

ONLINE JOB SEARCHING ESSENTIALS

Patricia Smolin

Ellen Dini

Mount Prospect Public Library

March 10, 2011

Essentials

- ▣ Have resume prepared and reviewed
- ▣ Have cover letter prepared and tailored to job description
- ▣ Own flash drive/jump drive/thumb drive
- ▣ Have active email account – use professional name
- ▣ Multiple online job accounts
- ▣ Upload resume or copy/paste .txt format

Expected Outcomes

- ▣ Create accounts for individual job search engines
- ▣ Identify terms to narrow or expand your search
- ▣ Apply online for select positions
- ▣ Upload resume
- ▣ Upload or draft cover letter in .txt
- ▣ Apply to individual companies for select positions
- ▣ Upload resume and cover letter

Sources of Hire

Referrals	26.7%
Career Site	22.3%
Job Boards	13.2%
College	6.3%
Career Fairs	2.3%
Temp-to-hire	1.6%

- ▣ 9th Annual Sources of Hire Study 2/2010, Career Xroads.com

Online Job Searching

▣ Job Aggregators

- Listings from many and diverse sources (job boards, associations, newspapers, job search engines, etc.)
- SimplyHired.com
- indeed.com
- Mostly used for searching – no resume posting option (this is changing ...)

▣ Individual Job Search Engines

- Listings from companies which pay fee
- careerbuilder.com
- Monster.com
- Searching and resume posting

indeed.com

- ▣ Create a free account to **manage** your online job search
- ▣ Search for Jobs – 3 Simple Steps!
 - **What?** Enter keywords (ex: social worker, mechanical engineer, customer service, hotel, retail, computer support, etc.)
 - **Where?** Enter location (ex: Mount Prospect, Chicago, California, 60056, etc.)
 - **Click:** Find Jobs
- ▣ Browsing capability & advanced Search

indeed.com

[jobs](#) [salaries](#) [trends](#) [forums](#)

[New! Upload Your Resume](#) - [my.indeed](#) - [sign in](#) - [preferences](#)



what

job title, keywords or company name

where

city, state or zip code

[Advanced Job Search](#)

[New! Upload Your Resume](#)

My recent searches - [clear](#)

[Library Science - Springfield, IL](#) - 4 new jobs

[librarian - springfield, IL](#) - 0 new jobs

[librarian - Mount Prospect, IL](#) - 10 new jobs

[social worker - Mount Prospect, IL](#) - 94 new jobs

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©2011 Indeed

Signing Up: indeed.com

[sign in](#)



Manage your job search with [my.indeed](#)

Why create an account?

- Manage, create and delete your job alerts
- Access your saved jobs and notes from any computer

Already have an account?
[Sign In](#) - [Forgot Your Password?](#)

Create Account (it's free)

Email Address

Password

Re-type Password

Keep me signed-in on this computer.

Do You Use Facebook?

It's fast and easy to use your Facebook account to sign in.



All job search activity and information is kept private.

[About](#) - [Questions?](#) [Contact us](#)

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Creating Accounts Requiring Encryption (simplyhired.com)

simplyhired

create free account


personalize your job search * required information

username*

email address*

password*
 Please use at least 6 characters, including letters and numbers.

confirm password*

verification*

Enter the characters shown in the image above:

Create a Universal Profile through Taleo Talent Exchange ([why?](#))

I agree to [Terms of Service](#)*

already a member?

email or username

password

[forgot username/password?](#)

[Home](#) - [About](#)

Internet 100%

Why encryption?

- ▣ Transforms information (referred to as plaintext) using an algorithm (called cipher) to make it unreadable to anyone except those possessing special knowledge.
- ▣ A reliable process to provide the much needed security people can rely on today to handle most of their important and personal transactions, leaving them with assurance and confidence.
- ▣ http://www.pcworld.com/article/15230/how_it_works_encryption.html

Caution/Privacy Protection

- ▣ **Red Flags** when creating an online job search account – never give out:
 - Mother's maiden name
 - Social security number
 - Bank/credit card account numbers
 - Payment requests/application fees
- ▣ Check firm's reputation, contact information: use Library's resources!
- ▣ New York Better Business Bureau's "Use Caution When Seeking Employment Online I and II"

<http://www.newyork.bbb.org/SitePage.aspx?site=24&id=ed2bc727-1455-43be-a5df-2fa325a1ee89>

Using careerbuilder.com

- ▣ Create free account
- ▣ Search for jobs
 - Enter keywords and location
 - Click: “Find Jobs”
 - Try : Advanced Search & Setup Job Alert
- ▣ Save search
- ▣ Save job
- ▣ Apply at job website
- ▣ Post resume (upload or copy & paste)

careerbuilder.com

careerbuilder.com

Employers: Post Jobs | Search Resumes

Hi Ellen Dini! Sign In >> Help Security

My CareerBuilder Find Jobs Job Recommendations Post Resumes Advice & Resources

Find Jobs

Keywords *Ex. Registered Nurse or Sales*

Location *Ex. Chicago IL or 60607*

Chicago, Illinois

Careers by Category

- Select a Job Category -

[Advanced Search](#)

[Find Jobs](#)

Post Your Resume

- Keep your resume private, or searchable by employers.
- Get Job Recommendations based on your resume
- Let employers find you in our database
- Apply to jobs faster

[Upload or Paste Resume](#)

Need Resume Help?

cbResume is a click away. [Learn More](#)

Jobs

Job Recommendations

Recently Viewed

Saved Jobs

Location: Chicago, Illinois 60601 [Change](#)

[Subscribe](#)

Performance Improvement Senior - Financial Services Office - Ins
Ernst & Young LLP Chicago, IL

Financial Services Office - Advisory Service Senior - Performanc
Ernst & Young LLP Chicago, IL

AVP Complex Claims and Claim Audits
Lincoln Financial Group Chicago, IL

Claims Adjuster Sr.- Workers' Compensation **NEW!**
Cambridge Integrated Services Group, Inc. Chicago, IL

Commercial Trucking / Auto Claims Adjuster
Villa Park, IL

Financial Services Office - Advisory Services Manager - Performa
Ernst & Young LLP Chicago, IL

Claims Administrator, Boat/Marine **NEW!**
Chicago, IL

Financial Services Advisory Senior Manager - Performance Improve
Ernst & Young LLP Chicago, IL

Advertisement



University of Phoenix®

Bachelor's Degrees

Business
Nursing
Education
Communications
Criminal Justice
Health Admin.
Info. Technology

Master's Degrees

MBA
Education
Nursing

Doctoral Degrees

Business Admin.
Health Admin.

Online and Campus Programs. [Learn More](#)

Job Search Tools

Featured Tool



ResumeUpgrade

Not only do employers post jobs on CareerBuilder, they also search for candidates in our database. Make sure yours is seen first with a ResumeUpgrade. [Learn More](#)

[Distribute Your Resume](#) Get more interviews!

Done

Internet

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Signing Up: careerbuilder

careerbuilder.com[™] Employers: Post Jobs | Search Resumes

Hi Ellen Dini! Sign In >> Help Security

My CareerBuilder Find Jobs Job Recommendations Post Resumes Advice & Resources

Keywords *Ex. Registered Nurse or Sales* Location *Ex. Chicago IL or 60607*

Search Chicago, Illinois [Find Jobs](#)

Registered User? [Sign in here >>](#)

New Users: Sign up now

CareerBuilder Registration

I will be using CareerBuilder.com as:

an Employer a Job Seeker a Staffing Agency Representative

* Required field

Account Information

* Your first name:

* Your last name:

* Email Address:

* Confirm Email Address:

* Create Password

* Confirm Password:

Contact Information

Done Internet 100%

Posting Your Resume

of Phoenix®

Psychology + Human Services

Business Admin. + Nursing

careerbuilder.com™

Employers: Post Jobs | Search Resumes

Help Security edini@mppl.org Sign Out >>

My CareerBuilder Find Jobs Job Recommendations Post Resumes Advice & Resources

Post Your Resume in 3 easy steps!

Concerned about privacy? You can choose to hide your name, email and phone from employers.
You can also keep your resume private and use it only for applying to jobs on CareerBuilder. [Privacy](#) | [Terms](#)

- 1 Upload or Paste
- 2 Review your Resume
- 3 Enhance your Profile

Post Resume * Indicates Required Field

Resume Title [Example](#)
For maximum exposure use a Resume title that describes your profession or skills

Choose an Existing Resume to Upload

Supports Microsoft Word documents and text files up to 200KB.

For a better formatted html resume, please check our [formatting tips](#) before upload.

OR

Paste Your Resume

REC Check Content

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Individual Employer Job Sites

- ▣ Logons/passwords often required to apply online
- ▣ Questionnaires of various lengths needed to complete
- ▣ More pros than cons to following protocol and applying to online hiring routes

Allstate



FIND AN AGENT CUSTOMER LOG IN ESPAÑOL SEARCH:

INVESTORS

NEWSROOM

CAREERS

CUSTOMER CARE

ABOUT ALL STATE

PRODUCTS

Job Search

Career Profiles

Internships

Agency Opportunities

Financial Rep Opportunities

Working at Allstate



Home » Careers » Job Search



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 - Work/Life Supports
- Allstate Overview
- Diversity

Allstate Careers

Specify your job search criteria, then click "Search for Jobs".

[Hide Search Criteria](#) | [Save this Search](#)

Job Number

Keywords

administrative

Job Field

Job Field

All

[Add Job Field](#)

Location

Location

Illinois

Northbrook

Search Tips

You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

Saving searches

You can save the current search for reuse by clicking "Save this Search" at the top of the page. Your searches will be saved in the "My Saved Searches" section, under the "My Jobpage" tab.

Basic job search

To perform a job search using basic search criteria, click the "Basic Search" tab and select the relevant criteria.

Done

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Allstate

Job Search
Internships
Become an Agent
Explore Our Departments
Purchase an Allstate Agency
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Career Fairs
[Working at Allstate](#)
Allstate Benefits & Supports
Allstate Benefits Overview
Educational Supports
WorkLife Supports
[Allstate Overview](#)
Diversity

Show Criteria Clear

Search Results (6 jobs found)

Results per page
25

Sort by
Job Title (Descending Order)

Sourcer / Recruiting Support ⓘ
IL-Northbrook
Requisition ID 000CJZ
[Apply](#) | [Add to My Job Cart](#)

Law Clerk ⓘ
IL-Northbrook
Requisition ID 000BGI
[Apply](#) | [Add to My Job Cart](#)

Executive Administrative Assistant - Northbrook, IL ⓘ
IL-Northbrook
Requisition ID 000BY7
[Apply](#) | [Add to My Job Cart](#)

Executive Administrative Assistant ⓘ
IL-Northbrook
Requisition ID 000CCX
[Apply](#) | [Add to My Job Cart](#)

Executive Administrative Assistant ⓘ
IL-Northbrook
Requisition ID 000CNY

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.
[Access my profile](#)

Icon legend

- ⓘ More information
- 🛒 Added to the job cart
- 📝 Draft submission
- 📁 Completed submission

It is the policy of Allstate to employ the best qualified individuals available for all jobs without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity/gender expression, disability, and citizenship, status as a veteran with a disability or veteran of the Vietnam Era.

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Job Search
Internships
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Career Fairs
Working at Allstate
Allstate Benefits & Supports
Allstate Benefits Overview
Educational Supports
WorkLife Supports
Allstate Overview
Diversity

Welcome. You are not signed in. | My Account Options

My Job Cart | Sign In

Job Search | My Jobpage

Basic Search | Advanced Search | Jobs Matching My Profile | All Jobs

[Back to prior page](#) [Printable Format](#)

Job 3 out of 6 [Previous](#) | [1](#) [2](#) [3](#) [4](#) [5](#) | [Next](#)

[Apply Online](#) [Add to My Job Cart](#)

[Apply for this position online](#)

Job Description

Executive Administrative Assistant - Northbrook, IL-000BY7

Description
Scope and Responsibilities:
As the primary administrative support person for the VP of Claims, the individual should be highly motivated, able to work independently with little direction and possess a wide array of capabilities.

Primary responsibilities are as follows:

1. Perform general administrative duties and provide administrative support for VP of Claims.
 - Identifies new methods and techniques for creating and maintaining the information in an effort to streamline processes.
 - Provides varied administrative support to leader and other staff by applying in-depth knowledge of policy for home office organizations.
 - Provides advanced support of Allstate's Management Desktop, On-line Performance Management, Salary Administration systems, T&E, etc
 - Performs advanced tasks using analytical and problem-solving skills with minimal supervision

[Send this job to a friend](#)
Send this job description to a friend by email. All the relevant details will be included in the message.
[Send this job to a friend](#)

It is the policy of Allstate to employ the best qualified individuals available for all jobs without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity/gender expression, disability, and citizenship, status as a veteran with a disability or veteran of the Vietnam Era.

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- Job Search
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- Career Fairs
- Working at Allstate
 - Allstate Benefits & Supports
 - Allstate Benefits Overview
 - Educational Supports
 - WorkLife Supports
- Allstate Overview
- Diversity

Welcome. You are not signed in.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account. Please note that spaces are not allowed in the User Name. If you have created a User Name with a space, you will be prompted to change your User Name after logging in.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)

[Forgot your password?](#)

Powered by **Taleo** 

It is the policy of Allstate to employ the best qualified individuals available for all jobs without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity/gender expression, disability, and citizenship, status as a veteran with a disability or veteran of the Vietnam Era.

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CLAIMS



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Allstate

http://www.allstate.com/careers/job-search.aspx

allstate careers

Home » Careers » Job Search

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- Educational Supports
- Work/Life Supports
- Allstate Overview
- Diversity

Allstate Careers

John Smith, you are signed in. | My Account Options

My Job Cart (0 items) | Sign Out

Job Search | My Jobpage

Applying for: Law Clerk (Job Number: 000BGI)

Step 2 out of 10 | Print/Email

Source and Personal Information | Certifications | Work & Education | Attach Resume | Questionnaire Page 1 | Questionnaire Page 2 | Diversity

Save and Continue | Save as Draft | Quit

You must select a value in the field "Source Type".
The field "Primary Number" is mandatory.
You must select ALL possible values in the section Place of Residence.

Source and Personal Information

Hold down the Ctrl key (Command key for Mac) to make multiple selections or to clear items.
Mandatory fields are marked with an asterisk.*

Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position profile is posted.

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Home Depot



Search for Opportunities

[Click Here for Disability Assistance](#)

Select Job Type 

- In-store Hourly
- Distribution Center Hourly
- Corporate/Other

Putting customers first is The Home Depot way. We want associates who will ensure our customers get the most out of our products.

[▶ Learn More](#)

CAREER AREAS: **RETAIL** | DISTRIBUTION CENTER | CALL CENTERS | CORPORATE & AFFILIATES

New at The Home Depot

Please visit our new Facebook Careers page!

Distribution Center openings: Ontario, CA December 2010; Westfield, MA December 2010, and Salem, OR January 2011

Find Your Fit

The Home Depot has developed some questions to help you select the career that's right for you. Answer the questions to learn your best fit with The Home Depot.

Featured Opportunity

Distribution Center Maintenance Manager
Responsible for the success of assigned functions within a complex distribution center environment; works with the management team to develop strategies and objectives for maximizing productivity and leveraging expenses; manages and oversees the maintenance of equipment and facility; analyzes trends and solve problems in order to maximize contribution to the Distribution Center's success.

Home Depot

[View all Grand Openings](#)

Please select the stores you wish to apply to:

Applying to multiple locations will increase your probability in being considered for available opportunities.



The Home Depot

- | | | |
|-------------------------------------|----------------------|--|
| <input checked="" type="checkbox"/> | 1. Randhurst | 350 East Kensington
Mount Prospect, IL 60056 |
| <input checked="" type="checkbox"/> | 2. West Niles | 8650 Dempster Street
Niles, IL 60714 |
| <input checked="" type="checkbox"/> | 3. Glenview | 2850 Patriot Boulevard
Glenview, IL 60025 |
| <input checked="" type="checkbox"/> | 4. Palatine | 825 E Dundee Rd
Palatine, IL 60074 |
| <input checked="" type="checkbox"/> | 5. Elk Grove Village | 600 Meacham Road
Elk Grove Village, IL 60007 |
| <input checked="" type="checkbox"/> | 6. Niles | 901 Civic Center Plaza
Niles, IL 60714 |
| <input checked="" type="checkbox"/> | 7. Deerfield | 655 Lake Cook Rd
Deerfield, IL 60015 |
| <input checked="" type="checkbox"/> | 8. Schaumburg | 100 Barrington Road
Schaumburg, IL 60194 |
| <input checked="" type="checkbox"/> | 9. Northlake | 37 W North Ave
Northlake, IL 60164 |
| <input checked="" type="checkbox"/> | 10. Glendale Heights | 295 E Armytrail Rd
Glendale Heights, IL 60139 |

BACK

NEXT

* Indicates required field..

Home Depot

Positions

Please select one or more of the following position categories. *

Click on any position below to view a detailed job description.



Non-Supervisory Positions

- | | |
|---|---|
| <input type="checkbox"/> Asset Protection and Operations Specialist | <input type="checkbox"/> Associate Coordinator |
| <input type="checkbox"/> Bay Integrity Associate | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> Computer Rm/Bookkeeping Associate | <input type="checkbox"/> Customer Order Specialist |
| <input type="checkbox"/> Decor Sales Associate | <input type="checkbox"/> Delivery Driver |
| <input type="checkbox"/> Delivery Puller | <input type="checkbox"/> Delivery Will Call Coordinator |
| <input type="checkbox"/> Designer | <input type="checkbox"/> Electrical/Lighting Associate |
| <input type="checkbox"/> Export Associate | <input type="checkbox"/> FACILITY SUPP ASSOC |
| <input type="checkbox"/> FACILITY SUPP-SALES | <input type="checkbox"/> Flooring Sales Associate |
| <input type="checkbox"/> Freight Team Associate (Nights/ A.M.) | <input type="checkbox"/> Garden Sales Associate |
| <input type="checkbox"/> Hardware/Tools Sales Associate | <input checked="" type="checkbox"/> Head Cashier |
| <input type="checkbox"/> Inventory Management Associate (Early A.M.) | <input type="checkbox"/> Kitchen/Bath Sales Associate |
| <input type="checkbox"/> Lead Generator | <input type="checkbox"/> Lot Attendant |
| <input type="checkbox"/> Lumber/Building Materials/Millwork Sales Associate | <input type="checkbox"/> <u>Master Electrical Specialist (License Required)</u> |
| <input type="checkbox"/> Master Plumbing Specialist (License Required) | <input type="checkbox"/> Merchandising Execution Associate |
| <input checked="" type="checkbox"/> Office Associate | <input type="checkbox"/> Paint Sales Associate |
| <input type="checkbox"/> Phone Center Associate | <input type="checkbox"/> Plumbing Sales Associate |
| <input type="checkbox"/> Pro Account Sales | <input checked="" type="checkbox"/> PRO CASHIER |
| <input type="checkbox"/> PRO OT LOADER | <input type="checkbox"/> Receiving Associate |

Home Depot

The screenshot shows a web browser window with the URL <https://careers.homedepot.com/cg/login.do>. The browser's address bar and tabs are visible at the top. The main content area of the page includes a navigation menu with links for "Returning User Login", "Home Depot Associates click here" (with a "CAREER DEPOT" logo), "Job Cart: 3 positions" (with an "APPLY" button), and "Return to Career Depot". Below this is a "Careers Login" section with two options: "RETURNING USER" and "NEW USER". The "RETURNING USER" option has input fields for "User ID:" and "Password:", a "LOGIN" button, and a link for "Forgot your User ID/Password?". The "NEW USER" option has a message: "The Home Depot suggests you use an unique identifier as your 'User ID'." and a "CREATE AN ACCOUNT" button. The Windows taskbar at the bottom shows the Start button and several open applications: MessageLabs, Main Library, PC Reservation, Windows Explorer, Home Depot, Inc., and Microsoft PowerPoint. The system clock shows 6:07 PM.

https://careers.homedepot.com/cg/login.do

home depot

Research & Refe... Allstate.com Sea... List of awaiting v... Smolin, Patti - O... Home Depot,...

- Returning User Login
- Home Depot Associates click here
CAREER DEPOT
- Job Cart: 3 positions **APPLY**
- Return to Career Depot

Careers Login

RETURNING USER

User ID: Password:

LOGIN [Forgot your User ID/Password?](#)

NEW USER

The Home Depot suggests you use an unique identifier as your 'User ID'.

CREATE AN ACCOUNT

start 2 MessageLabs... Main Library - [Bi... PC Reservation... 2 Windows Exp... Home Depot, Inc... Microsoft PowerP... 6:07 PM

Home Depot



Language

- **English / Español**
- Returning User Login
- Home Depot Associates click here
CAREER DEPOT

Job Cart: 3 positions **▶ APPLY**

- Return to Career Depot

Career Search

SEARCH

Account Creation

UserName/Password

User ID: *	Confirm User ID: *
<input type="text"/>	<input type="text"/>
New Password: *	Confirm New Password: *
<input type="text"/>	<input type="text"/>

Account Validation Information

Secret Question:	Secret Answer: *
<input type="text" value="What is your mother's maiden name?"/>	<input type="text"/>
Secret Question:	Secret Answer: *
<input type="text" value="What is your mother's maiden name?"/>	<input type="text"/>

SSN: *	Confirm SSN: *
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>

Research and Reference

Home Catalog Books, Movies, & Music Research & Reference Events Services About Us South Branch

Adult Continuing Education
Ask a Librarian
Digital Past
E-Nets Startup
Notes from the Reference Desk
Public Green
Training Materials
Village Vibe
Web Resources by Subject
Web Resources by Title

For quick questions and answers
Reference librarians are available to chat

MPPL Staff Online

Home / Research & Reference

Article Finder
Search for journal, magazine, and encyclopedia articles

E-Journals
Find online journals by title or subject

Web Resources
Browse All Library Web Resources by Subject

Research Guides

- Business
- Community Info
- Genealogy
- Government
- Grants
- Jobs and Career
- Training Materials

Browse All Library Web Resources by Title

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Last Updated On February 23, 2011

For great advice on and the best place for...
Come to the Library and try... **CHECKBOOK**

- Need help with Taxes 2010?
- Need in-depth research help? Make an appointment with a Reference Librarian.
- Need help with homework or a job search? Try Live Homework Help
- Prefer email or phone? 847 590-4050 in person? on the second floor at the Reference Desk.

Done Internet 105%

Research and Reference

The screenshot shows the Mount Prospect Public Library website. The header includes the library name and tagline "explore the opportunities", along with links for "My Account", "Contact Us", and "Site Index". Below this is a navigation bar with "Home", "Catalog", "Books, Movies, & Music", "Research & Reference", "Events", "Services", "About Us", and "South Branch". A search bar is visible with a "Search" button and a "Go" button. The main content area is titled "RESEARCH & REFERENCE" and features a sidebar with various resources like "Adult Continuing Education" and "Ask a Librarian". The main text area is titled "Jobs and Career Development" and provides a list of tips for a successful job search. A video player is embedded, showing a man in a suit speaking. The video player has a progress bar and play/pause buttons. The footer includes a link to the "Illinois Department of Employment Security" and a system tray at the bottom with an error message, Internet icon, and 105% zoom level.

Mount Prospect Public Library
explore the opportunities

My Account | Contact Us | Site Index
Kids | Teen Zone | Parents & Teachers

font: A- A+
Search Catalog Go

Home Catalog Books, Movies, & Music Research & Reference Events Services About Us South Branch

Adult Continuing Education
Ask a Librarian
Digital Past
E-Nets Startup
Notes from the Reference Desk
Public Green
Training Materials
Village Vibe
Web Resources by Subject
Web Resources by Title

Home / Research & Reference / Research Guides / Jobs and Career Development

Jobs and Career Development

For a successful job search:

- Prepare yourself and your resume.
- Assess your skills.
- Research the types of jobs available.
- Evaluate what skills and background are required.

General Information About Jobs, Careers and Salaries

Online Job Search

Resume and Cover Letters

Skills Improvement and Test Practice

Company Research

Interviewing

Bob Podgorski
Hayper College Manager of Extension Services

General Information About Jobs, Careers and Salaries

Ferguson's Career Guidance Center use at home use in library

Provides detailed profiles of more than 3,300 jobs and 94 industries, invaluable advice on career skills, more than 48,000 resource entries, and much more!

Illinois Department of Employment Security

Error on page. Internet 105%

Suggested tips

- ▣ Don't limit yourself to just one job-search method. Try them all. Cast a wide net, continue to build your connections, get creative.
- ▣ Sign up for classes offered at the Library: *Basic Computer, Using Word® 2007, Introduction to the Internet, or Learn to Use E-mail*. It is necessary to have an email account when applying for jobs online. It is also important that you are familiar with using a word processing program to start writing your resume and cover letter.

Suggested tips

- ▣ Adult Career Center (live tutor.com) available 2-9p CT daily. Live career counselor will review your resume and chat/reply to make suggestions
- ▣ Visit our collection of books on writing resumes and cover letters. Use samples and templates to start drafting a history of your past employment, responsibilities, accomplishments, and education.
- ▣ Check out the Library's Job and Career board (near the Reference Desk) for local job fairs and neighborhood training sessions.

Suggested tips

- ▣ Contact workNet Illinois at 847-981-7400 or visit at their location at 723 W. Algonquin Rd., Arlington Heights. They host free job seeker workshops and are also available to work with you one-to-one by appointment. They will also help with applying for unemployment online.
- ▣ St. Hubert's Job Ministry offers a rotation of classes to prepare and review resumes, and build skills needed in the workplace (847-885-7700).

Suggested tips

- ▣ Make an appointment with the JVS (Jewish Vocational Service) Northwest Suburban Office at 847-392-8205. for resume essentials and career counseling
- ▣ Harper College, Community Career Services offers career counseling by appointment to the public. Call 847.925.6293 for details.
- ▣ CEDA Northwest Self-Help Center helps in job readiness and has a counselor available by appointment (847-392-2332) 1300 W. Northwest Hwy., Mount Prospect.