The Job Hunter’s Toolkit

This toolkit is a guide of resources and strategies for the job hunter. The job-searching section is for people who already know the type of work they would like to do and need help finding a viable job-searching strategy. The career exploration section is for the career changer and for those who are unsure of what they would like to do. The final section of the toolkit incorporates tools every job seeker needs: resume & cover letter writing tips, networking ideas and interviewing skills.

JOB SEARCH:

Books

♦ For a highly regarded and recommended job search strategy review *What Color Is Your Parachute?* by Richard N. Bolles (650.14 BOL). It is a well-respected book in the industry.

♦ You can also try *The 2-Hour Job Search* by Steve Dalton (650.14 DAL). The process will take longer than two hours, but it gives you a well laid-out plan to follow and helps take the stress out of knowing what you should be doing next during your job search.

Online Resources

The Riley Guide: How to Job Search

This website is filled with helpful resources for the job hunter. It was first developed by a librarian to point people in the direction of helpful online employment resources.

Job search and employment resources by state

Selected by the Library of Congress.

A log to help you keep track of your job leads.
CAREER EXPLORATION:

This section of the toolkit is for the career changer and for those who are unsure of what they would like to do. You will begin the career exploration process by examining your own skills, interests, and values and then move to the world of work and explore potential professions based on the knowledge you have already gained about yourself.

Begin this career exploration by focusing on yourself!!

Envision your ideal life

Determine your skills, interests, and values:

Skills

⇒ Identify the skills you most enjoy using:

Revealing your skills, knowledge and abilities — when reviewing the lists of action verbs, read them in the –ing form (e.g. writing). Remember you are looking for skills you most enjoy using.

Tests — career tests will not be helpful for everyone. If you do decide to take a test, remember you are unique and these tests are not an exact science. They can be helpful, though, in giving you some ideas to follow up on.

Motivated Skills Test
O*NET OnLine Skills Search

If you want more:

I highly recommend reading, What Color is Your Parachute? by Richard N. Bolles (650.14 BOL)
Interests

⇒ Next determine your interests.

Take a few days and spend some time at the Library reading magazine and newspaper articles. Give yourself the time and free reign to read whatever draws your attention. After you have been reading for a while, look for patterns of what industries, services or products interest you most.

A list of job families:
1. Executive, Administrative, and Managerial Occupations
2. Engineers, Surveyors, and Architects
3. Natural Scientists and Mathematicians
4. Social Scientists, Social Workers, Religious Workers, and Lawyers
5. Teachers, Counselors, Librarians, and Archivists
6. Health Diagnosing and Treating Practitioners
7. Registered Nurses, Pharmacists, Dieticians, Therapists, and Physician Assistants
8. Health Technologists and Technicians
9. Technologists and Technicians in Other Fields: Computer Specialists, Programmers, Information Technicians, Information Specialists, etc.
10. Writers, Artists, Digital Artists, and Entertainers
11. Marketing and Sales Occupations
12. Administrative Support Occupations, including Clerical
13. Service Occupations (i.e. restaurants, retail, etc.)
14. Agricultural, Forestry, and Fishing Occupations
15. Mechanics and Repairers
16. Construction and Extractive Occupations
17. Production Occupations
18. Transportation and Material-Moving Occupations
19. Handlers, Equipment Cleaners, Helpers, and Laborers

Values

Then begin defining your values.

Inventory your values

Explore potential career options

Where would you thrive?

- Explore the yellow pages of the local telephone book.
- For a small fee take Dr. John Holland’s Self-Directed Search test.
- (A free version of the Holland test) Go through Missouri Western State University’s Career Interest Game.
- Use the Occupational Outlook Handbook to discover detailed information about a wide variety of careers; and also check out the Riley Guide’s Career Research Center.
- Talk to three people who are currently doing work you are interested in.

Keep in mind these questions as you explore career options:

- What will the daily work entail?
- Does the work align with your skills, interests and values?
- Who would you work with: customers and co-workers?
- Where would you do your most effective work?

If you want more:

Consider taking CareerPlanner.com’s Career Interest Test. It costs $24.95, takes about 15 minutes to complete, and will give you a list of career suggestions to follow up on.
CAREER TOOLS:

This section of the toolkit incorporates tools every job seeker needs: resume & cover letter writing tips, networking ideas and interviewing skills; plus a bonus section on thank you letters.

Resumes and Cover Letters

- **10 Steps: How to Write a Resume**
- **Resume templates** [TIP: Use the computers at the Library!]
- **Article “How Do Employers Review Resumes?”**
- **8 Steps: How to Write a Cover Letter**
- **Action verbs for resumes and cover letters**
- **If you want more:** Check out this selection of helpful resume and cover letter resources via the Library of Congress.

Networking

- **The Riley Guide: Networking and Support Groups**
- **Directory of Associations**

Interviewing

- **Riley Guide: Interviewing Advice**
- **If you want more:** Read *Are You Smart Enough to Work at Google?* by William Poundstone *(650.14 POU)*

Thank You Letters

- **Writing tips and a sample thank you letter for after the interview**

*Note: the information found in this guide was primarily drawn from *What Color is Your Parachute?* By Richard N. Bolles*