

Are You a

# JOB SEEKER?



**JOB SEARCH  
SUGGESTIONS**



**SKILL-BUILDING  
OPPORTUNITIES**



**RÉSUMÉ WRITING ADVICE &  
JOB APPLICATION TIPS**

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For questions, please contact 812.232.1113 or email [questions@vigo.lib.in.us](mailto:questions@vigo.lib.in.us).



## RÉSUMÉ WRITING ADVICE & JOB APPLICATION TIPS



### ENSURE YOUR RÉSUMÉ IS ERROR-FREE.

Have someone else proofread your résumé to catch spelling and grammatical errors.<sup>1</sup>



### KEEP YOUR RÉSUMÉ UP-TO-DATE.

Most potential employers are going to ask for your résumé, so always have an updated version available.<sup>2</sup>



### EMPHASIZE YOUR SKILLS.

Use a *skills* or *capabilities* section in your résumé that is organized around your main talents.<sup>1</sup>



### HAVE YOUR PERSONAL INFORMATION ON-HAND.

Are you filling out multiple applications? Make a cheat sheet that includes your work history, education, and references' contact information so you can find everything you'll need.



### BE ORGANIZED, LOGICAL & CONCISE.

Your résumé should be laid out neatly, flow consistently, and be visually appealing. Leave sufficient blank space between sections to clearly separate them for ease-of-reading.<sup>1</sup>

<sup>1</sup> ResumeMaker "25 Tips for Resume Writing," 4th Ed., Vol. 8.

<sup>2</sup> ResumeMaker "25 Tips for Job Searching," 4th Ed., Vol. 3



## JOB SEARCH SUGGESTIONS

Whether you're searching for national listings or applying to local businesses, many companies have moved their job postings and application process online. Here are some suggestions to get you started with your job search.

### NATIONAL & STATE LISTINGS

careerbuilder.com  
indeed.com  
indianacareerready.com  
indianacareerconnect.com  
monster.com

### ADDITIONAL JOB TRAINING

nextleveljobs.org

### LOCAL STAFFING AGENCIES

business.terrehautechamber.com/jobs  
expresspros.com/terrehautein  
golaborlink.com/jobs  
in.gov/dwd  
kellyservices.us  
manpower.com  
nexusemployment.com  
peopleready.com/home  
resourcemfg.com





Showcasing your skills allows employers to see what talents you can offer their businesses; adding new skills to your résumé and being prepared for your interview can make you a more promising job candidate. Whether you're looking to brush-up on your current skill set, gain new skills, or prepare for your interview, the following online resources can help you stand out.

## CAREER PLANNING FOR PEOPLE WITH A CRIMINAL CONVICTION

[careerwise.minnstate.edu/exoffenders/workbook.html](http://careerwise.minnstate.edu/exoffenders/workbook.html)

[careerwise.minnstate.edu/iseek/static/STEP-AHEAD-Workbook2.pdf](http://careerwise.minnstate.edu/iseek/static/STEP-AHEAD-Workbook2.pdf)

While geared towards individuals with a criminal conviction, CAREERwise's Career Planning workbook provides valuable information for anyone searching for a new job, including sample interview questions and how to dress for an interview.

## GALE COURSES

[www.vigo.lib.in.us/galecourses](http://www.vigo.lib.in.us/galecourses)

Gale Courses offers a wide-range of six-week interactive courses that you can take online to learn new skills, expand the skills you already have, or improve your job search. To get started, search for the following on Gale Courses:

- Computer Skills for the Workplace
- Keyboarding
- Introduction to Microsoft Word 2019/Office 365
- Intermediate Microsoft Word 2019/Office 365
- Introduction to Microsoft Excel 2019/Office 365
- Intermediate Microsoft Word 2019/Office 365
- Résumé Writing Workshop
- Twelve Steps for a Successful Job Search

## RESUMEMAKER

[www.vigo.lib.in.us/resumemaker](http://www.vigo.lib.in.us/resumemaker)

ResumeMaker will help you create your résumé and cover letter, provide you with common interview questions, and give you salary information for your profession.

## LEARNINGEXPRESS LIBRARY

[www.statelib.lib.in.us/inspire/databasesaz.html](http://www.statelib.lib.in.us/inspire/databasesaz.html) (Scroll down to find listing)

LearningExpress Library has resources organized to target specific learning centers, including: improving core academic skills, passing the GED, preparing for college, joining the military, obtaining occupational certification, finding a job, changing careers, becoming a US citizen, and more.



# YOUR PERSONAL INFORMATION SAMPLES

When filling out job applications, employers will ask for your education background, work history, skills applicable to your former jobs, references, and military service. Use these samples to create your cheat sheet so that you will have your information on-hand when filling out applications.

If you are a veteran of US Military Service, list your branch and service dates:

## EDUCATION SAMPLE

CIRCLE HIGHEST GRADE COMPLETED	LOCATION	MAJOR/MINOR	DEGREE
High School    1 2 3 4			
College/Vocation   1 2 3 4			
Graduate School   1 2 3 4			
Other Training or Continuing Education			
Computer & Software Applications Coursework			

## EMPLOYMENT EXPERIENCE & SKILLS SAMPLE

Starting with your present or most recent employer. Account for all periods, including unemployment and service in the Armed Forces. Also include relevant volunteer work.

Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates Employed:    From \_\_\_\_\_ To \_\_\_\_\_

Hourly Rate/Salary:    Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Special Skills (Computer Skills, etc.) Or Qualifications: \_\_\_\_\_

Professional, business, or civic activities (excluding those which indicate race, religion, gender, national origin, age, or disability): \_\_\_\_\_

## REFERENCE SAMPLE

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

You will also need your social security number, which should be kept safe and not written down on this sheet. If you have been arrested or convicted of a crime and not expunged by a court, you may be asked to explain the reason for your arrest or conviction.