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Prepare for LIFE

# Job Searching Tips

## library and online resources

### Resources:

- A variety of resources are available through the library to assist with job searching. Resources include:
  - books
  - computers (for accessing online resources)
  - classes
  - one-on-one computer help appointments
- Resources can assist with the job search in two primary ways.
  - They contain sample resumes and cover letters.
  - They provide access to online job search Web sites.

### Resumes and Cover Letters:

- Sample resumes and cover letters can be found in books. These books are located in the nonfiction section of the library with the call number 650.14.
- Sample resumes and cover letters as well as tips including recommendations regarding what information to include in each document can also be found on a variety of Web sites.
  - The New York State Department of Labor's Web site ([labor.ny.gov](http://labor.ny.gov)) includes sample resumes and cover letters.
  - CNY Works' site ([cnyworks.com](http://cnyworks.com)) includes a detailed guide regarding writing resumes and cover letters.
  - Many college Web sites also contain a wealth of information about cover letters and resumes. SUNY Geneseo's Department of Career Development Web site ([www.geneseo.edu/career\\_development/2014\\_resumes\\_cover\\_letters](http://www.geneseo.edu/career_development/2014_resumes_cover_letters)) is an example of one such site.
- To create a resume or cover letter, a word processing program (such as Microsoft Word) can be used.
  - First, the information should be typed into the program.
  - Then, the text should be formatted so that the overall appearance of the document is appealing to the eye and easy to read.
- Assistance with the formatting of resumes and cover letters is available in two forms at the library.
  - Periodically, classes are offered. For example, on Wednesday, February 25, 2015 a Resume Formatting with Word class will be offered at 6:30 PM.
  - One-on-One Computer Help appointments are also offered on a weekly basis.

**Searching:**

- Resources for the job search are available in both print and online formats.
- Print resources include the local newspaper.
- Links to a variety of quality online job search sites can be found at both the New York State Department of Labor's Web site ([labor.ny.gov](http://labor.ny.gov)) and CNY Works' Web site ([cnyworks.com](http://cnyworks.com)).
- When using job search sites, consider synonyms for search terms.
- In addition to using paper and online job searching resources, network and get advice from people already working in the desired field.
- Consider getting professional job search help from agencies such as CNY Works and employment agencies.

**Applying:**

- Applications typically take one of three formats: paper, e-mail, or online.
- For assistance with completing online applications, the library provides access to computers as well as one-on-one computer help appointments.
- E-mail applications typically consist of an e-mail response to a job posting including a resume and cover letter sent as attachments.
- Online applications typically consist of a variety of fields which must be completed in an online form. A resume and cover letter are often uploaded as part of the application.

**Tips:**

- Use the resources available to you through the library.
- Be aware of library classes and one-on-one computer help appointments.
- Look at samples and tips for writing resumes and cover letters.
- Use print and online job search tools.
- Apply for jobs in which you are interested.
- Don't be afraid to ask for help.