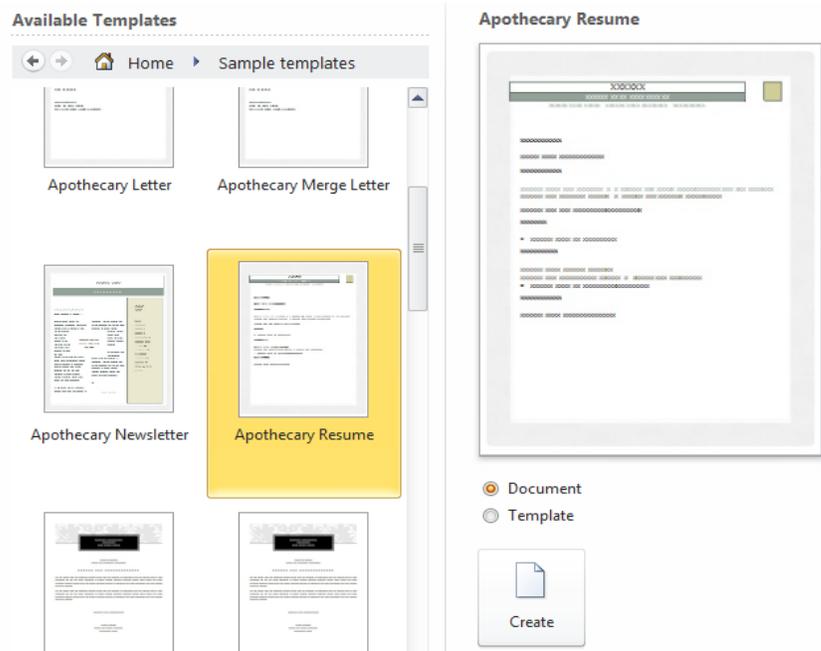


## Job Search Tools

When designing a résumé, it is important to consider which type of résumé is the best fit. There are four types of résumés: chronological, modified chronological, functional and combination. Visit <http://www.grad.illinois.edu/sites/default/files/pdfs/resumesamples.pdf> for a sample of each type of résumé. A **chronological** résumé organizes experience in reverse chronological order (starting with the most recent job.) This is the most traditional format and the easiest for an employer to understand. A **modified chronological** résumé breaks experiences into categories. Each category lists experiences in reverse chronological order. This format may be appropriate when the most relevant work experience is not the most recent. A **functional** résumé groups experiences by skills. Titles and dates of jobs are listed at the beginning or end of the résumé. This format is good for those with gaps in employment or frequent job changes. It can be a more difficult layout for an employer to read. A **combination** résumé lists experiences in reverse chronological order but groups items in each description by skillset. This can be helpful when individual experiences developed multiple skills.

## Templates

If you don't want to start from scratch, find a template that looks good and replace the text with your own information. This is a good way to create a résumé without having to tinker around with formatting very much. Microsoft Word has some templates available. To access these, click on File, then on New, then on Sample Templates. Choose a template and click on Create. This will open a new document with the formatting determined by the template. All you need to do is add your own information to the file.



More templates are available on Google Drive. This is a good option if you do not have Microsoft Word. Google Drive allows the user to export completed documents as Word documents, a format employers often require for résumés. Google Drive is a cloud service, so you can work on your résumé in multiple places simply by signing into your Google account. Templates for cover letters are also available. Browse the template gallery here: <http://drive.google.com/templates> (you will need a Google account to use this link.) Click on Public Templates, then on Resumes & Cover Letters to browse these templates. To use Google's résumé and cover letter



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templates without an account, use this link:

<https://docs.google.com/templates?category=17&sort=hottest&view=public>

Click on preview to see the template. Select all (Ctrl + A) the text in a template, then copy and paste it into Word or another word processing program to use a Google template without an account. If you have a Google account, simply click on Use this template. If you are using your Google account, when you finish editing the template, click on File, then hover over Download

As and select a format. You can download the file as a Word document, a PDF and more.

## Job boards

### General:

Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)

Indeed: [www.indeed.com](http://www.indeed.com)

Juju: [www.juju.com](http://www.juju.com)

Monster: [www.monster.com](http://www.monster.com)

Simply Hired: [www.simplyhired.com](http://www.simplyhired.com)

### Specialized:

All Retail Jobs: [www.allretailjobs.com](http://www.allretailjobs.com)

Flex Jobs [www.flexjobs.com](http://www.flexjobs.com) (Telecommuting and freelance jobs)

Healthcare Jobsite [www.healthcarejobsite.com](http://www.healthcarejobsite.com)

Idealist [www.idealists.org](http://www.idealists.org) (Jobs with non-profits, internships, volunteer opportunities)

Intern Match [www.internmatch.com](http://www.internmatch.com)

Talent Zoo [www.talentzoo.com](http://www.talentzoo.com) (Marketing, advertising, design, web jobs)

**Questions? Contact Adult Services at [askref@elmwoodparklibrary.org](mailto:askref@elmwoodparklibrary.org) or 708-395-1217.**

