The Job Placement Office Invites You to:

SPRING 2014 CAREER EXPO & JOB FAIR

Tuesday, April 8, 2014
9:30 a.m. to 1:00 p.m.

Partial List of Employers:
- verizon
- 85C Bakery Cafe
- Century A
- D
- jiffy lube
- UPS
- Waterworks Aquatics
- Walling

Place:
Cerritos College / Library Sidewalk
11110 Alondra Blvd.
Norwalk, CA 90650

For more information:
Contact Job Placement Office
562-860-2451, Ext. 2366
www.cerritos.edu/job-placement

Follow us on Facebook, www.facebook.com/cerritoscollegejobplacement
Résumé Basics Workshops
Learn how to:
• Use different formats & types of resumes
• Incorporate action verbs
• Specify your skills and accomplishments
• Identify the do’s and don'ts of resume writing
• Write a cover letter
• And more...
- Monday, March 10, 2014, 2:00pm-3:00pm, Business Education 106
- Tuesday, March 25, 2014, 5:30pm-6:30pm, Business Education 119
  Speaker: Traci Ukita, Career Counselor
- Wednesday, March 12, 2014, 11:00am-12:00pm, Classroom Building 104
  Speaker: Aurora Segura, Counselor

Résumé Building Workshops
Hands-on computer workshop where you will learn to create a resume.
- Wednesday, March 26, 2014, 11:30am-1:00pm, Computer Lab LC 166 (Downstairs of Library, next to Math Success Center)
  Speaker: Aurora Segura, Counselor

PREPARE YOURSELF
• Look over the job fair (do a visual tour) before you actually start talking to employers
• Give some thought as to why you are here:
  - What are your goals?
  - What abilities do you have to offer?
  - What are YOU looking for?
  - What do you want to learn the most?

DRESS CODE
• Dress professionally, but comfortable
• The most important thing is to be neat, clean and well groomed
• Avoid excessive jewelry and perfume/cologne

REMEMBER TO…
• Market yourself…let the employer know why you are a good candidate for the job!
• Be on your toes. Recruiters want to see how well you can handle pressure and how well you think on your feet.

WHAT TO SAY AND DO
• Introduce yourself to the representative in a positive and confident manner
• Offer a firm handshake and a SMILE
• Speak clearly and confidently
• Take a minute or two to describe yourself, your work interests and abilities
• Ask to fill out an application if you are interested in the position(s) offered
• Pick up any literature on the table
• Ask for a business card
• Shake hands and thank the representative for their time