

Get a Job Tip Sheet

Before You Start

1. Sign up for a free email address

Most jobs require an email address. Get a free one from Gmail.com, Yahoo.com or Outlook.com. Make a note of your username, password and the website address to log into your account. Create a new email account if your current one sends the wrong message (ex. cray4luv@mail.com). For more help see the tutorials at <https://edu.gcfglobal.org/en/email101/>.

2. Get a USB flash drive

A USB drive (or flash drive) is the most reliable way to save all your job related information and documents.

3. Pulling together your work history

Gather your relevant employment information and save it on a single document. For each job include: company name, address and phone number, supervisor name, and dates of employment.

Resumes and Cover Letters

1. Choosing a resume type

- **Functional** (highlights skills and experience): for changing careers or employment gaps.
- **Chronological** (highlights work history): if you're staying in your industry with a solid work history.
- **Hybrid** (a combination of the two previous styles): highlights skills and gives brief work history.

2. Creating your resume

Create a resume for each specific job. Save it to your flash drive with a clear filename (ex. SafewayJohnDoeResume). You can create your resume at the library using either:

- **Microsoft Word:** Select a template, then copy and paste or type your information over the sample information.
- **Job & Career Accelerator** (a library online resource): Create an account and enter your work information. The program formats the resume for you.

3. Write a cover letter

Write a unique cover letter for each specific job. Save it on your flash drive with a clear file name (ex. SafewayJohnDoeLetter).

4. More Information

- Books on writing resumes and cover letters are available at the library under the call number 650.14.
- Take Goodwill's online course about resumes and cover letters: <https://edu.gcfglobal.org/en/subjects/career>.

Applying for Jobs

1. Online Applications

Spelling and punctuation matter—check your spelling. Copy and paste information from your USB flash drive into your online job application. Use the keyboard **Tab** key to quickly move from one field to the next. Upload your resume and cover letter:

- Plug your USB flash drive into the computer.
- Click on **Browse**.
- Click on **My Computer**.
- Click on your flash drive.
- Click on your resume file name.
- Click **Open** or **Upload**.

Learn more about the job application process—take the online Goodwill tutorial: <https://edu.gcfglobal.org/en/jobapplications>.

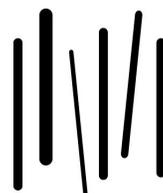
2. Applying by email

Spelling and punctuation matter—use correct spelling and capitalization.

- **Subject Line:** Put the job title in the subject line so the recipient knows what the email is about.
- **Message:** Write a brief note stating who you are and the position for which you are applying. This does not replace writing a cover letter.

Attachments: Attach your resume and cover letter to your email message:

- Plug your flash drive into the computer.
- Click on **Attach**.
- Click on **My Computer**.
- Click on your flash drive.
- Click on your resume.
- Repeat the process for your cover letter.



DESCHUTES PUBLIC
LIBRARY

Career Exploration, Training, and Local Assistance

Career Accelerator (free library resource)

www.deschuteslibrary.org/research/careers

Access with your library card. Explore new careers, training opportunities and education programs.

CareerOneStop

www.careeronestop.org

Read hundreds of career profiles with salary information, job characteristics, desired skills, employment trends and more.

COIC Worksource

<https://www.coic.org/employment-training/>

Partners with WorkSource Oregon

(worksourceoregon.org). Provides job search skills, classes and career counseling for all ages and experience. Most services are free.

Gale Courses (free library resource)

www.deschuteslibrary.org/research/careers

Access with your library card. Update old skills and learn new ones. Choose from 100's of interactive, instructor led, six week online courses.

GCF LearnFree

edu.gcfglobal.org/en/topics/computers

Free online computer tutorials from the basics to more advanced topics. Includes tutorials for Microsoft, Apple, social media and more.

Learning Express Library (free library resource)

www.deschuteslibrary.org/research/careers

Access with your library card. Includes online practice tests for jobs, school and basic skills tutorials.

LinkedIn Learning (free library resource)

www.deschuteslibrary.org/research/careers

Offers a variety of technology, business, and professional courses primarily through video tutorials ranging from one to thirty minutes long.

State of Oregon Employment Department - Quality Information

www.qualityinfo.org

Information and resources for finding employment by the State of Oregon. Includes information on occupations, employers, and jobs openings around the state.

Virtual Employment Workshops

<https://www.cgcc.edu/adw-program>

Free online workshops on resumes, interviewing, soft skills, and basic computer and Internet use. Developed by staff of the Adult and Dislocated Worker program at Columbia Gorge Community College.

Where to Search for Jobs

Local job listing sites

Craigslist-Bend

bend.craigslist.org

Oregon Employment Department Jobs

www.emp.state.or.us/jobs

Central Oregon Jobs

regionalthelpwanted.com/central-oregon-jobs

The Bulletin

www.bendbulletin.com

YouthCareerConnect

youthcareerconnect.org

National job listing sites

CareerOneStop

www.careeronestop.org

Monster

www.monster.com

Indeed

www.indeed.com

USAJobs (Federal)

www.usajobs.gov

Company websites

Check specific company and organization websites. Look at the bottom of the home page for links to:

Careers

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