

Job Search

Take & Make Kit from the Reference Desk

A job search is difficult enough without a pandemic!

- Get fresh ideas
- Write your resume
- Make sure you are “camera-ready” for that virtual interview!

Questions?

Diana Preece, Reference Librarian

dpreece@milfordct.gov

203-783-3292

2021





Dear Jobseeker,

The library is here to guide you on your search – from choosing your career path to prepping for your interview. We offer different kinds of assistance in the building and virtually, as well!

- One-on-one practice using Zoom, with tips to look and sound your best on camera so the interview is about you and not your background!
- A vast collection of books and ebooks to borrow and download
- Guidance navigating our jobseeker resources online including:
 - Job searching
 - Skill building
 - Resume review
 - Practice tests for career certifications and entrance exams
 - Computer tutorials...all through JobNow, Learning Express Library, and Reference Solutions on our 24/7 Resource page at milfordlibrary.org
- Computer use with printer access (.10 b&w prints; .50 color prints)
- Free scanning and faxing to get your documents where they need to go!

This packet is here to get you started and has been put together by the Reference staff. Please reach out!

All the best,

Diana Preece and Cathy Ratzenberger
Milford Public Library

JobNow Career Resources

Live Help for All Stages of Job Hunting

Start at milfordlibrary.org then go to 24/7 Resources.

Scroll down until you see *JobNow!*

Need help? Reach out to the Reference Desk.

203-783-3292 or MFDREF@milfordct.gov

Self-assessment and job search resources

Discover various carefully selected job resources, including eParachute, a Brainfuse partnership offering an online resource created by *What Color is Your Parachute?* author Richard Bolles. Or connect with a Brainfuse JobNow coach to review efficient job search strategies.



All-in-one resume assistance

Gain an advantage through our curated resume resources, including templates, samples from a variety of career fields and levels, and valuable information about usage, structure, and relative importance. JobNow coaches are only one click away to provide expert analysis.

Foundational and career-enhancing skills







Refresh skills and knowledge with the Adult Learning Center, where patrons can access High School Equivalency prep, US Citizenship text prep, and Microsoft Office support. To further support you, the writing lab and skill builder are also available in the Adult Learning Center.

Out of work? You're **NOT** out of luck!

Job & Career Accelerator has tools and resources to help you get hired.



What can you do with *Job & Career Accelerator*?

-  Search current job and internship postings
-  Match skills and interests to occupations
-  Explore more than 1,100 occupations
-  Write winning resumes and cover letters
-  Access expert advice
-  Find colleges and scholarships

Go to milfordlibrary.org, then our link for 24/7 Resources. Scroll to LearningExpress! (203) 783-3292 MFDREF@milfordct.gov

Milford
Public
Library

Job seeking: career search strategies

Free webinars!

Every 2nd and 4th Thursday – 11am EST



Attendees will learn how to use Data Axle Reference Solutions as part of their job search. We'll also cover creating engaging cover letters, assembling a network of references, finding mentors, building data sets of potential employers and more.

Register by logging in to Reference Solutions and clicking on [Webinars](#) at the top of the page.

Find Reference Solutions by starting at milfordlibrary.org then going to [24/7 Resources and Databases](#). Scroll down until you find Reference Solutions. After accepting the terms and conditions, you'll be asked to put in your Milford Library card number. Library users may also sign up for a free personalized account to save your searches!

U.S. Jobs/ Internships

Combining the power of the premier business reference and research tool, Data Axle Reference Solutions, with the world's #1 job site, indeed.com.

Quick Facts

- Job listings added daily
- 2.5 million jobs listed
- Updated daily

Sources

We compile our jobs listings from indeed.com. These job listings are then cross-referenced with our U.S. businesses listings.

Searching the database

You can quick search for a job

Job Search

Quick Search **Advanced Search** [Job Help](#)

Fill out one or more of the following criteria boxes, then click "View Results" button.

What (Job title, Keyword or Company Name) [Search Tips](#)

Where (City, State or ZIP Code)

Or, [select region on a map.](#)

Or you can search for positions using more specific criteria

Job Search

Quick Search **Advanced Search** [Job Help](#)

Find Jobs

With all of these words

With the exact phrase

From this company

Show jobs of type ▾

Salary estimate per year
\$50,000 or \$40K-\$90K

Location ▾ (city, state, or zip)

Age - Jobs published ▾

Results

Result Page

U.S. Jobs / Internships

1,025 Results

◀ Revise Search ◀◀ New Search

Page 1 of 41

[Job Help](#)

[Email](#)

<input type="checkbox"/>	Job Title		Company Name	Location	Date Posted
<input type="checkbox"/>	Registered Dental Assistant		Premier Dental Partners, Inc.	Santa Rosa, CA	18 Feb 2016
<input type="checkbox"/>	Registered Dental Assistant		Dehlinger, Noah DDS	San Anselmo, CA	17 Feb 2016
<input type="checkbox"/>	Registered Dental Assistant-Newman Dental		Golden Valley Health Centers	Newman, CA	18 Feb 2016
<input type="checkbox"/>	Licensed Dental Assistant		Prairie Dental Group	Eden Prairie, MN	22 Feb 2016
<input type="checkbox"/>	Dental Assistant Coronal Polishing Certified		Aloha Dental	Austin, TX	17 Feb 2016
<input type="checkbox"/>	Dental Assistant		Arthur Center Community Health	Mexico, MO	22 Feb 2016
<input type="checkbox"/>	Licensed Dental Assistant (New Opening!)		Park Dental	Minnetonka, MN	16 Feb 2016

Job Title

The job title links take you to the job posting on Indeed.com

[Find Jobs](#) [Find Resumes](#) [Employers / Post Job](#)

[Upload your resume](#) [Sign in](#)



what:

where:

Find Jobs

Advanced Job Search

one search. all jobs.

job title, keywords or company

city, state, or zip

Registered Dental Assistant

Noah Dehlinger DDS - San Anselmo, CA

General/Prosthodontist practice seeking a full time (Mon-Thurs) RDA or DA. We are located in a beautiful, modern office in downtown San Anselmo. We are looking for a motivated and professional individual to join our fantastic team. Knowledge of Eaglesoft software and Cerec is a plus. GREAT benefits package!

Job Type: Full-time

Required experience:

- Dental Assisting training: 1 year

Required license or certification:

- RDA

6 days ago - [save job](#)

» Apply Now

Please review all application instructions before applying to Noah Dehlinger DDS.

[Apply Now](#)

Company Name

The company name links take you to the detailed record for the company posting the job. A complete detailed record can be viewed on pages 16 thru 23.

Dehlinger, Noah DDS San Anselmo, CA

Data FeedbackDownloadPrint

Quick Links

EXPAND ALLMINIMIZE ALL

Location Info

Job Listings

Industry Profile

Business Profile

Photo, Map, & Directions

Business Demographics

Management Directory

Company News

Stock Data

Business Expenditures

Business Size History

Business History

UCC Filings

Nearby Businesses

Competitors Report

Location Info

Dehlinger, Noah DDS

160 Sir Francis Drake Blvd

San Anselmo, CA 94960

Phone

(415) 457-9242

Fax

Not Available

Toll Free Number

Not Available

Verified Record

County

Marin

Metro Area

Sn Francisco, CA

Census Block Group

2

Census Tract

117000

Radius Search

miles

FIND SIMILAR

FIND ALL

ADVANCED RADIUS SEARCH

Business Demographics

Location Employees	1-4	Location Sales Volume	\$644,000
Corporate Employees	Not Available	Corporate Sales Volume	Not Available
Type of Business	Private	Location Type	Single Loc

- Brush up on your interviewing skills
- Earn Microsoft Office & Google Suite Certifications
- Attend employer hiring events & the Get Hired CT Career Expo

GET A COMPETITIVE EDGE WITH OUR CAREER-BASED WORKSHOPS:

- Job Search, Internet & E-mail Basics
- Interview Skills & Professional Attire
- Teen Employment
- Strategies for Job Seekers over 50

Last year, Goodwill helped over 2,700 Connecticut residents find work. Stop by your local Career Center and let us help you today!

Bridgeport

165 Ocean Terrace
(203) 581-5040

Enfield

53 Palomba Drive
(860) 749-6937

Hartford

315 New Park Avenue
(860) 856-2301

Norwalk

15 Cross Street
(203) 840-0361

Shelton

397 Bridgeport Avenue
(203) 567-7975

Torrington

1849 East Main Street
(860) 489-8670

Waterbury

943 Wolcott Street
(203) 596-1216

Westport*

1700 Post Road E
(203) 259-3943



Nicholas Hulbert

Career Coach

Shelton Career Center

397 Bridgeport Avenue
Shelton, CT 06484

Tel 203-567-7975

Fax 203-362-0342

nhulbert@gwct.org

www.gwct.org

*The Shelton Career Center
is accepting Milford
jobseekers! Contact them
for additional free
assistance!*

Visit our website for location services and hours.

Access virtual services and connect with a career coach by emailing careercenter@gwct.org

* This is a self-serve location with virtual access to a career coach.



www.gwct.org

Cover Letter

- A cover letter is an introduction which accompanies your resume.
- Include at the top:
 - Your full name
 - Address
 - Telephone number (with a professional-sounding voicemail set up)
 - Email address (with a professional-sounding name—not a cute name)
- The letter should be addressed to an individual by name. (ex. Dear Mr. Smith or Dear Ms. Jones.) If you are unsure, visit the company's website or call to learn the name of the hiring manager. If all else fails, it should be addressed: Dear Hiring Manager.
- The first paragraph should include:
 - The job title of the position for which you are applying. This should not be generic. "I am applying for a position in your company" is the quickest way to get your letter and resume tossed in the trash.
 - How you learned of this opening. (ex. "I learned about this opening on [*name of website*]" or "I learned of this opening through a recommendation by [*name of staffperson and title at their company*]."
 - Why you have a specific interest in this company. If you have enjoyed their product or read an article about them that piqued your interest, tell them.
- The second paragraph should be a brief description of who you are and why the hiring manager ought to examine your resume.
 - Do not simply rephrase your resume. Offer two or three highlights from your resume that directly link to the position.
 - Investigate what the company needs and tell them in your cover letter how you can provide it.
 - Do not apologize for any qualification you do not have. Simply stress the qualifications you do possess.
- The closing of the cover letter should be used to thank the hiring manager.
 - You can refer to your resume and other documents you have provided.
 - Do not make any presumptions. Do not say "I will call you". Instead you may state "I look forward to hearing from you." or "I look forward to learning if I am a match for this position."
- End with a professional-sounding closing such as: "Sincerely", "Best regards" or simply "Thank you".
- Letters that are printed for submission should be signed using your first and last name with your name typed below your signature.

Important Cover Letter Tips

- This is a letter, so it should be written in a conversational tone. However, it should only include the most relevant information.
- Use keywords from the job posting. This is one more way the hiring manager will know you are writing to this company specifically.
- If there is a gap in your employment history, you may use the cover letter to address this employment break. It is not necessary, but often an opportunity.
- Cover letters should never be more than one page and should not be more than four paragraphs.
- If you are emailing your cover letter, do not leave the subject line blank.
- Before you send it, proofread!

Resume Building Worksheet

It might help you to gather this information before you start typing!
These are the things you will need when putting together most resumes.

Name:_____

Address:_____

Telephone Number: (make sure you have a nice voicemail message set up)

Email Address: (make sure it's professional)

Job Objective: (what job are you applying for)

Summary of Qualifications: (up to 5 qualities an employer would find interesting)

1. _____

2. _____

3. _____

4. _____

5. _____

Employment History:

This area not only includes what you did, but how well you accomplished the task. (Were the results an increase in business, money saved, etc.?)

OR

What action did you perform and how was it viewed. (customer complimented performance)

Name of Company:_____

Address: _____

Job Title:_____

Start Date:_____ End Date:_____

Responsibilities and Accomplishments:

Name of Company:_____

Address: _____

Job Title:_____

Start Date:_____ End Date:_____

Responsibilities and Accomplishments:

Name of Company:_____

Address: _____

Job Title:_____

Start Date:_____ End Date:_____

Responsibilities and Accomplishments:

Name of Company:_____

Address: _____

Job Title:_____

Start Date:_____ End Date:_____

Responsibilities and Accomplishments:

Skills:

This should be a list of anything you want to highlight that would be of interest to a prospective employer.

1. _____

2. _____

3. _____

4. _____

5. _____

Education:

Begin with your highest level of education. You are not required to list your year of graduation. Only list your GPA if over 3.5. You can add special awards or achievements if they are truly extraordinary.

College Name and Location:

Degree and Major:

Achievements/Awards:

High School Name and Location: (Only include if no college)

Resume Writing Tips

General Information

- Your resume should be a unique reflection of your experience, skills and education.
- It is a marketing tool. You are promoting your skills and experience to a potential employer.
- You should consider having multiple versions of your resume tailored to the jobs for which you are applying.
- Carefully read the job description to help you write your resume. Look for keywords in the job posting and include the same language.
- Pay particular attention to anything listed in the sections labeled “Requirements” or “Qualifications.”
- Resumes should be no longer than 2 pages as a general rule. A single page is best if everything fits, especially if you do not have a long work history.
- Never forget this is a “professional” document.

The Header

Contact Information:

- Your Name
- Your Address
- Your Telephone Number (with a professional-sounding voicemail set up)
- Your Email (which should be a “professional” address – no cute names)
- LinkedIn profile URL or portfolio URL (optional)

The Body of the Resume

Summary (optional):

- Include a summary section which should explain how you can add value to the company.
- This should include up to 5 concise sentences which succinctly illustrate the qualities that make you an attractive candidate.

Employment History:

- This is a brief overview of your work experience. Include only the most relevant and key information.
- Focus on experiences that relate to the job posting, enabling you to stand out.
- Begin with your most recent employment and work backwards. You can include exact dates or just give the years – whichever you decide be consistent for each position.

- Include your job title, company name, and location for each position.
- List the most important information first.
- Write in short sentences. Make them brief and to the point.
- Use active language. (ex. “achieved” “exceeded” “transformed”) See our Keyword sheet!
- Call attention to important achievements. Include numbers that measure your success. Numbers help hiring managers understand the value you may bring to a position.
- This section should be concrete and quantifiable. What did you do? How well? What did you achieve?

Education:

- Employers want to know about your education.
- Your highest level of education should be listed first.
- If you have a college degree, you do not have to list your high school information.
- Dates of graduation are not required. Dates often are used to calculate a person’s age.
- The education section can include certifications and licenses that an employer would find valuable.

Skills:

- A useful section to highlight knowledge and proficiency.
- Used for information that may get lost in the body of the resume.

Achievements (optional):

- Use this section only if you have very special accomplishments to include.
- Add any recognition or major awards that are or are not job related but would impress an employer.

Before You Send Your Resume

- Proofread and edit. Proofread and edit. Take a break and then proofread and edit. Ensure there are no spelling or grammatical errors. Ask for help from a second pair of eyes.
- Do not copy resume samples. They are meant to be a guide only.
- Have you made it as easy as possible for an employer to see that you are qualified?
- Does the resume include only relevant information?
- Have you used keywords specific to the job?

Resumes - More to Think About

Email:

- Your contact information is critical.
- An email is going to be required.
- Your email name should be professional sounding.
- Cutesy, vulgar or anything you would be embarrassed to have on a business card should never be used.

Font:

- The resume should look clean and be easy to skim.
- Use a font size that is easily read (usually 12 point) and a plain font style.

Paper:

- “Resume Paper” is not necessary.
- As long as your paper is white or off-white and free of marks or folds it is acceptable.

Lying:

- Don’t even think about it.
- It is the easiest way for you to be eliminated from consideration.

Make a good impression by showing you are an excellent applicant!

Resume Keywords

It's time to say more than "Responsible for..."

Ability	Audited	Compiled	Defined
Accelerated	Augmented	Completed	Delegated
Accomplished	Authored	Complex	Delivered
Accountable	Authorized	Composed	Demonstrated
Accurate	Automated	Computed	Dependable
Achieved	Awarded	Conceptualized	Deployed
Acquired		Condensed	Derived
Acted	Balanced	Conducted	Described
Adapted	Began	Conferred	Designed
Addressed	Blocked	Conserved	Detailed
Adept	Boosted	Considered	Detected
Adjusted	Brainstormed	Consistent	Determined
Administered	Briefed	Consolidated	Developed
Advanced	Budgeted	Constructed	Devised
Advertised	Built	Consulted	Devoted
Advised		Contracted	Diagnosed
Advocated	Calculated	Contributed	Diagrammed
Agreed	Campaigned	Controlled	Differentiated
Aided	Capable	Converted	Diligent
Aligned	Capitalized	Conveyed	Diplomatic
Allocated	Captured	Convinced	Directed
Amplified	Cared	Cooperated	Discerned
Analyzed	Cataloged	Coordinated	Disciplined
Answered	Categorized	Corrected	Discovered
Applied	Centralized	Corresponded	Discussed
Appointed	Chaired	Cost-effective	Dispatched
Appraised	Championed	Counseled	Dispensed
Approved	Changed	Courteous	Displayed
Apt	Charted	Crafted	Distributed
Arbitrated	Cheerful	Created	Diversified
Architected	Clarified	Critical	Documented
Ardent	Cleaver	Critiqued	Drafted
Arranged	Coached	Cultivated	Driven
Articulated	Co-authored	Customized	
Assembled	Coded		Earned
Assertive	Collaborated	Debated	Earnest
Assessed	Collected	Decided	Economical
Assigned	Combined	Deciphered	Edited
Assisted	Committed	Decisive	Educated
Astute	Communicated	Decreased	Effective
Attained	Compared	Dedicated	Efficient
Attentive	Competent	Deducted	Elicited

Eliminated	Fixed	Installed	Merged
Eloquent	Flexible	Instilled	Methodical
Emphasized	Fluent	Instituted	Meticulous
Empowered	Focused	Instructed	Minimized
Enabled	Forecasted	Instrumental	Mobilized
Enacted	Forged	Insured	Moderated
Encouraged	Formalized	Integrated	Modernized
Endeavored	Formed	Interacted	Modified
Endorsed	Formulated	Interpreted	Monitored
Energetic	Fortified	Intervened	Motivated
Enforced	Fostered	Introduced	Navigated
Engaging	Founded	Invented	Negotiated
Engineered	Furthered	Investigated	Networked
Enhanced		Involved	Novel
Enlarged	Gained	Issued	
Enlisted	Gathered	Itemized	Objective
Ensured	Generated		Observed
Enterprising	Genuine	Joined	Obtained
Enthusiastic	Guided	Judged	Offered
Entrusted			Opened
Envisioned	Halted	Knowledgeable	Operated
Equalized	Handled		Optimized
Established	Harmonious	Launched	Orchestrated
Estimated	Headed	Lead	Ordered
Evaluated	Helpful	Lectured	Orderly
Examined	Hired	Led	Organized
Exceeded	Honest	Lessened	Originated
Executed		Leveraged	Outlined
Expanded	Identified	Lifted	Outpaced
Expedited	Illustrated	Listened	Outperformed
Experienced	Imaginative	Lobbied	Overhauled
Expert	Implemented	Located	Oversaw
Explained	Improved	Logical	
Explored	Incorporated	Lowered	Participated
Expressed	Increased	Loyal	Partnered
Extended	Individualized		Passionate
	Industrious	Maintained	Perceptive
Facilitated	Influenced	Managed	Performed
Familiarized	Informed	Mapped	Persistent
Fastidious	Initiated	Marketed	Personable
Fielded	Innovative	Maximized	Persuaded
Filed	Insightful	Measured	Persuasive
Finalized	Inspected	Mediated	Piloted
Fitted	Inspired	Mentored	Pioneered

Planned	Relentless	Solicited	Tracked
Practical	Remodeled	Solved	Trained
Precise	Renovated	Sorted	Transformed
Predicted	Reorganized	Sparked	Translated
Prepared	Repaired	Spearheaded	Troubleshoot
Presented	Repeatedly	Specialized	Tutored
Presided	Replaced	Specified	
Proactive	Reported	Spirited	Uncovered
Processed	Researched	Standardized	Understanding
Produced	Reserved	Steadfast	Unified
Productive	Resilient	Steered	United
Professional	Resolved	Stimulated	Unprecedented
Proficient	Resourceful	Strategized	Unraveled
Profitable	Respectful	Streamlined	Updated
Programmed	Responded	Strengthened	Upgraded
Progressive	Restored	Structured	Utilized
Promoted	Restructured	Studied	
Proposed	Results	Studious	Validated
Proven	Revamped	Submitted	Valuable
Provided	Reviewed	Substantially	Verified
Publicized	Revised	Succeeded	Versatile
Purposeful	Revitalized	Successful	Vigorous
	Rewrote	Suggested	Visualized
Qualified	Routed	Suitable	Volunteered
Quantified		Summarized	
	Saved	Supervised	Well-rounded
Raised	Savvy	Supplied	Widened
Reached	Scheduled	Supportive	Won
Rebuilt	Screened	Surpassed	Wrote
Recipient	Scrutinized	Surveyed	
Recognized	Searched	Sustained	Yielded
Reconciled	Secured	Synthesized	
Recorded	Selected	Systematized	
Recruited	Serviced		
Rectified	Set	Talented	
Redesigned	Shaped	Targeted	
Reduced	Sharpened	Taught	
Referred	Shattered	Technical	
Refined	Showcased	Terminated	
Refocused	Significant	Tested	
Registered	Simplified	Thoroughly	
Regulated	Sincere	Thoughtful	
Rehabilitated	Skillful	Timely	
Reinforced	Slashed	Tireless	

Preparing for an Interview – Online

Re-examine the job description.

Is this a position you can see yourself performing on a daily basis?
Think about your strengths and any weaknesses you might need to address.

Research the company.

Milford Library's Reference Desk has tips on finding company info using Reference Solutions.

Call us at 203-783-3292 or email MFDREF@milfordct.gov

Is it a stable enterprise?

Do you agree with their purpose and values?

Learn about their positions through their social media posts.

Read their "about us" page on their website.

Know about their products and markets as well as the senior management.

Visit hiring websites to see what employees and other prospective employees say about the company.

Prepare several thoughtful questions to ask the hiring manager.

What do you expect from the successful candidate?

What would a typical day be like for me?

What type of training could I expect?

What is your favorite part of working for this company?

Check your technology and your interview space.

Make sure your device is charged (but plugged in is better).

Do you have a stable internet connection? If you are using Wi-Fi, you may need to sit closer to your router or turn off other devices that are using data.

Do you have a space that limits external noises? Is your background clear of clutter?

Milford Library offers practice sessions on Zoom. We will help you test your set-up and give you tips. Contact us to make an appointment! Reference Desk: 203-783-3292 or MFDREF@milfordct.gov

Clothes.

Ensure your clothes are washed and pressed the day before your interview. Even when interviewing virtually, dress top to bottom. Wearing pants and shoes will help you feel prepared and give you confidence. (You also never know when you might need to stand!)

Print a hard copy of your resume to keep near you.

Review the information your resume contains. Be prepared to answer questions about each piece of information you have listed.

Have a list of references typed and ready to be sent if asked.

You will need their:

Full name	Email address
Address	Position title
Telephone number	PERMISSION!

BONUS TIP!

When using a laptop camera to interview, use a sticky note! You can use it to cover your camera when not in use. Write reminders or encouraging words on it, then move the note just to the side of the camera for the interview. It's a convenient place to look and will remind you to look straight ahead.

Preparing for an Interview – In Person

Examine the Job Description.

Is this a position you can see yourself performing on a daily basis?
Think about your strengths and any weaknesses you might need to address.

Research the Company.

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Know about their products and markets as well as the senior management.

Visit hiring websites to see what employees and other prospective employees write about the company.

Prepare several thoughtful questions to ask the hiring manager.

What do you expect from the successful candidate?

What would a typical day be like for me?

What type of training could I expect?

What is your favorite part of working for this company?

Search the location information.

Determine how long it will take to get there.

If driving, where is the parking? Is the parking free or a paid facility?

What is the typical traffic like when your appointment is scheduled?

Clothes.

Ensure your clothes are washed and pressed the day before your interview.

Print hard copies of your resume to bring with you.

Ensure your resume is not dirty or folded.

Review the information your resume contains.

Be prepared to answer questions about each piece of information you have listed.

Have a list of references with you.

You will need their:

Full name

Address

Telephone number

Email address

Position title

PERMISSION. Do not list someone as a reference until you have asked their permission.

Borrow a Staff Pick!

Books available at Milford Public Library – page 1

Job Hunting:

Rip The Resume : Job Search & Interview Power Prep

Ellis, Torin 650.142 E

What Color Is Your Parachute?

Bolles, Richard Nelson 650.14 B 2020

101 Ways To Find Work ... And Keep Finding Work For The Rest Of Your Career!

Austin, Charles Michael 650 A

Moving Forward In Mid-Career : A Guide To Rebuilding Your Career After Being Fired Or Laid Off Weiss, John Henry 650.14 W

Finding Work You Love : Three Steps To Getting Your Perfect Job After College

Snyder, Kirk 650.14 S

Roadmap To Federal Jobs : How To Determine Your Qualifications, Develop An Effective Usajobs Resume, Apply For And Land U.S. Government Jobs

Adams, Barbara A. 351.73 A

The 2-Hour Job Search : Using Technology To Get The Right Job Faster

Dalton, Steve 650.14 D

Networking and Self-Help:

Knock 'Em Dead Social Networking : For Job Search And Professional Success

Yate, Martin John 650.14 Y

Roadmap : The Get-It-Together Guide For Figuring Out What To Do With Your Life

Marriner, Mike 650.1 R

The Happiness Of Pursuit : Finding The Quest That Will Bring Purpose To Your Life

Guillebeau, Chris 158.1 G

Borrow a Staff Pick!

Books available at Milford Public Library – page 2

Resumes:

The Perfect Resume : Resumes That Work In The New Economy!

Quillen, W. Daniel 650.142 Q

Expert Resumes & Linkedin Profiles For Managers And Executives

Enelow, Wendy S. 650.142 E

The Everything Resume Book : From Using Social Media To Choosing The Right Keywords, All You Need To Have A Resume That Stands Out From The Crowd!

Grensing-Pophal, Lin 650.142 G

Motivated Resumes & Linkedin Profiles! : (Including Cover Letters And Other Important Job Search Topics) : Insight, Advice, And Resume Samples Provided By Some Of The Most Credentialed, Experienced, And Award-Winning Resume Writers In The Industry!

Howard, Brian E. 650.142 H

Interviews:

101 Job Interview Questions You'll Never Fear Again

Reed, James 650.144 R

Can I Wear My Nose Ring To The Interview? : The Crash Course, Finding, Landing, And Keeping Your First Real Job

Reeves, Ellen Gordon 650.14 R

The Underground Guide To Job Interviewing : A Quick And Irreverent Primer For The Busy Job Seeker

Moster, Todd 650.14 M

The First 60 Seconds : Win The Job Interview Before It Begins

Burns, Dan 650.144 B

Don't forget to send a thank you note after your interview!

A traditional handwritten mailed note is still appreciated – and don't forget a postage stamp! However, send an email if the hiring managers seem like they are moving quickly. It is important that they receive it, whichever way you choose to send it.

Be sincere, follow up on any gaps in the interview, and reflect on your discussion. Don't forget to actually thank them!

Then, take a break before continuing to apply to more jobs. You deserve it!