

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 www.gcflearnfree.org/topics/emailbasics.

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:

- **Cypress Resume** (a library online resource): Fill in the blanks to create a resume painlessly and quickly.
- **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: www.gcflearnfree.org/topics/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: www.gcflearnfree.org/jobapplications

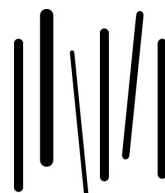
2. Applying by email

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

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
regionalhelpwanted.com/central-oregon-jobs
The Bulletin
www.bendbulletin.com

National job listing sites

CareerOneStop
www.careeronestop.org
Monster
www.monster.com
Indeed
www.indeed.com

Company websites

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

Careers
Employment
About Us

Career Exploration 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

www.coic2.org/education-training/employment-services
Partners with WorkSource Oregon (worksourceoregon.org). Provides job search skills, classes and career counseling for all ages and experience. Most services are free.

Deschutes Public Library

(541) 617-7080
www.deschuteslibrary.org

Goodwill Job Connection

Free one-on-one assistance with individual employment needs. Most people qualify for these services and all information is confidential. Appointments:
Bend (541) 389-1796
Redmond (541) 516-4284

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.

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.

Lynda.com (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.

Oregon Department of Human Services–Employment

www.oregon.gov/DHS/Pages/employment
Learn about Oregon State programs to assist people with their job search.