



# Job Search Tips

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## HOW TO BEGIN YOUR JOB SEARCH

### Step One: Self-Assessment

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

### Step Three: Communication

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

### Step Two: Research

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

### Things to Remember

- Be confident in your strengths
- Use your contacts and resources
- Be creative in your search
- Know what you are looking for and stick to it
- Stay positive and don't give up
- NYPL can help – visit a job search hub, local branch and [www.nypl.org](http://www.nypl.org)

## HOW TO CREATE A RESUME

In most cases, your resume is the key to getting and keeping the attention of an HR representative advertising the job of your dreams. Make sure yours is getting the right kind of attention.

### **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 (or create new ones if necessary)
- Use action verbs and be consistent with verb tense
- Prioritize content – give more space to your most recent and relevant work experience
- Quantify accomplishments when you can
- Include specific technology or certifications that are relevant to the job
- Use simple fonts and formatting – avoid fancy fonts/colors/graphics unless related to your field
- Create a plain text version of your resume for electronic submission
- Ask someone else to proofread your work! Silly grammatical or spelling errors leave a bad impression
- Get resume help – writing a resume is hard. Use the NYPL resources available to you

### **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 or elaborate graphics
- 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)

**Looking for a resume workshop or other job search assistance?  
Visit [www.nypl.org/services/jobs](http://www.nypl.org/services/jobs) or call 917-ASK-NYPL**

## HOW TO WRITE A COVER LETTER

A cover letter should be about three paragraphs. Address the letter to a specific person at a specific company OR use a generic greeting like “To whom it may concern” if you do not have a specific contact. Don’t forget to proofread!!! Silly mistakes leave a bad impression.

### 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
  - If referred to the position, mention the name of the person making the referral (get their permission first!)

### Paragraph Two

- Say why you are the best candidate for the job
  - Reference specific skills or experiences
- Make it clear that you are really interested in the position

### Paragraph Three

- Conclude with a statement about the next steps (ie. I am available to answer any further questions you may have.)

## 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 and Where? Know their name, title and phone number

When and Where is the interview? Know the date, time, address and directions

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

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 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
- Prepare and give specific, relevant examples (especially for behavioral interviews)
- Stay focused on the interviewer (no distractions)
- Convey why you are the best candidate
- 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!

## TIPS FOR SURVIVING A JOB FAIR

Job Fairs can be stressful and hectic events. In order to separate yourself from the crowd, please follow these simple tips:

- Come with a strategy – you won’t be able to visit every table so know which companies you want to talk to first
- Plan to arrive early to ensure your placement on line (and be prepared to wait)
- Dress professionally to allow employers to focus on what you can bring to their company
- Greet people with confidence and stay positive
- Introduce yourself and your skills/ experience (your “elevator pitch”)
- Research the companies ahead of time so you can talk to recruiters about their specific company and roles
- If you come with a friend, approach tables separately – now they can focus their attention on you

**GOOD LUCK!**