



Step 1 Apply for Unemployment Insurance Benefits

If you have lost your job through no fault of your own, or if your employer has reduced your hours, apply as soon as you can. Benefits are calculated from the filing date. You can apply online at eApply4UI.edd.ca.gov or call 1-800-300-5616.

Step 2 Register in CalJOBSSM at www.caljobs.ca.gov

Get connected to your next job through the largest job list in California!

Step 3 Create Your Résumé with the CalJOBSSM Résumé Builder

Impress employers with a clear list of your work history and expertise to stand out in the crowd.

Step 4 Search for Jobs in CalJOBSSM

You can specify the job type, area, and other criteria that are important to you.

Step 5 Set Up Job Alerts with the CalJOBSSM Virtual Recruiter

The system will contact you when job openings that match your criteria become available.

Step 6 Apply for Jobs

Find templates in CalJOBSSM to help you create cover letters to go with your résumé.

Step 7 Use Local Office Resources at NO COST

The America's Job Center of CaliforniaSM (AJCC) near you offers computers, copiers, Internet access, and more. Visit www.americasjobcenter.ca.gov to find a center near you.

Step 8 Polish Your Presentation

Take advantage of workshops at your local AJCC to improve your interviewing and other job search skills.

Step 9 Identify and Attend Job Fairs

Meet employers in person and showcase what you've learned and what you have to offer.

Step 10 Contact Us for Assistance

Keep in touch with your local AJCC. We are here to help you succeed in your job search.



www.edd.ca.gov

America's **JobCenter**
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Cal**J**OBSSM

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The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.