

Employment Resources

Go to the Baltimore County Public Library Jobs and Careers InfoCenter at (www.bcpl.info/info/jobs) for more information about job hunting, online job applications, résumés and more.

Books:

Looking for...	Find it on the shelf
Résumés Cover letters Interview skills	650s
Career guidance	331-332
Test prep – ASVAB, Civil Service exams	355
Test prep – GED	373

Databases:

www.bcpl.info/databases

Testing and Education Resource Center

Take online practice tests, view exam and résumé guides and more!

Brainfuse

Connect with a live expert for résumé assistance, GED preparation and Microsoft Office help.

Tips About Online Job Applications:

- When applying – save time by having all of your information written down and with you, instead of trying to work from memory.
- Creating a résumé first can help you organize your information. Some jobs require a résumé, in addition to an application. 
- First impressions are important. Correct spelling, grammar and punctuation are all essential. Use capital letters where appropriate. Do not use all lower or uppercase letters.
- It is your responsibility to safeguard your personal information. Legitimate employment applications should not ask for credit card numbers, bank account numbers, bank PIN numbers or your date of birth. If you provide this information, you put yourself at risk for identity theft. 
- Take time to review the entire Web page carefully before filling out the application.
- Confirm that the form you are filling out is a job application. If you see a “NO THANKS” button at the bottom of the Web page, this is probably not part of a legitimate job application.
- If you have trouble submitting your application, go back, review and enter any missing information.



Before you start an online job application, have the following:

- An email address.
- A note pad and pencil or pen.
- A written record of your personal information and work history or a résumé.
- A flash drive to save a copy of your personal information, résumé, list of references, etc.

How to Get an Email Address:



Go to a free email site such as www.yahoo.com and set up an email account. Not all email accounts are the same. It is important to read the email providers' instructions.

First you will need to create a user ID, also known as a user name. The user ID or user name is the beginning part of your email address. It may be hard to get your first choice of addresses; be prepared to choose another one.

Watch for UPPERCASE/lowercase, capitalization, and password length when creating your user ID and password. Record it exactly as you typed it.

While you are creating your email account, make note of your email website, user ID, password and full email address for safe-keeping and future use.

To get back to your email later, first go to the email website and login. Then type in your user ID and password. Remember to check back often for email from potential employers.

Build Your Résumé



Some jobs require a résumé in addition to an application. For most job seekers it is best to create a résumé first before filling out job applications. Résumés should contain most of the information you will be asked for and can speed up the application process.

Résumé templates are available on the library's public computers. Ask a library staff member for assistance.

Personal Information Checklist:

- Use your full, legal name – don't use nicknames.
- Enter your current street address, city, state, ZIP code and telephone number(s).
- Know your previous addresses – some applications ask you for your previous address if you have not lived at your current address for a certain number of years.
- Use a professional name for your email address. Email addresses like CuteSurfer@yahoo.com or PartyAnimal@gmail.com are not the best choices for job seekers.



Employment History Checklist:

Start with most recent then work backwards.

- Name of company or employer.
- Address, phone number and email address (if known)
- Titles/positions you held.
- Employment dates – use beginning and ending dates when you were employed;

day, month and year, or at least month and year.

- Names of your supervisors, their job title, phone number and email address.
- A list of duties you performed at each job.
- Your reason for leaving each job.



Education & Training Checklist:

- Name(s) of school(s) you attended.
- School address and phone number.
- Dates you attended school. Online applications vary in how they will ask you to input this information. Some use the MMYYYY format while others use DDMMYYYY. Pay close attention and input dates in the format requested.
- Graduation dates – if you have a GED, use the date on your diploma.

References:

Get permission first from all your references before you list them on any application. Most applications ask you to list three business or professional references, their names, addresses, phone numbers and email addresses. Most job applications ask that you do not list your relatives as references.

Specialized Skills / Certifications:

List business equipment, computer hardware and software, mechanical or technical, foreign language, sign language or public service training/skills. Also include any professional certifications or licenses held.