Job Search Tools

Websites • Resumés • Applications • Interviews

Steps for Online Job Apps

Get an Email Account

Obtaining an email is necessary for filling out job apps and communicating with potential employers.

Gmail, Yahoo! Mail, Mail.com, AOL Mail

Ask at the info desk if you need help creating your new email account.

If you will be using this email account to contact employers, choose a professional sounding email address.

Create a Resumé for Free

Microsoft Word Templates *on all public computers*

Peterson's Test and Career Prep Resumé Tool
calverlibrary.info>Research and Learn>Career & Testing Guidance>Gale Presents: Peterson's Test and Career Prep>Explore Careers>Career Tools>Create a Resumé

Anne Arundel Community College Resumé Builder
click on Resumé Builder
aacc.emsicc.com

Sandra Holler, Career Counselor and Resumé Assistance
ask a librarian or contact Sandra at:
sandraholler77@gmail.com

Practice filling out online job application

stratford.lib.ct.us/job/practiceapplication.html

Resumé Basics

Types of Resumés

- Functional—stresses transferable skills and minimizes employment gaps

- Chronological—stresses consistent employment and career progression

Format

- 1-2 pages in length

- Standard font (such as Arial) for body text and something more distinctive for header

- Single space text, double space between sections

- Margin-normal/narrow (no less than .5")

- Bold and Italics-use sparingly to draw attention to degrees or job titles

Sections

- Header-name and contact info

- Profile-a 2-3 sentence summary that highlights important skills, abilities, and experience

- Work Experience-summarizes the last 10 years, highlighting transferable skills

- Education-lists relevant education, certification, and professional licenses

- Optional Sections: Volunteer Exp./Military Exp./ Software Applications/Organizations/Internships/ Publications or Workshops

from DigitalLearn.org

Calvert LIBRARY
CalvertLibrary.info

Job Search Websites

National Job Listings

Indeed
indeed.com

Snag-A-Job (hourly wage jobs only)
snagajob.com

Monster
monster.com

Federal Government Jobs
usajobs.gov

Helpful info for applying for Federal Jobs
opm.gov

Local Job Listings

Southern Maryland Online
somd.com/employ

Maryland Workforce Exchange
(classes and mobile career center at Calvert Library)
mwejobs.maryland.gov

Craigslist Southern Maryland
smd.craigslist.org

Calvert County Government
calvertcountymd.gov (click employment)

Job Interview Checklist

Before the Interview:

- Know yourself—knowledge, skills, and abilities.
- Research the company—learn as much as you can. What questions will you ask?
- Practice your interviewing skills—practice alone and with family and friends.

During the Interview:

- Be prompt and prepared—arrive 10-15 min early. Bring any needed documents and prepared questions.
- First impressions count—dress professionally and give a firm handshake.
- Q & A—answer questions thoroughly and concisely. Ask a few questions of the interviewer. Be enthusiastic.

- Closing—prepare a closing statement expressing your interest. Ask for business card if relevant. Thank the interviewer.

After the Interview:

- Follow-up—send a thank you ASAP (email or handwritten). Jot down info about the interview.
- Evaluate—is this job for you? Is the position a good fit? Critique yourself (were you prepared, what would you do differently.)

*Source: U of MD University College's
How to Ace Your Job Interview Checklist*

Free Job Seeker Resources

DLLR Career Coach

Quarterly at Calvert Library Prince Frederick. Reserve a 45 minute spot. See calendar for details.

DLLR Job Search Assistance for Veterans and Seniors

2nd & 4th Weds. at Calvert Library Prince Frederick
9am-3pm

Maryland Workforce Exchange Classes

3rd Weds. each month virtually 9am and 1pm

Job Source Mobile Career Center

Call to confirm.
Fairview Branch 2nd Mondays 1pm-4pm
Prince Frederick 2nd Wednesdays 1pm-4pm
Southern Branch 4th Thursdays 10am-1pm

Resources from *calvertlibrary.info*

Click on:
Research & Learn>Career & Testing Guidance

Career Help/Brainfuse
Resumé templates and resumé writing tutors

LinkedIn Learning with Lynda.com Content
Online courses for business, technology, software, and creative skills

Gale Presents: Peterson's Test and Career Prep
Career test prep, practice exams, scholarships, and career exploration