

Job Search Tips from The New York Public Library

HOW TO BEGIN YOUR JOB SEARCH

Step One: Self-Assessment

- Know your strengths
- Know what motivates you
- Know what you want in a job
- Know why you are in the job market

Step Two: Research

- Identify and target career paths
- Identify industries/companies that match “you”
- Narrow down your research to a list of industries and employers to target

Step Three: Communication

- Use technology, print mediums, people, career centers
- Networking - professional associations, schools/universities, websites (LinkedIn, Facebook, etc), referrals, informational interviews
- Application process
 - Keep track of submitted applications, contacts and progress for each
 - Keep a list of user names and passwords for specific application sites

Things to Remember

- Stay positive
- Be confident in your strengths
- Use your contacts and resources
- Don’t give up
- Be creative
- NYPL can help – visit a local branch and/or www.nypl.org

HOW TO CREATE A RESUME

Resume Do’s

- Include contact information (name, phone number, email, address) on the top of page one
 - Contact information should be the best way an employer can reach you
 - Have a professional voice mail message and email address
- Use action verbs and be consistent with verb tense
- Give more space to your most recent and relevant work experience
- Quantify accomplishments when you can
- Use simple fonts and formatting- avoid fancy fonts/colors/graphics unless related to your field
- Ask someone else to proofread your work! Silly grammatical or spelling errors leave a bad impression
- Create a plain text version of your resume for electronic submission

Resume Don’ts

- Lie or embellish your knowledge/skills/abilities
- Use abbreviations or jargon (industry specific language) – don’t assume the recruiter is an expert in the industry you are applying to
- Include pictures
- Disclose personal information – all information should be job related
- Exceed two pages
 - Resumes exceeding one page should include your name and page number at the top of both pages (rule does not apply to plain text resumes)

HOW TO WRITE A COVER LETTER

A cover letter should be about three paragraphs

Paragraph One

- Introduce yourself and reference the position for which you are applying
- State how you heard about the position:
 - If responding to an advertisement or job posting, list the source (website, newspaper, etc)
 - If referred to the position, mention the name of the person making the referral (get their permission first!)

Other Notes

- Address the letter to a specific person at a specific company (if you do not have a specific contact, use a generic greeting like “To whom it may concern”)
- Proofread!!! Silly mistakes leave a bad impression

Paragraph Two

- Describe why you are the best candidate for the job.
- Make it clear that you are really interested in the position

Paragraph Three

- Conclude with a statement about the next steps

HOW TO PREPARE FOR AN INTERVIEW

The first step in preparing for an interview is to have all the relevant information available in one place

Who are you meeting with? Know their name, title and phone number

What does the job entail? Know the job requirements and responsibilities

Where will the interview take place? Know the address and directions

When is the interview? Know the date and time

The following will help you succeed as a strong candidate.

Research information about the company/organization

Create a written list of well thought out questions to ask the interviewer about the job and/or company

Anticipate questions you may be asked and have answers prepared (i.e. “why did you leave your last employer”)

Bring extra copies of your resume

Dress professionally

Interview Do's

- Plan to arrive to your interview 10-15 minutes early
- Greet people with confidence
- Be aware of body language: eye contact, handshake, posture, engaged listening (leaning in, nodding, smiling)
- Take your time in answering questions; give specific, relevant examples
- Stay focused on the interview (don't get distracted)
- Convey why you are the best candidate for the job
- Bring the list of questions you wrote
- Send thank you letter/note/email

Interview Don'ts

- Come unprepared
- Discuss personal information (for example: age, family status, health)
- Provide general answers (vague answers with no past experience examples)
- Do not be arrogant
- Exaggerate about your abilities or past work experience
- Be distracted (cell phones, chewing gum, fidgeting)
- Do not say anything negative about previous companies or managers

REMEMBER: your interview starts the minute you enter the building, so act accordingly!