.gov
- Very specific resume requirements

State

- <https://calcareers.ca.gov/>
- Be prepared to complete a state application and a Statement of Qualifications

County/Local

Examples:

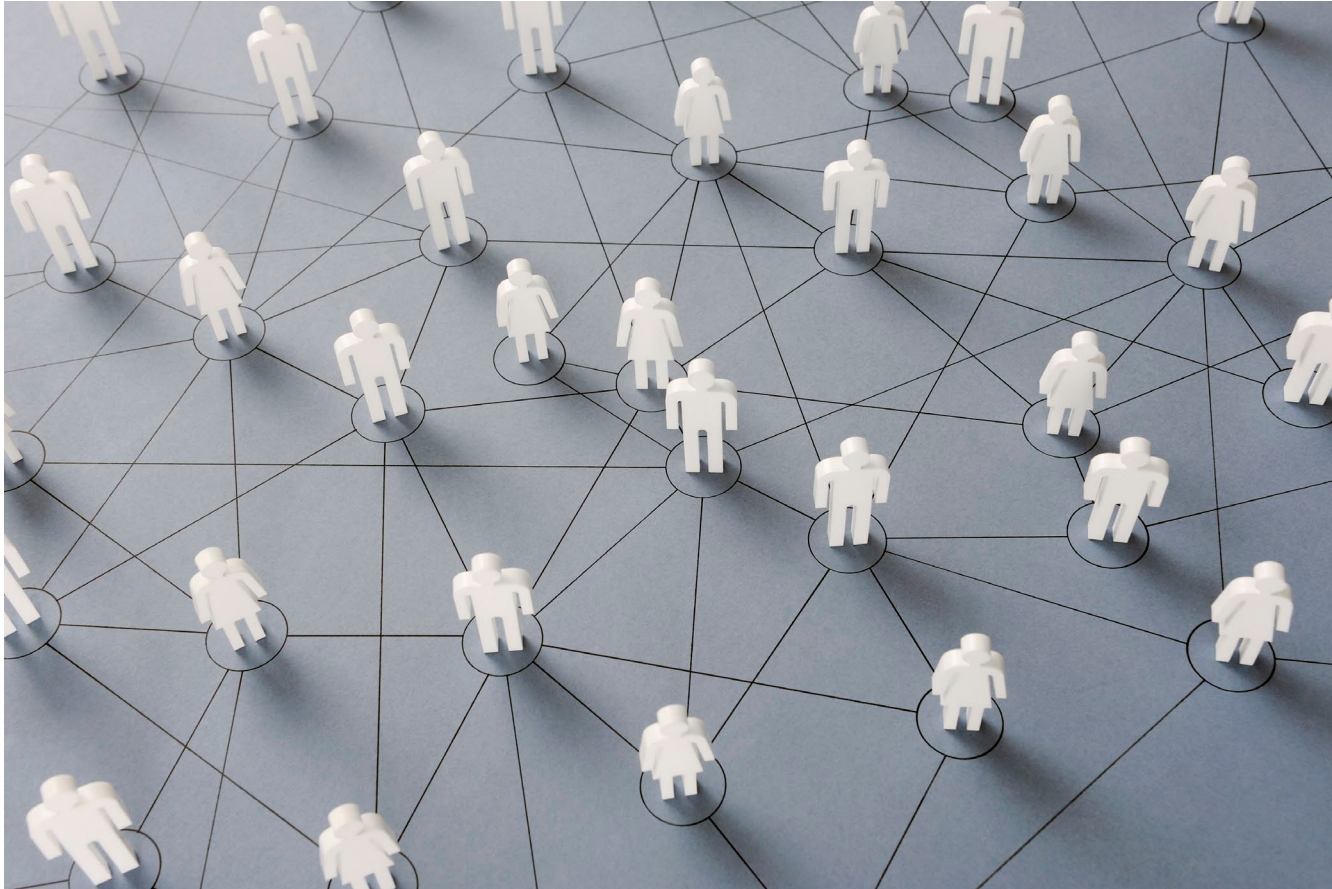
- <https://www.kerncounty.com/careers>
- <https://www.governmentjobs.com/jobs?keyword=&location=Bakersfield%2C%20CA>

THE IMPORTANCE OF NETWORKING

Who is a
Hiring
Manager
More
Eager to
Interview?



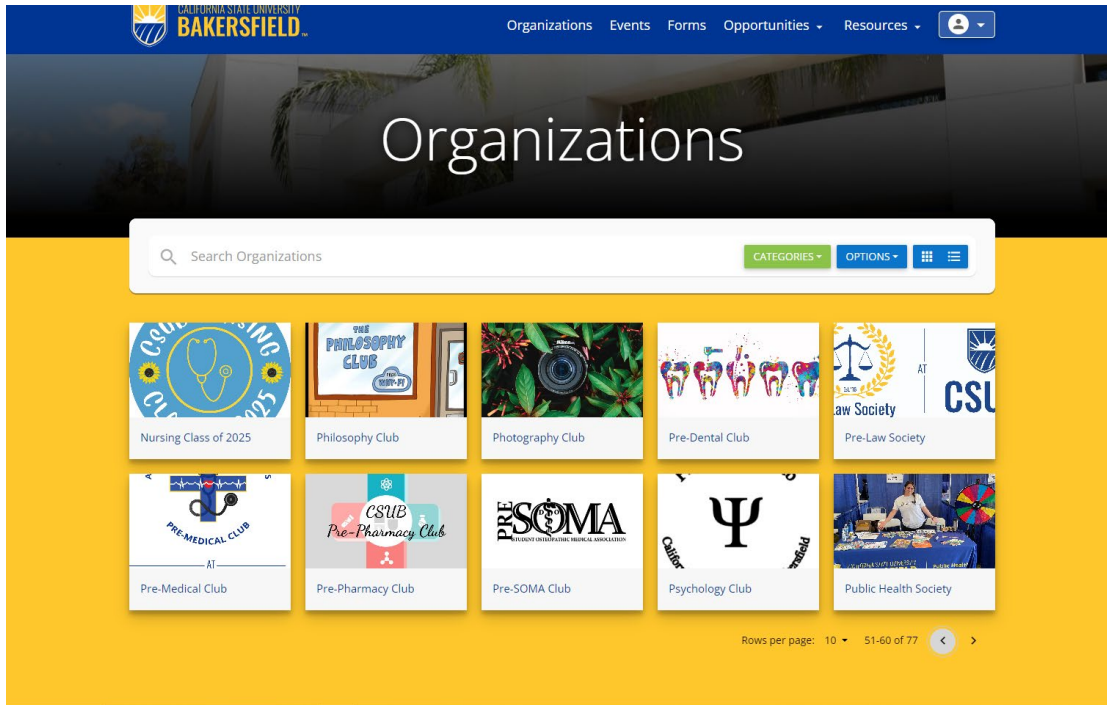
Networking: Who Should You Include?



Warm Networking (One's network) and **Cold Networking** (Contacting someone without having an established or preexisting relationship).

- Friends, Family, & Neighbors
 - Your CSUB community – Professors, staff, students
 - Club members and Professional Associations
 - CSUB Alumni Association
 - Social Media Connections
 - LinkedIn
 - Career events
-
- Direct outreach to individuals in careers or companies that you are interested in
 - Chance encounters

Clubs & Professional Associations



Runner Involve

<https://csub.presence.io/organizations>



O*Net Online

(Enter an occupation and scroll to bottom of the page for a list of professional associations connected to that profession)

'RunnerBridge Community



Search for posts in this group



Home



My Network



Jobs



Messaging



Notifications



Janet Rivera

Joined group: Mar 2026

Recent

- 'RunnerBridge Community
- CSU Bakersfield Alumni Associ...
- California State University Car...
- Graduate & Professional Scho...
- Fall Career Expo

Groups

- 'RunnerBridge Community
- CSU Bakersfield Alumni Associ...



'RunnerBridge Community

Public group



Start a public post



Video



Photo



Poll

['RunnerBridge](#)

LinkedIn



California State University, Bakersfield

`Runners on the Rise!

Higher Education · Bakersfield, CA · 41K followers · 32K alumni

[+ Follow](#) [Message](#) [...](#)

[Home](#) [My Employer](#) [About](#) [Posts](#) [Jobs](#) [Alumni](#)

31,624 alumni

Search alumni by title, keyword or company

Start year End year

Where they work

+ Add

735 | California State University, Bakersfield

440 | Kern High School District

341 | Kern County

281 | Bakersfield City School District

Show more

Where they live

+ Add

30,662 | United States

25,391 | California, United States

17,349 | Greater Bakersfield Area

14,756 | Bakersfield, CA

What they do

4,467 | Education

3,189 | Operations

2,517 | Business Development

2,205 | Healthcare Services

Show more

What they are skilled at

+ Add

9,139 | Customer Service

8,111 | Microsoft Office

7,756 | Leadership

6,583 | Communication

Show more

What they studied

+ Add

4,320 | Business Administration and Managem...

2,646 | Psychology

2,013 | Liberal Arts and Sciences/Liberal Studies

1,158 | Sociology

Show more

How you are connected

22,675 | 3rd+

8,577 | 2nd

103 | 1st

Show more

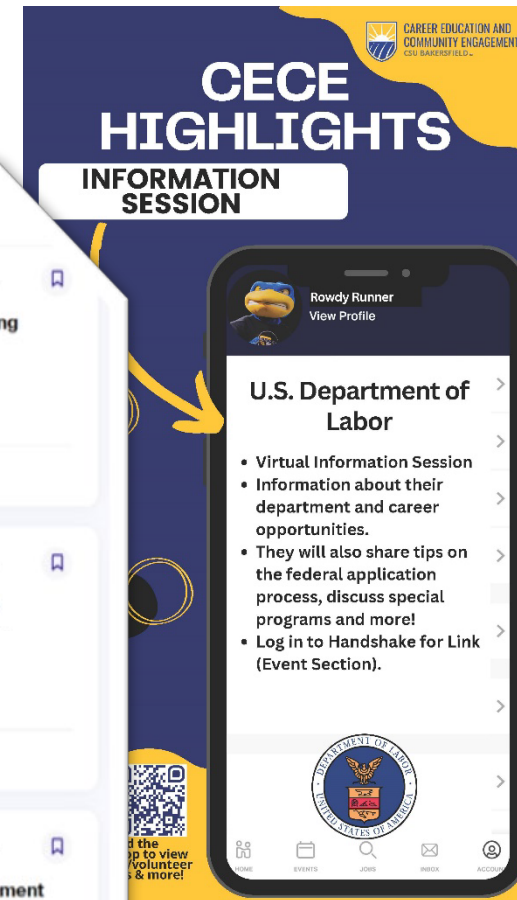
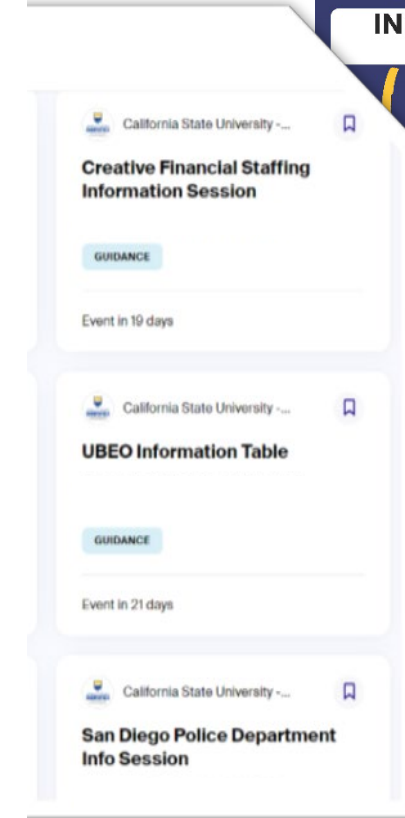
Career Fairs



CSUB

- ☐ Career Expo – Every semester
- ☐ Volunteer Fair – Every semester
- ☐ Graduate School Fair
- ☐ Industry events/Mixers

Employer Information Sessions



Career Events

“Elevator Pitch”

Career Events and Networking

Statements to Include

1. Cover the Present
 - Name
 - Education: Major, Year, Expected Graduation Date
2. Offer a Glimpse of your experience
 - Related Experience: Work, Volunteer, & Club Experience
3. Provide an overview of your future career goals
4. * Show knowledge & interest in that organization.



Hello, my name is Rowdy Roadrunner. I am a senior at CSUB in Business Administration with a concentration in Marketing, and I serve as the President of the CSUB Marketing Club, where we help non-profit organizations recruit volunteers and promote their programs. I also work part-time in an on-campus student position, where I assist the staff with event organization and social media marketing. My skills include data analytics and website design. I am passionate about expanding awareness of the services available to community members in need within Kern County, and I understand that your organization has several programs serving homeless, veterans, and the elderly. I would like to learn more about your services and about any available opportunities for me to contribute as an intern, volunteer or potential future employee.

Volunteer Activities

- Gain experience
- Expand your network

Internships

- Enhance understanding of your major through applied experiences
- Interact with professionals in your desired field
- Many internships are converted into full-time offers upon graduation

Added Responsibilities at Current Position

- Take the initiative of asking for additional duties or special programs
- Look for opportunities to move up within the organization

Temporary Work

- Consider temporary positions posted with an organization or through a staffing agency
- These positions are often converted into permanent positions

Entrepreneurship

- Use your talents to provide a service to others through freelance or consulting work
- Consider start your own business
- Resources: [CSUB Entrepreneurship Club](#) & [CSUB Small Business Development Center](#)

Leveraging Experience

Goals are reached step by step...



CSU Bakersfield
Student Affairs

Four-Year Career Engagement Plan

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
• Complete your Handshake profile • Create a resume and upload it into your Handshake profile • Take the career assessment through Handshake • Look at the career options listed on "What Can I Do With This Major?" • Speak with a career counselor about your career goals • Explore career options of interest by interacting with professionals in the field • Attend CECE/career workshops • Join a student organization • Volunteer in the community • Maintain a high GPA	• Update your resume and Handshake profile • Create a LinkedIn profile with a professional profile picture • Attend campus career fairs and career-related workshops/events • Obtain professional attire • Seek opportunities related to your career interests • Attend on-campus information sessions of companies you're interested in • Interact with a professor or professional who is an expert in your career field of interest • Connect with CSUB Alumni through BuzzBridge • Join an organization related to your career interests and/or consider taking on a leadership role with an existing organization • Start building your career portfolio • Research if you should attend graduate school • Meet with a CECE career counselor to share your progress • Maintain a high GPA	• Update your resume and Handshake profile • Research and apply for internships related to your field of interest • Continue to attend on-campus information sessions of companies you're interested in • Continue to attend campus career fairs and career related workshops/events • Review and update your social media profiles to include professional content • Create and maintain a list of professional contacts and references • Develop a working relationship with a professor or professional in your career field of interest • Obtain a mentor through the CSUB Alumni RAMP program • Participate in research projects in your field of interest • If going to graduate school, identify your options and start the application process • Take a service learning course • Meet with a CECE career counselor to share your progress • Maintain a high GPA	• Update your resume and Handshake profile • Research and apply for internships related to your field of interest • Start the job search process in the Fall • Update and finalize your career portfolio • Create a cover letter template • Continue to attend on-campus career fairs and on-campus information sessions of companies you're interested in • If you're going to graduate school, apply • Polish your interviewing skills through a mock interview • Continue to build your professional network • Meet with a CECE career counselor to share your progress and collaborate on next steps • Get connected to the CSUB Alumni Association after graduation • Maintain a high GPA

CSUB DREAM • PLAN • ENGAGE

The job search process can seem overwhelming, but is much more manageable if you break it into a series of smaller tasks over time.

Four-year Career Engagement Plan:

<https://www.csub.edu/cece/files/CECE-4-Year-Plan-2021.pdf>



Organization is key!

- Be organized and attentive to every detail
- Keep a spreadsheet to keep track of job leads
- Apply to positions early
- Keep a copy of the job posting
- Check spelling and grammar of every document you submit
- Have your job search tools, especially your resume, prepared & reviewed
- Be professional in all of your interactions
- Practice interviewing so that you are ready to confidently demonstrate your strengths and fit for the position

Use AI to Strengthen Your Job Search

ChatGPT, Microsoft Copilot, Gemini, Claude, and Perplexity can help you:

- Explore careers and industries
- Identify internships and job opportunities
- Research employers
- Tailor your job search strategy
- Prepare for networking conversations

AI should never conduct your job search for you or replace your own research, networking, or career planning.

AI Prompt Examples

Explore Opportunities

- What internships or campus jobs help prepare for a career in [industry]?
- What projects can I do to gain experience in [industry]?
- What campus roles support a career in [industry]?

Finding Opportunities

- Based on my resume (with personal information removed), what job titles, industries, companies, or internships match my skills and experience.
- What companies are hiring for [job title] positions near [location]?
- What industries hire graduates with experience in [skill]?

AI Prompt Examples

Research Employers

- Tell me about [company], including its mission, culture, values, and SWOT (strengths, weaknesses, opportunities and threats).
- What recent news or initiatives should I know before applying to [company]?

Plan your Next Steps

- What skills should I develop to become more competitive for [career]?
- Help me create a job search plan and recommend strategies to find internships or jobs in [career field].

Networking

- I'm attending the [Fall Career Expo]. Help me develop five conversation starters and five thoughtful questions to ask employers hiring for [career field].

Tips For Effective Prompting

- Be specific with your career interests, skills, location, and goals.
- Include your major, experience, and target industry.
- Ask AI to improve your job search, not to conduct it for you.
- Ask for examples, comparisons, explanations, and feedback, not just lists.
- Use follow-up prompts to refine your answers.
- Verify information using reliable sources.

AI Cautions & Ethical Use

- AI should supplement – not replace – reflection or advising.
- Always verify AI-generated information.
- Never input confidential or personal data.
- Use your own experiences to develop authentic answers.
- Continue networking and talking with employers, faculty, alumni, and CECE staff throughout your job search.

ADDITIONAL WORKSHOPS

Finding available job opportunities is just one step in the job search process. Be sure to access our other CECE On Demand Workshop videos to expand and enhance your knowledge of the many topics we touched upon today.



Learn more about:

Resume development	X				X			X
Uncovering job opportunities			X		X	X	X	
Marketing yourself	X	X	X		X	X	X	X
The Application process			X		X		X	X
The Interview process		X	X		X			X
Starting the job professionally					X			
Avoiding mistakes in the job search process					X			X

CECE SERVICES



Handshake

- Schedule a 45-minute (one-on-one) [APPOINTMENT](#)
- Access to [BIG INTERVIEW](#) to practice interviewing
- Submit your [RESUME](#) for a review
- RSVP to [CAREER FAIRS](#)
- Connect with employers through [INFO SESSIONS/TABLES](#)
- Access [WORKSHOP POWERPOINTS](#) (Under Resources)

<https://csub.joinhandshake.com/>

CECE Website

- [RESUME](#) Samples
- Watch [CECE ON-DEMAND WORKSHOP VIDEOS](#)
- [WALK-IN](#) Schedule; 20-minute session
- [INTERVIEW SKILL BUILDING](#) Resources
- Explore [MAJORS & CAREER](#) Tools
- And more!

Social Media, LinkedIn & YouTube

- Follow us on [social media](#)
- Connect with us on [LinkedIn](#)
- Watch CECE On-Demand Workshop Videos on [YouTube](#)



www.csub.edu/cece



www.youtube.com/@csubcece

Workshop Survey

We want your feedback!

- How helpful was this workshop?
- Let us know what other career-related topics you would like CECE to offer.

Please take a few minutes to complete our Post-Workshop Survey.

<https://bit.ly/cece-workshopsurvey>

“Job Search” Workshop:





CAREER EDUCATION AND
COMMUNITY ENGAGEMENT
CSU BAKERSFIELD

THE JOB SEARCH

Tools and Techniques for Finding Your Next Job or Internship

