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## **Filing for Unemployment Benefits in Kentucky**

### **To file a claim, you will need:**

- Your social security number.
- Your complete mailing address.
- Name, address, and phone number for each of your employers over the last 18 months.
- The exact day you began work at each job.
- The last day you worked at each job.

### **Telephone claim filing:**

Unemployment Insurance claimants who do not have access to the internet or who speak Spanish can call 502-875-0442 Monday through Friday between 7:30 AM and 5:30 PM Eastern Time to file their initial claim or reopen claims by telephone. This is not a toll-free number.

To request your bi-weekly benefit check by telephone call 877-369-5984 (toll free).

### **Internet claim filing ([www.kewes.ky.gov](http://www.kewes.ky.gov)):**

At the top left of the page, under “Claimant,” click on:

#### **[Unemployment Benefits - Internet Claim Filing](#)**

The KEWES internet claims system is accessible for filing an unemployment claim or requesting your bi-weekly check online. The system is available Monday through Friday from 7:00 AM until 7:00 PM and Sunday from 10:00 AM until 9:00 PM Eastern Time. You cannot file a claim or request a bi-weekly check on Saturdays.

#### ***Remember:***

If you leave the internet claims site idle for 15 minutes, your session will be terminated and you must log back on to the internet claims system to proceed.

## Tips for Job-Hunting Success

- Planning your time is essential. If you're looking for full-time work, then devote full time!
- Every day make a "To Do List."
- Call employers to find out the best times or how to apply. Some companies take applications only online. See page 7 to find out how to make your resume "digital."
- Write down all employers you contact by phone, online, or by letter of application. Ask for and record the names of the people you talk to.
- Be prepared. Have your resume and application information with you at all times.
- Tell everyone you know that you are looking for a job. See page 23 for information about networking.
- Read books on how to get a job. Pick up a copy of our *Library Resources for Job Seekers* pathfinder.
- Work on improving your professional skills. See page 21 for information on training resources.

## How to Fill Out an Online Job Application

### Things you will need before you start:

- Full residential address and e-mail
- Social Security number
- Names, addresses, and phone numbers of all of the places you have worked
- Dates that you worked at each job
- Names of your former supervisors or managers
- Names of 3 people to be used as references, their contact information, and job titles
- Names and locations of the schools you went to including high school, college, graduate school, and any specialized training
- Driver's license number

### Application Tips & Advice:

- Write out all the information listed above on a small piece of paper. This will make filling out applications easier, both online and at a job location.
- Read all of the instructions. Pay special attention to the boxes and lines that are required. Try not to leave any answer or section blank. Your application could get rejected if all answers are not filled in.
- Generally, your most recent education and job history should be listed first.
- Check each page before you click on the next button. You may not be able to go back after you get to the next page of an online job application. Use spell check if you can or check spelling very carefully.

## Application Tips & Advice Cont'd:

- If you get interrupted while filling out an online application or need to come back to complete some information, many applications have a “save” feature.
- Be prepared for tests and questions in the middle of an application. As with anything, read very carefully and take your time. Be consistent and honest in your answers.
- Read all the fine print at the end of the application so you know what you are "signing" before you submit the completed online job application. This can include statements that your references and credit will be checked, that a pre-employment drug test is required, or that all of your answers are truthful.

## Resume Elements & Guidelines

### Elements:

*Job Objective* / “Professional Profile”/ “Summary of Qualifications” / “Key Accomplishments”

- The “Job Objective” explains the kind of work you want to do; make it very specific and keep it between two to four typed lines.
- Objectives should reflect the employer’s perspective, not the job seeker’s, and should tell what the job seeker can contribute. An objective should demonstrate the value the candidate will add to the organization.
- This section may help sharpen the focus of your resume, especially if your experience is very diverse or you are switching into a career not supported by the experience listed on your resume.
- If you choose not to list a “Job Objective” on your resume, you may choose to discuss your objective in your cover letter.
- Whatever the heading, this section must instantly communicate just what kind of job you are looking for AND highlight your strongest relevant qualifications.

### *Education*

- This section should include school(s) attended (including years of attendance), majors/minors, degrees, and honors and awards received.
- There appears to be a growing trend of employers wanting the job seeker’s GPA in this section. If you decide to do so, make sure to use the GPA that puts you in the best light—either overall GPA, school or college GPA, or major GPA.

### *Affiliations/Interests*

- Items from this section are often used as an ice-breaker by interviewers looking to start an interview on an informal basis.
- Only include professional memberships and non-controversial activities/interests that demonstrate desirable characteristics or are otherwise relevant to the job you want (e.g., leadership skills, creativity, etc.).

### ***Work History*** / “Work Experience” / “Professional Experience” / “Previous Employment”

- This section should include company name, your job title, dates of employment, and major accomplishments. List experiences in reverse chronological order, starting with your most current experience.
- List your accomplishments in bullet format (rather than paragraph format).
- Use titles and headings that match the job you want. Highlight skills and accomplishments, providing numerical data where appropriate (e.g., “supervised 15 employees” or “increased sales by 10%”). Give evidence that you did more than complete tasks; show that you contributed to organizational goals or company morale. Include marketable and relevant data only.
- If you don't have a lot of career-related job experience, consider using transferable skills to better highlight your work experience. Transferable skills are the skills you have acquired during any activity in your life—jobs, classes, projects, parenting, hobbies, sports, volunteering, virtually anything—that are transferable and applicable to what you want to do in your next job.

### ***References***

- Do **not** include the names of your references on your resume; instead, have at least three prepared in a separate document. You should include contact information and relationship (employer, professor, pastor, etc.) for each reference listed.

## **Resume Editing Guidelines**

- Use a design that grabs attention but isn't flashy. Underline, boldface, and use bullets to emphasize your credentials. Use a readable font and leave sufficient white space to make it easy to scan.
- Stick to one page unless you have an advanced degree or extensive experience. If you make a printed copy, use good quality resume paper (20 lb or 24 lb) in a neutral color (white, ivory, or gray).
- Be honest and accurate. Use strong action verbs (see page 10 for examples) and avoid repeating the same words and phrases. Proofread carefully, and then have someone else take a look.

## **Resume Format**

Employers are now using technology to reach qualified candidates and might require you to not only apply online, but attach your resume directly to their website. To maximize your job search opportunities, you might consider preparing **two types** of resumes:

**One to print out** so that you can send it in the U.S. mail, hand it directly to the employer, or attach it to an e-mail message. This one can contain “formatting” such as boldface, bulleted lists, and various fonts. You could save this formatted resume in “Rich Text Format” so that it can be opened by just about any word processing program and even most basic text editors; but saving it as a Microsoft Word document or in PDF format is most often recommended by employers.

## Resume Format Cont'd

**One to be posted on the internet** which could be called an e-resume and is a “plain-text” copy with all of that formatting removed. An e-resume is an efficient way to store your document, easier to paste into the body of an e-mail message and post online in many of the job search databases. You should format your e-resume using a basic typeface font such as Courier New, Times New Roman, or Arial, with a font size no larger than 12 points. Do not use italics, shading, or horizontal and vertical lines.

## Determine Your Skills

To get started, think about your past experiences and consider the following questions:

- What were your job responsibilities?
- What skills did you develop?
- Did you supervise or train others?
- What decisions did you make?
- Did you work with customers? How?
- Did you produce any written documents or reports?
- Were you able to meet deadlines and handle pressure?
- Did you assume a leadership role?
- How did you make a difference in the position?
- What were your major accomplishment(s)?

Also, prepare a list of your background: education, qualities, and experience.

- List hobbies, clubs, sports, church, and school activities
- List any special skills or aptitudes (e.g., proficient in Microsoft Office Programs, fluent in a foreign language), especially those that are industry-specific for the job you're seeking.
- Look at each item on the list and think about the skills, knowledge, and abilities it takes to be a success.
- Don't just state that you can do something; link it to tangible results and then figure out how it will benefit your future employer.

## Importance of Keywords & Action Verbs

Spend some time searching for words that relate to the job you desire, words that will make the company interested in interviewing you!

These **keywords** are usually nouns that identify “hard” skills, words that are specific to the job/profession/industry that you are interested in (i.e., buzzwords).

They can be:

- Technical terms
- Descriptions of technical expertise
- Names of products and/or services
- Professional organizations
- Types of degrees
- Names of colleges
- Company names
- Job titles
- Certifications
- Types of educational degrees

### Places to find your keywords:

- Look at the actual job listing of the position you are applying for as it will probably contain many of the keywords that the employer will use to search your resume.
- Study other employment ads on the internet or posted in the newspaper for similar jobs. Make note of words that are repeatedly mentioned or are prominent in those ads.
- Try studying the company’s website, read trade publications, or look up some professional association websites. Many of these are loaded with industry-related jargon that could be appropriate for your resume.
- Talk to people in the career field you are targeting and ask them what keywords are appropriate.

Use **Action Verbs** to add direction and to catch the reader’s interest. These words can make your resume a powerful marketing tool for your job searching success! On the next page are examples of effective action verbs you can use.

Take a *keyword* you’ve identified and combine it with an *action verb* to describe an accomplishment or skill that you can offer.

“Implemented new accounting software system, two months ahead of schedule”  
“Personally responsible for completing all quarterly tax documents”

Look for opportunities to add additional keywords to all sections of your resume. Use different forms of the keywords in different sections for maximum impact.

Take a look at these categories and choose the action words that work for you.



Management Skills	Technical Skills	Clerical Skills	Communication Skills	
administered advised analyzed approved coordinated delegated developed directed established evaluated handled hired improved increased initiated mobilized orchestrated organized planned produced recommended scheduled streamlined strengthened supervised	applied assembled built calculated constructed designed developed engineered fabricated installed operated overhauled overhauled regulated remodeled repaired solved specialized upgraded utilized	arranged catalogued classified complied eliminated examined generated inspected organized persuaded presented processed processed recorded sorted systemized	accepted addressed addressed advanced articulated authored communicated composed contacted defined demonstrated drafted formulated influenced interpreted lobbied motivated negotiated observed persuaded publicized resolved translated	
Creative Skills	Financial Skills	Helping Skills	Research Skills	Other
adapted conceptualized created customized designed developed established fashioned illustrated invented launched modified performed revitalized upgraded	adjusted administered allocated analyzed balanced budgeted calculated evaluated forecast managed marketed measured planned projected	administered advocated assessed coached collaborated counseled decreased defined diagnosed educated expanded facilitated guided motivated represented	analyzed clarified evaluated identified inspected organized performed quantified simulated summarized tested trained wrote	accomplished achieved boosted completed implemented initiated maintained monitored pioneered prepared

# Resume Styles

There are four major resume styles:

**1. Chronological** - This is the most common and is a sequential listing of your job titles and responsibilities starting with your current job (or most recent) working back to your first job. If you have a lengthy work history (more than 10–15 years), you do not need to include early jobs that are not relevant to the position you are applying for.

<i>Should Include:</i>	<i>May Include:</i>
<ul style="list-style-type: none"> <li>• Your contact information</li> <li>• A job objective</li> <li>• Key accomplishments (may be integrated into work experience)</li> <li>• Education</li> <li>• Work history</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliations/Interests</li> </ul>

**2. Functional** - The focus is on *skills developed over the years* rather than dates and length of time at each job. Useful for mature professionals with extensive experience or people making a career change. Also great for people just entering the work force. A functional resume lists work experience and skills **sorted by skill area or job function**.

<i>Should Include:</i>	<i>May Include:</i>
<ul style="list-style-type: none"> <li>• Your contact information</li> <li>• A job objective</li> <li>• Key accomplishments (generally presented as a summary of qualifications and an overview of related professional accomplishments)</li> <li>• Education</li> <li>• Work history (reflected in qualifications and accomplishments; often is not a separate category)</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliations/Interests</li> </ul>

**3. Combination** - This resume style lists your skills and experience first, then your work history. Useful for the individuals with a good employment record and well developed skills. It allows you to highlight the skills you have that are relevant to the job you want while still providing the chronological work history most employers prefer.

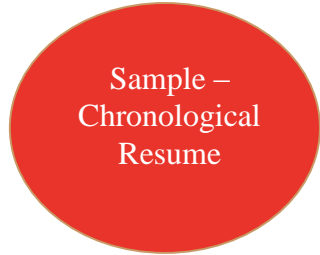
<i>Should Include:</i>	<i>May Include:</i>
<ul style="list-style-type: none"> <li>• Your contact information</li> <li>• A job objective</li> <li>• Key accomplishments (generally, include any honors/certifications or knowledge you want to highlight, and give a summary of relevant skills)</li> <li>• Education</li> <li>• Work history (may be brief, simply listing places of employment, job title, and dates if possible)</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliations/Interests</li> </ul>

**4. Targeted** - A targeted resume is customized to each specific job opening to emphasize the skills and experience you have that are relevant to the job you are applying for. This is an ideal style when you have a clear understanding of a job’s responsibilities and your background makes you an ideal candidate.

<i>Should Include:</i>
<ul style="list-style-type: none"> <li>• Your contact information</li> <li>• A job objective</li> <li>• Key accomplishments (be sure to provide detailed examples to demonstrate relevant skills here or in your work history)</li> <li>• Education</li> <li>• <b>Relevant</b> interests/affiliations</li> <li>• Work history (may be brief, or you may choose to provide detailed accomplishments for each job)</li> </ul>

# Mary K. Smith

692 Mulberry Street  
Louisville, KY 40229  
(502) 825-6009  
kdiceman@yahoo.com



## Objective

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To utilize my technical skills, creativity, and enthusiasm to become a valuable employee in your organization.

## Experience

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**August 2008–present**

**GeekSquad City, Brooks, KY**

**Parts Processor**

- Received up to 500 customer orders per day and processed them in an accurate and timely manner.
- Used multiple mainframe and PC-based systems to input data and process customer requests.

**2007–2008**

**United Parcel Service, Louisville, KY**

**Sorter**

- Exceeded all sorting productivity rates.
- Maintained perfect attendance.

## Education

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**2007–2009**

**Louisville Community College, Louisville, KY**

- Associate Degree in Computer Graphic Design, June 2009
- Microsoft Certified Technology Specialist (MCTS), June 2010

# John K. Smith

29 Circle Drive  
Louisville, KY 40114  
(502) 555-1203

[jkaysmith88@yahoo.com](mailto:jkaysmith88@yahoo.com)

Sample –  
Functional  
Resume

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**OBJECTIVE** To obtain a position where I can maximize my skills in salesmanship, quality assurance, program development, and customer service along with my successful track record in the fundraising environment.

## SUMMARY OF QUALIFICATIONS

Enthusiastic, creative, and hard-working business major with demonstrated successful sales experience. Exemplary reputation for providing excellent customer service resulting in increased sales and improved customer retention.

## PROFESSIONAL HIGHLIGHTS

- Entrepreneurial:**
- Designed, published, and promoted a 30-page marketing website.
  - Established, managed, and sold a PC troubleshooting service company consisting of 20 clients.
  - Founded and maintained car detailing service responsible for 25 clients.
- Professional Sales:**
- Implemented sales presentation and conflict resolution skills as a telemarketer for a University of Kentucky fundraiser.
  - Performed cold calls and door-to-door sales calls to obtain clientele for a lawn care service and a car detailing service.
  - Solicited Lexington business professionals for donations and sponsorships of Rupp Arena events.
- Communications:**
- Composed business news articles as an intern and authored editorial articles as a freelance writer for *The Herald-Leader*.
  - Performed reading, writing, and speaking activities in Spanish while participating in a language immersion program in Cancun, Mexico.

**EMPLOYMENT** *Assistant Director of Sales*, Hoover's Furniture Store, Lexington, KY  
*Front Desk Representative*, Sheraton Hotel, Lexington, KY

**EDUCATION** Bachelor of Business Administration in Marketing  
University of Louisville, Louisville, KY, June 2010

## James W. Smith

14 West Miller's Crossing, Shepherdsville, KY 40165  
(502) 555-1029 [jameswsmith54@hotmail.com](mailto:jameswsmith54@hotmail.com)

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### Objective

To use my analytical and project management skills as a Health Care Program Coordinator.

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### Professional Highlights

- Extensive project management experience, including software and benefits implementation
- 6 years of supervisory experience
- 20 years' accounting experience, Certified Public Accountant for 14 years

### Summary of Skills

#### Project Management Skills

- Implemented new accounting software system, two months ahead of schedule
- Streamlined employee benefits operations, for a savings of \$10,000 annually
- Revised voucher forms, resulting in a 2-day reduction in processing payments

#### Program Coordination Skills

- Coordinated departmental collection for the University of Louisville Foundation Fund Drive, resulting in a 100% contribution rate for the department
- Chaired two departmental searches

#### Supervisory Skills

- Managed a team of 10 junior accountants, including daily work assignments
- Submitted on-time performance reviews for all 10 junior accountants
- Conducted all hiring, promotions, salary adjustments, and terminations as needed
- Facilitated team development and conflict resolution, when needed

#### Accounting Skills

- Managed all student revenue documentation on four campuses
- Personally responsible for completing all tax documents

### Work History

University of Louisville Finance Department, Louisville, KY <i>School of Arts and Sciences, Senior Accountant</i>	2000–present
Target Corporation, Shelbyville Road, Louisville, KY <i>Accountant</i>	1998–2000

### Education

University of Kentucky, Lexington, KY      B.S. Accounting, 1984



**Joseph O. Smith**  
1998 Simpson Road  
Taylorsville, KY 40071  
Home: (502) 555-9876 or Cell: (502) 555-6789

**Objective:** Seeking a sales position representing Bass Pro Shops at regional conferences.

**PROFESSIONAL SKILLS AND EXPERIENCE**

**Merchandising, Sales, and Promotional:**

- Demonstrated and sold products to hotels, motels, restaurants, and residential care homes.
- Conceptualized, organized, and conducted Kentucky’s First Annual Motel/Hotel Trade Show, March 2004.
- Promoted product lines and achieved marketing goals by effective time management.
- Planned, organized, and conducted state and regional trade shows.

**Management and Administrative:**

- Owned and operated restaurant and lounge; responsible for ordering, inventory, sales, cash management, advertising, promotions, and personnel management.
- Experienced with all aspects of store management including advertising, pricing, inventory control, ordering, purchasing, promotion, and personnel management.
- Taught junior and senior high school courses in Life Sciences, General Science, and Chemistry.

**Personal/Self-Management:**

- Strong personal initiative; quick learner in mastering job requirements.
- Energetic, dedicated professional with record of building strong working relationships and achieving exceptional results.
- Hard worker; committed to efficient and productive operations.
- Flexible; work well as a team member or alone.

**INTERESTS AND MEMBERSHIPS**

- Avid hunter and fisherman; experienced with hunting rifles and crossbows as well as fly fishing.
- Kentucky Sportsman License and Indiana Fishing License.
- Three years’ membership in Elk Creek Hunt Club.

**EDUCATION AND TRAINING**

Attended Annual MSBC Sales & Leadership Conference in Destin, FL	2009
Bachelor of Science in Education, University of Louisville, Louisville, KY	1995

**WORK EXPERIENCE**

Merchandise Representative, Intercraft Wholesale Club, Louisville, KY	2006–2010
Assistant Manager, Wal-Mart Stores, Inc., Louisville, KY	2002–2006
Owner /Manager, Duke’s Drive-In, Shepherdsville, KY	1999–2004
Teacher, Bullitt County Public Schools, Shepherdsville, KY	1995–1999

## Tips for Writing a Cover Letter

- Your cover letter should include these topics:
  - What position you are applying for
  - How you learned of the position or company
  - Why you are perfect for the position
  - How you can be contacted or if and when you will contact them
- Always write a cover letter tailored to a specific company and/or position.
- The cover letter gives you another chance to emphasize what you have to contribute to the company or organization.
- *No spelling or typing errors!*
- Do your research to find out who the hiring manager is and address your cover letter to that person. Be sure the name is spelled correctly and their title is correct. Address the person as Mr., Ms., Mrs., Miss, Dr., etc.
- Employers are looking for enthusiasm, knowledge, and focus.
- Show that you know something about the company and the industry.
- Use terms and phrases that are meaningful to the employer. Make sure that your letter explains how your skills relate to the criteria listed in the job posting.
- Your cover letter should end with a statement that reflects positive and enthusiastic interest.
- If you are sending an e-mail cover letter, be sure to follow the employer's instructions for exactly what they want attached.
- The cover letter gives you an opportunity to explain any gaps in your employment history.
- Most cover letters are between 3 and 4 paragraphs.
- "Enclosure" indicates that another item, such as your resume, is attached to your cover letter.

**Soft skills** are personal attributes that help us get along in society. They encompass the character traits that determine how well we interact with others, enhance our job performance, and our career prospects. Thinking about and developing these soft skills is very important in today's workplace. Here are some examples of soft skills that you might use as *keywords* in your cover letter.

- |                  |                             |                            |
|------------------|-----------------------------|----------------------------|
| ✓ Optimism       | ✓ Leadership                | ✓ Problem-solving skills   |
| ✓ Common sense   | ✓ Good communication skills | ✓ Self-confidence          |
| ✓ Responsibility | ✓ Good manners              | ✓ Take criticism well      |
| ✓ Sense of humor | ✓ Ability to teach          | ✓ Flexibility              |
| ✓ Integrity      | ✓ Strong work ethic         | ✓ Adaptability             |
| ✓ Empathy        | ✓ Time management           | ✓ Work well under pressure |
| ✓ Teamwork       |                             |                            |





Ilene Wayne  
1234 Riverside Drive  
Mt. Washington, KY 40047  
(502) 456-0912  
July 16, 2015

Nancy Kessey  
HR Manager, ABC Stores, Inc.  
567 Outer Loop  
Louisville, KY 40112

Dear Ms. Kessey,

I am writing in reference to your advertisement in the local *Employment News Magazine* offering a position of branch manager for Wal-Mart. I consider that my credentials and interests match with your requirements and want to apply for this position.

I joined Kentucky Super Market five years ago as a section manager. Because of my work efficiency and dedication, I was able to reach the post of store manager in under three years. I have been working for the past two years in that capacity. During my tenure I applied several policies which resulted in:

- 40% increase in sales in a quarter
- Expansion of store facility
- Increased employee efficiency

I have enclosed a copy of my resume, and look forward to examining any of the ways you feel my background and skills would benefit the Wal-Mart brand. Please feel free to call me at any time.

Sincerely yours,

Ilene Wayne

Enclosure



Bruce Wayne  
32 Riverside Drive  
Mt. Washington, KY 40047  
(502) 459-0987  
July 8, 2015

Clark Kent  
HR Manager, ABC, Inc.  
127 N. Walnut Street  
Shepherdsville, KY 40165

Dear Mr. Kent,

I am pleased to present my resume to you for the position of Machinery Mechanic at your organization, in response to your advertisement in the *Employment News*. My broad-based industrial machinery knowledge and experience as a dedicated mechanic make me a qualified candidate for the position.

I have five years of machinery mechanic experience, working in a fast-paced, task-oriented environment with other machinery mechanics. My skills include maintaining and repairing hydraulic machineries and engines, electrical systems and transmission, powering cranes and bulldozers and many other industrial machines. Inevitably, for the integrity and growth of a company, employing professional and well-trained industrial machinery mechanics is highly important. My skill set and experience will be very beneficial for your organization.

I would feel privileged to secure a position as a mechanic at your organization. I look forward to hearing from you at your earliest convenience and will call you in the next few weeks if I don't hear from you.

Sincerely,

Bruce Wayne

Enclosure

## Job Interview Tips

The interview is a critical step. You must prove yourself to be the best candidate for the job opening by clearly communicating your experience, skills, abilities, and the desire to do the job. Interviews may take place in person or on the phone. Face to face interviews may involve more than one person who will have influence over the hiring decision. Practice and preparation are key to a successful interview.

Do	Don't
<ul style="list-style-type: none"> <li>• Research the company and the salary range for the job you are seeking.</li> </ul>	<ul style="list-style-type: none"> <li>• Bring anyone with you.</li> </ul>
<ul style="list-style-type: none"> <li>• Arrange for transportation, if necessary; make a trial run to the interview location so you are certain where to go and how long it takes to get there.</li> </ul>	<ul style="list-style-type: none"> <li>• Be late or more than 15 minutes early.</li> </ul>
<ul style="list-style-type: none"> <li>• Rehearse before the interview. The more experience you have with interviewing, the more relaxed and confident you'll be.</li> </ul>	<ul style="list-style-type: none"> <li>• Smoke or eat strong-flavored foods, such as onions, prior to the interview.</li> </ul>
<ul style="list-style-type: none"> <li>• Be well groomed and dress appropriately for the position for which you're applying.</li> </ul>	<ul style="list-style-type: none"> <li>• Be rude to anyone; you don't know who may have influence over the hiring process.</li> </ul>
<ul style="list-style-type: none"> <li>• Bring extra resumes.</li> </ul>	<ul style="list-style-type: none"> <li>• Chew gum.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a list of references on a separate sheet.</li> </ul>	<ul style="list-style-type: none"> <li>• Wear heavy perfume or cologne.</li> </ul>
<ul style="list-style-type: none"> <li>• Bring a portfolio or samples of your work.</li> </ul>	<ul style="list-style-type: none"> <li>• Slouch; sit up straight, but be relaxed.</li> </ul>
<ul style="list-style-type: none"> <li>• Bring a notepad and pen for note taking.</li> </ul>	<ul style="list-style-type: none"> <li>• Yawn.</li> </ul>
<ul style="list-style-type: none"> <li>• Arrive a few minutes early.</li> </ul>	<ul style="list-style-type: none"> <li>• Talk about your personal or financial problems.</li> </ul>
<ul style="list-style-type: none"> <li>• Be friendly and businesslike with everyone you meet; smile and offer a handshake.</li> </ul>	<ul style="list-style-type: none"> <li>• Give simple yes or no answers; pause and think carefully so you can give considered responses to each question.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain good eye contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Start discussing salary and benefits before the interviewer brings up the topic; listen to what the interviewer has to say before asking for more information.</li> </ul>
<ul style="list-style-type: none"> <li>• Be prepared to ask and answer questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ramble when unclear about a question; instead ask for clarification.</li> </ul>
<ul style="list-style-type: none"> <li>• Emphasize your skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Make negative comments about other employers.</li> </ul>
<ul style="list-style-type: none"> <li>• Send a thank you note (or e-mail) within a day or so after the interview, then follow up with a phone call a few days later to inquire whether a decision has been made.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave without asking for the job if you want it.</li> </ul>

# Free Job Training Resources

**KentuckianaWorks Career Center** [kcc.kentuckianaworks.org](http://kcc.kentuckianaworks.org)

- General job search
- Interview workshops
- Testing workshops
- Resume workshops
- Job application workshops
- Unemployment claim filing

Local Branch: 505 Buffalo Run Road, Shepherdsville, KY 502-543-4031

## Bullitt County Public Library

[www.bcplib.org](http://www.bcplib.org)

Log onto *LearningExpress Library* through our website for access to over 800 online practice tests and interactive skill-building tutorials to help prepare for various professional certifications and aptitude tests.



Includes:

- **Job & Career Accelerator** where you can explore careers, search for jobs, create resumes and cover letters, and prepare for interviews.
- **Career Center** where you can prepare for career exams and WorkKeys assessments, improve workplace skills, and more.
- **Computer Skills** where you can watch tutorials on computer programs such as Microsoft Access, Excel, Outlook, PowerPoint, Project, Publisher, SharePoint Designer, Visio, Word and Adobe Illustrator and Photoshop.

Other Centers include: Adult Learning, High School Equivalency, College Prep, Recursos Español, College, and School.

To Access:

Go to the library's website: [www.bcplib.org](http://www.bcplib.org), click on "**Research Tools & Links,**" scroll down and find **LearningExpress Library**. First-time users must set up a username and password.



The *Job Search Knowledge Scale* by John J. Liptak, Ed.D., helps determine how much you know about finding a job and gives guidance on the job-search methods that work best. This test is available at the library and can be administered by a member of our Reference staff. The test takes about thirty minutes.

Please call 543-7675 ext. 4 to schedule an appointment.

## Job Searching Online

Job Banks (often called Job Boards) will list open employment opportunities. Job Aggregators search thousands of job sites for your chosen search terms. Here are some reputable websites:

- **careerbuilder.com**
- **coolworks.com**
- **focuscareer.ky.gov**
- **glassdoor.com**
- **indeed.com**
- **jobalot.com**
- **louisvilleworks.com**
- **louisville.craigslist.org**
- **monster.com**
- **simplyhired.com**
- **usajobs.gov**
- **us.jobs**

## Networking

- Spend some time talking to people you know who can give you advice, suggestions, leads, and referrals that will help you get noticed by a future employer.
- Combine this “old fashioned” networking concept with online social platforms and tools such as Facebook, LinkedIn, and Twitter.
  - Facebook ([www.facebook.com](http://www.facebook.com)) is a social network that connects people with friends, businesses, and events. You can utilize this site to expand on the “old fashioned” networking concept.
  - LinkedIn ([www.linkedin.com](http://www.linkedin.com)) is a social networking site for professionals. With LinkedIn you can organize your professional identity, build your professional network and manage professional contacts. LinkedIn gives you access to knowledge, insights, and opportunities.
  - Twitter ([www.twitter.com](http://www.twitter.com)) is a online real-time communication tool and can be used for business networking. Connect with the people and businesses you want to get to know.
- Spend time creating a well-written profile and remember to link to the online version of your Personalize Start Page! See page 22 for details.
- Remember to take care in presenting your best online image possible, acting in an appropriate way for the people you want to connect with. This includes anything you post publicly on Facebook, Instagram, YouTube, Twitter, etc.
- Be clear and specific about your job target and the assets you can offer.
- Utilize your network for information other than just job leads. Ask about industry trends and contacts’ information.
- Join or become more active in professional groups, and volunteer at their functions. This is a great way to stay involved and get noticed by the employers who are hiring in your field.



# Resume Worksheet

## Identification

Name: \_\_\_\_\_  
Home address: \_\_\_\_\_  
City, State, and ZIP code: \_\_\_\_\_  
Phone numbers (cell and/or home): \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## Job Objective (Include only if you have a specific job or goal in mind)

\_\_\_\_\_  
\_\_\_\_\_

## Education – High School (only if no college)

Institution name and year completed: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Specific courses or programs that relate to your job objective: \_\_\_\_\_  
\_\_\_\_\_  
Related awards, achievements, and extracurricular activities: \_\_\_\_\_  
\_\_\_\_\_

## Education – College/Post High School

Institution name and year completed: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Certificate or degree: \_\_\_\_\_  
Specific courses or programs that relate to your job objective: \_\_\_\_\_  
\_\_\_\_\_  
Related awards, achievements, and extracurricular activities: \_\_\_\_\_

## Armed Services Training

Branch and years of service: \_\_\_\_\_  
Locations, position, and rank achieved: \_\_\_\_\_  
Key accomplishments, special recognition, and awards: \_\_\_\_\_

## Other Training or Certification

Organization or institution: \_\_\_\_\_  
Specific courses or programs that relate to your job objective: \_\_\_\_\_  
\_\_\_\_\_  
Related workshops, seminars, informal learning, or any other training: \_\_\_\_\_  
\_\_\_\_\_

## Work Experience - Most Recent Position

Dates (month/year) from \_\_\_\_\_ to \_\_\_\_\_  
Company name: \_\_\_\_\_

City, State: \_\_\_\_\_  
Your job title(s): \_\_\_\_\_  
Duties: \_\_\_\_\_  
Skills, equipment, or software you used: \_\_\_\_\_  
Promotions, accomplishments, and anything positive \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Most Recent Position**

Dates (month/year) from \_\_\_\_\_ to \_\_\_\_\_  
Company name: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Your job title(s): \_\_\_\_\_  
Duties: \_\_\_\_\_  
Skills, equipment, or software you used: \_\_\_\_\_  
Promotions, accomplishments, and anything positive \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Most Recent Position**

Dates (month/year) from \_\_\_\_\_ to \_\_\_\_\_  
Company name: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Your job title(s): \_\_\_\_\_  
Duties: \_\_\_\_\_  
Skills, equipment, or software you used: \_\_\_\_\_  
Promotions, accomplishments, and anything positive \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any other work or volunteer experience** \_\_\_\_\_  
\_\_\_\_\_

**Professional organizations** \_\_\_\_\_  
\_\_\_\_\_

**Personal information:** \_\_\_\_\_  
\_\_\_\_\_