

# YOUR JOB SEARCH



A GUIDE TO  
RESUME WRITING, COVER LETTERS, REFERENCES,  
INTERNET SITES AND SOCIAL MEDIA TIPS

LET'S GET STARTED!



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2018-2019

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## INTRODUCTION TO YOUR JOB SEARCH

In today's economy, a focused job search strategy is more vital than ever! Long gone are the days of newspaper want ads and generic resumes. *Being persistent and targeting* each item used in your job search is the key to success. This handbook will provide you with some handy guidelines to begin your job search including tips on writing a resume, cover letter, reference page, handy internet sites, and social media hints.

### THE RESUME

**A resume has one objective... to SECURE THE INTERVIEW!**

A resume is a document that describes your accomplishments, education, skills and experience. It provides a first impression of you so that employers will want to know more about you in an interview. In today's market, you will need more than one version of your resume for different jobs. Your key to success... **TARGET YOUR RESUME TO EACH JOB!**

There are three types of resumes commonly used in today's job search. However, it's the combination resume that is most often preferred by employers. Below is a summary of each style. The combination resume will be discussed in detail. The Chronological and Functional Resume are described in the Attachment Section at the end of this workbook.

**RESUME STYLES: Chronological, Functional, and Combination resumes.**

**CHRONOLOGICAL RESUME:** Most applicants are familiar with this style. It lists your work experience, starting with your most recent job. It should include a brief description of each position and your accomplishments. Keep the information relevant to the position for which you are applying and, in most cases; *it should not go back any further than ten years.*

**FUNCTIONAL RESUME:** Qualifications and skills are the primary focus rather than employment record. This format works well for individuals making career changes or for those individuals with employment gaps. It highlights your skills, abilities and credentials, accomplishments and qualifications but does not correlate these characteristics to prior employers. Employers are listed at the bottom of the resume in reverse chronological order (most recent job listed first).

**COMBINATION RESUME:** This resume is a combination of both the chronological and the functional resumes. It is a popular choice in today's competitive market. Many employers prefer this format as it highlights skills and education in the top third of the resume, which is a key to getting the employer's eye in the first 10 seconds! (*Research suggests that the average time an employer spends initially screening a resume is between 10 and 30 seconds!*)

**TIP: Links to a professional online portfolio, blog, or LinkedIn page should be included no matter which format is chosen.**

## GUIDELINES FOR FORMATTING THE RESUME

Once you have chosen your format for your resume, it is important to choose the proper headings to highlight key information. (Avoid pre-formatted templates provided online.) Though the formats may be attractive, once you complete the resume using the template, it cannot be modified. Rather, it is advised the resume be typed as a Word document. Resumes typed in Word can then be modified and targeted to each employer. *Targeting the resume increases your chance of being chosen for an interview.*

The Combination Resume is the format of choice by most employers as it highlights skills and education in the top third of the resume. You may find that using **bold** or CAPITAL LETTERS will assist in making your headings easier to read. Your resume format must be consistent throughout so as to focus attention on the content and to give a professional tone to the resume. Graphically, it should be easy to read and pleasing to the eye. Sometimes it is helpful to bullet information. Bulleting information will make it:

- Easy to read
- Concise
- Powerful
- Attractive
- Professional

The 'header' introduces the employer to your name and contact information. Keep in mind that the 'header' will be used again on the cover letter and reference sheet so it is important the information be presented professionally. I.e. spell out the complete address, i.e. Drive, Street, and Avenue. Be selective in choosing your email address. Consider setting up a separate email reserved for your job search only. Perhaps consider using your first initial and last name on your email rather than a catchy phrase, which can come across as unprofessional. Finally, use your cell number so you can control the 'greeting' and receive all employer messages. Remember, this is the first time the employer will hear your voice. You want to sound professional!

When using sentences to describe the job and accomplishments, it is most beneficial to begin with a 'power word'. Power words avoid unnecessary use of words and they state a duty/action you performed on the job. A complete list of 'power words' can be found under 'Attachments' at the end of the packet.

The largest font size recommended is a 12 point font with the smallest size being a 10 point font.

The following example will apply these guidelines to the Combination resume. A worksheet will follow to get you started on your own resume!

## SAMPLE COMBINATION RESUME

**Jennifer Hayes**  
67 Dunn Lane  
Gardner, MA 01440  
978.632.0022  
[jhayes@gmail.com](mailto:jhayes@gmail.com)

### OBJECTIVE

Seeking a challenging position as (title in the ad) at (name of the company).

### SKILLS

- Excellent interpersonal and communication skills
- Results oriented self-starter
- Working knowledge of Microsoft Office (Word, Excel, Power Point)
- Familiar with advanced accounting functions
- Bilingual: written and oral skills Spanish/English, English/Spanish

### EDUCATION

Mount Wachusett Community College, Gardner, MA  
Pursuing Associate Degree: Business Administration  
Anticipated date of graduation: May 2019  
Honors: Dean's List: Fall Term 2018, GPA 3.57  
Related coursework: Principles of Accounting I and II, Computer Technologies (Microsoft Office), Introduction to Marketing, Strategic Management, and Advertising.

### EXPERIENCE

**Staff Assistant** 2017 – present  
Resource Services, Gardner, MA  
Accurately enter data on current and new employees in company with over 500 employees; enter payroll deductions; utilize Excel to develop spreadsheets; supervise interns from the local community college; and provide general support for the Director of Human Resources.

**Administrative Assistant** 2014 – 2016  
Marketing Partners, Inc., Gardner, MA  
Answered multi-line phone calls for staff of eight employees maintaining a high level of customer satisfaction in a fast-paced environment. Assembled marketing packets and assisted with new employee orientations.

References Available upon Request

## SKILLS LIST FOR RESUME

- Exceptional time management skills
- Quick learner with a team player attitude
- Strong (good, excellent) written and verbal communication skills
- Strong customer relation skills
- Solid background in Microsoft Office Suite
- Working knowledge of/Proficient in/Familiar with Microsoft Word, Excel, Access
- Capable problem solver
- Experience working with diverse populations
- Bilingual: written and oral skills Spanish/English, English/Spanish
- Willing to undertake a wide variety of tasks
- Ability to interact effectively with staff
- Ability to follow-through with directions and meet deadlines
- Effective communicator
- Strong quantitative ability
- Demonstrated interpersonal skills
- Organized and articulate
- Conscientious and of sound judgment
- Responsible and self-directed
- Good proofreading and writing skills
- Ability to handle urgent phone calls and situations calmly and logically
- Ability to ensure proper security of confidential related items and records

Your turn! Filling in the blanks below will provide you with a foundation from which to craft your own resume in a Word document!

Your Name \_\_\_\_\_  
Your Address spelling out Drive, Street, Avenue \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Your cell phone number \_\_\_\_\_  
A professional email address \_\_\_\_\_

**OBJECTIVE**

Seeking a challenging position in the field of \_\_\_\_\_ in which I can utilize my education and experience. **OR**  
Seeking a position as 'title in ad' \_\_\_\_\_ at 'name of the company'. \_\_\_\_\_

**SKILLS**

- Consider using skills listed on prior page \_\_\_\_\_
- List 3 or 5 skills \_\_\_\_\_
- These skills will be targeted to each job \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EDUCATION**

Mount Wachusett Community College, Gardner, MA  
Pursuing Associate Degree: \_\_\_\_\_  
Anticipated Date of Graduation: \_\_\_\_\_  
Honors: \_\_\_\_\_ (consider Dean's List, Scholarships, etc.)  
Related coursework: (Courses related to the objective. Courses you have completed in your major or courses for which you are currently enrolled) \_\_\_\_\_

**EXPERIENCE**

Title of Job (most recent job first) \_\_\_\_\_ Date \_\_\_\_ - \_\_\_\_  
Company, City, State  
A brief description of your job and accomplishments. Use 'power words' to start each phrase.  
'Power words' can be found under Attachments.

Title of Job \_\_\_\_\_ Date \_\_\_\_ - \_\_\_\_  
Company, City, State

\*\*\*If you have a job related web site or blog, consider putting the link here.

References Available upon Request

## REFERENCES

References are an important part of the resume package. It is a good idea to begin compiling your list of references while working on your resume. ***Remember, always request permission from each individual reference prior to submitting their name to an employer. In many cases, a good reference can make or break a job offer!***

Some employers request references be sent with the resume. If so, it is a good idea to mail the references as requested. However, if possible, it is more effective to wait and bring your references to the interview. If an employer does not request it, you may offer the interviewer your references at the end of the interview.

Use the same font, paper, and format as you did for your resume. This style gives a professional and polished look. *Please refer to the example below:*

**(same header as your resume)**

**Jennifer Hayes**

67 Dunn Lane

Gardner, MA 01440

978.632.0022

[jhayes@gmail.com](mailto:jhayes@gmail.com)

## REFERENCES

Name of Reference

Company Name or Institution (i.e. Mount Wachusett Community College)

Address (include city and state, i.e. Gardner, MA)

Phone (ask the reference what contact number they would like you to use)

Relationship: (i.e. supervisor, professor or colleague)

Name of Reference

Company Name or Institution (i.e. Mount Wachusett Community College)

Address (include city and state, i.e. Gardner, MA)

Phone (ask the reference what contact number they would like you to use)

Relationship: (i.e. supervisor, professor or colleague)

Name of Reference

Company Name or Institution (i.e. Mount Wachusett Community College)

Address (include city and state, i.e. Gardner, MA)

Phone (ask the reference what contact number they would like you to use)

Relationship: (i.e. supervisor, professor or colleague)

## WRITING THE COVER LETTER

*Given our competitive job market, the cover letter is more important than ever! It can make or break your chances of securing an interview.*

The cover letter is important and requires your time in writing and proofreading the finished product. An effective cover letter can impress the employer and sway a decision to interview you. A poorly written cover letter can cause your resume to end up in the rejection pile.

*Every resume, whether faxed, emailed, or hand delivered, must include a cover letter.* The letter should capture the employer's attention by convincing the employer why they should invite you to interview over the other applicants applying for the job. It is your introduction, explaining who you are, where you saw or heard of the opening, why you are qualified for the job, and what to look for in your resume. It should be three or four paragraphs and limited to one page in length.

Because every job is unique, and has specific requirements, you will want to create a new cover letter tailored to each job for which you are applying. *If you hand deliver the resume and cover letter or plan on bringing the cover letter and resume to the interview (a good idea) it should be printed on high-quality paper and should be flawless.*

Generally, it is not a good idea to mention salary history within the body of the cover letter. If you do not have a great deal of experience in the field, or if your salary history is much higher than what will be offered, disclosing this information may cause your resume to be eliminated before it is even considered. (However, if the job posting requires a salary history, it is advisable to provide it.)

A cover letter should be addressed to the job contact or to an individual in the Human Resources department at the targeted company. If you do not have access to a name, simply address the cover letter as follows: Dear Human Resources Recruiter:

**The following page will provide an example of a cover letter lay-out detailing recommendations for items to include in each paragraph. Remember, TARGETING THE RESUME TO EACH JOB AND ITS SPECIFIC JOB REQUIREMENT IS KEY!**

Your Name  
Street Address  
City, State, zip  
Your phone  
Your email  
(usually the same header as on your resume)

DATE

Employer's Name  
Company Name  
Company address  
City, State, zip

Dear Human Resources Recruiter (or name of recruiter if it is available):

The **first paragraph** states why you are writing the letter, **how you found out about the job opening and basic information about yourself (your degree program and graduation date)**. Be sure to include any personal contact you may have had with someone from the company. (I.e. talking to a recruiter at a job fair, speaking to someone who works for the company, a friend/acquaintance who works at the company and who will permit you to use their name during the application process.)

The **second paragraph** tells why you are interested in the employer and the type of work that they do. It also summarizes your qualifications and **related accomplishments**, both through your academic coursework and prior experience. If you have a lot of related work experiences or directly related accomplishments, you may want to expand this paragraph into two paragraphs. **It might be helpful for you to think: 'What skills or experiences set me apart from the other applicants? How are my talents unique and/or of specific benefit to the employer and this position?'**

The **final paragraph** indicates what you want as the next step in the process (a follow-up phone call, interview, etc.) and what you will do to get it (i.e. telephone employer in a week's time to set up the meeting, etc.) **Thank the employer for their time in reviewing your resume.**

Sincerely,

(Include your signature even if you do so on the computer. Try Lucinda style font.)

Your typed name

Enclosure(s) :( refers to enclosing or attaching a resume, portfolio, etc.)

## INTERNET SITES FOR JOB SEARCH

Feel free to drop by Room 135, Gardner campus, or email Patricia Brewerton, the Coordinator of Career Planning & Placement at [pbrewerton@mwcc.mass.edu](mailto:pbrewerton@mwcc.mass.edu).

### LABOR MARKET INFORMATION AND CAREER EXPLORATION

[www.howtobecome.com](http://www.howtobecome.com)

<http://www.rntobsn.org/careers/>

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

<http://www.mastersinaccounting.info/>

<http://www.accountingdegreetoday.com/>

<http://www.how-to-become-a-police-officer.com/>

<http://www.bsnetu.org/careers/#nextstep>

<https://www.medicalassistantdegrees.net/articles/medical-assisting-trends/>

<http://www.firescience.org/public-service-careers/>

<http://www.mswguide.org/schools/the-ultimate-field-education-guide/>

<http://www.mswguide.org/licensure/>

<http://www.mswguide.org/careers/>

<http://www.bestcolleges.com/resources/career-guide-for-students-with-disabilities/> Students with Disabilities

<http://www.accreditedonlinecolleges.org/health-administration/> accredited online health admin degree

[www.acinet.org](http://www.acinet.org) Occupational profiles, fastest growing occupations, industry and state info.

[www.bls.gov](http://www.bls.gov) Bureau of Labor Statistics

<https://www.bls.gov/bls/occupation.htm> Occupational Handbook

<http://www.masscis.intocareers.org/> Mass Career Information System

<http://www.criminaljusticeusa.com/> Position descriptions in criminal justice

<http://www.bestcolleges.com/careers/technology/> Tech Careers (STEM)

<http://www.discoverbusiness.us/education/online-mba/accounting/> online MBA Accounting

### RESUMES, COVER LETTERS, INTERVIEW TIPS PORTFOLIO PREP., NETWORKING TIPS, SALARY NEGOTIATION, etc.

[www.quintcareers.com](http://www.quintcareers.com)

[www.collegegrad.com](http://www.collegegrad.com)

<http://www.salary.com/>

<http://swz.salary.com/>

<http://www.jobsearchintelligence.com/NACE/salary-calculator-intro/>

[www.payscale.com](http://www.payscale.com)

<http://bestplaces.net/> compare cost of living

<https://www.gotresumebuilder.com/> resume templates

### MULTICULTURAL SITES

[www.LatPro.com](http://www.LatPro.com)

[www.hispanic-jobs.com](http://www.hispanic-jobs.com)

[www.Saludos.com](http://www.Saludos.com)

[www.asian-jobs.com](http://www.asian-jobs.com)

### DIVERSITY

<http://www.diversityworld.com/> Diversity World

<http://diversity-careers.com/>

### PROFESSIONAL SOCIETIES

<http://www.aama-ntl.org/>

American Society of Medical Assistants

<http://www.ieee.org/index.html> Technology

[http://designjobs.aiga.org/public/jobs\\_browse.asp](http://designjobs.aiga.org/public/jobs_browse.asp) Professional Association for Design job board

Professional Organizations for Tech Careers

<http://www.napusa.org/index.php> Programmers

<http://www.aitp.org/> IT Professionals

<http://www.awc-hq.org/home.html>

Women in Computing

<http://www.bdpa.org/> African Americans in Computing

<http://asp-software.org/www/> Software Professionals

## NEWSPAPER SITES

[www.BostonWorks.com](http://www.BostonWorks.com) Boston Globe  
<http://bostonherald.com/classifieds/jobfind>  
<http://www.mahospitalcareers.com/search>  
[www.worcesterworks.com](http://www.worcesterworks.com) Worcester Telegram  
[www.sentinelandenterprise.com](http://www.sentinelandenterprise.com) Fitchburg Sentinel  
<http://www.refdesk.com/paper.html> US and worldwide

## FIND A JOB

[www.acs.org/CollegeToCareer](http://www.acs.org/CollegeToCareer)  
<http://www.firescience.org/public-service-careers/>  
<http://www.nursingschool411.com/jobs/>  
<http://www.learnhowtobecome.org/15-best-job-search-sites/>  
[www.indeed.com](http://www.indeed.com) Indeed  
[www.careerbuilder.com](http://www.careerbuilder.com) Career Builder  
[www.acinet.org](http://www.acinet.org) Career One Stop  
<http://www.bostonjobs.com/> Boston Jobs  
[www.monster.com](http://www.monster.com) Monster  
[www.employmentguide.com](http://www.employmentguide.com) Veterans  
<http://www.jobsearchusa.org/jobs/entry-level-internships/internship> Internships  
<http://www.craigslist.org/about/sites> Craig's List  
<http://www.medzilla.com/> Biotech  
<http://www.apa.org/> American Psychological Assn.  
<http://www.mahospitalcareers.com/>  
<http://www.schoolspring.com/>  
<http://www.snagajob.com/> Snag a Job  
<http://www.autojobs.com/> Automotive  
<http://www.cyberdegrees.org/listings/>  
cyber security degrees  
<http://www.cyberdegrees.org/resources/security-clearances/>  
govt security clearance  
<https://englishteacherchina.com/> teach in china

## VETERANS

<https://www.rallypoint.com/> build networks/careers

<http://www.massbio.org/> Biotech  
<http://www.creativehotlist.com/> creative/art/photo  
<http://www.computerjobs.com/> computer jobs  
<http://www.dice.com/> technology jobs  
<http://www.hscareers.com/> human services  
<http://www.jobsinltc.com/> jobs in long term care  
<http://www.careerbliss.com/> company reviews  
<http://www.simplyhired.com/a/jobs/list/q-simply+hired/>  
<http://www.wickedlocaljobs.com/> Wicked Local Jobs  
<http://www.healthcaresource.com/> Healthcare Source  
<http://www.retirementjobs.com/> Retirement Jobs  
<http://www.mahospitalcareers.com/>  
MA Hospital Careers  
<http://www.hscareers.com/> Human Services Careers  
<http://www.glassdoor.com/index.htm> Glass Door  
[www.anyintern.com](http://www.anyintern.com) Any Intern

## GOVERNMENT SITES

<http://www.massitsallhere.com/>  
[www.ajb.org](http://www.ajb.org) America's Job Bank  
[www.state.ma.us](http://www.state.ma.us) MA State Job Listing  
[www.statejobs.com](http://www.statejobs.com) State Jobs  
[www.jobsfed.com](http://www.jobsfed.com) Federal Jobs

## TEMP. AGENCIES

<http://www.net-temps.com/> Tech. Temps

## LinkedIn/NETWORKING

<https://uptowork.com/blog/optimize-your-linkedin-profile>

## PROTECT ONLINE REPUTATION

<http://www.backgroundcheck.org/reputation-management/students/>

## SOCIAL NETWORKING TIPS

The following pages and their links below, offer tips on Social Networking and how it can benefit or detract from your job search.

**Job Search Internet Privacy Checklist:** Your personal information may be more available to the employer than you think! Check out the following site to see if you have the bases of 'privacy' covered so you can present yourself in the most positive light to potential and current employers!

<http://jobsearch.about.com/od/jobsearchblogs/a/privacy.htm?p=1>

### LinkedIn and Your Job Search:

- To learn how the social networking site LinkedIn *'is used'* and *'can be used'* in your job search.
- How to Use LinkedIn to Find a Job OR to Have a Job Find You.

<http://jobsearch.about.com/od/networking/a/linkedin.htm?p=1>

Doyle, Alison. "LinkedIn and Your Job Search." *Job Search - Jobs, Resume & Interview Advice from About.com*. The New Your Times Company. Web. 08 July 2011.

<<http://jobsearch.about.com/od/networking/a/linkedin.htm?p=1>>.

Doyle, Alison. "Job Search Privacy - Job Search Internet Checklist." *Job Search - Jobs, Resume & Interview Advice from About.com*. The New Your Times Company. Web. 08 July 2011.

<<http://jobsearch.about.com/od/jobsearchblogs/a/privacy.htm?p=1>>.

By Alison Doyle, About.com Guide



## **LinkedIn and Your Job Search**

*Copyright LinkedIn*

What do Microsoft, eBay, Netflix, and Target have in common? All these companies (and many more) have used LinkedIn to recruit candidates for employment.

Kay Luo, Director of Corporate Communications at [LinkedIn](#)<sup>1</sup>, explains why, "The main reason that companies are using LinkedIn is to find passive job candidates. Another reason why companies are using LinkedIn, is because referrals from their employees are highly valued because they typically have a higher success rate (hence the popular "employee referral bonuses"). LinkedIn helps companies leverage the networks of their employees."

### **How Employers Use LinkedIn**

One LinkedIn member (who will remain nameless because his company doesn't know he's job seeking) I spoke to received an inquiry less than 24 hours after posting his profile. He was amazed at how fast a former colleague found him.

Steve Goddard obtained his current job through LinkedIn. Recruiters working for his employer, VMware, Inc., searched LinkedIn's database of information for people with relevant skills sets and experience pertaining to VMware's existing requirements.

The recruiter discovered Steve's work history, downloaded the information, circulated it to group managers, and then contacted him. After a couple of lengthy phone calls, VMware scheduled an on-site interview. After that, it was hiring as usual.

Steve told me, "I regularly get headhunters or recruiters with small startup operations, that have found my contact information through LinkedIn, calling me or emailing me with new job openings and hiring opportunities." From the company's perspective, Steve noted that VMware internal recruitment staff believes that LinkedIn has been a tremendous help with recruiting.

It is also important to note that LinkedIn has reached a point where it's almost unprofessional not to be on LinkedIn. There are members from all 500 of the Fortune 500 companies. LinkedIn members comprise 130 different industries, and include 130,000 recruiters.

## Search LinkedIn

Take a few minutes to search LinkedIn and I'm sure you'll find lots of contacts from your current and prior employers, clients, vendors, and schools. All those contacts have the potential to help you grow your career or find a new job. In addition, it can be a good source of employment references, as well as reference checking.

## Job Search

You can search the Jobs section of linked in by keyword and location or used the Advanced Search option to search by more specific criteria.

## How to Use LinkedIn to Find a Job - Or Have a Job Find You

- **Create a Profile.** Create a detailed profile on LinkedIn, including employment (current and past), education, industry, and web sites.
- **Consider a Photo.** You can add a photo (a headshot is recommended or upload a larger photo and edit it) to your LinkedIn profile. Note that it must be a small photo - no larger than 80x80 pixels.
- **Keywords and Skills.** Include all your resume keywords and skills in your profile, so your profile will be found.
- **Build Your Network.** Connect with other members and build your network. The more connections you have, the more opportunities you have, with one caveat from Kay Luo, "Connect to people you know and trust or have a business relationship with, no need to go crazy and connect with everyone."
- **Get Recommendations.** Recommendations from people you have worked with carry a lot of weight.
- **Search Jobs.** Use the job search section to find job listings.
- **Use Answers.** The Answers section of LinkedIn is a good way to increase your visibility. Respond to questions, and ask a question if you need information or assistance.
- **Stay Connected.** Use [LinkedIn Mobile](http://m.linkedin.com)<sup>2</sup> (m.linkedin.com) to view profiles, invite new connections, and access to LinkedIn Answers from your phone.

*This About.com page has been optimized for print. To view this page in its original form, please visit: <http://jobsearch.about.com/od/networking/a/linkedin.htm>  
©2011 About.com, Inc., a part of [The New York Times Company](#). All rights reserved.*

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### Links in this article:

1. <http://www.linkedin.com>
2. <http://jobsearch.about.com/b/2008/02/25/linkedin-goes-mobile.htm>

# Job Search Internet Privacy Checklist

What Employers Can Find Out About You Online

By Alison Doyle, About.com Guide

When you are job searching, what you probably consider personal information can easily be found online by potential employers. In fact, almost 50% of the respondents to About.com's Human Resources Guide, Susan Heathfield's Employer Survey<sup>1</sup> say they check candidates at Google or another search engine. Given that many employers actually do research job applicants, it's important to ensure that all your communications are professional.

## What Employers Can Find

The many communications that can tell employers a lot about you include email, instant message, blogs, and the content and photos you post on social networking sites like, Facebook, and Twitter. It's quite easy for employers to find information you may have preferred to keep private.

Take the time to periodically check all the information you have (or someone else has about you) online, so you can make sure you don't get any unpleasant surprises during the hiring process.

Here's a quick list of what you should check:

## Job Search Internet Checklist

- Email
- Instant Message Accounts
- Google and other search engines
- Blogs
- Facebook, and other social networking sites
- Forum / Bulletin Board Posts

### [Email / Instant Message](#)<sup>2</sup>

Your email address and instant messenger screen name(s) should be professional. Your email messages should include a signature that includes your phone number, so, it's easy for employers to contact you. One way to avoid mixing business with pleasure is to have a dedicated email address and screen name that you use just for job searching.



Have you Googled yourself to see what information people can find about you on the Internet? Make sure that what you find is appropriate for a potential employer to read. You might be surprised at what's there!

### **Blogs<sup>3</sup>**

If you have a blog, is there anything that you wouldn't want an employer or a colleague to read? Whether you write about your interviews, your current job, or your personal life, don't forget to review all your online information when job searching, because any potential employer could find it. If you have friends who write about you, check to make sure what they are writing is appropriate.

### **Social Networking<sup>4</sup>**

Do you have an account on a social networking site, like Twitter or Facebook? Believe it or not, employers do check these sites. Take a look at your profile, your pictures, and who is linked from your site and vice versa. Is there anything you wouldn't want a potential employer to see? If you're concerned, make your profile private and be careful what you put on the front page. Anyone may be able to see the information on that page, even if your profile is private.

### **Online Job Search Privacy<sup>5</sup>**

It's important to protect your privacy when job searching online. Here's information on how to keep your personal information confidential and how to protect your privacy.

Even though you should be able to have a personal life online, employers want to find out as much about as candidates for employment as they can. There are ethical issues regarding how deeply employers should look for information, but, there's nothing stopping them from getting as much information as much as they can on you. So, be careful what you share - you're not just sharing it with your friends, you're sharing it with the world.

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#### **Links in this article:**

1. [http://humanresources.about.com/gi/pages/poll.htm?linkback=http://humanresources.about.com/b/a/257594.htm%20&poll\\_id=7309804387&submit1=Submit%20Vote](http://humanresources.about.com/gi/pages/poll.htm?linkback=http://humanresources.about.com/b/a/257594.htm%20&poll_id=7309804387&submit1=Submit%20Vote)
2. <http://jobsearch.about.com/od/jobsearchtips/a/jobsearchtool.htm>
3. <http://jobsearch.about.com/od/jobsearchblogs/a/jobsearchblog.htm>
4. <http://jobsearch.about.com/b/a/217342.htm>
5. <http://jobsearch.about.com/od/jobsearchprivacy/a/privacy.htm>

## **ATTACHMENTS**

## **“POWER WORD” LIST FOR RESUME PREPARATION**

Achieved	Eliminated	Managed	Revamped
Actively	Enlarged	Motivated	Responsible
Accelerated	Equipped	Negotiated	Responsibilities
Accomplished	Established	Organized	Revised
Adapted	Evaluated	Originated	Reviewed
Administered	Expanded	Participated	Scheduled
Analyzed	Expedited	Performed	Significantly
Approved	Founded	Planned	Simplified
Coordinated	Generated	Pinpointed	Set Up
Conceived	Guided	Produced	Sold
Conducted	Increased	Programmed	Solved
Completed	Influenced	Proposed	Strategically
Controlled	Implemented	Proved	Structured
Constructed	Initiated	Provided	Streamlined
Created	Interpreted	Raised Profits	Successfully
Delegated	Invented	Recommended	Supervised
Developed	Improved	Recorded	Supported
Demonstrated	Launched	Reduced	Taught
Designed	Lead	Reinforced	Trained
Directed	Lectured	Reorganized	Wrote

## SUGGESTED RESUME HEADINGS

Your goal is to catch the eye of the employer and draw it to the most pertinent and powerful information in your resume. One way to do this is through effective use of *headings* within your resume. Refer to the following list of options:

PROFESSIONAL GOAL  
OBJECTIVE  
PROFESSIONAL OBJECTIVE  
OCCUPATIONAL GOAL  
CAREER GOAL  
EDUCATION

ACADEMIC TRAINING  
EDUCATIONAL CREDENTIALS  
EMPLOYMENT OBJECTIVE  
EDUCATIONAL BACKGROUND  
CURRICULUM HIGHLIGHTS  
COMMUNITY SERVICE

PROFESSIONAL SOCIETIES  
EMPLOYMENT EXPERIENCE  
PROFESSIONAL EXPERIENCE  
VOCATIONAL ACTIVITIES  
WORK EXPERIENCE  
EXPERIENCE  
SUMMARY  
EMPLOYMENT RECORD  
QUALIFICATIONS

PROFESSIONAL DEVELOPMENT  
PROFESSIONAL INVOLVEMENT  
PROFESSIONAL AFFILIATIONS  
PROFESSIONAL CREDENTIALS  
PROFESSIONAL PUBLICATIONS  
PROFESSIONAL ORGANIZATIONS  
PROFESSIONAL CONFERENCES  
PROFESSIONAL ORGANIZATIONS  
PROFESSIONAL ACCOMPLISHMENTS

ADDITIONAL EXPERIENCE  
ACTIVITIES  
SPECIAL RECOGNITION  
PRESENTATIONS/AWARDS  
SCHOLARSHIPS/GRANTS  
ACADEMIC HONORS  
SUMMARY OF QUALIFICATIONS  
COMPUTER APPLICATIONS

HONORS  
PUBLICATIONS  
EXTRA-CURRICULAR ACTIVITIES  
INTERESTS  
SPECIAL SKILLS  
RESEARCH PROJECTS  
REFERENCES

## RESUMES SHOULD NOT INCLUDE

Your resume should be tailored to the job or position, giving the most important information in the most concise manner. However, the information included should not invite any biases that may inadvertently work against you. The following list provides examples of items that you should not include:

- Age
- Height
- Race
- Marital status
- Number of children
- Home ownership
- Religious affiliation
- Picture
- Unrelated hobbies
- Test scores
- Political affiliations
- Weight
- Health status
- Religion
- Gender-specific information
- Family background
- Social security number
- Driver's license
- Geographic preference

*Of course, there are always exceptions to the rule. A simple rule of thumb: if it does not relate to the job, it probably should not be included.*

## MAKING COPIES OF YOUR RESUME AND COVER LETTER

Your resume is an employer's first impression of you. Therefore, you want it to look professional. Consider these guidelines when preparing your resume for the interview:

- Use resume paper or 20-pound bond with a laid (flat) finish
- Use a 12 point font size or no smaller than 10 point
- Use neutral stock colors in different shades of white or beige
- Use the same paper for your cover letter, resume, and reference sheet
- **Since most resumes are submitted online, you may want to wait until you have an interview before printing the final copy of resume, cover letter, and reference sheet.**
- Avoid patterned stock – it may distract the reader from the content of your resume and it does not copy or fax well

## RESUME CRITIQUE CHECKLIST

- \_\_\_\_\_ Is the overall appearance pleasing to the eye?
- \_\_\_\_\_ **Have you ‘googled’ your name and reviewed your social network sites for appropriate material?**
- \_\_\_\_\_ Does the format look professional?
- \_\_\_\_\_ Do strong “selling points” stand out in the top third of the resume?
- \_\_\_\_\_ Is it well-typed with no spelling errors?
- \_\_\_\_\_ Could your resume tell the same story if it were shortened?
- \_\_\_\_\_ Has irrelevant information been eliminated?
- \_\_\_\_\_ Have you accounted for all periods of time in your employment history?
- \_\_\_\_\_ Are the industries and/or product lines, as well as your duties in specific jobs, made clear?
- \_\_\_\_\_ Do appropriate sentences begin with “power words” and are they used in the correct tense (*present tense* for current employment and *past tense* for previous employment)?
- \_\_\_\_\_ Does the resume emphasize your problem-solving capabilities?
- \_\_\_\_\_ Is your writing style clear? Is it easy to see a clear picture of your qualifications?
- \_\_\_\_\_ Does the resume convey clear benefits to a potential employer?

## **CHRONOLOGICAL RESUME**

### **Contact Information**

At the top of the resume, type in your name, address, telephone number, and email address.

- Do not abbreviate Street or Avenue
- Include ZIP code
- Cell phone number
- E-mail address
- Do not use your current employer's telephone or fax number

### **Job Objective**

The objective should represent the specific field or job title that you are pursuing.

- Tailor your objective to the position for which you are applying
- Include job title, specific company name, industry, and/or geographical area

### **Education**

List school and training programs you have attended.

- Most recent first – school, degree or program, and date completed
- Additional information, continuing education, seminars or special courses related to objective

### **Work Experience**

List jobs you have held within the past ten years. Focus on achievements and specific skills.

- Most recent first
- Years employed
- Company names and addresses
- Specific job titles
- Current and past jobs
- You may include part-time work, self-employment, volunteer work, and internships

### **Additional Information**

Include any relevant information specifically targeted to the job for which you are applying.

### **References**

State on Resume: References Available upon Request as it is a nice way of indicating there is not a second page to the resume.

Details of references should be provided on a separate sheet of paper.

## SAMPLE CHRONOLOGICAL RESUME

**Jennifer Hayes**  
67 Dunn Lane  
Gardner, MA 01440  
978-634-0022  
Jhayes@gmail.com

### OBJECTIVE

Seeking a challenging position as (title of job) at (name of company).

### EDUCATION

Mount Wachusett Community College, Gardner, MA  
Pursuing Associate Degree: Business Software Systems  
Anticipated date of graduation: May 2019  
Honors: Dean's List: Fall term 2018  
Related courses: Computer Aided Accounting, Principles of Marketing, Principles of Management, Advertising and Small Business Administration.

Attended Fitchburg State University, Fitchburg, MA, 2016  
Coursework completed: Principles of Accounting, Psychology, and Principles of Marketing.

### EXPERIENCE

**Staff Assistant** 2017 - present  
Rebex Inc., Gardner, MA  
Provide Human Resources information to 565 employees. Enter data on new employees and enter payroll deductions; utilize Excel to develop spreadsheets; supervise interns from local community college; and provide general support for the Director of Human Resources.

**Administrative Assistant** 2015 - 2016  
Tax Preparation Inc., Gardner, MA  
Provided information to staff of 25 and new hires in a fast-paced Human Resource Office. Typed memos, researched insurance questions, and completed work assigned by the Assistant Director of Human Resources.

**Customer Associate** 2011 - 2014  
Walmart, Gardner, MA  
Responsible for daily sales and returns of merchandise including lay-aways. Coordinated customer home deliveries, assisted in conducting year-end inventory, balanced daily cash receipts.

References Available upon Request

## **FUNCTIONAL RESUME**

### **Contact Information**

At the top of resume, type your name, address, telephone number and email address.

- Do not abbreviate Street or Avenue
- Include ZIP code
- Cell phone number
- E-mail address
- Do not use your current employer's telephone or fax number

### **Job Objective**

The objective should represent the specific field or job title that you are pursuing.

- Tailor your objective to the position for which you are applying
- Include job title, specific industry, company name if available, and/or geographical area

### **Functional Sections:**

This section provides information about you.

- Two to four sections describing your areas of expertise
- Qualifications and accomplishments
- Use concise action statements that will attract the employer's attention

### **Work Experience**

List job history by date, company name, location, and title.

- List most recent job first
- Title, company name, city, state
- Dates of employment

### **Education**

List schools and training programs you have attended.

- List most recent experience first – school, degree or program, and date completed
- Additional information, continuing education, seminars or special courses related to objective
- Certification may be listed under education or it may be listed under its own heading

### **Additional Information**

Any relevant information targeted to the job for which you are applying.

### **References**

State on Resume: References Available upon Request.

## **SAMPLE FUNCTIONAL RESUME**

### **JENNIFER HAYES**

52 Eastshore Boulevard ● Gardner, MA 10440 ● 978-630-0001  
jhayes@gmail.com

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#### **OBJECTIVE**

To work as an Administrative Assistant in the area of office management involving organization, problem-solving, public relations and creativity.

#### **OFFICE SKILLS**

- Familiar with Microsoft Outlook
- Familiar with Microsoft Excel
- Proficient in Microsoft Word
- Working knowledge of Microsoft Access
  - Computer Aided Accounting

#### **PROBLEM SOLVING**

Made decisions according to policy in the absence of Office Manager. Worked in high pressure environment while attending to student and employee problems regarding Student Services and Human Resources related issues. Resolved problems before referring them to supervisor.

#### **PUBLIC RELATIONS**

Interfaced with multiple staff members. Answered and routed all incoming telephone calls in a timely fashion. Coordinated company events to recruit new employees.

#### **CREATIVITY**

Created newsletter using various graphics programs and assisted in copy paste-up. Designed posters, flyers, calendars, and bulletins for company clients and for company events.

#### **EDUCATION**

Mount Wachusett Community College, Gardner, MA  
Associate Degree in Business, 201\_  
Certificate in Computer Assisted Accounting, 201\_  
Related Coursework: List major specific coursework

#### **EXPERIENCE**

##### **Human Resources Assistant**

Tax Prep Inc.  
Gardner, MA 01440  
Dates

##### **Clerical Assistant**

New Bank  
Gardner, MA 01440  
Dates

**References Available upon Request**

## SAMPLE COVER LETTER

Your Name  
122 Dunn Drive  
Gardner, MA 01440  
Cell phone number  
[yourname@gmail.com](mailto:yourname@gmail.com)

Date

Ms. Mary Casey  
NETWorks, Inc.  
25 Industrial Park, Suite 834  
Holyoke, MA 29437

Dear Ms. Casey:

I am applying for the position of Administrative Assistant as advertised on indeed.com. As my resume indicates, I have recently graduated from Mount Wachusett Community College with an Associate Degree in Business Administration and a Certificate in Computer Information Systems.

During the past year, I have worked for Tax Prep Inc., and I have gained extensive skills in data management and records control. My competencies include the following:

Microsoft Office

- Word
- Excel
- Access
- Computerized Aided Accounting

My employment experience matches your requirements so closely that I am confident I would be a positive addition to your organization. I would welcome an opportunity to meet with you to discuss my qualifications and my interest in NETWorks, Inc.

Sincerely,

Sandra Leblanc

Enclosure: Resume



## **Career Coach: Connecting Education to Careers**

### **What is Career Coach?**

- Career Coach is an online tool where you can connect your career dreams with reality by matching your professional goals with our degrees and certificates.

### **What information will Career Coach give me?**

- Career Coach is a search tool that gives you the opportunity to explore hundreds of potential careers at your fingertips by showing you info on wages, employment, and jobs, plus the education needed to get you there.

### **Where else can I find Career Coach?**

- MWCC's Career Coach site is the only one in Massachusetts. We are thrilled to connect you with the real world career information you need.



**Visit Career Coach online:**

**<https://mwcc.emsicc.com/?radius=&region=Boston%20Area>**

**ONLINE JOBS:**

**<https://mwcc.edu/current-students/career/job-postings/all/>**