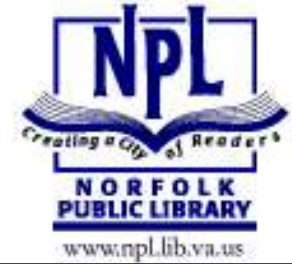


Norfolk Public Library



Job Search & Résumé Guide

This guide provides information about resources available in the community and at Norfolk Public Library that can assist you with your job search.

Job Searching Tips

When looking for a job, consider these factors:

- * Assume that finding a job will take days or weeks, and sometimes months, so plan accordingly.
- * Plan to spend 40+ hours each week in job hunting (if you are unemployed).
- * Network with friends, family members, and other people you have known who have jobs.
- * Tailor your résumé to the job you are seeking; revise it according to the job requirements.
- * Seek out potential employers in your interest areas.
- * Research the employer and know something about them when you ask questions during the interview.
- * If using a career counselor, don't limit yourself to just one. Each can offer different perspectives.



Source: [Virginia Employment Resource](#)

Online Résumé Resources

The following sites can help you create a quality résumé to use for your job search. All of these sites can be accessed using the computers @ Norfolk Public Library and at home.

OptimalResume.com: <http://npl-lib.optimalresume.com/index.php>

All-purpose employment tools site. Create résumés, cover letters and high-impact, interactive career materials. Save your documents as PDFs and present them on your personal website with the easy-to-use website builder. Also includes interview preparation, skills assessment, and plenty of samples and helpful tips. (To access this site from home, you will need to log in using your 13 digit library card number for access.)

Peterson's Testing & Education Center: http://infotrac.galegroup.com/itweb/va0054_009?db=TERC

Contains an Online résumé builder. (To access this site from home, you will need to log in using your 13 digit library card number for access)

Military.com Resume Center: www.military.com/Careers

You can translate your MOS/rating into civilian lingo, use your prior evaluations, and avoid the common mistakes military personnel make on résumés.

Microsoft Word Resume Wizard Tutorial: <http://www.npl.lib.va.us/tutorials/resume2/frame.htm>

A slideshow with step-by-step résumé writing information.

Job Listing Websites

The sites listed here will help you with your job search and connect you to various employment opportunities.

Hampton Roads Career Connection: jobs.hamptonroads.com

News, tip, job fairs, job searches and employer profiles. Sign up and receive email alerts, build a résumé and apply online.

7CityJobs.com: www.7cityjobs.com

A local site for employers and job-seekers that includes career tips and advice, job searches, an online résumé posting/editing/viewing tool, job alerts, and a salary calculator.

757JobsNow.com: www.757jobsnow.com

A site that offers the same services as 757CityJobs but with an application tracker, blog, bookstore, and a link to the VA Employment Commission.

Statewide and National Job Listings: www.npl.lib.va.us/sites/employ.html

Links to city government job opportunities, and state and national jobs of all types.

Job Search Books

*Below is a list of job search and résumé books available at Norfolk Public Library.
For additional titles, please check our online catalog.*

What Color is Your Parachute?

(Richard N. Bolles) The most popular job-finding and resume resource.

Get Hired in a Tough Market: Insider Secrets for Finding and Landing The Job You Need Now

(Alan De Back) Useful, real-world ways to network, pursue leads, and make things happen.

The Job-Hunter's Survival Guide: How to Find Hope and Rewarding Work Even When "There are No Jobs"

(Richard N. Bolles) An emergency, essentials-only guide to finding a job in a challenging economic climate.



Community Resources

Opportunity Inc.

www.opp-inc.org

Circle East Office Building
861 Glenrock Road, Suite 223
Norfolk, VA 23502
Phone: 757-461-7537

Opportunity Inc. is a One-Stop Workforce Center where a wide range of employment, training, and career education services are available to employers, workers, job seekers and youth.

Virginia Employment Commission

Workforce Center

www.vec.virginia.gov

5145 East Virginia Beach Blvd.
Norfolk, 23502
(757) 455-3960

VEC Workforce Centers make available job search assistance to individuals, and recruiting and referral services to employers.