

# Job Search Basics



## Tips for Job Seekers

1. Write a general resume and cover letter
2. Determine which types of job you are interested in
3. Customize your resume and cover letter for each job application. Your attention to detail will be evident to the company reviewing your application!
4. Apply to jobs online; in-person applications are rare these days
5. Wait for an email/phone call notifying you of interview
6. Write a thank you email after an interview

## Resources for Job Seekers

### Resume Toolkit

All public computers at Heights Libraries offer a folder on the desktop that includes resume and cover letter templates, interview and job search tips.

### Job Search Essentials & Basic Computer Classes

Heights Libraries offer FREE classes for job seekers ranging from resume writing and searching for jobs online to using MS Office. To learn about upcoming classes, visit us at [events.heightslibrary.org/computer-classes](https://events.heightslibrary.org/computer-classes) or call us at (216) 932-3600 ext. 1221.

### Reserve A Tech Expert

Heights Libraries offers customers FREE one-on-one appointments with our Tech Trainers. Trainers provide resume and cover letter review, and general tech help. To schedule a 30 minute appointment visit us at [heightslibrary.org/reserve-a-tech-expert](https://heightslibrary.org/reserve-a-tech-expert) or call us at (216) 932-3600 ext. 1297.



## Career Counseling

- FREE job & career services are available at Cuyahoga County Public Library [cuyahogalibrary.org/services/cuyahoga-works](https://cuyahogalibrary.org/services/cuyahoga-works) and Cuyahoga Community College [tri-c.edu/career-services](https://tri-c.edu/career-services).
- If you are a student or an alum of a college or university contact them for career counseling assistance. Many schools provide FREE career counseling services to their students and alums.

## The Online Job Search

1. Apply to specific listings, do not just post your resume hoping to hear from mystery employers.
2. If you have a specific company in mind, look for an “Employment” section on their website.
3. Share with your family and friends that you are job hunting. You never know what contacts or leads they may have that help you in your search.
4. Establish a professional social networking presence by creating a LinkedIn profile and connecting to people through the site.
5. There are many job search engines, here are a few of the top sites:

### OhioMeansJobs.com

Multifaceted search for jobs, scholarships etc.

### Cleveland.com

The Plain Dealer’s online “Jobs” section

### Indeed.com

All industries list here, including technical and professional positions

### Craigslist.com

Useful for part-time gigs, manual labor, food service, transport

### LinkedIn Jobs

An extensive job search engine run through LinkedIn, a professional social networking site