



THE LIBRARY

utica public library

Online Job Searching & Resume Writing

Agenda:

Day One

- 1) Getting Started
- 2) Mid York Online Job and Career Resources
- 3) Navigating Business Websites

Day Two

- 1) Review
- 2) Resume building
- 3) Other Websites to use for Job Searching
- 4) Practice

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote Utica Public Library and Mid York Library System as part of grant reporting.

E-mail: sschultz@uticapubliclibrary.org

Mailing Address: Sarah Schultz, Utica Public Library, 303 Genesee St., Utica, NY 13501

Learning objectives

Attendees will be able to:

- Search and apply to jobs online
- Create a new or edit an existing resume
- Upload resumes to online applications

Getting Started

You will want to make sure you have a professional email address to use when applying to jobs.

- The address should consist of either your full name, or your first initial and last name. You can also add numbers but avoid your birth year.
- Examples: janedoe@email.com, jdoe@email.com, jane.doe@email.com

You will also need to know your work and educational background and have at least 3 people you can use as professional references.

Finding Job and Career Resources through the Library

You can go to either the Utica Public Library's website OR the Mid York Library System's website to find Job and Career Resources.

i. Through uticapubliclibrary.org



To get to the library's website: type uticapubliclibrary.org in the address bar of your internet browser.

A visit from the Utica Zoo! Saturday, March 19, 11:00am All ages. Meet some of the Zoo's animals at the Library!

THE LIBRARY utica public library

UZ UTICA ZOO

My Library Account
Card #:
PIN:
Login

Mid York LIBRARY SYSTEM
Electronic Resources
Books & Audiobooks
MYlibrary2go

Support the Library
Donate Today

Public Announcements
• Click here to submit a question to a librarian 24/7 (not necessarily a Utica librarian)
• Explore your family history in our Genealogy Room
• Magazines now available online through Zinio

Once on the Utica Public Library's website, click on the "Electronic Resources" link found below the "Mid York Library System" logo.

ii. Through the Mid York Library System's website (midyork.org)

To get to Mid York's website: type **midyork.org** in the address bar of your internet browser.

Mid York LIBRARY SYSTEM

Log In | My Account | My Lists | Select Language

Everything All Fields Search Advanced Search

Mid York Library System
Using the Library: FAQs
Employment Opportunities
ELibrary Classic Catalog

Looking for Tax help at your Library?
Check out our Tax Information to find out where you can find instructions, forms, and assistance.

Avoiding Online Tax Scams

Transparent Language Online

zinio
The world's LARGEST NEWSSTAND is now on our library's website!

New Fiction Books

Surprise in the Meadow
Title: Surprise in the meadow
Author: Vojtech, Anna
Published: 2016
ISBN: 9780829436662

Buy It Now
Find In My Library

ABOUT MYLS
LIBRARIES Locations & Hours
ASK A LIBRARIAN
ONLINE RESOURCES & RESEARCH
Digital Downloads MYlibrary2go
HELP WITH TECHNOLOGY

****NOTICE****

The New Hartford Public Library will reopen on Tuesday, March 1st at 10AM. Patrons with items on hold can pick up their reserved materials today at the MidYork Library System headquarters located at 1600 Lincoln Ave in Utica. Pickups will resume at the library on Tuesday, there will be no pickups on Monday 2/29. We apologize for any inconvenience.

New Hartford staff will be available to place holds and renew items over the phone. Please call 733-1535 for assistance.

Once on Mid York's website, click on the "Electronic Resources" icon found on the right hand side of the home page.

Resources

There are a lot of electronic resources available through Mid York. Today we are going to focus on the "Jobs and Careers" resources.

Once on the Resources page, click the "Jobs and Careers" link found on the left hand side of the page.

Resources

- Art and Music
- Business and Finance
- Children's Resources
- Consumer Information
- Current Events
- Genealogy
- Government
- Health and Wellness
- Jobs and Careers**
- Languages
- Magazines and Newspapers
- Parents and Families
- Reading and Literature
- Reference Resources
- Science and Technology Resources
- Teen Resources
- Writing and Research

Resources

Click on the links below (scroll down to directories, encyclopedias, readers' ad remotely from home (except as noted)).
Funding for the resources below is provided by the State of New York.

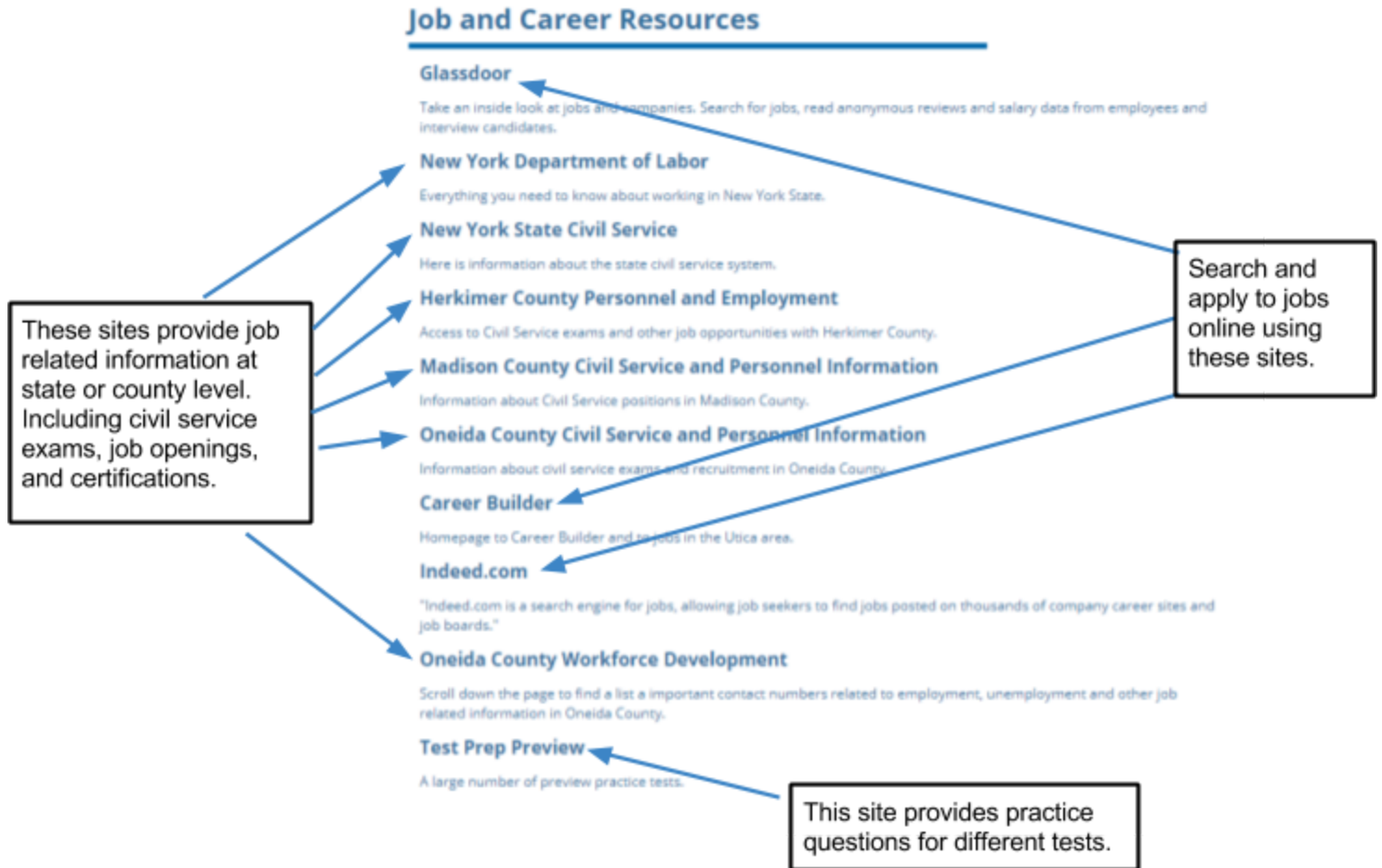
Featured Resource

Transparent Language Online
ONLINE LANGUAGE LEARNING
AVAILABLE AT OUR LIBRARY

Unlimited access in over 90 languages
Beginner English lessons
Learn to Speak

Job and Career Resources

The websites found on this page are a good place to start when looking for a job.



New York Department of Labor

Features: JobZone, information on job fairs, job openings, open apprenticeships, resume writing, and job certifications



First click on the "Individuals" image.

You will be brought to a page that has lots of different links. Below you will see the links that may be helpful for you when job searching.

Individuals

Job Seekers

Job Seekers

[Career Center Events](#)

[Career Fairs and Recruitments](#)

[Find a Job](#)

[New York State Career Centers](#)

[Special Services and Health Insurance](#)

Apprenticeship

[Overview](#)

[Active Trades](#)

[Current Recruitments](#)

Career Development

[Overview](#)

[CareerZone](#)

[JobZone](#)

[Occupational Licenses and Certifications](#)

[Resumes](#)

[Training](#)

[Training Provider List](#)

Labor Statistics

[Overview](#)

[Current Employment Statistics](#)

[Growing Occupations](#)

[Monthly Jobs Press Release](#)

[Occupational Wages](#)

Glassdoor, CareerBuilder, and Indeed

Feature: Easy ways to search for multiple jobs at once. Gives you the job descriptions and how to apply.



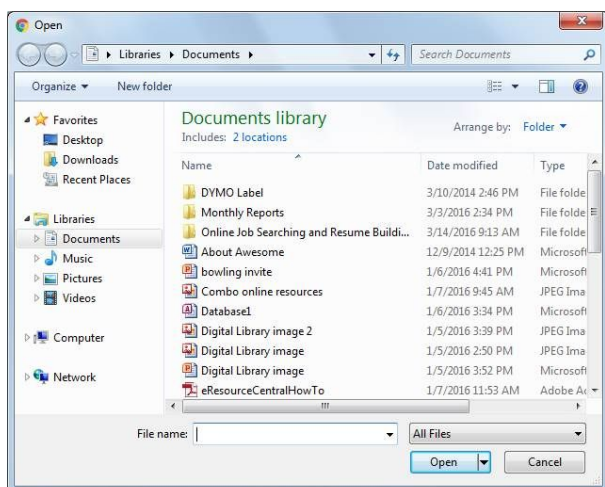
Glassdoor, CareerBuilder, and Indeed all have similar layouts. There is a search box for what kind of job you are looking for, and a search box for where you want to find a job. Each website also allows you to upload resumes once you have created a free account.



Glassdoor also has reviews by employees and rates the businesses that are hiring. It helps to give some insight into the businesses work environments.

Uploading a Resume

- 1) Click on the “upload” or “add your resume” button.
- 2) Then it will have you select a file that you want to upload. When you click “browse” or “add file” you should get a box that pops up that looks like this:



- 3) Choose the file that you want to upload by double clicking on it.
- 4) Then click the “upload” or “post” or “continue” button.

Other Websites to Try:

Monster.com, or CentralNewYorkHelpWanted.com These are set up just like the websites found above. There is a search box to put in what type of job you are looking for and a place for where the job needs to be.

LinkedIn.com Is a site where you can post your resume and connect with employers. It is great for networking. Besides posting your resume you can also search for jobs through this site. Think of this as a professional Facebook.

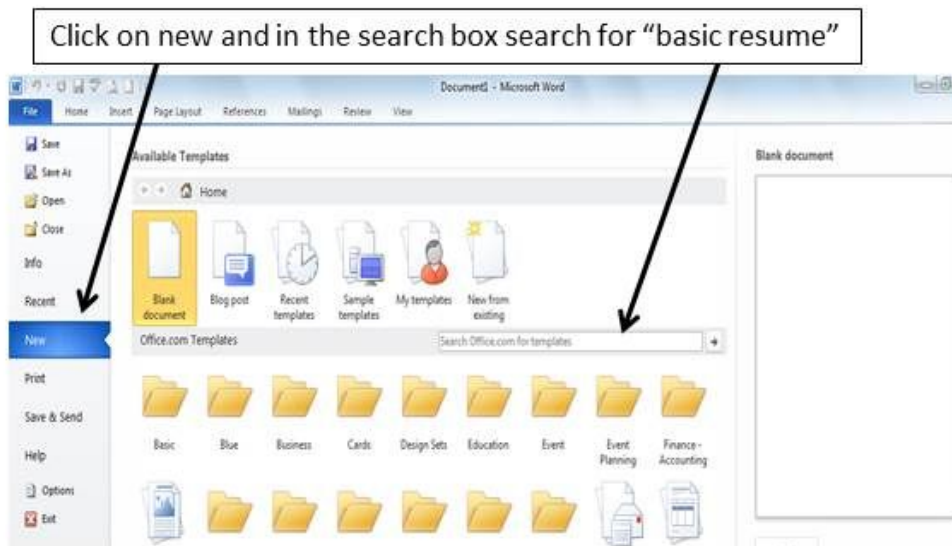
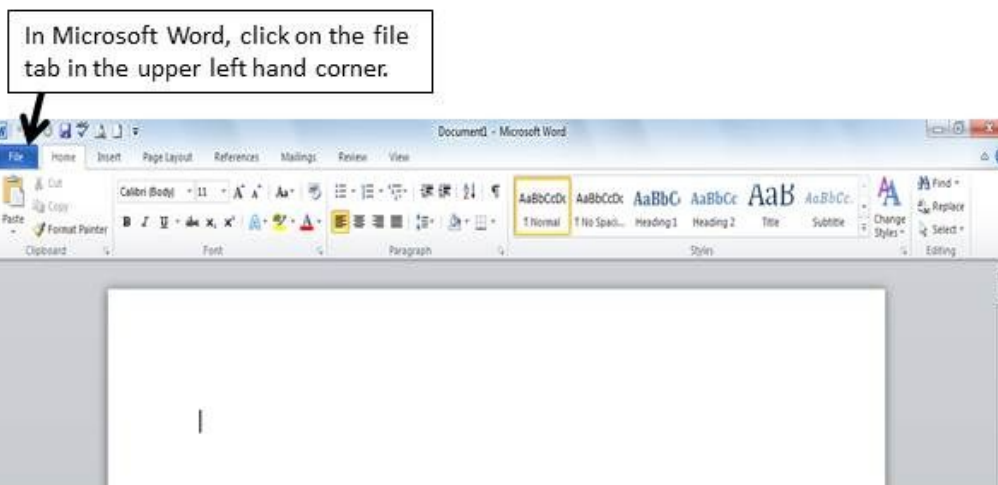
Specific Businesses

If there is a **specific place** that you want to apply to work at, and you know that they have a **website**, it may be easiest to just go to their website and see if they have any job openings. Companies normally have a link to either “**Careers**” or “**Employment**” found either in their **menu options** or at the **bottom** of the website’s **page**.

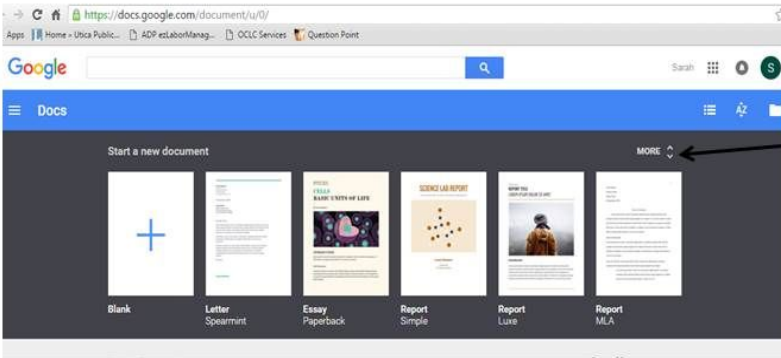
Resumes

Different employers have different ways of applying online for jobs. Some employers have applications to fill out that cover everything that you would put on your resume. Others want you to upload a resume into their online application, and others might want you to email a copy of your resume to them.

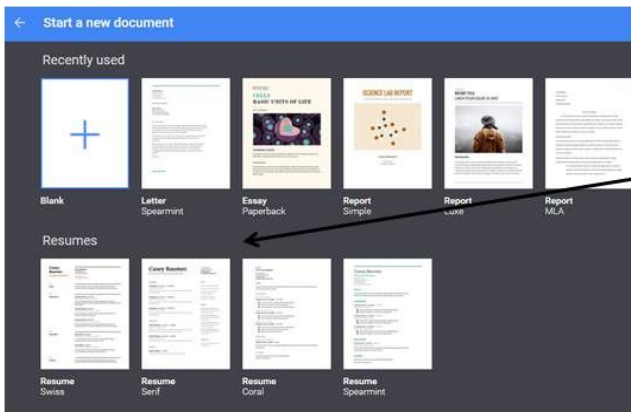
The best way to create a new resume is through a word processing program. If you use a version of **Microsoft Word** or if you use **Google Docs** there are resume templates that you can download. You just need to provide the information that goes into it.



Once you have searched for "basic resume" or "resume" you can click on the template that you like and get started.



In Google Docs click the arrows by "MORE" to find resumes templates.



Choose the resume format that you like, and begin to fill in the information.

Helpful Website

The Purdue OWL: Job Search Writing--<https://owl.english.purdue.edu/owl/section/6/>
Gives directions and examples of resumes and cover letters.