

Computer Tutoring For Online Job Applications

BY APPOINTMENT ONLY

Free One-On-One Sessions

One hour each

Work on the subject of your choice:

- **ONLINE RESUME**
- **ONLINE APPLICATION**
- **JOB SEARCHING ON THE INTERNET**
- **UNEMPLOYMENT RELATED SITES**

Tutor Hours:
WEDNESDAY 6—7 PM

FRIDAY 11—12 PM

To make an appointment, call
508-238-2000 and ask for the
REFERENCE DESK .

If the tutor hours are unsuitable for
you, call Reference to set up a more
convenient time.



Seven Handy Internet Resources for Job Seekers

Career Resource Library

<http://www.careerresourcelibrary.com/crl/default.htm>

Includes job search tips, resume writing tips, interview help, occupation information, salary and wage finders, relocation and cost of living information, and more.

Indeed.com

Gives job seekers free access to employment opportunities from thousands of websites including major job boards, newspapers, associations and company career pages.

Massachusetts Career Information System

<http://masscis.intocareers.org/>

Online tool to help you explore occupations and find the right education or training program once you have made your career decisions.

OOH Occupational Outlook Handbook

<http://www.bls.gov/OCO/>

Find out the earnings, expected job prospects, what workers do on the job, working conditions, and more for hundreds of different types of jobs.

Office of Labor and Workforce Development

<http://www.mass.gov/>

Learn about the programs and services for employers, job seekers, apprentices, union members, claimants, attorneys and researchers.

Riley Guide

<http://www.rileyguide.com/>

Introduces you to the online job search, listing many sites and services that are useful for your job search.

Web Resume - Put Your Resume Online

<http://www.webresume.com/>

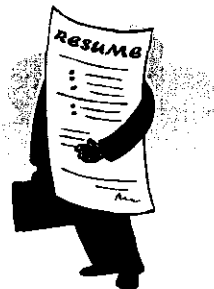
WebResume.com offers a simple Web resume builder and gives you a unique Web address where you may store your resume for free.

Ten Ideas to Keep in Mind During Your Job Hunt

1. Get organized. Prepare or update your resume. Know what type of job you are looking for and what you have to offer. Make a plan and keep records of activities.
2. Polish your interview skills. You're not ready to start your job search until you can answer questions about why you want the job and how you are qualified.
3. Identify employers in your geographic location who employ people with your skills and/or education. Look in the yellow pages, look at the Chamber of Commerce website, read help wanted ads and job posting sites; contact and visit state and private employment agencies.
4. Research. Use the Internet to visit the websites of employers in your industry. View the employment pages for job openings.
5. Identify 3-4 of your professional strengths and develop a "30-second commercial" about yourself. Focus on your skills, experience, and education that qualify you for the job.

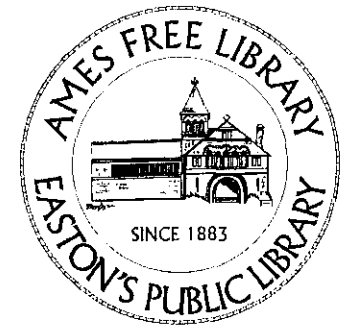
6. Find three people who can give you a positive recommendation. Professional references should be work or education related.
7. Network. Tell everyone you know that you are looking for a job. Over 75 percent of job openings are not advertised!
8. Consider enhancing your work experience through an internship or part-time job.
9. Show your gratitude. Send an email message or thank you note to those who provided valuable advice and support.
10. Try to make some effort every day towards your job search. As the days pass, it is easy to feel disheartened, but the follow up letter or new application you complete today may be the key that unlocks your future tomorrow.

* Many of these tips were derived from the Parkland College Career Center, Champaign, IL



Notes:

Employment Resources and Services



Main Library 15 Barrows Street N. Easton, MA 02356 508-238-2000 www.amesfreelibrary.org <i>Where the Community Connects</i>	
Monday through Thursday	10 - 8
Friday	10 - 5
Saturday	10 - 5
Closed Saturdays in July and August	