

Job Title	Location	Salary	Job Type	Close Date
<a href="#">Retail Sales Consultant</a>	Richmond, CA	Check with employer	Part-time	Continuous
<a href="#">Retail Sales Consultant</a>	Santa Rosa, CA	Check with employer	Full-time	Continuous

### Steps to locate entry-level positions:

- Go to this site: <http://www.comcast-jobs.com/>  
Click on the **Select a Location** (optional) drop-down box and click California  
Click on the **Search** button to proceed to the next page
- A List of current job openings will show.
  - On the left side of the page, you'll see many options that break down job information such as: *Job Categories, US State, US City, and Jobs Posted Within* a specific time range. In the **Jobs Posted Within**, click **Last Week** to see the most recent job postings.
- Click on different job postings to see the requirements for the position.
  - Most entry-level position titles include: sales representative, administrative assistant, sales account coordinators.
  - Make sure to review all the requirements on the job posting.
- Once you've found a position that closely meets your skills and experience, click **Apply Now** to apply online.
  - A new page will open asking for your full name, e-mail and agreement to data privacy statement. Then it'll give you an online application to apply to further jobs they might have.
- Note:**
  - When setting up an online application, make sure you're all up-to-date documents (resume, cover letter, references, transcripts, etc.) saved on your computer, e-mail and/or USB drive so you can access it for your application.
  - Apply to the postings as soon as possible, since there're no closing dates to any of the postings listed.
  - Most positions may not fit your current skills and experience now, but you can use a job description you're interested in as reference to what you'd like to achieve as you receive further training and/or education in this specific industry.