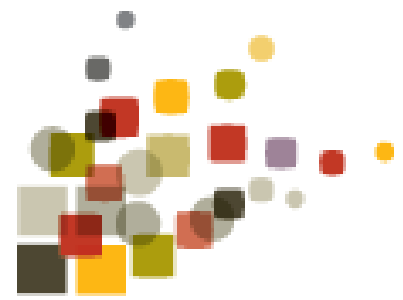


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# EMPLOYMENT KIT

# STARTUP GUIDE



**THIS PROJECT WAS MADE POSSIBLE IN PART BY THE  
INSTITUTE OF MUSEUM AND LIBRARY SERVICES.**

# Contents:

- **Building your resume**
- **Finding job openings**
- **Preparing for certification exams and learning new skills**
- **Additional resources**

# Building a Resume

**There are many tools to help you build a resume.**

**Here are a few to get you started:**



**[resumebuilder.indeed.com](https://resumebuilder.indeed.com)**

Indeed.com, one of the largest online job search sites, has a free resume builder for you to use. Choose the template you like and put your information into the right sections. You can then choose to download it for use on other job search sites, or use it to apply for job postings on Indeed.com

# Building a Resume

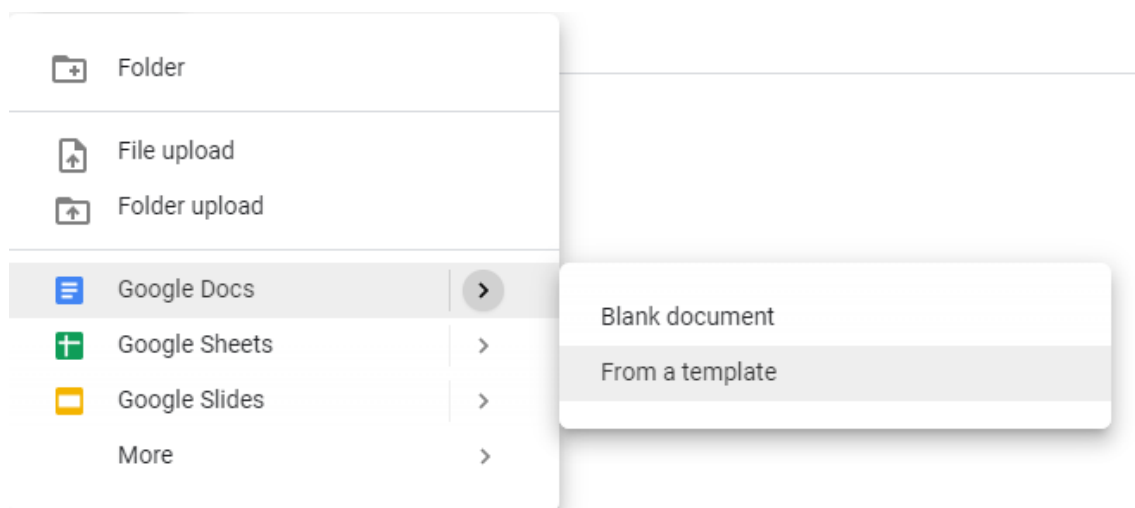
## Google Drive Resume Templates

If you need help setting up a Google account, you can call EPL at 847-448-8630 to set up an appointment with a Tech Trainer.

**<https://drive.google.com>**

In Google Drive, follow these steps to create a blank resume:

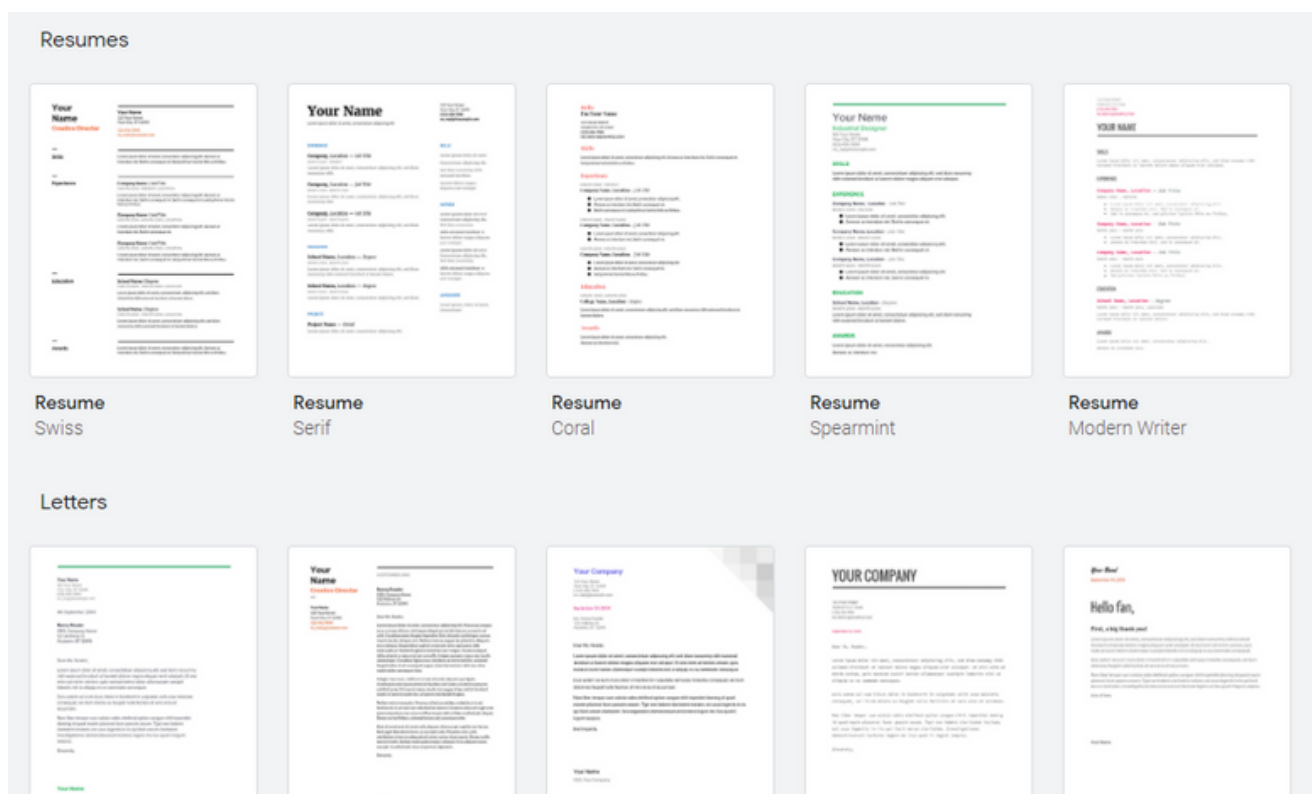
Click on **New**, then the arrow next to **Google Docs**.  
Choose **From a template**



# Building a Resume

## Google Drive Resume Templates

Pick the template you would like to use. There are templates for resumes and professional letters, which will be useful if you need to write a cover letter.



# Building a Resume

## Google Drive Resume Templates

Once you've chosen your template, all you need to do is put your own information into the document in place of the filler text.

# Jane Doe

Lorem ipsum dolor sit amet, consectetur adipiscing elit

### EXPERIENCE

**Company, Location — Job Title**

MONTH 20XX - PRESENT

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

**Company, Location — Job Title**

MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.



123 Your Street  
Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com

### SKILLS

Lorem ipsum dolor sit amet.  
Consectetur adipiscing elit.  
Sed diam nonummy nibh  
euismod tincidunt.

Laoreet dolore magna  
aliquam erat volutpat.

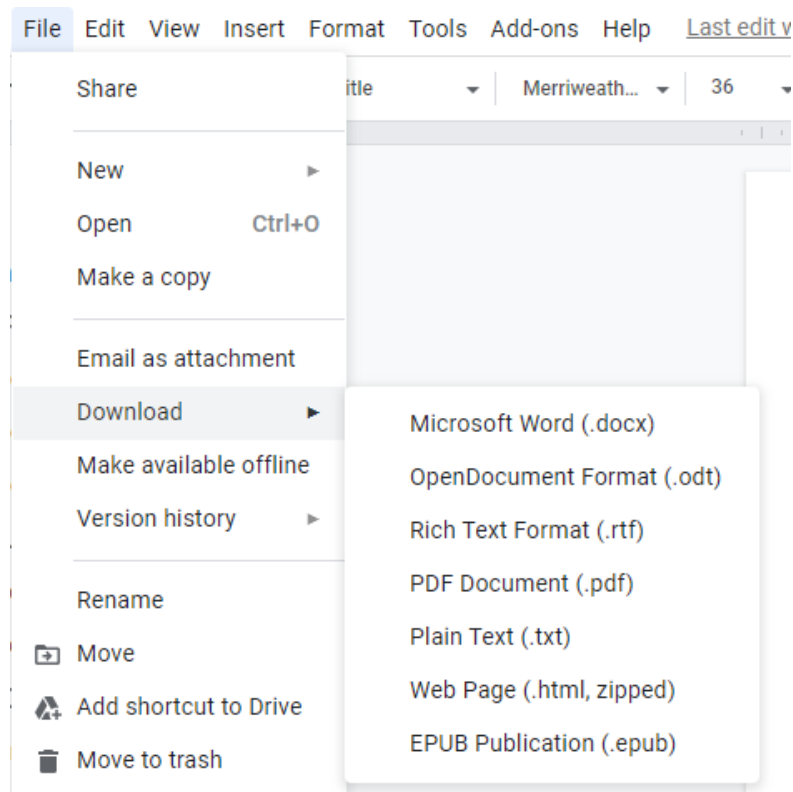
### AWARDS

# Building a Resume

## Google Drive Resume Templates

After you have completed your resume, it will automatically be saved in your Google Drive **if you are logged into your Google account.**

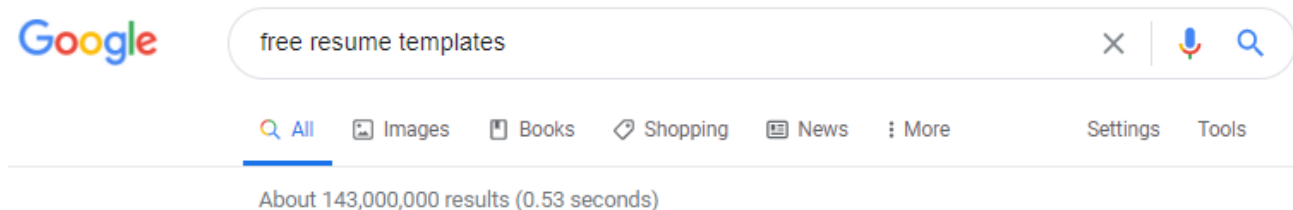
You can save the file to a flash drive in different file formats - it's a good idea to have both a .docx and a .pdf file, as different job sites may have different requirements.



# Building a Resume

## Other Sources for Free Resume Templates

If you type "free resume template" into a Google search, you'll find millions of results. Just be careful - some of these sites advertise free templates but have hidden charges if you want to download or save your resume.



If you would like help using one of these tools to create your resume, sign up for a one-on-one appointment with an EPL Tech Trainer by calling (847) 448-8630.



# Finding job openings

## Job Posting Websites



### **[www.indeed.com](http://www.indeed.com)**

Indeed collects job postings from around the web. You can search by keyword, such as "contact tracing" or "clerical," and narrow your results by salary, distance, and part/full-time status.



### **[www.ziprecruiter.com](http://www.ziprecruiter.com)**

With ZipRecruiter, you can create an account and upload your resume. The site's matching algorithm connects you with potential employers based on information in your resume.

# Finding job openings

## Job Posting Websites



**MONSTER**



**glassdoor**

**[www.careerbuilder.com](http://www.careerbuilder.com)**

**[www.monster.com](http://www.monster.com)**

**[www.glassdoor.com](http://www.glassdoor.com)**

Much like Indeed, these sites collect job postings from across the web, as well as those posted to their own job board. You may find the same job listed on all of them, but you may find unique postings, too.

# Finding job openings

## Job Networking



### **[www.linkedin.com](http://www.linkedin.com)**

While LinkedIn does have job postings available and it is a good source to look for jobs, its primary function is as a professional networking site. You can connect with individuals working at a company you're interested in, or build a network of former coworkers. To describe it as Facebook for job searching is a close comparison - it's as much about building connections with people as it is about finding job openings.

Locally, National Able (see page 16 of this guide) regularly hosts free workshops on LinkedIn. Check <https://www.nationalable.org/calendar/> or call 855-994-8300 for more information about the next workshop.

You can also schedule an appointment with an EPL Tech Trainer by calling 847-448-8630.

# Preparing for certification exams and learning new skills

With your Evanston Public Library card, you can use **Learning Express Library** to prepare for exams or practice new skills.

- Visit <http://epl.org/jobseekers>
- Click on the link for Learning Express Library.
- Enter your library card number (with no spaces)
- On the Learning Express Library page, click on Sign In/Register. A login is required to use this resource.
- Once you have logged in, you'll see the My Center page. Any tutorials, ebooks, or tests that you have saved will show here.
- To find new practice tests or learning resources, use the **Centers** menu next to the Home link.

If you have any questions about using **Learning Express Library**, you can call the Reference Desk at 847-448-8630 and a librarian will help you.

# Preparing for certification exams and learning new skills

With your Evanston Public Library card, you can access **Gale Presents: Udemy**, which contains over 6,000 on-demand video courses in multiple languages. Topics include business, design, technology, and more.

You can find a link for **Gale Presents: Udemy** on the Job Seekers page of Evanston Public Library's website.

**<http://epl.org/jobseekers>**

If you have any questions about using **Gale Presents: Udemy**, you can call the Reference Desk at 847-448-8630 and a librarian will help you.

# Preparing for certification exams and learning new skills

With your Evanston Public Library card, you can access **Gale Courses**, a catalog of hundreds of courses focused on professional development, technology skills, and personal enrichment. Each six-week course is taught entirely online by an instructor, and new sessions begin every month.

You can find a link for **Gale Courses** on the Job Seekers page of Evanston Public Library's website:  
**<http://epl.org/jobseekers>**

If you have any questions about using **Gale Courses**, you can call the Reference Desk at 847-448-8630 and a librarian will help you.

# Additional Resources

## **National Able:**

National Able is a nonprofit with a mission to "help make careers happen."

You can find them online at [nationalable.org](http://nationalable.org).

They have resources for job seekers, as well as a calendar of virtual classes and workshops to develop essential job-seeking skills.



# Additional Resources

## **Youth Job Center (YJC):**

"Youth Job Center provides work-readiness training, personalized career advising, job placement, and support to over 2,000 youth per year across Evanston, Chicago, and Cook County."

You can find them online at [youthjobcenter.org](http://youthjobcenter.org) or call them at 847-864-5627

They have programs for youth who are still in school, those who are out of school, and a Career Resources Toolkit.



## Youth Job Center

Getting a job. Launching a future.



# Additional Resources

## **Career Counseling at EPL:**

Evanston Public Library is fortunate to have a talented volunteer career counselor, Darryl Grant, who can work remotely with you to help guide you through the job searching process. Call us for more information about Career Counseling or to make an appointment.

**847-448-8630**

## **Tech Trainers at EPL:**

Evanston Public Library has two skilled technology trainers who are able to offer one-on-one personalized training sessions in both English and Spanish. Call us for more information about Tech Training or to schedule and appointment with one of our trainers.

**847-448-8630**

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