



# Guide for Job Seekers



**Are you looking for a job or do you want to take your career in a new direction? Wallingford Public Library is here to help!** No matter where you are in your professional journey, we have you covered. This is a guide is designed to help you get started using resources at WPL or online.

## **I'M LOOKING FOR A JOB**

Here's what you need:

- A place to search for job openings (PAGE 1)
- Resume (PAGE 2)
- Cover letter for each job (PAGE 2)
- List of references (PAGE 2)
- Interview preparation (PAGE 3)

## **I WANT TO CHANGE CAREERS**

- Learn new skills (PAGE 4)
- Explore other careers (PAGE 4)
- Use your professional network (PAGE 5)

## **OPTIMIZE YOUR JOB SEARCH**

- Career counseling (PAGE 2)
- Build connections & network (PAGE 5)
- Salary information (PAGE 3)

# FIND A JOB



## Indeed.com Career Guide

[indeed.com/career-advice/coronavirus-job-resources](https://indeed.com/career-advice/coronavirus-job-resources)

## Recommended Job Sites

AARP - [aarp.org/work/job-search](https://aarp.org/work/job-search)  
Career Builder - [careerbuilder.com](https://careerbuilder.com)  
CollegeGrad - [collegegrad.com](https://collegegrad.com)  
Connecticut Department of Labor - [jobapscloud.com/CT](https://jobapscloud.com/CT)  
CT Hires - [cthires.com](https://cthires.com)  
CT Post Jobs - [ctpost.com/jobs](https://ctpost.com/jobs)  
Glassdoor - [glassdoor.com](https://glassdoor.com)  
Hartford Courant - [jobs.courant.com](https://jobs.courant.com)  
Idealist - [idealist.org](https://idealist.org)  
Indeed - [indeed.com](https://indeed.com)  
LinkedIn - [linkedin.com](https://linkedin.com)  
Military Connection - [militaryconnection.com](https://militaryconnection.com)  
Monster - [monster.com](https://monster.com)  
Record Journal - [myrecordjournal.com/Classifieds/Jobs](https://myrecordjournal.com/Classifieds/Jobs)  
Senior Job Bank - [seniorjobbank.org](https://seniorjobbank.org)  
Simply Hired - [simplyhired.com](https://simplyhired.com)  
Upwork - [upwork.com](https://upwork.com)  
USA Jobs - [usajobs.gov](https://usajobs.gov)  
Workforce Alliance - [workforcealliance.biz](https://workforcealliance.biz)  
ZipRecruiter - [ziprecruiter.com](https://ziprecruiter.com)

## Alumni Associations and Career Services Offices

Schools, universities, or previous institutions you've attended may be able to offer additional support for alumni and current students.

**Goodwill** also offers free resources to all job-seekers:

- Goodwill Career Coaching - [gwct.org/career-coaching](https://gwct.org/career-coaching)
- Goodwill Employment Resources - [goodwillsne.org/individual-employment-services](https://goodwillsne.org/individual-employment-services)

## American Job Centers

File for Unemployment Benefits online, as well as online employment and training services through Workforce Alliance while the physical buildings are closed. There are also a number of slideshows from public workshops, including Exploring Careers Through Social Media. [workforcealliance.biz/american-job-centers](https://workforcealliance.biz/american-job-centers)

## State of Connecticut Employment Connection

Employment and training services for Connecticut residents.  
[portal.ct.gov/Services/Jobs-and-Employment](https://portal.ct.gov/Services/Jobs-and-Employment)  
[ctdol.state.ct.us/HP/Empl-Training.htm](https://ctdol.state.ct.us/HP/Empl-Training.htm)

## BUILD A RESUME OR COVER LETTER



### ★ One-on-One Career Counseling with WPL

Sign up today to schedule your appointment with our career specialist Sarah Eiseman! Get personalized help with crafting a resume or cover letter. Contact [lfarrell@wallingfordlibrary.org](mailto:lfarrell@wallingfordlibrary.org) to schedule your appointment.

### JobNow!

Get online help creating and editing different types of job-related materials. They offer free review of resumes and cover letters, as well as templates for documents and helpful tips in the interview process. Documents can be saved and updated on their website.

[wallingford.lioninc.org/services/job-seekers](http://wallingford.lioninc.org/services/job-seekers)

*Free access with your Wallingford Public Library card*

### Learning Express

Click on the Job & Career Accelerator to utilize their templates to create a strong resume.

[wallingford.lioninc.org/services/job-seekers](http://wallingford.lioninc.org/services/job-seekers)

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## COMPILING YOUR REFERENCES



### Reference Solutions

This is a database with historical and current contact information for many businesses around the country. It can be a useful resource in a job search when finding a mailing address is difficult. Some businesses also list senior management or contacts within a business.

*Free access with your Wallingford Public Library card*

### Career One Stop

This is a government resource for job seekers to use to learn more about how to gather and best utilize your references. It includes information about different types of references, what common questions may come up when talking about your references, and how to let your references know where you are in your job search.

[careeronestop.org/JobSearch/Resumes/references.aspx](http://careeronestop.org/JobSearch/Resumes/references.aspx)

### Indeed.com

This job site includes information on how to select, contact, and showcase the individuals who would be able to serve as references.

[indeed.com/career-advice/resumes-cover-letters/resume-reference-list](http://indeed.com/career-advice/resumes-cover-letters/resume-reference-list)

## INTERVIEW HELP & GUIDANCE



### ★ **One-on-One Career Counseling with WPL**

Sign up today to schedule your appointment with our career specialist Sarah Eiseman! Get personalized help with preparing for your big interview. Contact [lfarrell@wallingfordlibrary.org](mailto:lfarrell@wallingfordlibrary.org) to schedule your appointment.

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## SALARY INFORMATION

**Use these resources** to look up what you could and should be earning in a job. Narrow it down by position and location for more accurate information.

- Payscale - [payscale.com](http://payscale.com)
- Glassdoor - [glassdoor.com/Salaries](http://glassdoor.com/Salaries)
- Indeed - [indeed.com/career/salaries](http://indeed.com/career/salaries)

### **The Occupational Outlook Handbook**

Maintained by the US Government Bureau of Labor Statistics, this is a great resource for those interested in learning about different jobs or careers, including salary information.

[bls.gov/ooh](http://bls.gov/ooh)

# GAIN NEW SKILLS OR CHANGE CAREERS



## ★ **Second Innings Courses**

Ideal for unemployed/underemployed people to learn new skills and find better job opportunities. Second Innings offers free technology courses designed by industry experts in the areas that have the most demand for jobs. There is a strong emphasis on hands-on practice and capstone projects. Courses are most beneficial for mid-career professionals who have some level of business understanding and want to further their skill sets for better career opportunities. Check the library's website for upcoming courses.

## **HUBCAP Wallingford**

HUBCAP offers a wide array of services that connect employers to prospective employees through skill-building, training, and networking.

[hubcapwallingford.org](http://hubcapwallingford.org)

## **Learning Express**

This tool has career preparation tools, including resources on different job-specific exams. From Civil Service to CDL exams, Learning Express has some great options for prepping to take different exams required for some careers. Click on the Job & Career Accelerator to get information about different occupations or find a career match.

[wallingford.lioninc.org/services/job-seekers](http://wallingford.lioninc.org/services/job-seekers)

*Free access with your Wallingford Public Library card*

## **Universal Class**

Over 500 tutorials for both business and leisure topics. Want to learn more about Accounting? From Bookkeeping 101 to Business Analysis, Universal Class has 40 tutorials on this topic alone. Learn how to use programs like Excel and Word, with tutorials from novice to expert.

[wallingford.lioninc.org/services/job-seekers](http://wallingford.lioninc.org/services/job-seekers)

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[bls.gov/ooh](http://bls.gov/ooh)

## **My Next Move**

Not sure what you want to do? My Next Move is a resource designed to help individuals find jobs in different industries based on skills that you have or things that you like to do.

[mynextmove.org](http://mynextmove.org)

## **Skill Up CT**

This is a free service provided by the State of Connecticut. The program provides tutorials on a wide variety of subjects to become more marketable or learn new skills to help in changing careers.

[ct.metrixlearning.com](http://ct.metrixlearning.com)

# NETWORKING: HOW TO BUILD AND USE YOUR CONNECTIONS



## LinkedIn

LinkedIn is THE social network for professional networking, making it the perfect place to reach professionals of all ages and backgrounds all over the world. Showcase your skills, make valuable connections, and search for jobs. Need help setting up your profile? Schedule an appointment with our Career Specialist Sarah Eiseman (See: Interview Help & Guidance).

[linkedin.com](https://www.linkedin.com)

## ★ Virtual Job & Career Group @ Russell Library

Russell Library (Middletown) presents weekly opportunities to network with other job seekers, as well as receive the advice of professionals. The focus will be on the job market and provide updated industry information during this uncertain time of COVID19. The Job and Career Group hosts virtual workshops and a weekly networking session via WebEX. You will need to download WebEx to attend. Questions? Bob Carlson: [rcarlson@russelllibrary.org](mailto:rcarlson@russelllibrary.org) or Christy Billings: [cbillings@russelllibrary.org](mailto:cbillings@russelllibrary.org).

## View Calendar & Register - [russelllibrary.libcal.com](https://russelllibrary.libcal.com)

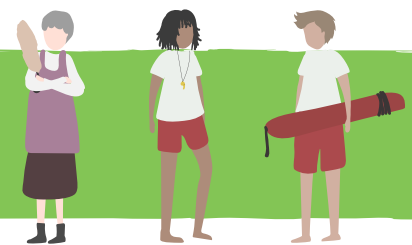
Once the calendar opens, click on the category box in the upper right corner and chose Career & Business to see a listing of all job-related events.

## Indeed.com

This site has many different resources for job seekers. This link includes information on how to build and use your network to help you in your career.

[indeed.com/career-advice/finding-a-job/how-to-network-for-a-job](https://www.indeed.com/career-advice/finding-a-job/how-to-network-for-a-job)

# FIRST-TIME JOB SEEKERS / RETURNING TO WORK



## Jobs for Teens HQ

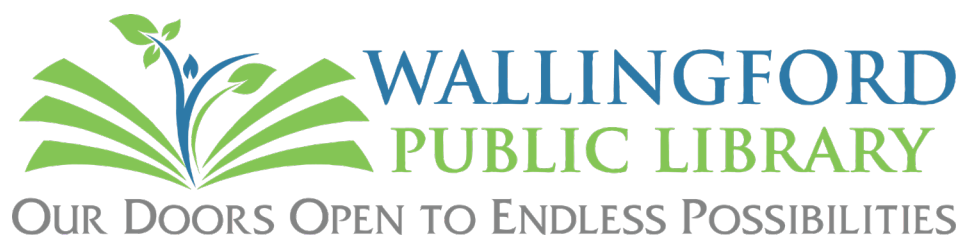
Geared specifically for teens looking for work. It includes information on work permits, creating your first resume, and resources specific for first-time workers.

[jobsforteenshq.com](https://www.jobsforteenshq.com)

## AARP Work and Job

Great resources for older adults looking to return to the workforce, tips on how to work remotely, and search features to find jobs.

[aarp.org/work](https://www.aarp.org/work)



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