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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

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

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.

Job and Career Resources

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

Job and Career Resources

Glassdoor

Take an inside look at jobs and companies. Search for jobs, read anonymous reviews and salary data from employees and interview candidates.

New York Department of Labor

Everything you need to know about working in New York State.

New York State Civil Service

Here is information about the state civil service system.

Herkimer County Personnel and Employment

Access to Civil Service exams and other job opportunities with Herkimer County.

Madison County Civil Service and Personnel Information

Information about Civil Service positions in Madison County.

Oneida County Civil Service and Personnel Information

Information about civil service exams and recruitment in Oneida County.

Career Builder

Homepage to Career Builder and to jobs in the Utica area.

Indeed.com

"Indeed.com is a search engine for jobs, allowing job seekers to find jobs posted on thousands of company career sites and job boards."

Oneida County Workforce Development

Scroll down the page to find a list a important contact numbers related to employment, unemployment and other job related information in Oneida County.

Test Prep Preview

A large number of preview practice tests.

These sites provide job related information at state or county level. Including civil service exams, job openings, and certifications.

Search and apply to jobs online using these sites.

This site provides practice questions for different tests.

New York Department of Labor

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

Individuals ▶

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 Development	Labor Statistics
Career Center Events	Overview	Overview
Career Fairs and Recruitments	CareerZone	Current Employment Statistics
Find a Job	JobZone	Growing Occupations
New York State Career Centers	Occupational Licenses and Certifications	Monthly Jobs Press Release
Special Services and Health Insurance	Resumes	Occupational Wages
Apprenticeship	Training	
Overview	Training Provider List	
Active Trades		
Current Recruitments		

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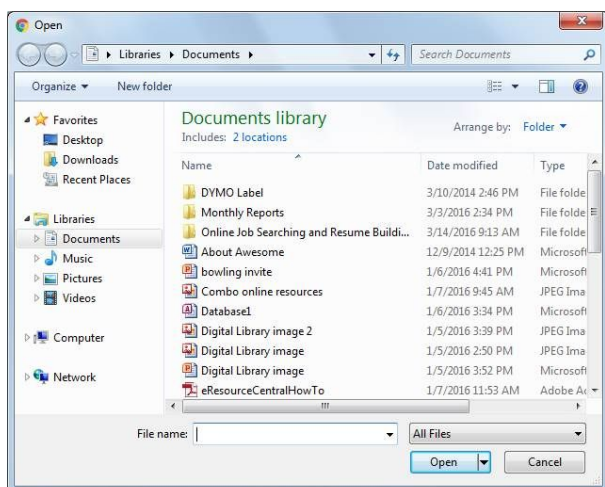
3) Choose the file that you want to upload by double clicking on it.
4) Then click the "upload" or "post" or "continue" button.

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**.
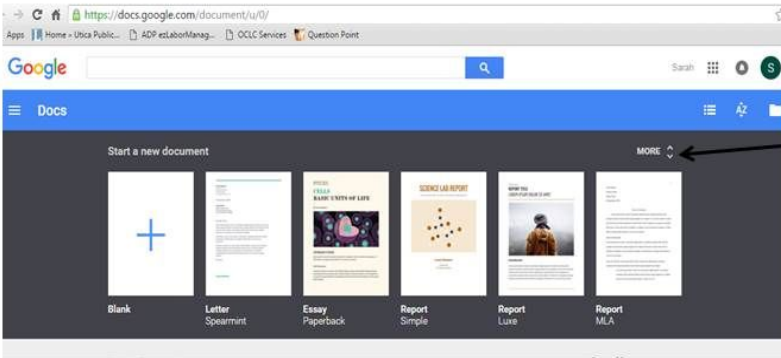
Resumes

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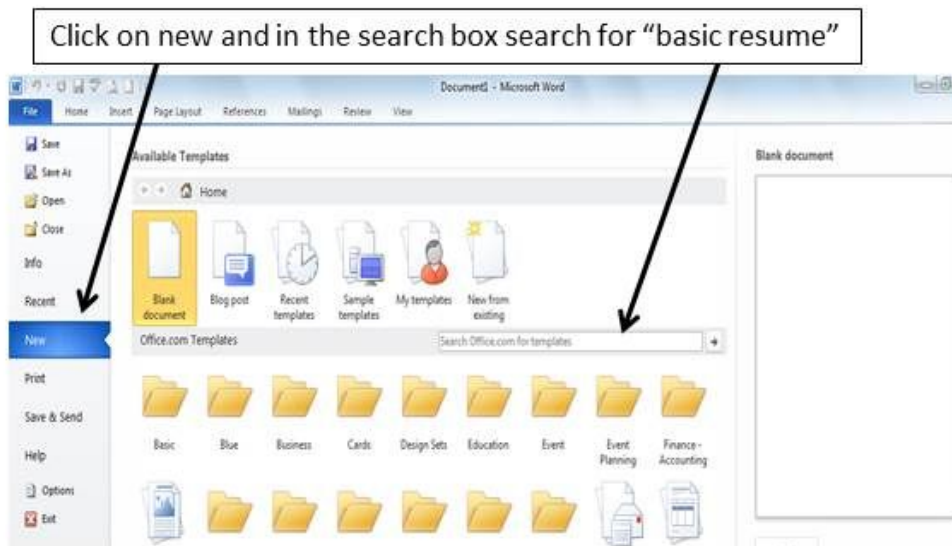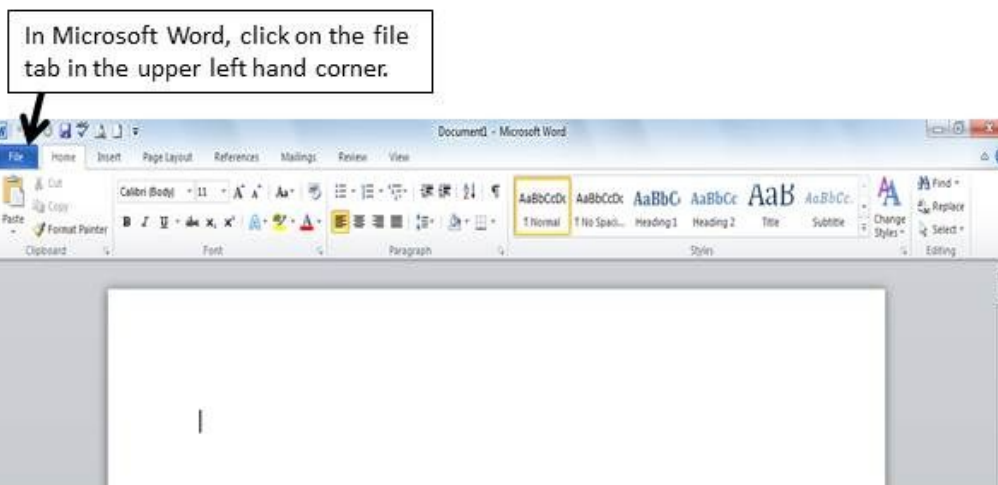
Once you have searched for "basic resume" or "resume" you can click on the template that you like and get started.

In Google Docs click the arrows by "MORE" to find resumes templates.
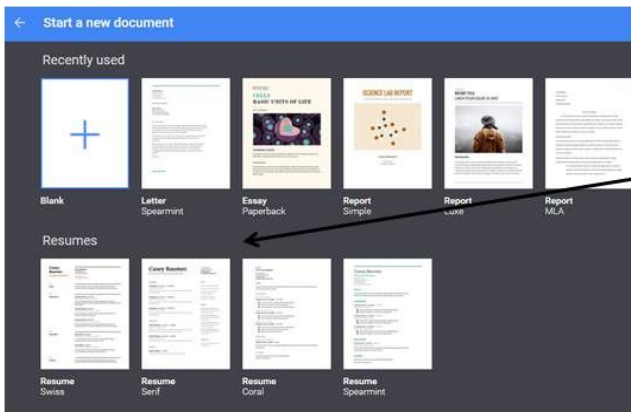
Choose the resume format that you like, and begin to fill in the information.

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.