Milford Library

# 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

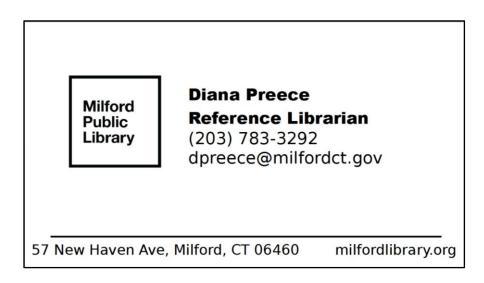
2021











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.



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

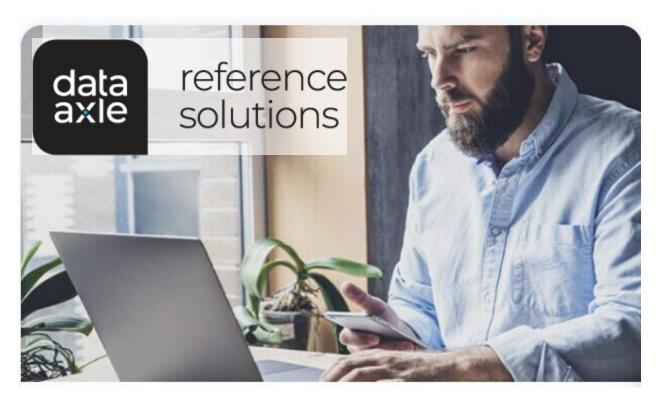
- Search current job and internship postings
- Match skills and interests to occupations
- Explore more than 1,100 occupations
- Write winning resumes and cover letters
- Access expert advice
- Find colleges and scholarships

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 2<sup>nd</sup> and 4<sup>th</sup> 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 <u>Webinars</u> at the top of the page.

Find Reference Solutions by starting at milfordlibrary.org then going to <a href="24/7 Resources and Databases">24/7 Resources and Databases</a>. 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**

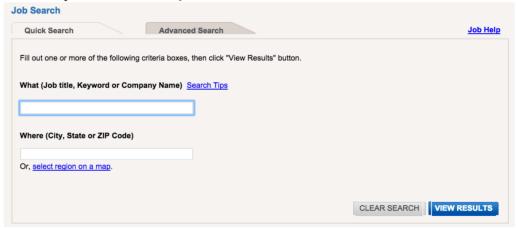
- Job listings added daily
- 2.5 million jobs listed
- Updated daily

#### **Sources**

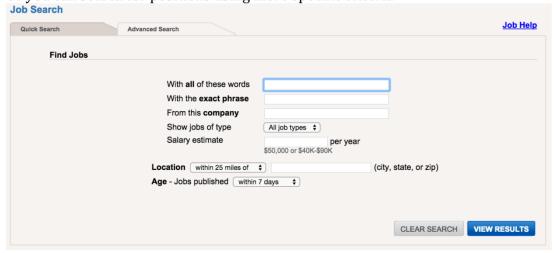
We compile our jobs listings from indeed.com. These job listings are then cross-referenced with our U.S. businesses listings.

#### Searching the database

You can quick search for a job



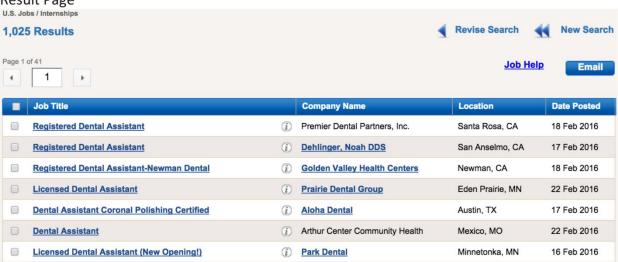
Or you can search for positions using more specific criteria





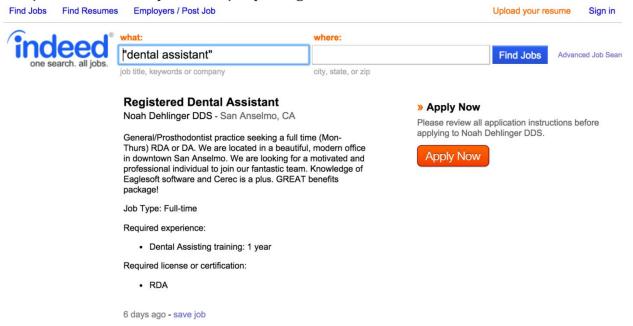
#### **Results**

#### Result Page



#### Job Title

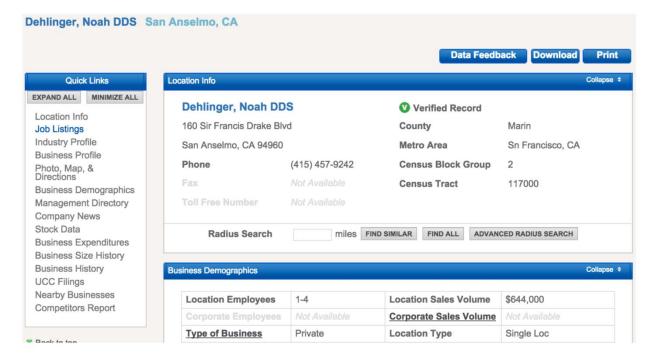
#### The job title links take you to the job posting on Indeed.com





#### 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.



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



- 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

Visit our website for location services and hours.

Access virtual services and connect with a career coach by emailing <a href="mailto:careercenter@gwct.org">careercenter@gwct.org</a>

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



www.gwct.org



#### 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!

# Cover Letter

- A cover letter is an introduction which accompanies your resume.
- Include at the top:
  - o Your full name
  - Address
  - o Telephone number (with a professional-sounding voicemail set up)
  - o 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.
  - o 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.
  - o 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:	
<b>Telephone Number</b> : (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)	
<b>Summary of Qualifications</b> : (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. (in business, money saved, etc.?)  OR What action did you perform and how was it viewed. (customer complimented perform	
Name of Company:	
Address:	
Job Title:	
Start Date: End Date:	
Responsibilities and Accomplishments:	

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:	

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 GPA if over 3.5. You can add special awards or achievements if they are truly extraordinary.  College Name and Location:	your
Degree and Major:	
Achievements/Awards:	
High School Name and Location: (Only include if no college)	

**Skills:** 

# 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

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			

Dedicated

Deducted

Efficient

Elicited

Compared

Competent

Attained

Attentive

Eliminated	E: 4	I., 11 4	Manad
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	_ : <i>y</i> :::	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
Titted	шърпси	MULICITUICU	1 101100100

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

# 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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#### 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

<u>Laid Off</u> 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!