

CAREER COMPASS

Navigating Youth to Career Success

January 2026

Your Future Begins Here | sutteronestop.com

JOB SEARCH STRATEGIES: FINDING YOUR DREAM JOB



SCAN ME



Want to get involved? Scan this QR code to connect with our Youth Team and learn about exciting opportunities!

KILLER RESUME WRITING

- **Target the Job:** Customize your resume to match the keywords in the job description.
- **Action Verbs:** Start every bullet point under experience with strong verbs (e.g., managed, achieved, created).
- **Quantify Results:** Use numbers and percentages to show the impact of your work (e.g., Saved the team 10% on supplies).
- **Keep it Clean:** Use clear formatting, simple fonts, and check for typos.

COVER LETTER QUICK TIPS

1. **Hook Them Fast:** State the position you want and why you are excited in the first paragraph.
2. **Bridge Your Skills:** Use the middle paragraph to connect your top 2-3 skills to the job requirements
3. **Be Enthusiastic:** Show genuine interest in the company's mission.
4. **Call to Action:** End by asking for an interview (e.g., I look forward to discussing this opportunity).



EFFECTIVE JOB SEARCH TECHNIQUES



- *Network with family and friends*
- *Seek informational interviews actively*
- *Always send a professional follow-up*
- *Obtain work experience, on-the-job training, internships, or volunteer*
- *Research company before applying*
- *Attend a work readiness workshop*

DAILY JOB SEARCH CHECKLIST

- Set weekly application goals.
- Check job boards / online postings daily.
- Log / Track all applications and status.
- Follow-up on applications weekly.
- Develop skills and attend training.
- Practice your interview skills & elevator speech.



We appreciate all of the Mentors!

January is National Mentoring Month

Mentors can provide invaluable guidance for your career journey, sharing their lack of experience and insights. Be open to hearing different perspectives and lessons from their career.



2025-2026

The Sutter County One Stop is a proud partner of America's Job Center of California network.

A Big Thanks To Our Work Experience Partners!

All Power Services
Brakes, Tires & More
C&M Automotive
East Linda Garden LP
Esteban's Tacos, Burgers & Brews
Gaiser's Pets
Grocery Outlet

IHOP
JCPenney
Papa Murphy's Take N' Bake
Photogenic 1 Studio
Pizza Factory
Steele House Coffee
Straw Hat Pizza

Sutter Co. Supt. of Schools
Tin Roof Bakery
Tractor Supply Co.
Walgreens (855 Colusa)
West Coast Sourdough
Yuba City High School

**Employers that partner with us to provide valuable work experience opportunities for our youth.*



Equal Opportunity Employer/Program.
Auxiliary aides & services are available upon request to individuals with disabilities.