



# Career Direction & Job Search Tools



Mike Buhmann  
Reference Librarian



# Topics

- Developing an Effective Job Search
- Staying Organized
- Finding Job Openings
- Online & Face to Face Networking
- Researching Employers & Industries
- Developing New Skills



# Developing an Effective Job Search

## Things to Consider?

- *What are Your Skills*
- *What Do You Enjoy Doing*
- *What are your Monetary Constraints*
- *Who Are Your Connections*
- *What Do You Want to Achieve in Life*
- *What Strategic Steps Can You Take to Reach Your Goals*





# Getting Focused

For an effective job search you need to decide on a direction. Reflect & survey your interests and skills



## For Help?

- *Pick up a book like “What Color is Your Parachute” or “Knock ‘em Dead”*
- *Take a Self-Assessment [careeronestop.org](http://careeronestop.org)*
- *See a Career Counselor*
- *Work on your resume or LinkedIn Profile*
- *Review Industries and Career Fields*



# Local Help

- *Career Assistants at Library*  
Make appointment for 1-on-1 help with resumes, interview help and career direction
- *Jewish Vocational Service (JVS)*  
Offers career counseling, tech & job seeking classes, and other career services for a modest sliding scale fee
- **Oakton Community College - Career Services**  
Free career counseling for students & alumni, otherwise service is available for a fee



# Job Search Guidance

## Websites

1. *CareerOneStop.org – Job Search*  
[careeronestop.org/jobsearch](https://careeronestop.org/jobsearch)
2. *The Balance – Job Searching*  
[thebalance.com/job-search-4074003](https://thebalance.com/job-search-4074003)
3. *Job-Hunt.org*  
[job-hunt.org](https://job-hunt.org)
4. *FTC Jobs & Making Money*  
[consumer.ftc.gov/jobs](https://consumer.ftc.gov/jobs)



# General Job Search Tools

## *CareerOneStop.org – JobSearch*

[Careeronestop.org/jobsearch](http://careeronestop.org/jobsearch)

The Job Search section of CareerOneStop provides a rundown of the key steps needed in a job search



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# CareerOneStop



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Job Search

Job Search

Plan your job search

Networking

Find jobs

Resumes and applications

Interview and negotiate

Job search tips



Put together a successful job search with resources on resumes, interviewing, networking and finding job openings.

## Find a Job

Search for a job right now by entering a job and location in the boxes below or find information on your job search with the links below.

Job?

Job title or keyword

Where?

City, State, or ZIP Code

Search

## Videos



## Job Search at a Glance

### Plan your job search

- Create a job search plan
- Research employers
- Research salaries
- Online job search

### Networking

- Why network?
- Your elevator speech
- Make a list of contacts
- Informational interviews

### Find jobs

- What are job banks?
- State job banks
- Employment agencies
- Military options





Create a job search plan

Job Search

Plan your job search

Create a job search plan

Research employers

Research salaries

Online job search

What's in demand?

Inquiry letters

Inquiry letter sample

Networking

Find jobs

Resumes and applications

Interview and negotiate

Job search tips

Videos



## Looking for a job?

Your first impulse may be to surf the Web for job ads or grab the help-wanted section of the newspaper. But your job search will be more effective if you first take the time to create a plan.

Make a weekly or daily schedule of job search activities. This plan will help you keep on track during your search. Develop your own schedule by committing to at least some of the following activities:

### Get help with your job search

- Find and contact your local American Job Center to talk with a counselor and learn what resources are available to help in your search.
- [Take assessments](#) to identify your skills, interests, values, or other traits.
- Prepare your [resume](#).
- Get in touch with your [networking contacts](#).
- Attend support groups and [job clubs in your area](#).
- Attend job search training sessions or related training.






### Explore career options

- Set up [informational interviews](#).
- Talk with someone every day about your job search.
- Read professional journals and other career resources.
- [Research potential employers](#).

Search for jobs

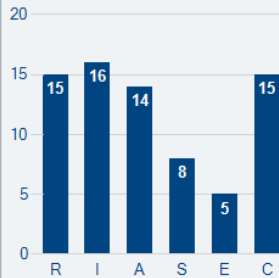


Indicate your interest level for each activity below.

Activity	 Strongly Dislike	 Dislike	 Unsure	 Like	 Strongly Like
1. Build kitchen cabinets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Develop a new medicine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Write books or plays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Help people with personal or emotional problems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Manage a department within a large company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Install software across computers on a large network	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Repair household appliances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Study ways to reduce water pollution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Change answers](#)

### Your Interests

[Details](#)

### Show only

#### Experience or education needed

[Little or no preparation](#)[Some preparation](#)[Medium preparation](#)[High preparation](#)[Extensive preparation](#)

#### Match

[Best](#)[Great](#)[Good](#)

### About this data

The Interest Assessment is based on O\*NET's Interest



Explore the occupations that matched your interests.

We found **151** career(s) matching your interest assessment.

Match	Career	Outlook	Hourly Wages	Education
Best	<a href="#">Aerospace Engineers</a>	Below Average	\$51.84	Bachelor's degree
Best	<a href="#">Archeologists</a>	Below Average	\$29.43	Master's degree or higher
Best	<a href="#">Architectural Drafters</a>	Below Average	\$24.38	Associate's degree
Best	<a href="#">Astronomers</a>	Below Average	\$50.05	Master's degree or higher
Best	<a href="#">Audio and Video Equipment Technicians</a>	Average	\$19.92	Some college
Best	<a href="#">Biochemists and Biophysicists</a>	Average	\$39.50	Master's degree or higher
Best	<a href="#">Bioinformatics Scientists</a>	Bright	\$36.13	Bachelor's degree
Best	<a href="#">Bioinformatics Technicians</a>	Bright	\$20.53	Bachelor's degree
Best	<a href="#">Biostatisticians</a>	Bright	\$38.51	Master's degree or higher
Best	<a href="#">Brickmasons and Blockmasons</a>	Bright	\$23.05	High school diploma or equivalent

10 Per Page

Download



Occupation Profile

Explore Careers ▼

Find Training ▼

Job Search ▼

Find Local Help ▼

Tools



New Search

Show More

Help

## Personal Financial Advisors

### Description: what do they do?

Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.

### Also known as:

Portfolio Manager, Certified Financial Planner (CFP), Financial Planner, Financial Advisor



### Career video



[View transcript](#)



### Outlook: will there be jobs?



New job opportunities are **very likely** in the future.

This occupation is:

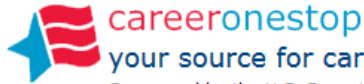
- Expected to grow much faster than average
- Projected to have a large number of job openings

### Projected employment

US	United States
N/A	249,400
2014 Employment	2014 Employment



# CareerOneStop



your source for career exploration, training & jobs

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Explore Careers

Home > [Career InfoNet](#) > [Occupation Information](#) > [Fastest-Growing Occupations](#)  
America's Career InfoNet

## Fastest-Growing Occupations

[continue](#) >

1 [Select an Education Level](#)

2 [Fastest-Growing Occupations](#)

3 [Next Steps](#)

### aboutthisdata:

**Employment** is the number of jobs in this occupation. The employment projection period is from 2014 to 2024. [Read more about national employment projections.](#)

**Percent change** is the expected job growth for this occupation.

The estimate for **Job Openings** includes both turnover that results from people who leave the occupation (e.g. quit, retire, death) and new jobs that are created. [Read more about Job Openings](#)

**Earnings symbols** show average wages for that occupation. The latest available earnings data are from 2014. [Read more about wage data.](#)

**Typical Education** is the level of education that most workers need to enter the occupation. Read more about the [education and training classification system.](#)

### Your Selections:

Find Related Content...

Education Level: [All Education Levels](#) [Change Education Level](#)

State: [All States](#) [Select a State](#)

These are the occupations that are projected to grow the fastest during the 2014-2024 time period. This does not mean these are the occupations with the [most openings](#). Select an occupation to learn more about it in the Occupation Profile.

### Top 50 Fastest-Growing Occupations

Displaying Records 1 - 25 of 50

[Next 25 >](#)

[Show All Records](#)

#	Occupation	Employment		Percent * Change	Earnings	Typical Education
		2014	2024			
1	<a href="#">Wind Turbine Service Technicians</a>	4,400	9,200	108%	\$\$\$	Some college, no degree
2	<a href="#">Occupational Therapy Assistants</a>	33,000	47,100	43%	\$\$\$\$	Associate's degree
3	<a href="#">Physical Therapist Assistants</a>	78,700	110,700	41%	\$\$\$\$	Associate's degree
4	<a href="#">Physical Therapist Aides</a>	50,000	69,500	39%	\$\$	High school diploma or equivalent
5	<a href="#">Commercial Divers</a>	4,400	6,000	37%	\$\$\$	Postsecondary non-degree award
6	<a href="#">Nurse Practitioners</a>	126,900	171,700	35%	\$\$\$\$\$	Master's degree
7	<a href="#">Physical Therapists</a>	210,900	282,700	34%	\$\$\$\$\$	Doctoral or professional degree
8	<a href="#">Statisticians</a>	30,000	40,100	34%	\$\$\$\$\$	Master's degree
9	<a href="#">Ambulance Drivers and Attendants, Except Emergency Medical Technicians</a>	19,600	26,100	33%	\$\$	High school diploma or equivalent
10	<a href="#">Occupational Therapy Aides</a>	8,800	11,600	31%	\$\$	High school diploma or equivalent
11	<a href="#">Physician Assistants</a>	94,400	123,200	30%	\$\$\$\$\$	Master's degree



# General Job Search Tools

## *The Balance – Job Searching*

[www.thebalance.com/job-search-4074003](http://www.thebalance.com/job-search-4074003)

General information on how to conduct a job search from choosing a career to creating a resume. Beware of Advertising.





# The Balance – Job Searching

the balance



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CAN TAKE IT ALL.

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YOUR CAREER

## A Step-by-Step Guide to a Successful Job Search



Job Searching

30 DAYS TO FINDING YOUR  
DREAM JOB

BASICS

CAREER ADVICE

BEST JOBS

JOB LISTINGS

JOB APPLICATION TIPS

[VIEW ALL >](#)



BY **ALISON DOYLE**  
• Updated May 24, 2017

For most of us, job searching is never easy, whether it's your first or fifth time looking for a new

job. If you feel overwhelmed or don't know where to start – don't worry. Job searching is both an art and a science, one that requires time, planning, preparation, and a lot of brain power.

The truth is, job searching can be an exhausting, and daunting experience. However, if you approach it systematically, the process will be significantly more manageable, and you will have much more success in getting the offer you deserve.

Follow these steps for a crash course in how to find a job.

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THAT CAN  
TAKE IT ALL.

SHOP NOW

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# The Balance – Job Searching

the balance



JOB SEARCHING ► CAREER ADVICE

## Networking

Networking is essential for your career success. Use these job search resources to develop your networking contacts and use networking strategies to get job interviews.



### Career Advice

CAREER TIPS

RECRUITING

CAREER NETWORKING

JOB TITLES

FAQS



CAREER NETWORKING

You Can Make Job Search Connections in Surprising Places



Tips for Asking Friends and Family for Job Search Help



CAREER NETWORKING

Learn to Ask for a Job Referral, Including When to Ask and What to Say



Your Dream Job Starts Today!

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# The Balance – Job Searching

CAREER ADVICE ► CAREER NETWORKING

## Learn How to Ask for a Referral for a Job



BY [ALISON DOYLE](#) • Updated February 19, 2018

A job referral can be the best way to get your resume a close look from the hiring manager when you are applying for a job. When you're referred for a position, and you mention this in your cover letter, you've got a built-in recommendation for the job in the first paragraph.

It's even better when the person referring you for a job can take a couple of minutes to personally mention you to the hiring manager.

Chris Forman, CEO, StartWire, says "Referrals are the #1 source of hires in corporate America.

And for good reason. Research shows that 'referral' hires not only stay longer in their jobs but perform better over the long term. Anytime you can get your application tagged as 'referral', your chances of getting to an interview skyrocket. And getting this designation is easier than you think... often times a phone call or email to HR or the hiring manager is all it takes."

How can you get a referral for a job? What's the best way to ask someone to refer you for a job at their company? Start by checking for connections at the company on LinkedIn. Search by company name, then click on the company you're interested in. You'll see a list of contacts in your network who may be able to assist.



# General Job Search Tools

*Job-hunt.org* (don't forget the hyphen)

Another collection of articles and guides related to job searching. This site is moderated by Susan P. Joyce a long time job coach and blogger. Sign up for the newsletter for weekly job advice. Beware of the ads.





## job-hunt® For a Shorter, Smarter Job Search

Interviews, Recruiters, & Job Scams ▾ LinkedIn & Facebook ▾ Personal SEO, Personal Branding, & More ▾ Q ▾

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[Tweet](#) [Share 371](#) [Share](#)



### Guide to a Shorter and Smarter Job Search



In 2018, a successful job search is *much more complicated* than having a good resume! At Job-Hunt.org, with the help of genuine experts, we help you to be smarter in your job search so you can:

- [Answer the Most Common Interview Questions](#)
- [LinkedIn Tip of the Week](#)
- [Use Personal SEO So Your Next Job Finds YOU](#)
- Free eBook: [Job-Hunt Guide to Successful Interviewing](#) - no registration or email address required

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Know what works NOW for your job search

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### Guides to Smarter Job Search

- [Guide to Answering the Common Interview Questions](#)  
How to answer the top job interview questions, including the illegal ones, with sample answers included, plus how to follow up effectively after the interview including sample thank you notes.
- [Guide to Successful Job Interviews](#)



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## The Smart Way to Find Jobs on Job Boards

By Susan P. Joyce

Job boards are a traditional source of job postings in the Internet age. But, job board use by employers is steadily declining in favor of [job aggregators](#), their own career sites (usually on the organization's own website), and increasingly -- for *most* jobs in business -- [LinkedIn](#).

Although it can feel very productive, looking for jobs on job boards is not always the smartest way for you to spend your time in your job search. But, if you limit the time you spend on them, they can be helpful.

For most job seekers, job boards are often not "The Answer" to all their job search needs, and, these days, certainly not a short cut to a job. Savvy job seekers may use job boards as a starting point and research source as well as entry points into many of the formal corporate recruiting systems.

### Thousands of Job Boards

And, of course, not "all created equal." Some are extremely useful, and some are a waste of your time.

Many are completely legitimate, and some are scams run by people who have their own plans for your resume. Be careful! (check out Job-Hunt's [Avoiding Job Scams](#) column.)

Advertisement

Keep Your Great **AARP Benefits.**

Plus, Get a **FREE Duffle Bag!**

**RENEW TODAY**



### Guide to Finding Jobs Online Today

- [Guide to Finding Jobs Online](#)
- NEW** [Be Easy to Hire!](#)
- NEW** [Employee Referral Programs](#)

Job Sources



# General Job Search Tools

## *FTC - Jobs & Making Money*

[www.consumer.ftc.gov/jobs](http://www.consumer.ftc.gov/jobs)

Basic information on job hunting & starting a business with helpful tips to avoid job scams

**FEDERAL TRADE COMMISSION**



# FTC- Jobs & Making Money

FEDERAL TRADE COMMISSION

ESPAÑOL

## CONSUMER INFORMATION

Search



MONEY & CREDIT

HOMES & MORTGAGES

HEALTH & FITNESS

**JOBS & MAKING MONEY**

Education & Training

Job Hunting

Working from Home

Going into Business

Investments & Grants

PRIVACY, IDENTITY & ONLINE SECURITY

BLOG

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### Jobs & Making Money

Ve esta página en español

If you're in the market for a job, an investment, or a business to run in your off-hours or as an encore career, there are some mighty convincing promoters out there who promise high returns, low risk, and 'golden' opportunities just waiting for the right buyer. Take the time to ask the questions that can keep you from getting ripped off.



#### Education & Training

Want to improve your chances of getting hired or promoted? Earning a degree or certificate might be the answer, but not all programs are reputable. Some dishonest companies may charge you for worthless degrees or phony scholarships.

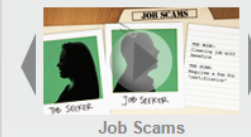
#### Job Hunting

If you're looking for a job, you may see ads for firms that promise results. Unfortunately, some job placement firms misrepresent their services, promote nonexistent vacancies, or charge high fees in advance for services that don't guarantee placement.

#### Working from Home

There are all kinds of home-based businesses, including ones that are set up to fail. Scammers make appealing — but not always truthful — pitches for medical billing businesses, envelope stuffing schemes, and craft and assembly projects, knowing that many people must find ways to work from home.

#### Related Items



Job Scams

- Job Scams
- Business Opportunity Scams
- Multilevel Marketing
- Investment & Biz Opp Seminars
- Starting an Internet Business

BUSINESS INFO

BUYING A FRANCHISE

Recent Blog Posts



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## Education & Training

Vea esta página en español

Want to improve your chances of getting hired or promoted? Earning a degree or certificate might be the answer, but not all programs are reputable. Some dishonest companies may charge you for worthless degrees or phony scholarships.

Sort By:

Subject

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Most Popular

### High School

#### High School Diploma Scams

Thinking about getting your high school diploma? Here's how to tell the difference between legitimate programs and diploma scams.

### Colleges & Vocational Schools

#### Choosing a College: Questions to Ask

Getting the answers to some key questions can help you avoid pitfalls as you pick the college that's right for you.

#### Choosing a Vocational School

If you're considering a vocational school, here's how to know if the school is reputable, will prepare you for a job, and is right for you.

#### College Degree Scams

Looking to get your college degree? Here's how to tell the difference between legitimate schools and diploma mills peddling bogus degrees.

### Paying for School

#### Scholarship and Financial Aid Scams

Need money for college? Here's how to avoid "guaranteed" scholarships.

### Related Items

- [Work-at-Home Businesses](#)
- [Multilevel Marketing](#)

### Recent Blog Posts

- [Plan to tune in: #NCPW2018 Facebook Live chats](#)  
February 26, 2018
- [Western Union refund alert](#)  
February 21, 2018
- [New easy money con, same old tricks](#)  
February 8, 2018



# FTC- Jobs & Making Money

FEDERAL TRADE COMMISSION ESPAÑOL

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**JOBS & MAKING MONEY**

Education & Training

**Job Hunting**

Working from Home

Going into Business

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## Background Checks

Some employers check into your background before deciding whether to hire you or keep you on the job. When they do a background check, you have legal rights under federal law. Depending on where you live, your city or state may offer additional protections. It's important to know whom to contact if you think an employer has broken the law related to background checks, and an equally good idea to check with someone who knows the laws where you live.

[Questions About Your Background](#)

[Use of Background Reports](#)

[If the Employer Finds Something Negative in Your Background](#)

[Where to Go For Help](#)

**Employee Background Checks** [Share](#)

This video helps job applicants know their right...

**Questions About Your Background**

An employer may ask you for all sorts of information about your background, especially during the hiring process. For example, some employers may ask about your employment history, your education, your criminal record, your financial history, your medical history, or your use of online social media.

Ve esta página en español

**Related PDF**  
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### Related Items

**CHECK YOUR CREDIT REPORT**  
Your Source for a Truly Free Credit Repo...

- Free Credit Reports
- Disputing Errors on Credit Reports

You can also find this info in a joint publication of the EEOC and the FTC:

**PDF Version**





# FTC- Jobs & Making Money

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## CONSUMER INFORMATION

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## Working from Home

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There are all kinds of home-based businesses, including ones that are set up to fail. Scammers make appealing — but not always truthful — pitches for medical billing businesses, envelope stuffing schemes, and craft and assembly projects, knowing that many people must find ways to work from home.

Sort By:

**Subject**

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### Work-at-Home Offers

#### At-Home Medical Billing Businesses

Many medical billing business opportunities are worthless. Their promoters lie about their earnings potential and fail to provide key information.

#### Envelope-Stuffing Schemes

Offers that promise quick and easy income from stuffing envelopes at home virtually never pay off.

#### Telemarketing Resale Scams

Selling brand-name merchandise from home can be a great way to work-at-home making some extra money. But sometimes, fraudsters call to lure you into a resale proposition. They're the ones who make the money — and they make it from you.

#### Work-at-Home Businesses

Many work-at-home opportunities are promoted by scam artists. If you pay in, it's likely that you will spend more than you can earn.

### Inventions

#### Invention Promotion Firms

When you've got a great idea, working with an invention promotion firm may have some pitfalls.

### Related Items



Operation Empty Promises: Job and...

- [Multilevel Marketing](#)
- [Mystery Shopper Scams](#)
- [Starting an Internet Business](#)
- [Bogus Business Opportunities](#)
- [Investment Risks](#)

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- [Welcome to National Consumer Protection Week 2018](#)  
March 5, 2018
- [Plan to tune in: #NCPW2018 Facebook Live chats](#)  
February 26, 2018
- [Western Union refund alert](#)  
February 21, 2018



# Getting Organized

*These sites can help you stay organized and be productive*

## [RememberTheMilk.com](http://RememberTheMilk.com)

A Website and app to organized to create lists and prioritize tasks

## [JibberJobber.com](http://JibberJobber.com)

Provides a place to keep track of employers contacted, interviewing questions, and a job search log

## [Gmail.com](http://Gmail.com)

Combine your email with a place to store documents, a schedule and even social media



ToodleDo.com

## *RememberTheMilk.com*

One of many productivity & planning websites & apps. Create & prioritize lists related to your job search.





# Remember the Milk

The screenshot displays the Remember the Milk web application interface. On the left is a navigation sidebar with categories like Inbox, Lists, Smart Lists, Contacts, Tags, and Locations. The main area shows a task list with 'Work on Resume' selected. A detailed view for this task is open on the right, showing due/repeat settings, list tags, subtasks, and notes. A yellow banner at the bottom left promotes the 'Upgrade to Pro' feature.

**remember the milk**

- ▼ Inbox 5
- All Tasks 9
- Today 4
- Tomorrow
- This Week 4
- Given to others
- Trash
- ▼ Lists +
- Home
- Job Search 4
- Money Saving Tasks
- Personal
- Tutorials
- ▼ Smart Lists +
- All Tasks 9
- ▼ Contacts +
- ▼ Tags +
- home
- ▼ Locations +

Are you ready to get even more done?  
[Upgrade to Pro](#)

**Work on Resume** close x

due never  
repeats never

list Job Search  
tags none

Add field ▾

Subtasks *pro* Incomplete Completed ⚙

Add a subtask...

Notes

Add a note...

Add Bullet Points  
4:54pm

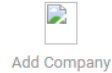


# Getting Organized

## *JibberJobber.com*

A place to organize your job search. Keep track of your contacts, potential employers, correspondence, possible interview questions, and more





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Manage Widgets

### Getting started with JibberJobber

Here's your getting started checklist. Do these in any order:

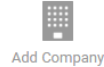
- Verify your email
- Add a Contact record
- Add a Company record
- Add a Job record
- Create a Log Entry/Action Item
- Import from LinkedIn (or other system)
- Set up your Email2Log address
- Send an Email2Log email
- Get free premium videos and upgrade: Pluralsight
- Watch the orientation (live or recorded)
- Complete your Profile

### Action Items

Monday 6/12	Tuesday 6/13	Wednesday 6/14	Thursday 6/15	Friday 6/16	Saturday 6/17	Sunday 6/18

### Log Entries

Monday 6/12	Tuesday 6/13	Wednesday 6/14	Thursday 6/15	Friday 6/16	Saturday 6/17	Sunday 6/18



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You have the awesome free level. See the [four reasons to upgrade](#), starting at **only \$5/month**. [Upgrade now.](#)

## Interview Preparation

### Me in 30 Seconds

Used to respond to "Tell us about yourself."  
Have as many as you want!

[Add](#)  
[See List Panel](#)  
[View 30 Seconds](#)  
[Print 30 Seconds](#)

### Power Statements

Concise statements for interview responses  
to sum up your capabilities.

[Add](#)  
[See List Panel](#)  
[View Power Statements](#)  
[Print Power Statements](#)

### Questions and Answers

Use this section to put in responses to  
questions that will come up in an interview.

[Add](#)  
[See List Panel](#)  
[View Questions and Answers](#)  
[Print Questions and Answers](#)

### Get Responses by Category

-- Choose a Category --

- Include Me in 30 Seconds
- Include Power Statements
- Include Questions and Answers

[Get Interview Preparation](#)

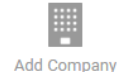


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## Interview Preparation :: Questions and Answers

Click this icon to add/remove/reorder columns

Title/Question	Content/Answer	Type	Category	Date
<input type="checkbox"/> What are your strengths?	I enjoy taking on new challenges. I can learn new topics or take on new responsibilities without getting thrown. I am calm and I don't take things personally. I listen to people.	Questions and Answers		06/11/2010
<input type="checkbox"/> What are your weaknesses?	Sometimes I get too focused on an individual project and I want to see it through to the end, constantly tinkering to make things perfect. I recognize this and I am working on letting less important things "just go"	Questions and Answers		06/11/2010
<input type="checkbox"/> What qualifies you for this job?	I feel I have the technology background and the management ability to handle this job. I have worked as a substitute in the lab so I understand the general procedure for lab staff. I have worked on many technical projects with Adam including the business portal which he helped with layout and design. I understand the personnel environment of the library which can help to get things done when changes are needed.	Questions and Answers		06/11/2010
<input type="checkbox"/> Why do you want this job?	I feel I can make a contribution by working in the lab. In my working career I have never worked in a managerial position and I think I'm ready now. My kids are getting older and I feel I have more energy to devote to a managerial position.	Questions and Answers		06/11/2010
<input type="checkbox"/> Where do you see yourself five (ten or fifteen) years from now?	In the next 5 to 10 years I believe I will be working as a manager either here at Skokie or possibly in another library. Right now I'm interested in helping with the computer lab adjust to changing technologies so that patrons will have the best access to technology with the least amount of stress.	Questions and Answers		06/11/2010
<input type="checkbox"/> Ways to improve computer access	Difficult to determine. Need to get a handle on where technology is headed. Survey other libraries to see how they are handling things. Talk to LAN department to see what they feel is the future. I know many staff think the computer lab should be scrapped and computer users should be pulled into the open.	Questions and Answers		06/14/2010





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## Me in 30 Seconds

Enter My 30 Seconds

Category

-- Choose a Category --

Title \*

My 30 Seconds \*

\* Required Fields

Help

Here are two examples of how to make an effective 30 second commercial:

**Formula 1**  
 My name is Michael Buhmann.  
 I am [skills, job title, "expert in"].  
 I have \_ years experience as a \_\_\_\_\_.  
 [power statement one]  
 [power statement two]

**Example 1**  
 My name is Michael Buhmann.  
 I am an expert in customer relationships.  
 I have 18 years experience as a salesman,  
 including 11 with a Fortune 500 company.  
 I am persistent. For example, I worked with



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Features  
Pricing  
Upgrade



# Getting Organized

## Gmail.com

Combine your email with a place to create & store resumes & cover letters, an online scheduler & more





# Gmail - Google

**Google** [Search Bar] [User Profile]

**Gmail** [Compose] [Refresh] [More]

**Primary** [Social 10 new] [Promotions 6 new] [Updates]

**COMPOSE**

**Inbox (7)**  
Starred  
Important  
Sent Mail  
Drafts (12)

**Categories**  
Social (394)  
Promotions (551)  
Updates (493)  
Forums (25)

[imap]/Sent  
[imap]/Trash (1,425)  
ALA  
Book Club  
Boomerang  
Boomerang-Outbox  
Boomerang-Returned

Mike [Profile Picture] +

No Hangouts contacts  
[Find someone](#)

Check	Star	Sender	Subject	Date
<input type="checkbox"/>	☆	Stuart Kiken	Re: The next book chooser is Malcolm - Thanks! Or	
<input type="checkbox"/>	☆	Malcolm Rich	Re: The next book chooser is Malcolm - I can do the	
<input type="checkbox"/>	☆	Stuart Kiken	Re: The next book chooser is Malcolm - Thanks! Ma	
<input type="checkbox"/>	☆	Robert Johnston	The next book chooser is Malcolm - Hi All, Here's th	
<input type="checkbox"/>	☆	aeg194	Re: Next book picker. - I will be returning after Labor D	
<input type="checkbox"/>	☆	BRUCE BRIGELL	Re: Next book picker. - I picked current bok Bruce On -	
<input type="checkbox"/>	☆	Steve Malok	Weekly Readings: Nutrition, Weight Training, Motiv	
<input type="checkbox"/>	☆	Stuart Kiken	Next book picker. - Does anyone have the email I sent	
<input type="checkbox"/>	☆	Rick Parker	RE: " Ball Point Pen Day" tennis!! - Hey all, I am jus	
<input type="checkbox"/>	☆	Kerry Buhmann	Fwd: Second Call to Sign Up for Summer League Play	
<input type="checkbox"/>	★	Scotttrade	Your Scotttrade Monthly Statement is Now Availabl	
<input type="checkbox"/>	☆	Student Financial Servic.	Vassar College Financial Aid Letter Notification - Dear	
<input type="checkbox"/>	☆	Robert Johnston	(Book Club): next meeting 7/18 - Hi All, Good morning	
<input type="checkbox"/>	☆	Bill Buhmann	RE: FW: Trip - Hey Mike, We will have to pass on this	
<input type="checkbox"/>	☆	Barry Bennett	Re: (Book Club): 2nd half of July (please respond) - Ak	
<input type="checkbox"/>	☆	Steve Malok	Weekly Readings: - Hi Everyone, Since I was out of to	
<input type="checkbox"/>	☆	me	NYTimes: How Twitter Is Being Gamed to Feed Misinf	
<input type="checkbox"/>	☆	Michael Buhmann	FW: Trip - From: Kerry Buhmann [mailto:kerryabuhman	
<input type="checkbox"/>	☆	Chipotle Incident Team	Follow-Up from Chipotle - [ref:01453168:ref] - Mike, I t	
<input type="checkbox"/>	☆	Steve Malok	Weekly Reading: Core Reaching Exercises, Muscle & motio	Apr 30
<input type="checkbox"/>	☆	Steve Malok	Weekly Readings: Movement as Medicine and Female Fitness - Hi Everyone, I get a lot of m	Apr 23
<input type="checkbox"/>	☆	Stuart Kiken	Re: Selection of the Next Book - let's meet there at 6:30, if that is good for everyone. bruce, c	Apr 20
<input type="checkbox"/>	☆	Ann Murtagh Gitto	Vassar College Study Away and Exchange Program Budget Sheet: Fall 2017 or Academic Y	Apr 11
<input type="checkbox"/>	☆	jobuhmann	Fwd: Study Away and Exchange Program Budget Sheet: Fall 2017 or Academic Year 2017-2	Apr 10
<input type="checkbox"/>	☆	Jordan Buhmann	Fwd: Congratulations! IFSA Butler Acceptance Notification - Forwarded message From: Ker	Apr 9
<input type="checkbox"/>	☆	Steve Malok	Weekly Reading: Toe Touch Progression and Hip Pinch When Squatting - Hi Everyone, Thos	Mar 19
<input type="checkbox"/>	☆	Kerry Buhmann	Fwd: US forests receding, study suggests - Forwarded message From: "Brian Leahy" <Blea	Mar 7
<input type="checkbox"/>	☆	me	(no subject) - http://www.wideopencountry.com/bar-sheds-are-a-thing-and-theyre-pretty-ama	Feb 18
<input type="checkbox"/>	☆	Jordan Buhmann	Studying Abroad with IFSA - Dear Michael, We're delighted that your student is considering t	Jan 28



# Gmail - Google

Google Docs Search

Start a new document

TEMPLATE GALLERY

Blank Resume Spearmint Resume Serif Resume Coral Letter Spearmint Project proposal Tropic

Earlier Owned by me Last opened by me

Document Name	Owner	Last Opened
Elisse New Cover Letter	me	May 2, 2017
Copy of OPPL Cover Letter 2014	me	May 2, 2017
OPPL Cover Letter	me	May 2, 2017
Sep 2016 UIC Cover Letter	me	May 2, 2017
Rosemont German	me	Feb 17, 2017
Mike Buhmann Resume 2016	me	Jan 26, 2017
Pet Sitter	me	Dec 14, 2016
Career Position Objectives	me	Oct 24, 2016
UIC Mike Buhmann Resume Sep 2016	me	Oct 3, 2016
Bullet Points	me	Sep 29, 2016



# Gmail - Google

Resume ☆ mvbuhmann@gmail.com Comments Share

File Edit View Insert Format Tools Table Add-ons Help Last edit was seconds ago

100% Normal text Merriweather 6 B I U A ↕ + More ↕

**Your Name**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com

**EXPERIENCE**

**Company, Location — Job Title**  
MONTH 20XX - PRESENT  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

**Company, Location — Job Title**  
MONTH 20XX - MONTH 20XX  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

**Company, Location — Job Title**  
MONTH 20XX - MONTH 20XX  
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**EDUCATION**

**School Name, Location — Degree**  
MONTH 20XX - MONTH 20XX  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.

**SKILLS**

Lorem ipsum dolor sit amet.  
Consectetur adipiscing elit.  
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**AWARDS**

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Sed diam nonummy  
Nibh euismod tincidunt ut  
laoreet dolore magna aliquam  
erat volutpat.



# Job Listings

## [InDeed.com](#) & [SimplyHired.com](#)

Meta job search sites that search for openings on company and job search websites

## Google for Jobs [google.com](#)

Google has recently added a job search features to it's search engine. Simply tag the word "jobs" to a search. Recent relevant [job listings](#) from key job search sites and employer websites will appear

## [Usajobs.gov](#)

Find jobs working for the largest employer in the US, the federal government

## *Associations & Organizations*

Do a google search for relevant associations & organizations, they often provide job postings and job search help



What

Where



Find Jobs

[Advanced Job Search](#) >

job title, keywords or company

city, state, or zip

jobs in Niles, IL

Page 1 of 67,555 jobs

[Recommended Jobs](#) - 15 new

**My Recent Searches**

[skokie](#) - 63,526 new

[medical coding](#) - 21,771 new

[Medical Coder - Chicago, IL](#) - 94 new

[» clear searches](#)

**SORT BY:**

[Relevance](#) - [Date](#)

**Distance:**

**Salary Estimate**

\$20,000	(61833)
\$30,000	(43781)
\$35,000	(36827)
\$50,000	(22809)
\$70,000	(12328)

**Job Type**

Full-time	(55090)
Part-time	(12296)
Contract	(3136)
Commission	(3101)
Temporary	(2674)
Internship	(1481)

### **Night Time Supervisor at an Auto Dealership** - New

Universal Parking - Glenview, IL

A Valid state issued Driver's License. Amicable customer service while greeting and assisting all guests in a professional manner...

[Apply with your Indeed Resume](#)

Sponsored [Save Job](#)

### **Car Wash Attendant** - New

Universal Parking - Glenview, IL

A Valid state issued Driver's License. Professional appearance and positive engagement with guests. Operate all vehicles in a safe and cautious manner while...

[Apply with your Indeed Resume](#)

Sponsored [Save Job](#)

### **Sales Development Representative** - New

Spark Hire - Northbrook, IL 60062

\$35,000 a year

Perform outbound sales activities such as phone calls, emails, and demo scheduling. Meet or exceed key activity metrics for calls, emails, qualified...

[Apply with your Indeed Resume](#)

Sponsored [Save Job](#)

### **Accounts Payable Specialist** - New

Gebruder Weiss Inc. - Des Plaines, IL

Arrange payment of vendor invoices in a quick and efficient manner, via weekly check run, wire or ACH payment...

[Apply with your Indeed Resume](#)

42 minutes ago [Save Job](#) [More...](#)

### **PSE SALES & SVCS/DISTRIBUTION ASSOCIATE** - New

United States Postal Service - ★★★★★ 14,702 reviews - Wilmette, IL [+3 locations](#)

Be the first to see new jobs in niles, il

My email:

Also get an email with jobs recommended just for me

[Activate](#)

Company with Niles, IL jobs



**Universal Parking of America LLC**

ANTICIPATE. ENGAGE. INVITE Parking & Hospitality Company for your First and Last Impressions

[Car Wash Attendant](#)

[Porter at an Auto Dealership](#)

[Night Time Supervisor at an Auto Dealership](#)

[Jobs](#)

[Reviews \(1\)](#)

[Salaries \(1\)](#)



Job Type Sort by Date Added Distance

84,567 jobs near Niles, IL

All Job Types

Full-time

Part-time

Contract

Commission

Temporary

Internship

### Fertility Centers of Illinois: Human Resources Assistant

Fertility Centers of Illinois - Glenview, IL

Assist in developing correspondence, calendar and e-mail maintenance, and screening phone calls. Partner with management on business license renewals....

\$17 - \$18 an hour

6d

### Senior Financial Consultant - Schaumburg, IL

TD Ameritrade - Schaumburg, IL 3.9★

Responsible for driving branch customer appointments and phone sale opportunities. Senior Financial Consultants are expected to have a strong results oriented...

Estimated: \$77,000 - \$110,000 a year Sponsored

### Regional CDL A Truck Driver

Hub Group Trucking - Morton Grove, IL 3.5★

Class A Commercial Driver License - CDL-A. If you're ready for your miles to take your earnings further, Hub Group's regional driving opportunities may be for...

\$100 a day Sponsored

### Part-Time School Bus Driver- \$1000 Sign On, Paid CDL Training, \$17/HR

First Student - Wheeling, IL 3.6★

Valid driver's license for at least 3 years. Now Hiring Part-Time School Bus Drivers in Wheeling, IL-- \$17/HR Starting Wage, Paid CDL Training, & \$1000 Sign On...

## Fertility Centers of Illinois: Human Resources Assistant

Apply Now

Fertility Centers of Illinois - Glenview, IL 2.9★

For 1 in 8 couples, the dream of having a child is often challenged by infertility. It's not something we like to talk about but chances are, someone close to you is struggling with this very issue.

At the Fertility Centers of Illinois/IntegraMed Fertility, we believe that every woman, every couple, deserves compassionate care during the fertility treatment process. Bringing together the latest science and best-in-class service, we are doing everything we can to help them achieve their goals.

Fertility Centers of Illinois (FCI) is the fastest growing practice in the Chicago area dedicated to providing comprehensive fertility services. We are amongst the largest providers of fertility services in the United States. FCI's growth has been the result of a supportive and personalized approach to fertility care.

The Fertility Centers of Illinois Human Resources Department is in search of a new member for its team! The Human Resources Assistant must have a sense of humor and great work ethic. The candidate should possess the following talents: detailed oriented, engaging, positivity, empathy and focus.

The Human Resources Assistant position is located at 3703 West Lake Avenue, Glenview, Illinois. The hourly pay for this non-exempt position is \$17-\$18.





# Google for Jobs

← Google  Near Niles, IL

JOB SAVED ALERTS

Category Title Location Date posted Type Company type Employer [Send feedback](#) [Learn more](#)

All Sales & Retail Management Healthcare Manufacturing & Warehouse Transportation & Logistics Restaurant & Hospitality Personal Care & Services

**Drivers**  
MV Transportation  
Niles, IL  
via MV Transportation Careers  
3 days ago Full-time

**Delivery Driver**  
Panera  
Niles, IL  
via ZipRecruiter  
23 hours ago Part-time

**Sr. Manager, SAP Basis Operations...**  
Matrix Resources  
Niles, IL  
via Dice  
2 days ago Full-time

**Account Executive**  
Great Lakes Coca-Cola Bottling  
Niles, IL  
via Great Lakes Coca Cola  
1 day ago Full-time

**Part Time Store Associate (5613)**

Turn on email alerts for this search

## Drivers

MV Transportation  
Niles, IL

Apply on MV Transportatio... Apply on ZipRecruiter Apply on LinkedIn Apply on Eas

3 days ago Full-time

Service Increased - Now Hiring 25 DRIVERS- Free CDL Training

- \$750 sign on BONUS!
- Guaranteed Interview & On-the-Spot Hiring!
- CDL Assistance!
- PAID Training!
- SAFETY BONUS!
- Full Benefits!

Drivers must be 21 years of age with a valid Driver's license and five (5) years continuously driving history (regular vehicle) No CDL is required to start! ON SITE HIRING EVENT 6230 W Gross Point Rd, Niles, IL 60714 Monday through Friday 8:00 am to 3:00 pm Questions?? Please call Jenny: 847-481-8665 or text: 847-558-6435 Can't stop by?? Please apply online at careers.mvtransit.com MV Transportation is committed to as policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, physical or mental disability, veteran or military



Keywords

Job title, dept., agency, series, or occupation

Location

City, state, zip, or country

Search

Niles, Illinois ✕

25 miles ✕

Open to the public ✕

[✕ Remove all filters](#)

Viewing 1 – 10 of 181 jobs

Sort by Job Title ▼

Save this search. We'll email you new jobs as they become available.

## ACCOUNTANT

U.S. Navy - Agency Wide  
Department of the Navy  
Multiple Locations

Starting at \$32,844 (GS 5-15)  
Multiple Appointment Types •  
Multiple Schedules



Open 11/03/2017 to 11/02/2018

## Administrative Specialist

Office of the Secretary of Health and Human Services  
Department of Health And Human Services  
Location Negotiable After Selection, United States

Starting at \$63,600 (GS 12)  
Term • Intermittent



Open 04/13/2018 to 08/03/2018

## ADMINISTRATIVE WORK IN THE EQUIPMENT AND FACILITIES AND SERVICES

U.S. Navy - Agency Wide  
Department of the Navy

Starting at \$32,844 (GS 7-13)  
Multiple Appointment Types •

Sign in to use your profile.

Top filters

More filters

### Hiring path

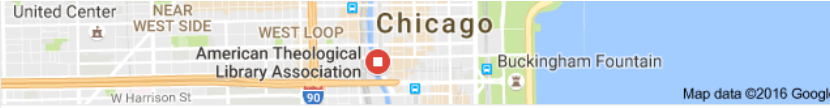
Help

[Select all](#)

- Open to the public (181)
- Federal employees** (321)
  - Competitive service (85)
  - Excepted service (19)
  - Internal to an agency (131)
  - Career transition (CTAP, ICTAP, RPL) (74)
  - Land & base management (12)
- Armed forces** (103)
  - Veterans (66)
  - Military spouses (30)
  - National Guard & Reserves (7)
- Students & recent graduates** (18)
  - Students (12)



# Google Search - Associations




**American Library Association**  
4.2 ★★★★★ (6) · Association or Organization  
50 E Huron St · (800) 545-2433  
Open until 4:30 PM

**American Theological Library Association**  
4 reviews · Association or Organization  
300 S Wacker Dr #2100 · (312) 454-5100  
Open until 5:00 PM

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[OCLC](#) [New Jersey Library A...](#) [Special Libraries Association](#) [Simmons College](#) [National Information Standard...](#)

*Feedback*

## Music Library Association

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

Organization for music librarianship includes information on music resources, membership, and continuing education opportunities.

## Special Libraries Association

<https://www.sla.org/>

International association of information professionals/special librarians in corporations, business, science, government, and academic institutions that use ...

## Medical Library Association

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

Library services and quality health information can reduce hospital costs, length of stay, changes in diagnosis and clinical decision making, and improve patient ...

## American Library Association | Facebook

<https://www.facebook.com/Places/Chicago,Illinois/Library>

50 E Huron St. Chicago, IL 60611 ... See more of American Library Association by logging into Facebook. Message this Page, learn about upcoming events and more. If you don't have a Facebook ...

## Southeastern Library Association: Homepage

[selaonline.org/](http://selaonline.org/)

Welcome. For over sixty years, the Southeastern Library Association has been a unifying force strong enough to influence legislation and to attract foundation ...

## New England Library Association

<https://nelib.org/>



# Associations & Organizations



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[Sign In](#)

- Tip: To use your Dashboard links, log in and click your name on the menu bar.

[Home](#) » [Members](#) » [Announcements](#) » [Library Jobs](#)

## Library Jobs

### Current Job Openings at RAILS

#### Jobs at RAILS

- [Driver-Rockford](#) ◦ Deadline: April 23, 2018

### Library Jobs

We provide the RAILS Jobs Board as a service and convenience to our member libraries. Libraries and other employers may list library-related job openings on this page. All applications, interviews, hiring decisions, etc., are between the employers and job applicants. Job listings are automatically removed after the application deadline or 2 months after being posted, whichever comes first.

#### April 20, 2018

[Part-time Youth Services Librarian](#) ◦ Skokie Public Library ◦ Cook County ◦ Part Time  
◦ Salary: \$25.23-\$31.54 per hour based on experience ◦ Deadline: Until Filled

[Collection Development Specialist - Temporary](#) ◦ Skokie Public Library ◦ Cook County  
◦ Part Time ◦ Salary: \$15 per hour ◦ Deadline: Until Filled

[Adult Services Librarian](#) ◦ Fox Lake District Library ◦ Lake County ◦ Full Time  
◦ Salary: \$38,415.00 ◦ Deadline: May 18, 2018

[Circulation Clerk \(Part-Time\)](#) ◦ Fox Lake Public Library District ◦ Lake County  
◦ Part Time ◦ Salary: 10.00/hrly ◦ Deadline: May 18, 2018



Add Job



@LibJobsIL



Jobs Email



Jobs Feed

### Find Jobs

- Full Time  
 Part Time

#### Library Type

#### County

#### Library Name

#### Job Title

[Apply Filters](#)



# Other Job Listing Sites

## [CareerBuilder.com](https://www.careerbuilder.com)

A legacy website that spun out of a partnership with 140 newspapers to provide local as well as national job listings. Allows resume posting & offers various career tools.

## [Monster.com](https://www.monster.com)

Another legacy site with many postings and job search tools

## [Chicago.Craigslist.org](https://www.chicagocraigslist.org)

Good for finding jobs at smaller companies and piecemeal work. Inexpensive for employers to post listings. Consider posting a listing yourself under “Services”. Be aware of scams, look at “Avoid scams & Fraud” section.

## [US.jobs](https://www.us.jobs)

US.jobs is derived from a partnership with state workforce agencies with access to a database unique, verified positions from nationwide employers. There's a Veteran's Job Bank as well as a searchable schedule of upcoming [in-person career events](#).



# Beyond Job Listings

## Target a Potential Employer

*Find some companies you want to work for, then make an effort to find a job there*

## Networking

*Many jobs are not filled through job listings. Getting the inside scoop on what companies are looking for can give you an edge*



# Targeting Companies

Be proactive by targeting companies, instead of reactive by responding to postings.

Many openings are not posted, they are filled from recommendations. Try to become one of the recommended candidates

## *Steps:*

- Find companies you want to work for
- Network and find information about employment there
- Contact potential decision makers and sell your skills



# Targeting Companies

## ReferenceUSA

**referenceUSA**<sup>®</sup>

- A subscription business directory available via your library website (Check library website)
- Create lists of businesses & organizations limited by:
  - *Size*
  - *Type of business*
  - *Location*
- These target lists can help you focus on a set of potential employers (for instance, large electronic manufacturers in the North Chicago area, or large Non Profit Organizations in Midwest)





# Reference USA

referenceUSA®

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[FAQ](#)

## The premier source of information for reference and research

Offers Accurate Data on 48M Businesses and 274M Consumers

### Available Databases

Select a Database to Get Started

#### U.S. Businesses

48 Million Businesses

2.5 Million Closed Businesses

[SEARCH](#) | [MORE INFORMATION](#)

#### Canadian Businesses

1.9 Million Businesses

#### U.S. New Businesses

4.1 Million New Businesses

#### U.S. Standard White Pages

156 Million Residents

#### U.S. Historical Businesses

198 Million Historical Records

#### U.S. Jobs / Internships

2.5 Million Job Postings

#### U.S. Healthcare

1.2 Million Physicians & Dentists

#### U.S. Consumers / Lifestyles

274 Million Individuals



### U.S. Businesses

The U.S. Business database contains a total of 48 million businesses including 15 million verified and 33 million unverified businesses that are updated monthly. It is the only business database that is enhanced with more than 24 million phone calls per year providing you with the most accurate data possible.

Selection Criteria include:

Company name, Executive title, Business type, Sales volume, Employee size, Year established, And more....

Use [Quick Search](#) to find what you need with a



## U.S. Businesses Database

Quick Search

Advanced Search

**Collapse All**   **Select All**

- Company Name
- Company Name
- Executives
  - Executive Name
  - Executive Title
  - Executive Gender
  - Executive Ethnicity
- Business Type
  - Keyword/SIC/NAICS
  - Major Industry Group
- Geography ✔
  - Map Based Search
  - City / State
  - Metro Area
  - ZIP Codes
  - Radius
  - County
  - Street Address
  - Neighborhood
- Phone
  - Business Phone
  - Area Code
  - Toll Free Numbers
  - Fax Numbers
- Business Size ✔

**Record Type**   Search Tips ⓘ   Collapse ⇅

- ✔ Verified Businesses (Phone verified and quality checked)
- U Include Unverified Businesses (Not yet fully verified, may not be accurate)
- C Include Closed / Out of Business Records (Suspected to be out of business)

**City / State**   Search Tips ⓘ   Collapse ⇅   Remove ✕

Search:

Results	Selected
Skokie, IL <small>City</small>	Skokie, IL <small>City</small>

[Clear Field\(s\)](#)

**Number Of Employees**   Search Tips ⓘ   Collapse ⇅   Remove ✕

1-4	50-99
5-9	100-249
10-19	250-499
20-49	500-999
50-99	
100-249	

**RECORD COUNT**  
**14,862,719**

**BUSINESS HISTORY**  
[more info](#)

[Back To Top](#)



U.S. Businesses

160 Results

17 with e-mail addresses [more info]

Revise Search

New Search

Page 1 of 7

1

Review

Details

Heat Map

Summary

Charts

Download

Print

NEW!

Save Search

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	<a href="#">Accreditation Association</a>	John Burk	5250 Old Orchard Rd # 200	Skokie, IL	60077	(847) 853-6060	
<input type="checkbox"/>	<a href="#">Acxiom Corp</a>		7400 Linder Ave	Skokie, IL	60077	(847) 676-1515	↑
<input type="checkbox"/>	<a href="#">Alden Estates Of Skokie</a>	Lindsey Broadbent	4626 Old Orchard Rd	Skokie, IL	60076	(847) 676-4800	↑
<input type="checkbox"/>	<a href="#">Alden North Shore Rehab &amp; Hlth</a>	Jennifer Illiardi	5050 Touhy Ave	Skokie, IL	60077	(847) 679-6100	↑
<input type="checkbox"/>	<a href="#">Alltown Bus Svc Inc</a>	Greg Polan	7300 Saint Louis Ave	Skokie, IL	60076	(847) 674-0090	↓
<input type="checkbox"/>	<a href="#">Alter</a>	Michael J Alter	5500 Howard St	Skokie, IL	60077	(847) 676-4300	↓
<input type="checkbox"/>	<a href="#">AMC Showplace Vlg Crossing 18</a>		7000 Carpenter Rd	Skokie, IL	60077	(847) 673-8581	↑
<input type="checkbox"/>	<a href="#">American Louver Co</a>	Geoff Glass Jr	7700 Austin Ave	Skokie, IL	60077	(847) 470-3300	
<input type="checkbox"/>	<a href="#">Ammeraal Beltech Inc</a>	Jeffrey W Nank	7501 Saint Louis Ave	Skokie, IL	60076	(847) 673-6720	↓
<input type="checkbox"/>	<a href="#">B D O</a>	Michael Pearlman	8707 Skokie Blvd # 400	Skokie, IL	60077	(847) 676-2000	
<input type="checkbox"/>	<a href="#">Bagel Restaurant &amp; Deli</a>	Dan Wolf	4999 Old Orchard Ctr # E30	Skokie, IL	60077	(847) 677-0100	
<input type="checkbox"/>	<a href="#">Baird &amp; Warner Real Estate</a>		9101 Kolmar Ave	Skokie, IL	60076	(847) 491-1855	↑
<input type="checkbox"/>	<a href="#">Banana Republic</a>	Joy Parrino	4999 Old Orchard Ctr # L14	Skokie, IL	60077	(847) 675-0455	↑
<input type="checkbox"/>	<a href="#">Barnes &amp; Noble</a>	Teresa Patek	4999 Old Orchard Ctr # B10	Skokie, IL	60077	(847) 676-2230	↑
<input type="checkbox"/>	<a href="#">Bessie Rhodes Magnet School</a>	Carlos Mendez	3701 Davis St	Skokie, IL	60076	(847) 674-3926	
<input type="checkbox"/>	<a href="#">Best Buy</a>	Rochelle Gross	5425 Touhy Ave	Skokie, IL	60077	(847) 933-9170	↑
<input type="checkbox"/>	<a href="#">Best Cutting Die Co</a>	Rob Porento	8080 McCormick Blvd	Skokie, IL	60076	(847) 675-5522	
<input type="checkbox"/>	<a href="#">Beth Osten &amp; Assoc</a>	Christian Matos	9833 Woods Dr	Skokie, IL	60077	(847) 663-1020	



U.S. Businesses

## Best Cutting Die Co Skokie, IL

[Back](#) [New Search](#)

[Data Feedback](#) [Download](#) [Print](#)

### Quick Links

[EXPAND ALL](#) [MINIMIZE ALL](#)

- Location Info
- Job Listings
- Industry Profile
- Business Profile
- Photo, Map, & Directions
- Business Demographics
- Management Directory
- Company News
- Stock Data
- Business Expenditures
- Business Size History
- Business History
- UCC Filings
- Nearby Businesses
- Competitors Report

[Back to top](#)

### Location Info

[Collapse](#)

#### Best Cutting Die Co

**Verified Record**

8080 McCormick Blvd

**County** Cook

Skokie, IL 60076

**Metro Area** Chicago-Npvl, IL

**Phone** (847) 675-5522

**Census Block Group** 1

**Fax** (847) 675-5617

**Census Tract** 807600

**Toll Free Number** *Not Available*

[bestcuttingdie.com](http://bestcuttingdie.com)

**Radius Search**

miles

[FIND SIMILAR](#)

[FIND ALL](#)

[ADVANCED RADIUS SEARCH](#)

### Job Listings

[Expand](#)

### Industry Profile

[Expand](#)

### Business Profile

[Collapse](#)

Best Cutting Die Company is a fully integrated design and manufacturing facility supplying cutting dies, as well as complete cutting modules to the converting industries. The cutting applications provided by the company include envelopes, diapers, sanitary napkins, labels and packaging products. Founded in 1966, Best Cutting Die has grown to more than 100,000-square-foot of manufacturing space, with over 100 full-time employees. The company serves major converting industries worldwide, including rotary dies for packaging, nonwovens, and labeling. Its capabilities include computerized numerical control turning and grinding, horizontal and vertical milling, wire and conventional electrical discharge machining, and in-house vacuum heat-treating. Best Cutting Die Company offers complete in-house metal working facilities, and also provides anvil rolls, stamping dies, flatwork, gear-cutting, cutting knives and converting equipment. Best Cutting Die Company is located in Skokie, Ill.



# Target a Location

Google Maps [google.com/maps](https://www.google.com/maps)

- Zoom in on a location you'd like to work, then search for the businesses near by
- Research to find out about the company and to see if they're hiring
- Use your network to stay in contact in case a job develops



# Target a Location

The image shows a Google Maps interface with a business listing for Fort Dearborn Company on the left and a map view on the right.

**Business Listing (Left Panel):**

- Search bar: nils
- Back to results
- Fort Dearborn Company
- 4.1 ★★★★★ · 8 reviews
- Custom Label Printer
- Directions
- SAVE NEARBY SEND TO YOUR PHONE SHARE
- 6035 Gross Point Rd, Niles, IL 60714
- fortdearborn.com
- (773) 774-4321
- Claim this business
- Add a label
- SUGGEST AN EDIT
- Add missing information ⓘ
- Add hours
- 4 Photos
- Add a photo
- Review summary

**Map View (Right Panel):**

- Map showing Howard St, W Gross Point Rd, and Lehigh Ave.
- Fort Dearborn Company is marked with a red pin at the intersection of W Gross Point Rd and Lehigh Ave.
- Other nearby businesses include BBJ Linen, Shotzee's Bar & Grill, Specialty Print Communications, AWH Skateboard Distribution, Tom Thumb Hobby & Crafts Niles, and Johnson & Quin.
- Map controls: Google logo, zoom in (+), zoom out (-), street view (person icon), and a location pin icon.



# Target a Location





# Target a Location



FORT DEARBORN COMPANY

ORBIT  
WITH SMART TECHNOLOGY

 | [NCL Graphic Specialties](#) | [Register](#) | [Log In](#)

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[PRODUCTS](#)

[MARKETS](#)

[SERVICES](#)

[CAPABILITIES](#)

[CONTACT US](#)

CAREERS

BUILD YOUR CAREER WITH  
**AN INDUSTRY LEADER**

## Excellence and Industry Leadership

Fort Dearborn Company is the leading provider of high-impact decorative labels for high velocity consumer goods marketers. We supply labels to top Fortune 500 companies along with top US retailers.

Join Fort Dearborn Company and you will have the opportunity to become

## Training / Career Development

Fort Dearborn offers a comprehensive training and development program focused on the individual needs of Associates from their first day on the job to more advanced career stages.

We provide product training, sales training, management training and





# Target a Location



FORT DEARBORN COMPANY

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## Current Opportunities

Join Fort Dearborn Company and you will have the opportunity to become part of an organization that is committed to customer intimacy, excellence and industry leadership.

POSITION	LOCATIONS	DESCRIPTION
Credit Collection Analyst	Elk Grove, IL	In this strategic role, you will have daily interaction with both internal and external customers; collaborating regularly with Sales, Customer Service, our valued customers and third party vendors.
Customer Resource Manager	Elk Grove, IL	Responsible for supporting the Fort Dearborn Account Manager within a specific account. Identify new business opportunities, packaging develop processes, cost savings opportunities, and analytics to solve the customer's and Fort Dearborn's business challenges.
Customer Service Representative	Niles, IL	Meets safety, production, sustainability and quality standards. Interacts with other departments to achieve company's core strategies. As the primary day-to-day contact for our customer, the CSR is expected to deliver value added services which drive higher levels of customer intimacy within the accounts serviced.



# Networking

## *Networking facts:*

- It is not the same as asking for a job. Usually your networking contacts will not be potential employers
- It helps you learn inside information about jobs that are being created
- It lets you tap into the “hidden network”—the many jobs that are never advertised (some estimates say 60% are never listed)
- It's helpful for ongoing professional and personal development
- An employer who is not hiring today may be looking for someone like you tomorrow





# Networking



[youtu.be/hFwvj\\_vAq9c](https://youtu.be/hFwvj_vAq9c)



# Networking

Before beginning networking, be clear about job search goals

Think about what you want to say to others about yourself, and what you want to know from them

- What kind of jobs are you looking for?
- What skills and experience prepare you for these jobs?
- Are you focused on a particular industry?
- Do you want to find a job at a particular company?
- Do you want to look for jobs in a particular location?





# Networking

## Ways to make a good first impression :

- Create and carry a simple business card with preferred contact information on it, your basic skills or title, and a link to address to your LinkedIn profile.  
*(Inexpensive cards can be ordered at [VistaPrint.com](http://VistaPrint.com))*
- Research potential employers before contacting someone who might be helpful
- Reach out to others and offer help, networking is a two way street





# Networking Opportunities

## *Attend Local Job Fairs, Classes, Conventions, Seminars & Networking Groups*

- Take a class at a Community College  
*Talk to participants & teachers*
- Libraries  
*Offer free programs & activities perfect for connecting with people in the area*
- EventBrite & Illinois Worknet
- [eventbrite.com](http://eventbrite.com) [www.worknetncc.com](http://www.worknetncc.com)  
*Find job fairs and other career events in Chicago area*
- Volunteer  
*Get experience and help out at the same time*  
[Volunteermatch.com](http://Volunteermatch.com)
- MeetUp  
*Attend a meetup group [meetup.com](http://meetup.com)*



# Networking



EVENTS BOOKS, MOVIES, MORE RESOURCES SERVICES ABOUT

Catalog **My Account**

HOME

## EVENTS

List View **Calendar**

FILTER BY: **Kids** **Teens** **Adults** Event type Jump to date

◀◀ **NOVEMBER 2017** ▶▶  
ADULTS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>30</p> <p>Video Gamer Meetup 7:00 pm</p> <p>Write On! A Skokie Writers Group 7:00 pm</p>	<p>31</p> <p>Next Chapter Book Discussion 10:00 am</p> <p>Introduction to Virtual and Augmented Reality 11:00 am <a href="#">Register ▶▶▶</a></p> <p>Knit and Crochet All the Way 4:00 pm</p> <p>Astrobiology: Learn about Life in Space <b>Canceled</b> 7:00 pm</p>	<p>1</p> <p>ESL Cafe 12:30 pm</p>	<p>2</p>	<p>3</p> <p>Movie: Big Night 1:30 pm</p> <p>Open Sew 5:30 pm</p> <p>Citizenship Education Class 6:00 pm</p>	<p>4</p> <p>Microsoft Excel 2016 for Beginners 10:30 am <a href="#">Register ▶▶▶</a></p> <p>Celebrate Space 2:00 pm</p>	<p>5</p> <p>Young Steinway Concert: Maya Anjali Buchanan, Violin, and Allison Lie, Piano 3:00 pm</p>
<p>6</p> <p>Android Phone: Music 7:00 pm <a href="#">Register ▶▶▶</a></p> <p>Movie Monday: The Workline Plan</p>	<p>7</p> <p>Next Chapter Book Discussion 10:00 am</p> <p>Astrobiology: Learn about Life in Space</p>	<p>8</p> <p>Open for Business: Writing for the Web 8:15 am</p> <p>ESL Cafe 12:30 pm</p>	<p>9</p> <p>Introduction to Yoga 1:30 pm</p> <p>Veterans and Families: Uncover the Available Benefits</p>	<p>10</p> <p>Movie: Megan Leavey 1:30 pm</p> <p>Introduction to the Apple Computer 7:00 pm</p>	<p>11</p> <p>Mindfulness at the Library 10:00 am</p> <p>Navigating the Job Search</p>	<p>Digitize All the Things 1:00 pm</p> <p>Digitize All the Things 2:30 pm</p>

How can we h



# Networking Opportunities



follow us on     [Visitor login](#)

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- About Us ▾
- Resources ▾
- Services ▾
- WIOA ▾
- Jobs ▾

## Training Connecting Developing Illinois's Workforce Serving Business and Job Seekers

>> Computer Lab



## Events

Filter By Event Date	<input type="text" value="Please select"/>			
Filter By Event Type	<input type="text" value="Please select"/>			
Event Date ▾	Event Type	Event Title	Address, City, State, Zip	Action
Oct 23, 2017	On-site Recruitment	Panda Express - On-Site Recruitment - IDES - Arlington Heights	723 W. Algonquin Road Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 23, 2017	Power Employment Workshops	Power Employment Workshop - Des Plaines Library	1501 Ellinwood Ave, Des Plaines, Illinois, 60016	<a href="#">Register for this Event</a>
Oct 24, 2017	On-site Recruitment	First Student - On-Site Recruitment - IDES - Arlington Heights Office	723 W. Algonquin Road Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 24, 2017	WIA Orientations	WIOA Orientation [10:00AM-11:30AM]	723 W. Algonquin Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 24, 2017	WIA Orientations	WIOA Orientation [2:00PM-3:30PM]	723 W. Algonquin Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 24, 2017	On-site Recruitment	Panda Express-Hiring Event-EWC-Hanover Park 9A-12P	6704 Barrington Road Hanover Park, Illinois, 60133	<a href="#">Register for this Event</a>
Oct 25, 2017	Power Employment Workshops	How To Work A Job Fair [10:00 am-12:00 pm]- Arlington Heights	723 W. Algonquin Rd Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 26, 2017	Power Employment Workshops	Power Employment Workshop at Morton Grove Library	Morton Grove Library, 6140 Lincoln Avenue Morton Grove, Illinois, 60053	<a href="#">Register for this Event</a>
Oct 26, 2017	On-site Recruitment	ACTS Aviation Security - IDES - Arlington Heights Office	723 W. Algonquin Road Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 26, 2017	Computer Classes	Computer Workshop- \$35.00-Basic Access 2013 [9:30am-12:30pm] October 26 & 27, 2017	Illinois workNet Center,723 W Algonquin Rd, Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 26, 2017	Computer Classes	Computer Workshop- Introduction PowerPoint 2013-\$35.00 -Level- I (1:00pm-4:00pm) October 26 & 27, 2017	Illinois workNet Center,723 W Algonquin Rd, Arlington Heights, Illinois, 60005	<a href="#">Register for this Event</a>
Oct 30, 2017	On-site	Green and Spac Hiring Event-EWC-Hanover Park 10&12P	6704 Barrington Road Hanover Park,	<a href="#">Register for this Event</a>






# Networking Opportunities

Eventbrite  [BROWSE EVENTS](#) [HELP](#) [SIGN IN](#) [CREATE EVENT](#)


## Skokie, IL Career Events

RELEVANCE | DATE

**DISMANTLING BARRIERS**  
**AVENIDA HACE**  
**BUILDING INCLUSIVE LEADERSHIP**




THU, APR 26 7:30 AM  
**HACE's 36th National Leadership Career Summit**  
Morgan MFG, Chicago  
\$100 - \$325 #Business #Conference




TUE, MAY 22 6:00 PM  
**Career conversations and networking social**  
Loews Chicago O'Hare Hotel, Rosemont  
FREE


**CAREER NIGHT!**  
Are YOU interested in a career in Real Estate?  
Are YOU ready to succeed?  
Are YOU looking for career change?  
Are YOU an aspiring agent looking to establish your real estate business and take it to the next level?  
If you answered YES to any of the questions above, KW's Career Night is for YOU!



TUE, APR 24 6:00 PM  
**Career Night at Keller Williams Chicago - O'Hare!**  
Market Center Training Room, Chicago  
FREE #Business #Networking



WED, APR 25 10:00 AM & 9 MORE  
**IT Career Lab | Information Session: Chicago Location**  
National Able Network, Chicago  
FREE #ScienceTech #Class



TUE, JUN 5 7:00 PM  
**3 Steps To College Planning & Career Success - Park Ridge Public Library (3S)**  
Park Ridge Public Library, Park Ridge



# Networking



VolunteerMatch

RECRUIT VOLUNTEERS

SIGN-UP

LOG IN



Join • Opportunities • Organizations • Volunteer Stories

## NARROW YOUR SEARCH

Keywords



[Advanced Search](#)  
(Search by Country, Skills and more!)

## LOCAL OR VIRTUAL

**Local** (you'll go to a physical location)

**Virtual** (you can do it from a computer, your home or anywhere!)

## CAUSE AREAS

**Advocacy & Human...** (167)

**Children & Youth** (426)

**Community** (783)

**Education & Literacy** (292)

**Health & Medicine** (436)

**Seniors** (376)

[SEE ALL CAUSE AREAS](#) →

## MORE FILTERS

We've found 1,590 volunteer opportunities

near **Niles, IL**

DISPLAYING 1 - 10 OF 1590

SORT BY **Near You & New**

**ON-GOING** **Brookdale Hospice Volunteer - Office Assistance**  
with Brookdale Hospice Chicagoland

Looking for an opportunity to serve others in your community? Brookdale Hospice is the place for you to give comfort, support, and...

The Chicagoland Area  
Niles  
Niles, IL 60714

It's Flexible! We'll work with your schedule

[Learn More](#)

**ON-GOING** **Brookdale Hospice Volunteer - Niles, Des Plaines, Northbrook, Prospect Heights**  
with Brookdale Hospice Chicagoland

Looking for an opportunity to serve others in your community? Brookdale Hospice is the place for you to give comfort, support, and...

The Chicagoland Area  
Niles, Des Plaines,  
Northbrook, Prospect  
Heights  
Niles, IL 60714

It's Flexible! We'll work with your schedule



# Networking

## Career & Business Meetups

Find out what's happening in Career & Business Meetup groups around the world and start meeting up with the ones near you.

Sign me up!

Photo: The NYC Harry Potter Meetup

Career & Business



within 10 miles of Niles, Illinois

Groups

Calendar

Sort by Best match

**Queer Tech Club**  
We're 2,041 Members

**Chicago Real Estate Investors Meetup**  
We're 1,216 Investors

**North Shore Bitcoin & Blockchain Group**  
We're 719 Bitcoiners

**Chicago Real Estate Investing Success Group**  
We're 524 A-Teamers

**NEW**

**Chicago RE Investment Club**  
We're 77 Members

**WOMEN ENTREPRENEURS**  
*Secrets of Success*  
**WESOS-Evanston Chapter**  
We're 80 Women Entrepreneurs

**Chicago Strengths Meetup**

**Chicago-NW Burbs Trading Club**

**Illinois Startups - Illinois Community in Entrepreneurship**



# Networking

Create a Meetup

Get the app



English



Log in

Sign up

## Chicago Fun Club Social Nudist Group

Home

Members

Photos

Discussions

More

Join us!

### Chicago, IL

Founded Oct 17, 2014

Nudists 1,018

Group reviews 29

Upcoming Meetups 4

Past Meetups 55

Our calendar 

Help support your Meetup

Chip in

Organizer:



CHICAGO FUN CLUB

Contact

The Chicago Fun Club is a group of adults from all across Chicagoland who gather together to enjoy the fun of being nude. Couples, singles, gays, straights, men and women enjoying nudism in a non-sexual, social setting. All ages, all body types, no judgements, just fun.

We (Steve and Katie) founded the group in 2009 and since then have had over 60 events! We have met hundreds of nudist couples and singles. We have joined Meet-Up to reach out to more people in Chicagoland.

### WHAT IS NUDISM?

It might be easier to talk about what nudism is not. Nudism is not about sex, swinging, drugs, breaking the law or making people feel uncomfortable. Nudism is about enjoy the benefits of being nude. Yes being naked is fun and freeing! It is hard to describe how great the warm sun feels on your naked body. Or how comfortable you can be in a room full of friends, who happen to be naked.

Nudists are people just like your neighbors, co-workers, relatives and friends. They do fun things together, they just happen to be nude. They are friendly, welcoming, and fun to be around. They come in all ages, all sizes and shapes. You will find that nudists, unlike people in



## *Why Use It?*



- LinkedIn is **THE** default professional networking tool used by more & more hiring managers & recruiters
- Provides a resource to network with friends, colleagues, industry leaders & connectors; to link far beyond what you can achieve via face-to-face networking
- Recruiters use social media sites such as LinkedIn to find & check on potential employees
- Allows control over what potential employers can find about you via search engines
- At a minimum, all job seekers should know about LinkedIn and create a “Profile”



LinkedIn



what is  
**Linked in** ?



[youtu.be/ZVIUwwgOfKw](https://youtu.be/ZVIUwwgOfKw)



## Public profile settings

You control your profile and can limit what is shown on search engines and other off-LinkedIn services. Viewers who aren't signed in to LinkedIn will see all or some portions of the profile view displayed below.



### Michael Buhmann

445 connections

Experienced Librarian - Career Development Specialist  
Skokie, Illinois | Libraries

- Current: Skokie Public Library
- Previous: Mount Prospect Public Library, French American Options/Shatkin
- Education: University of Colorado at Boulder
- Recommendations: 2 people have recommended **Michael Buhmann**
- Websites: SkokieNet, ChicagoJobTalk

### Edit URL

Personalize the URL for your profile.

[www.linkedin.com/in/mikebuhmann](http://www.linkedin.com/in/mikebuhmann)

### Edit Content

This is your public profile. To edit its sections, update your profile.

[Edit contents](#)

### Edit Visibility

You control your profile's appearance for viewers who are not logged-in members. Limits you set here affect how your profile appears on search engines, profile badges, and permitted services like Outlook.

[Learn more](#)

Your profile's public visibility

On

Basic (required)

Name, number of connections, industry, and region

Profile Photo

Your connections  
Only LinkedIn members directly connected to you.

Your network  
Only LinkedIn members connected up to three degrees away from you.

All LinkedIn Members

### Michael Buhmann's Activity

Michael Buhmann shared



**The life of Carl Malamud, one of the world's pre-eminent...**

"I said, 'I'm not removing that many books'"

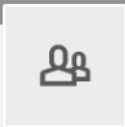
Michael Buhmann liked this



**Debbie Sue & my 3 books..**

### Summary

Mike is a detail oriented reference librarian with an emphasis on small business and career development. With strong research skills Mike has been instrumental on creating an interactive presence for public libraries within their communities.



## Librarianship Job Search and Careers

7,409 members



✓ Member



Start a conversation with your group

[Conversations](#) [Jobs](#)



**David M. Connolly** · Group Owner

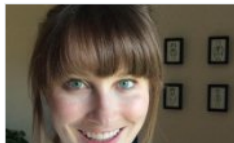
Association Career Center Operations, currently at American Library As...

... 1w

### Article: Applying for Academic Library Jobs

Some good advice from the "Letters to a Young Librarian" blog.

"My experiences are with applying for jobs and serving on search committees at academic libraries, but I believe a lot of what I'm going to suggest is applicable across the board... with one... Show more



Applying for Academic Library Jobs, by Sarah Wingo

The job market is tough and there are any number of reasons that an application may not make it through to an interview, and many of...

[Like](#) [Comment](#)

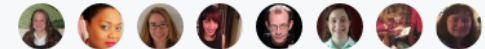
#### ABOUT THIS GROUP

Job seekers and employers in the library and information science and technology field can meet here to discuss current events, best practices, and industry trends related to library jobs, as well as network. Commercial messages are not allowed and job announcements must be submitted as Jobs Discussions, please. Brought to you by ALA JobLIST.

[Group rules](#)

MEMBERS

7,409 members



[Invite others](#)

**IBM LinuxONE:**  
**The foundation for**  
**competitive advantage**  
 Better security, scalability and TCO





## *Tips*

- Create a professional profile with industry keywords, a memorable headline, summary and professional photo
- Connect with colleagues & key people in your industry
- Follow companies & organizations you are interested in to get updates
- Join relevant professional groups and participate in conversations
- Post industry related/professional updates often and comment on your connection's updates



# Personal Branding

- An old idea first introduced in 1937 in the book “Think and Grow Rich” but has taken on new life with the advent of the internet and social media
- Thinking of yourself as a brand and using ideas based on business marketing & advertising to best display your assets to potential employers





# Personal Branding



[youtu.be/0a0Vm0zHFh0](https://youtu.be/0a0Vm0zHFh0)



## Online brand elements

- *The way you act online*

The state of your LinkedIn profile, your blog, your Facebook timeline or the first pages of a Google search of your name

- *The way you talk online*

What are your postings like, do they add value are they silly, are you aware of your audience

- *The way you present yourself*

How do your pages look, what pictures do you have and what does it communicate to others





# Researching Employers

*Tools to help learn what you can about a business for career choice and before an interview*

- *LinkedIn* [linkedin.com](https://www.linkedin.com)

Check your network to see who has ties to the targeted company

- *GlassDoor* [Glassdoor.com](https://www.glassdoor.com)



# Researching Employers

## *Glassdoor ([glassdoor.com](https://www.glassdoor.com))*

Job listings & information on employers provided by current & former employees. Contains info on salaries, interview questions and ratings of various companies posted anonymously by users





Q Job Title, Keywords, or Company

Skokie, IL

Jobs

Search

Job Type Date Posted Salary Range 5 Miles More Clear Filters Create Job Alert

Jobs in Skokie, IL 4,936 Jobs

**Financial Advisor**

Edward Jones - Skokie, IL 7 days ago

3.8 ★

**Certified Veterinary Technician**

Banfield Pet Hospital - Skokie, IL 21 days ago

\$21k-\$31k (Glassdoor est.)

3.0 ★

**Guest / Customer Service Representatives**

Mario Tricoci Hair Salons and Day Spas - Skokie, IL 9 days ago

\$20k-\$25k (Glassdoor est.)

3.8 ★

**Retail Sales - Beauty Advisor - Jo Malone - Old Orchard**

Nordstrom - Skokie, IL 7 days ago

\$28k-\$41k (Glassdoor est.)

3.6 ★

**Manufacturing - Pick-Pack, Assembler, Machine Operator or Forklift Driver**

Staff Management SMX - Skokie, IL 10 days ago

2.7 ★

**Warehouse Clerk - 1st**

ARYZTA - Wilmette, IL 6 days ago

2.3 ★



## Certified Veterinary Technician

Apply Now

Save

3.0 ★ Banfield Pet Hospital - Skokie, IL

Job Company Rating Reviews Why Work For Us

### Credentialed Veterinary Technician Careers at Banfield Pet Hospital

Our Vet Techs work alongside pet health care industry experts with the chance to make a difference in the lives of pets and the clients we serve through skilled veterinary knowledge and effective communications. As a Banfield Veterinary Tech, you will have the opportunity to put your love of pets to work in a career with a growing company that offers a clear career path if continued growth and learning is your goal.

**Job Description Summary:** The primary purpose and function of the Veterinary Technician is to support veterinarians in ensuring quality veterinary care, advocating for pets and educating clients.

Employment Type: Full-Time

[See All Photos](#)

## Banfield Pet Hospital

Engaged Employer[Overview](#)[1.0k Reviews](#)[2.0k Jobs](#)[1.8k Salaries](#)[315 Interviews](#)[409 Benefits](#)[34 Photos](#)[Follow](#)[+ Add a Review](#)

### Banfield Pet Hospital Reviews

Updated October 23, 2017

1,020 reviews

3.0



Rating Trends



Recommend to a friend



Approve of CEO



Brian Garish  
55 Ratings

### Banfield Pet Hospital Careers



Founded as a small companion animal practice in Portland, OR, Banfield has been focused on preventive care since its inception in 1955 and... [More](#)

[Career Paths](#)[Benefits](#)[Giving Back](#)





Overview

1.0k Reviews

2.0k Jobs

1.8k Salaries

315 Interviews

409 Benefits

34 Photos

Follow

+ Add a Review



Your trust is our top concern, so companies can't alter or remove reviews.



1,020 Employee Reviews

Sort: Popular | Rating | Date

Pros

"You get 3 free wellness plans as a full time employee or one if your part time" (in 125 reviews)

"Working with animals is always fun" (in 56 reviews)

Cons

"The work life balance is stressful because there are so many animals in the emergency room where I work" (in 53 reviews)

"Long hours, high stress environment" (in 80 reviews)

More Pros and Cons

Featured Review



## "Veterinary Assistant"



Current Employee - Veterinary Assistant

Recommends Positive Outlook Approves of CEO

I have been working at Banfield Pet Hospital part-time (More than a year)

Pros

I have a great team that has open communication. On stressful days we say what we mean and everyone is understanding of being stressed, flustered and overwhelmed and we do our best to help each other out. There is no drama, we communicate our goals, time limits, and everyone, EVERYONE, has a voice in our hospital. I personally believe that my team wants to be there, we appreciate each other and what we do so the ...

Giving Back



### Reviews by Job Title

Veterinary Assistant (129)

Practice Manager (78)

Client Service Coordinator (54)

Client Service Coordinator (CSC) (49)

Veterinary Technician (45)

Show More

### Jobs You May Like



Certified Veterinary Technician

Banfield Pet Hospital - Chicago, IL



Certified Veterinary Technician in North Chicago

Banfield Pet Hospital - Illinois



Certified Veterinary Technician in Central Chicago

Banfield Pet Hospital - Illinois



Overview

1.0k Reviews

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Follow

+ Add an Interview

Oct 13, 2017



## Vet Assistant Interview

Anonymous Employee

Accepted Offer Positive Experience Easy Interview

### Application

I applied through an employee referral. The process took 4 weeks. I interviewed at Banfield Pet Hospital.

### Interview

The initial interview was a good experience. I was interviewed by the shift leader and one of the associates who would provide a second opinion on me. They made me feel welcome from the beginning and really seemed interested in getting to know me. They took turns questioning me (each question requiring more and more thought and depth) I let them know that I don't have any prior clinical experience...

Show More

### Interview Questions

Name a time you got negative feedback and how you responded.

Answer Question

Name a time you had an altercation with a coworker and how it was resolved

Answer Question

Why are you a good fit for Banfield?

Answer Question

Tell me about yourself. Something that I can't know by looking at your application..

Answer Question



Helpful

### Company Videos



4 of 5 videos

Prev|Next

### Job Seekers Also Viewed

PetSmart Interviews 3,251 Reviews

VCA Interviews 273 Reviews

Petco Interviews 1,976 Reviews

Trupanion Interviews 114 Reviews

### Top Interview Questions

Veterinary Assistant Interview

Practice Manager Interview

Client Service Coordinator Interview



## glassdoor

### Rate a Company

It only takes a minute! And your anonymous review will help other job seekers.



#### Company

Skokie Public Library 

#### Overall Rating



Are you a current or former employee?

**Current**

Former

#### Employment Status

Select ▼

#### Review Title

#### Pros

5 word minimum

Share some of the best reasons to work at Skokie Public Library

#### Cons

5 word minimum

Share some of the downsides of working at Skokie Public Library

#### Advice to Management

### Keep it Real

Thank you for contributing to the community. Your opinion will help others make decisions about jobs and companies.

Please stick to the [Community Guidelines](#) and do not post:

- Aggressive or discriminatory language
- Profanities
- Trade secrets/confidential information

Thank you for doing your part to keep Glassdoor the most trusted place to find a job and company you love. See the [Community Guidelines](#) for more details.



# Learning New Skills

## Take Classes

- *Free Tech classes available at local libraries*
- *Check local community colleges & technical schools*
- *A good way to network as well. Connect with other pupils and teachers*
- *Take some online courses (MOOCs & online courses via websites or the library)*





# What is a MOOC?

## Massive Open Online Course

Consists of an array of courses of various levels offered to the public via the web (most classes are free to audit)

*Take a Course to:*

- Enhance Job Skills
- Test-drive a new career or degree
- Get Certification (fee involved)



# Top MOOC Platforms



[edx.org](https://edx.org)



[coursera.org](https://coursera.org)



[futurelearn.com](https://futurelearn.com)



UDACITY

[udacity.com](https://udacity.com)



# Certification

Initially certification was free when taking a course

Currently the major MOOC platforms are charging fees for certifications of completion

Many of these “certifications” can be displayed on social media platforms such as LinkedIn



# Other Online Learning Sites

Beyond MOOCs there are a number of other top notch learning sites. Many of these teach skills or basic knowledge. Some of the best include:

- Khan Academy [khanacademy.org](https://khanacademy.org)
- DuoLingo [duolingo.com](https://duolingo.com)
- Codecademy [codecademy.com](https://codecademy.com)
- W3schools [w3schools.com](https://w3schools.com)





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