

Benefits for Job Seekers

Accessible

Online access to employment services 24 hours a day, 7 days a week, from any location with Internet access. Equal access for monolingual Spanish speakers, as well as customers who are visually impaired.

Wide Variety of Job Openings

Job postings ranging from the entry level to the executive level can be found online.

Virtual Recruiter (V.R.)

Create automatic job alerts that match your skills, values, and interests. CalJOBSSM can conduct your job search for you and notify you of any job matches by email.

Labor Market Data

User-friendly options are available to access the local labor market information such as salaries and economic data.

Save Time and Money

The system has the ability to track and manage all your job search activity. There is no fee to use CalJOBSSM.

Résumé Preparation

Create or format a résumé that reflects your skills and experience. Your résumé can be viewed online by employers or printed.

Other Benefits

Comprehensive information on education, training programs, and financial aid.

Registration

Visit www.caljobs.ca.gov to complete the online application and create your own login information to begin looking through thousands of job openings statewide.

If you do not have Internet access, visit the nearest America's Job Center of CaliforniaSM where computers are available for your use.

To find a job center near you, call the America's Service Locator toll-free at 1-877-US2-JOBS (1-877-872-5627), or TTY at 1-877-889-5627.

After you register in CalJOBSSM, you can look for jobs while on the go with the CalJOBSSM mobile app available on the App Store and Google Play.



STATE OF CALIFORNIA

LABOR WORKFORCE AND DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 916-654-7799 (voice). TTY users, please call the California Relay Services at 711.

CalJOBSSM

for Job Seekers



California's success begins with you.

The jobs are out there, let's find yours.

CalJOBSSM Résumé Building Template

Upon registering in CalJOBSSM you will have the opportunity to complete your entire résumé.
This brochure is only intended to serve as a starting template.

Contact Information	
Name	
Address	
Phone Number	Email

Education and Training	
Highest Level of Education	
<input type="checkbox"/> General Education Development (GED) Certificate	<input type="checkbox"/> Associate's Degree
<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Some Postsecondary Education	<input type="checkbox"/> Master's Degree
<input type="checkbox"/> Vocational School Certificate	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> Certificate of Attendance/Completion (Disabled Individuals)	<input type="checkbox"/> Specialized Degree (e.g., MD, DDS)
Are you currently enrolled in school?	Issuing Institution
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Employment History		
Employer Name		
Address	City, State	Country
Job Title		
Start Date (mm/dd/yy)	End Date (mm/dd/yy)	
Job Duties		
Reason for Leaving		

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Address	City, State	Country
Job Title		
Start Date (mm/dd/yy)	End Date (mm/dd/yy)	
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