GETTING STARTED

The following resources are available to assist you in finding a good employment fit for yourself.

LDS Business College Career Services: If you need help in any phase of your job search, please come to the Academic & Career Advising Services (ACAS) office on the southeast corner of the 4th floor. We have current job postings for on-campus, off-campus, and professional-level positions. We can also provide you with guidelines and samples for creating a powerful résumé, cover letter, and for effective job interviews.

LDS Employment Resource Center: For anyone needing guidance in becoming successfully employed, help is also available through the LDS Employment Resource Center. Their hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m. and they are located at 751 West 700 South in Salt Lake City. For questions, call (801) 240-7240.

ON-CAMPUS EMPLOYMENT

On-campus jobs include any student jobs on the LDS Business College Campus, and at the Carriage Café in the Triad Center. On-campus job openings can be found in the ACAS office job openings binder and on the bulletin board outside the office.

- Note to International Students: International students who do not have legal authorization to work off campus are only allowed to work in on-campus.

OFF-CAMPUS EMPLOYMENT

Off-campus job openings that are sent to us by employers can also be found in the ACAS office job openings binder. Below is a list of additional resources for finding current job openings in the Salt Lake area.

Job Search Websites

- ldschurch.job: To search all openings offered by the Church, go to ldschurch.jobs and select 'Browse Jobs' in the column on the left side of the page.
  - Create an Online Church Employment Profile: To apply to work for the Church, in any position, you must create a profile by going to the website listed above. If you already have an lds.org account, your already-existing user name and log-in should work. If you do not already have an lds.org account, you will need your membership number to create one. You can get your membership number from your temple recommend, from your annual tithing statement, or from your ward clerk.
  - Note about Endowment Requirement: All employees who work in the Salt Lake temple and in positions which would require them to distribute or have access to temple clothing must be endowed.
  - Note about Temple Recommend Worthiness: All employees who work for the Church must have a current temple recommend or be cleared by their current bishop.

- ldsjobs.org: This website posts job openings for thousands of companies in the Salt Lake area, across the United States, and across the world. All church members may create an account on this site and search for local, in-state, and out-of-state job openings. They can also create a personalized professional web page, upload their résumé, and authorize interested employers to view their profile.
  - Note: If you do not already have an lds.org account, you will need your membership number to create one. You can get your membership number from your temple recommend, from your annual tithing statement, or from your ward clerk.
Deseret Management Companies include Temple Square Hospitality, Deseret Book, Deseret Digital Media, KSL, Deseret News, Beneficial Financial Group, and Bonneville Communication. To find and apply for open positions with any of these entities, go to http://www.deseretmanagement.com/ and select the ‘Careers’ tab.

Temp Agencies in Salt Lake City: If you are interested in temporary or temp-to-hire employment, below is the contact information for two of the agencies in the area.

- **SOS Staffing:**
  Phone: (801) 261-5252; Address: 420 E South Temple #150, Salt Lake City, UT
  www.sosstaffing.com/

- **Kelly Services:**
  Phone: (801) 363-4460; Address: 65 E 300 S, Salt Lake City, UT; www.kellyservices.com/

Businesses in the Salt Lake Area: See the list of downtown and other Salt Lake area businesses for ideas on other places that may be hiring. Many of these companies have hired and had great working relationships with LDS BC students in the past, and other companies have not yet had the opportunity to work with our students. Utilize your own judgment when deciding which businesses could be a good fit for you. Also, if you do not wish to work on Sundays, discuss this with the employer BEFORE you are hired.

Vocational Rehabilitation: Employment Services are available through Vocational Rehabilitation (VR) for those with documented disabilities. The nearest office is located at 50 W Broadway (300 S.) on the 8th floor. To find out if you qualify, contact VR to schedule an orientation appointment at: (801) 238-4560. For more details about these services you can go to: www.usor.utah.gov.

---

**PREPARING JOB APPLICATION MATERIALS**

Submitting impressive job application materials, such as a résumé and cover letter, are a critical part of an effective job search because it is typically the first impression the potential employer will have of you. Each résumé you submit should be visually appealing, error-free, and make it easy for the employer to assess how you can meet their specific needs. The ACAS is here to assist you in doing this effectively.

- **LDS Business College Career Services:** As an LDS BC student, you may go to http://www.ldsbc.edu/careerservices to obtain helpful guidelines and samples for effective résumés, cover letters, and interviewing. You may also schedule **FREE** one-on-one appointments to have your résumé and cover letter reviewed, and to participate in a practice job interview.

  To sign up for a group or individual résumé or job search help session, please call (801) 524-8151 or go to the ACAS between 8 a.m. and 5 p.m., Monday through Friday.

---

**PUBLIC TRANSPORTATION**

For details and schedules for using public transportation, go to http://www.rideuta.com or call (801) 743-3882.

<table>
<thead>
<tr>
<th>Bus Pass Type</th>
<th>Price</th>
<th>Other Details for Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Regular 30-day Pass</td>
<td>$58.25</td>
<td>Good for unlimited travel on regular buses and TRAX for 30 consecutive days from first use.</td>
</tr>
<tr>
<td>Student Premium 30-day Pass</td>
<td>$137.00</td>
<td>Good for unlimited travel on regular buses, TRAX, and FrontRunner commuter rail for 30 consecutive days from first use.</td>
</tr>
<tr>
<td>Student Regular Semester Pass</td>
<td>$178.25</td>
<td>Good for unlimited travel on regular buses and TRAX for one school semester (1/9 – 4/12/2012)</td>
</tr>
<tr>
<td>Student Premium Semester Pass</td>
<td>$425.00</td>
<td>Good for unlimited travel on regular buses, express buses, TRAX, and FrontRunner commuter rail for one school semester (1/9 – 4/12/2012)</td>
</tr>
</tbody>
</table>