

Hopkinton Public Library

Tips for Job Searching

June 2010

First Steps:

- Get an email account
- Contact Workforce Central Career Center to:
 1. Register for required orientation class
 2. Set up unemployment account if applicable
 3. Schedule free classes for job searching & resume writing
- Create Resume (go to Second Steps for details)
- Create business cards with essential personal information & give out to everyone
- Tell everyone you know that you are looking for a job

Milford – 508-478-4300
Worcester – 508-799-1600
Southbridge – 508-765-6430

Second Steps:

- Writing a resume:
 1. Create a life timeline for job history
 2. Create a list of references
 3. Add details to these two lists including dates & addresses
 4. If you are using public PC's to create resume, then use simple word document rather than a template to create electronic resume. (Templates are harder to edit and to use on multiple PCs.)
 5. Checkout resume books at the library or use examples Online (some sites below)

<http://msn.careerbuilder.com/custom/msn/resumesamples.aspx>

<http://career-advice.monster.com/resumes-cover-letters/Resume-Samples/jobs.aspx>

6. Store resume on flash drive
 7. Print 20 copies of very generic resume to carry with you
 8. Create a cover letter
 9. Customize resume and cover letters for specific job applications
 10. When customizing resume, use the language that is included in the job description
- Read “What Color is Your Parachute?” by Richard Nelson Bolles
 - Volunteer in fields of interest/experience to increase Networking & to add experience to resume
 - Network with everyone you know
 - Internships & traineeships to increase Networking & to add experience to resume
 - Consider a part-time job, short term, seasonal or temp position as it can lead to full-time employment
 - Do all of your homework by attending job counseling sessions & classes & practicing interviewing
 - Send thank you's and reminders to anyone whose time you take up
 - Use your college career center no matter how long ago you graduated
 - Language skills is a real plus

Looking for Jobs:

- See Hopkinton Document “Resource Information” for detailed tips
- Go Local first using Supermarkets, drug stores, local papers, local TV postings & Community, club and Church connections
- Check back at any place you have worked
- Look up and down the ladder in your chosen field & not just at the same exact job

Resources in Hopkinton Public Library:

The following titles can be found in the Hopkinton Library Reference collection to be used only in the library. There may be additional copies which can be checked out.

- **Resume Magic** by Susan Britton Whitcomb – Call Number 650.14 Whitcomb
- **Knock ‘em Dead 2009: Ultimate Job Search Guide** by Martin Yate – REF Call Number 650.14 Yate
- **Resumes that Knock ‘em Dead 2009** by Martin Yate - Call Number REF 650.14 Yate
- **Cover Letters that Knock ‘em Dead 2009** by Martin Yate - Call Number REF 650.14 Yate
- **Acing the Interview** by Tony Beshara – Call number REF 650.14 Beshara
- **What Color is your Parachute?** by Richard Nelson Bolles - Call Number REF 650.14 Bolles 2009
- **Adams Jobs Almanac (2007) by Adams** – Call number REF 331.7 Adams
- **Boston JobBank (2005)** – Call number REF 331.128 Boston
- **Occupational Outlook Handbook (2008 2009)** – Call number REF 331.7 Occupational

The following DVD titles can be checked out:

- **The Virtual Job Interview** – DVD 650.14 Virtual
- **No-brainers on interviewing** – DVD 650.14 Interviewing
- Resumes & cover letters – DVD 650.14 Resumes