SKOKIE PUBLIC LIBRARY

Using Google in a Job Search

Mike Buhmann
Reference Librarian

Why Use Google

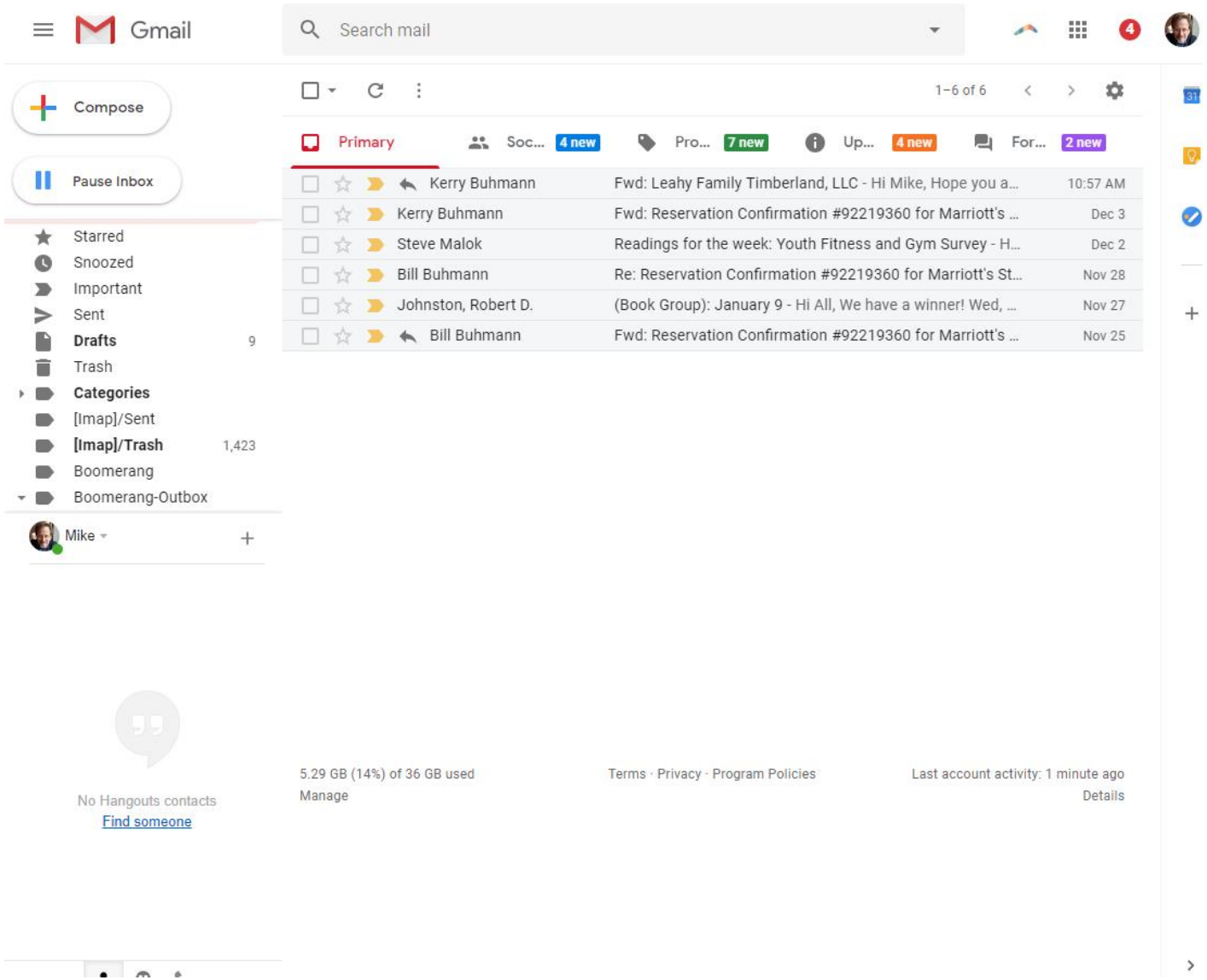
Useful tools integrated together

- Start with ***Gmail*** and expand from there
- ***Calendar:*** make a schedule to stay organized
- ***Google Docs:*** create your documents, practice computer skills since Docs is similar to MSWord)
- ***Google Drive:*** store your resumes & other data)
- ***Google Jobs:*** search for job openings
- ***Google Maps:*** do a map based job search
- ***Google News:*** research potential employers or industries
- ***Contacts:*** organize your Networking contacts
- ***Google Sheets:*** create a Spread Sheet to organize your job search, similar to Excel)
- ***Google Slides:*** create a presentation similar to PowerPoint
- ***YouTube:*** get advice or learn a skill

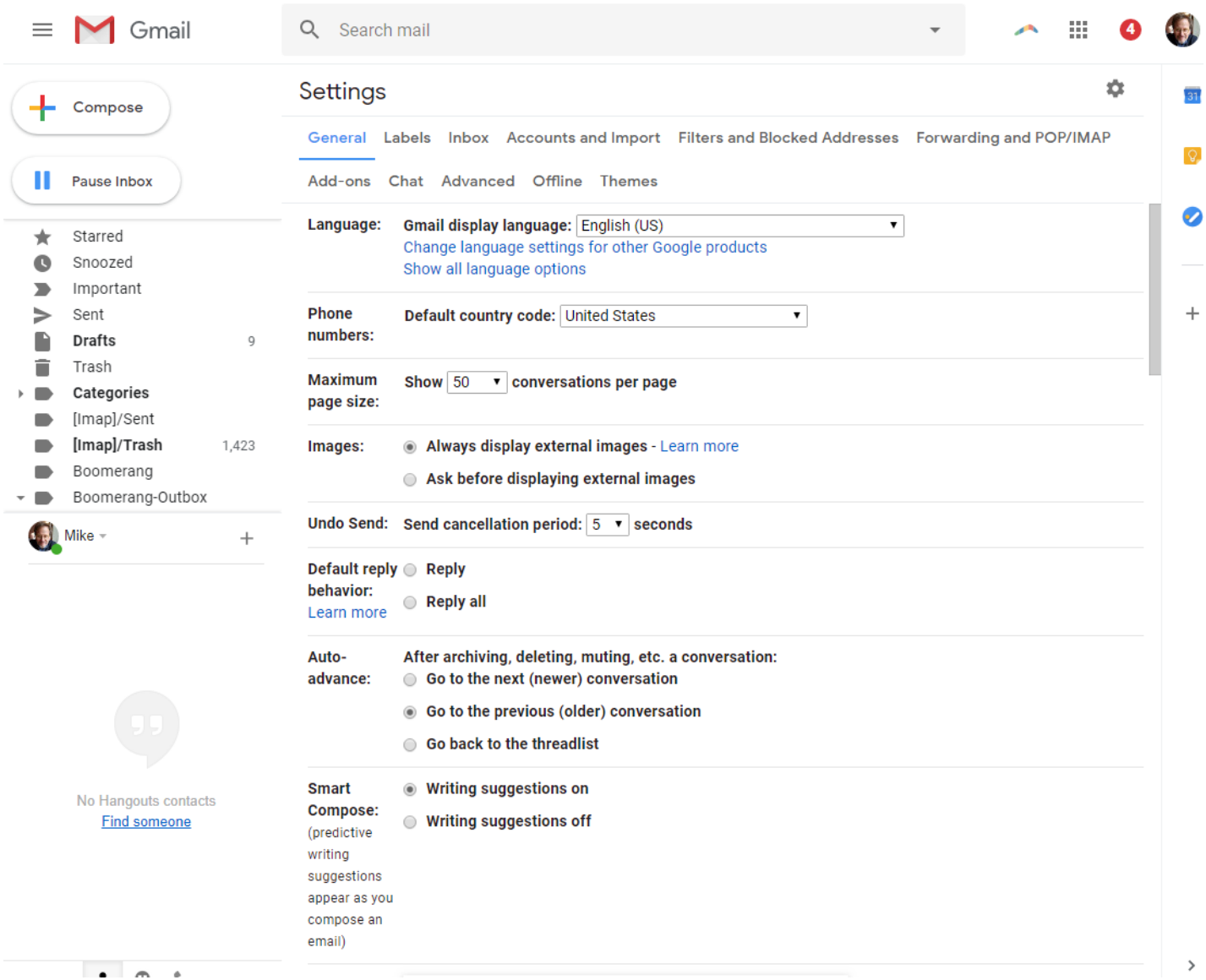
GMail

- Easy to attach Resumes & Cover Letters to an email if saved in Google Drive
- Add a Signature to your sent emails with link to your LinkedIn Account
- Create Folders to organize correspondence
- Can add “Add-Ons” for more features

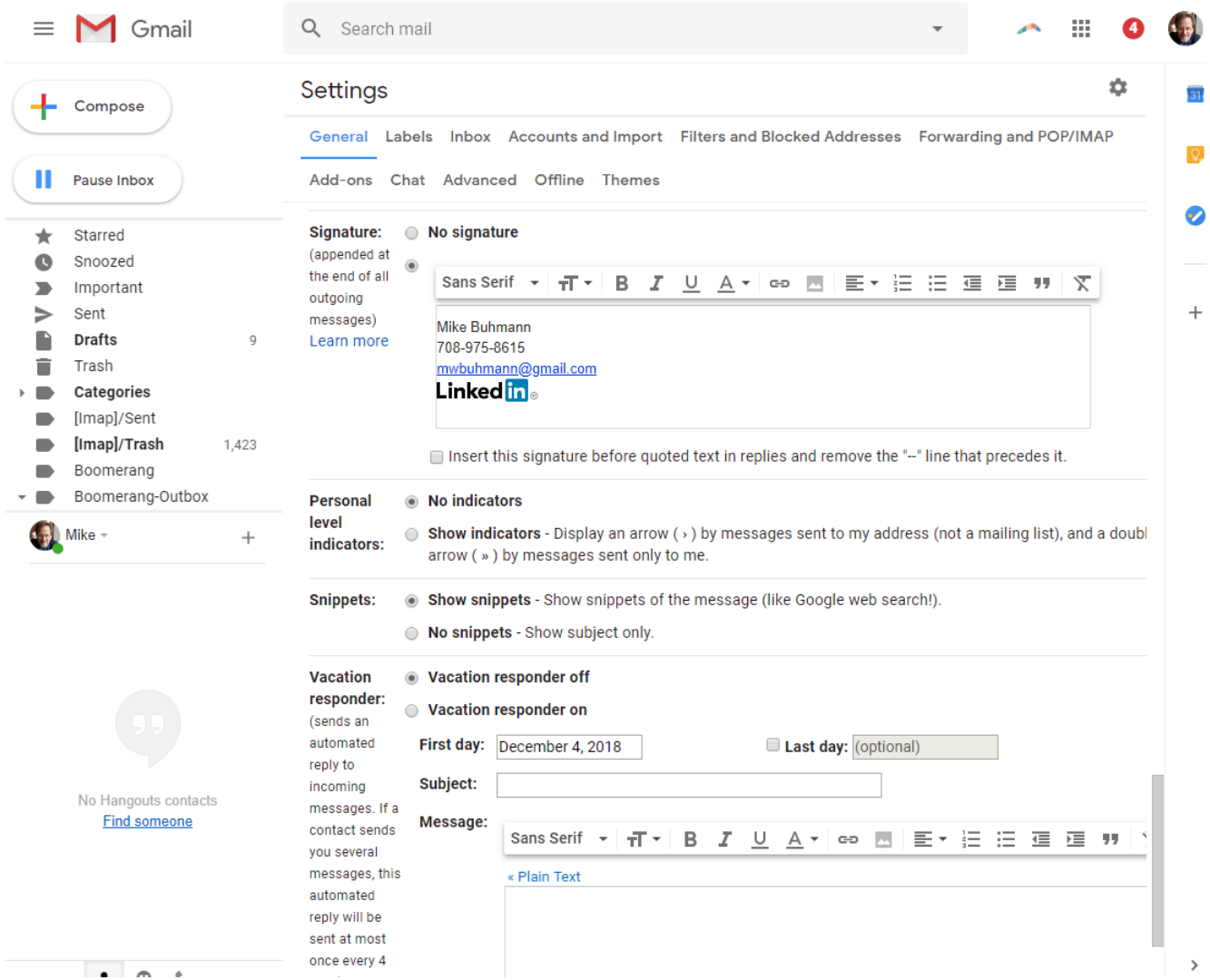
GMail


Gmail
Search mail
Compose
Pause Inbox
1–6 of 6
Primary
Soc... 4 new
Pro... 7 new
Up... 4 new
For... 2 new
Kerry Buhmann Fwd: Leahy Family Timberland, LLC - Hi Mike, Hope you a... 10:57 AM
Kerry Buhmann Fwd: Reservation Confirmation #92219360 for Marriott's ... Dec 3
Steve Malok Readings for the week: Youth Fitness and Gym Survey - H... Dec 2
Bill Buhmann Re: Reservation Confirmation #92219360 for Marriott's St... Nov 28
Johnston, Robert D. (Book Group): January 9 - Hi All, We have a winner! Wed, ... Nov 27
Bill Buhmann Fwd: Reservation Confirmation #92219360 for Marriott's ... Nov 25
Starred
Snoozed
Important
Sent
Drafts 9
Trash
Categories
[Imap]/Sent
[Imap]/Trash 1,423
Boomerang
Boomerang-Outbox
Mike
No Hangouts contacts
Find someone
5.29 GB (14%) of 36 GB used
Manage
Terms · Privacy · Program Policies
Last account activity: 1 minute ago
Details

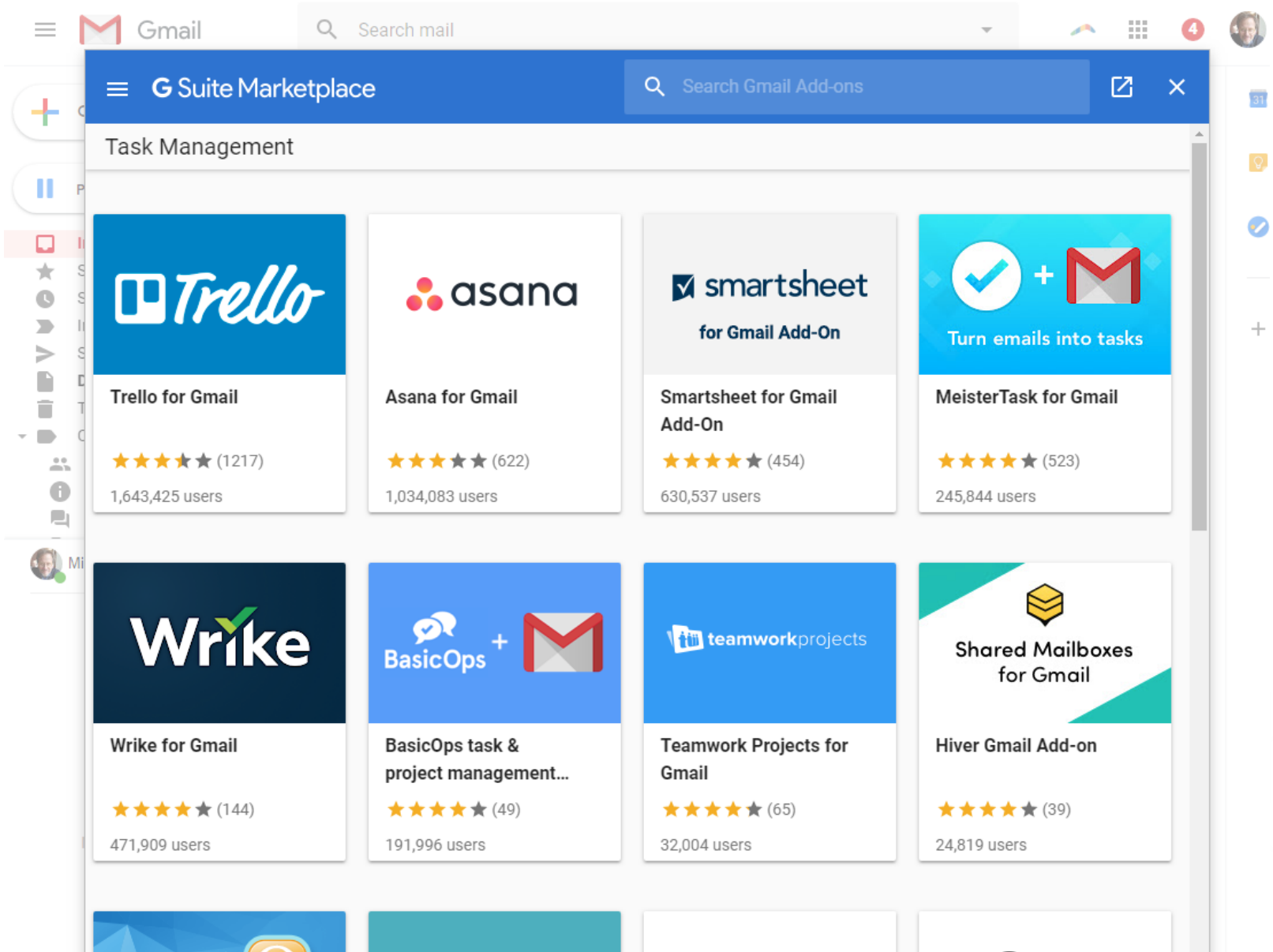
GMail


Gmail
Search mail
Compose
Pause Inbox
Starred
Snoozed
Important
Sent
Drafts 9
Trash
Categories
[Imap]/Sent
[Imap]/Trash 1,423
Boomerang
Boomerang-Outbox
Mike
No Hangouts contacts
Find someone
Settings
General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP
Add-ons Chat Advanced Offline Themes
Language: Gmail display language: English (US)
Change language settings for other Google products
Show all language options
Phone numbers: Default country code: United States
Maximum page size: Show 50 conversations per page
Images: Always display external images - Learn more
Ask before displaying external images
Undo Send: Send cancellation period: 5 seconds
Default reply behavior: Learn more
Reply
Reply all
Auto-advance: After archiving, deleting, muting, etc. a conversation:
Go to the next (newer) conversation
Go to the previous (older) conversation
Go back to the threadlist
Smart Compose: (predictive writing suggestions appear as you compose an email)
Writing suggestions on
Writing suggestions off

GMail


Gmail
Search mail
Compose
Pause Inbox
Starred
Snoozed
Important
Sent
Drafts 9
Trash
Categories
[Imap]/Sent
[Imap]/Trash 1,423
Boomerang
Boomerang-Outbox
Mike
No Hangouts contacts
Find someone
Settings
General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP
Add-ons Chat Advanced Offline Themes
Signature: (appended at the end of all outgoing messages) Learn more
No signature
Sans Serif
Mike Buhmann
708-975-8615
mwbuhmann@gmail.com
LinkedIn
Insert this signature before quoted text in replies and remove the "--" line that precedes it.
Personal level indicators:
No indicators
Show indicators - Display an arrow (›) by messages sent to my address (not a mailing list), and a doubl
arrow (») by messages sent only to me.
Snippets:
Show snippets - Show snippets of the message (like Google web search!).
No snippets - Show subject only.
Vacation responder: (sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4
Vacation responder off
Vacation responder on
First day: December 4, 2018
Last day: (optional)
Subject:
Message:
Sans Serif
« Plain Text

GMail


Gmail
Search mail
G Suite Marketplace
Search Gmail Add-ons
Task Management
Trello for Gmail
(1217)
1,643,425 users
Asana for Gmail
(622)
1,034,083 users
smartsheet
for Gmail Add-On
Smartsheet for Gmail Add-On
(454)
630,537 users
Turn emails into tasks
MeisterTask for Gmail
(523)
245,844 users
Wrike
Wrike for Gmail
(144)
471,909 users
BasicOps
BasicOps task & project management...
(49)
191,996 users
teamworkprojects
Teamwork Projects for Gmail
(65)
32,004 users
Shared Mailboxes for Gmail
Hiver Gmail Add-on
(39)
24,819 users

GMail

techwiser.com/best-gmail-chrome-extensions/

15+ Best Gmail Chrome Extensions (2018)

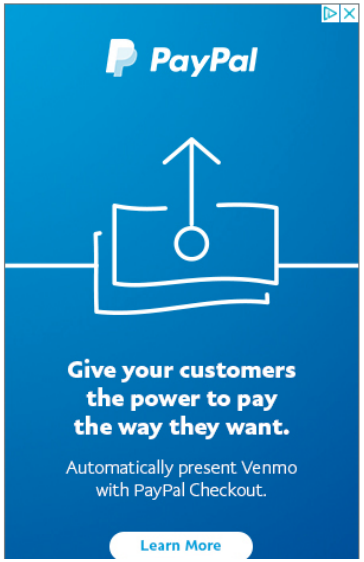
Abhishek Macwan May 17, 2018 Google, Internet

Gmail has a wide range of features and has improved email organization in the recent years with the addition of categories and various other customizations. However, there's always room for productivity and Gmail is on the top of that list. Fortunately, there are many Chrome extensions available for Gmail that can help you be more productive and maybe even give you that missing feature that you always wanted. So, we have compiled here a list of best Gmail Chrome Extension for productivity and ease of use.

Best Gmail Chrome Extensions

1. Checker Plus for Gmail

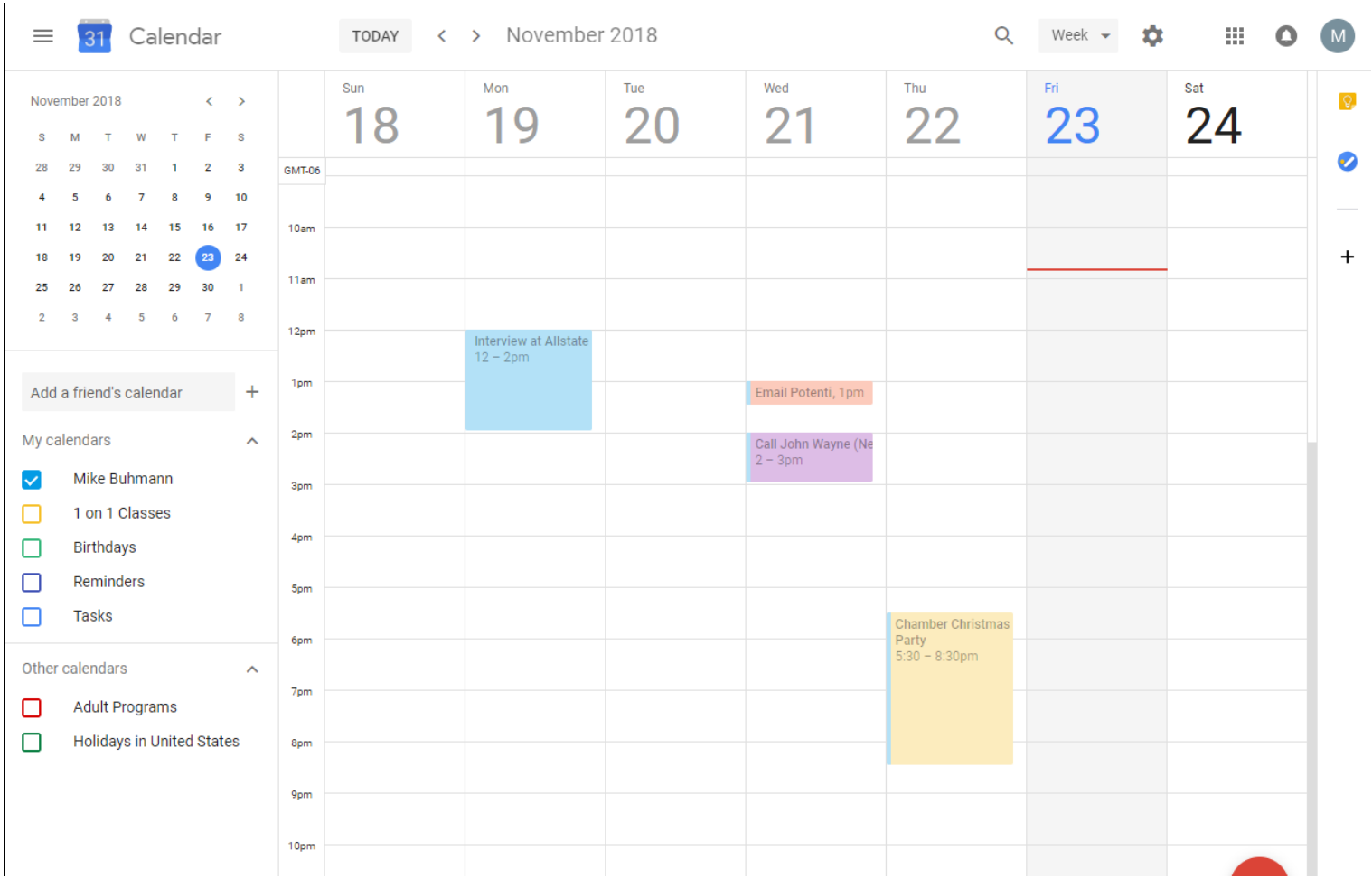
Wouldn't it be great if you could have access to your entire Gmail in a Chrome Extension? Well, Checker plus for Gmail happens to fulfill that



Calendar

Keep track of interviews and appointments
Get reminders of events

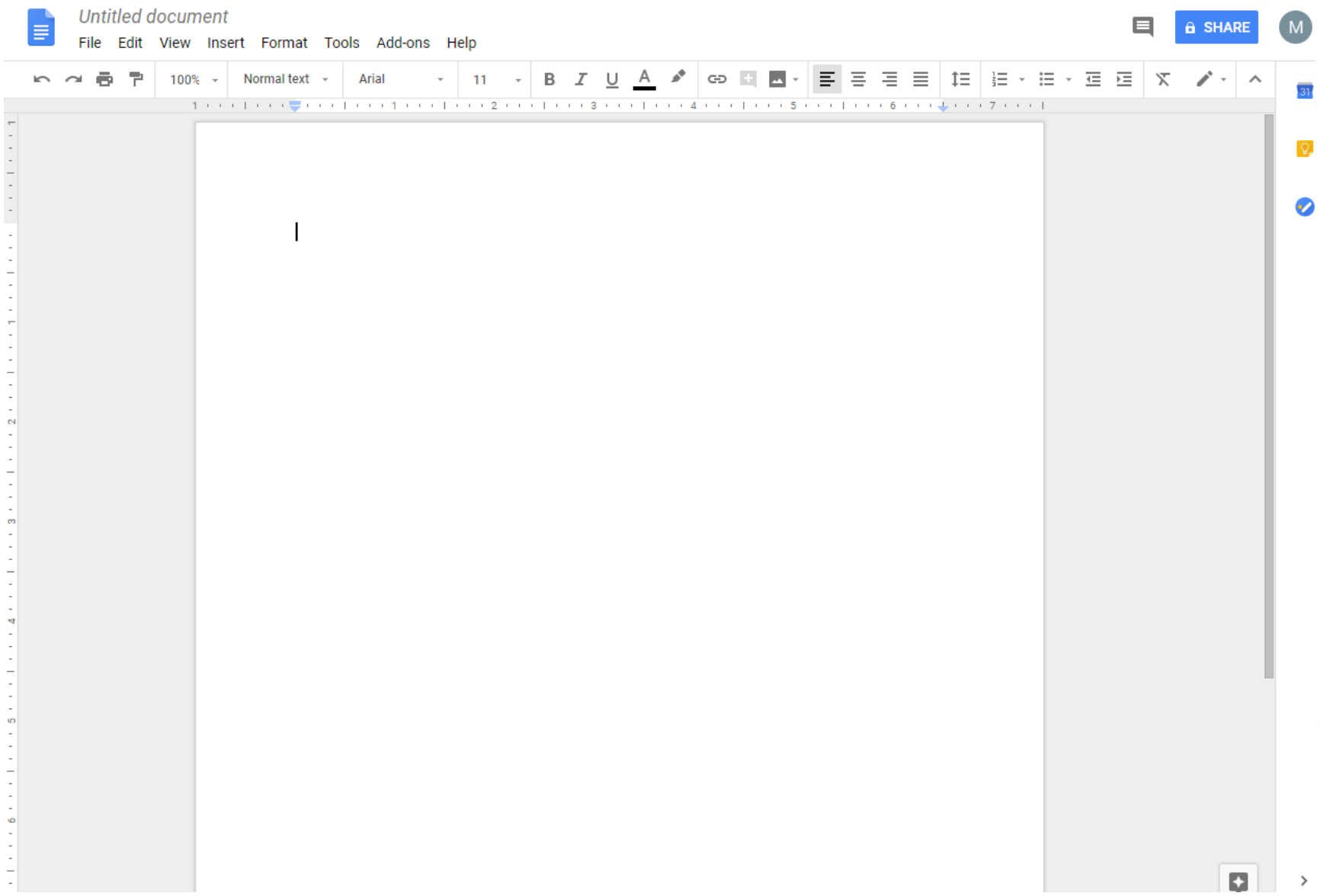
Google Calendar



Google Docs

- Create cover letters, resumes & other job search documents
- Formats available for creating a Resume or a cover letter
- Easy to attach the document to a resume or upload to a website
- Practice creating documents to help learn Word Processing Skills (tools similar to MSWord)
- Don't have to worry about storing the document to a Flash Drive
- Can save and format the document as a MSWord file or a PDF

Google Docs


Untitled document
File Edit View Insert Format Tools Add-ons Help
SHARE
M
100%
Normal text
Arial
11

Google Docs

← Template gallery

Recently used

Blank

Resume
Serif

Resume
Coral

Letter
Spearmint

Project proposal
Tropic

Brochure
Geometric

Resumes

Resume
Swiss

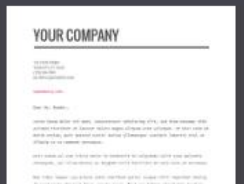
Resume
Serif

Resume
Coral

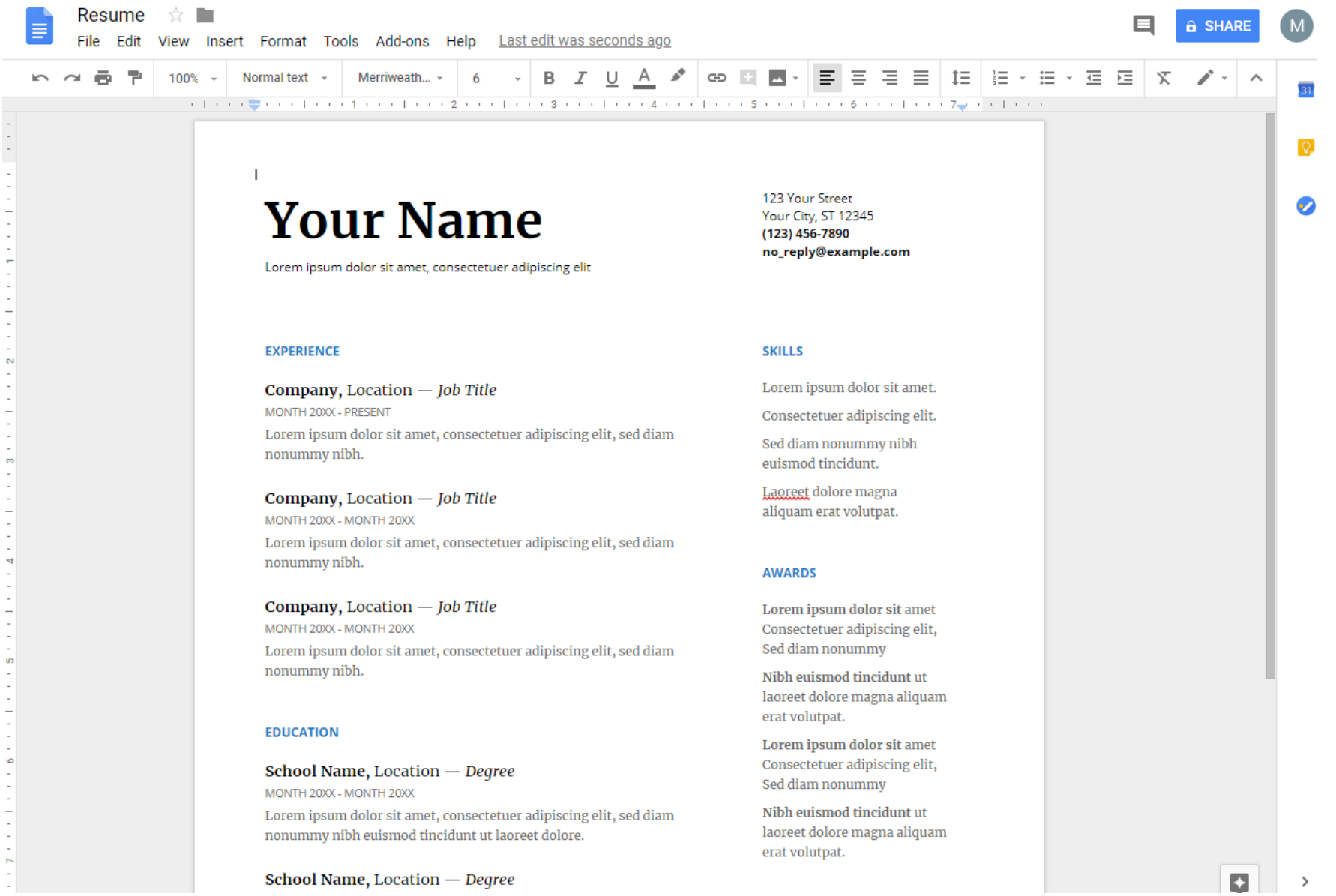
Resume
Spearmint

Resume
Modern Writer

Letters



Google Docs

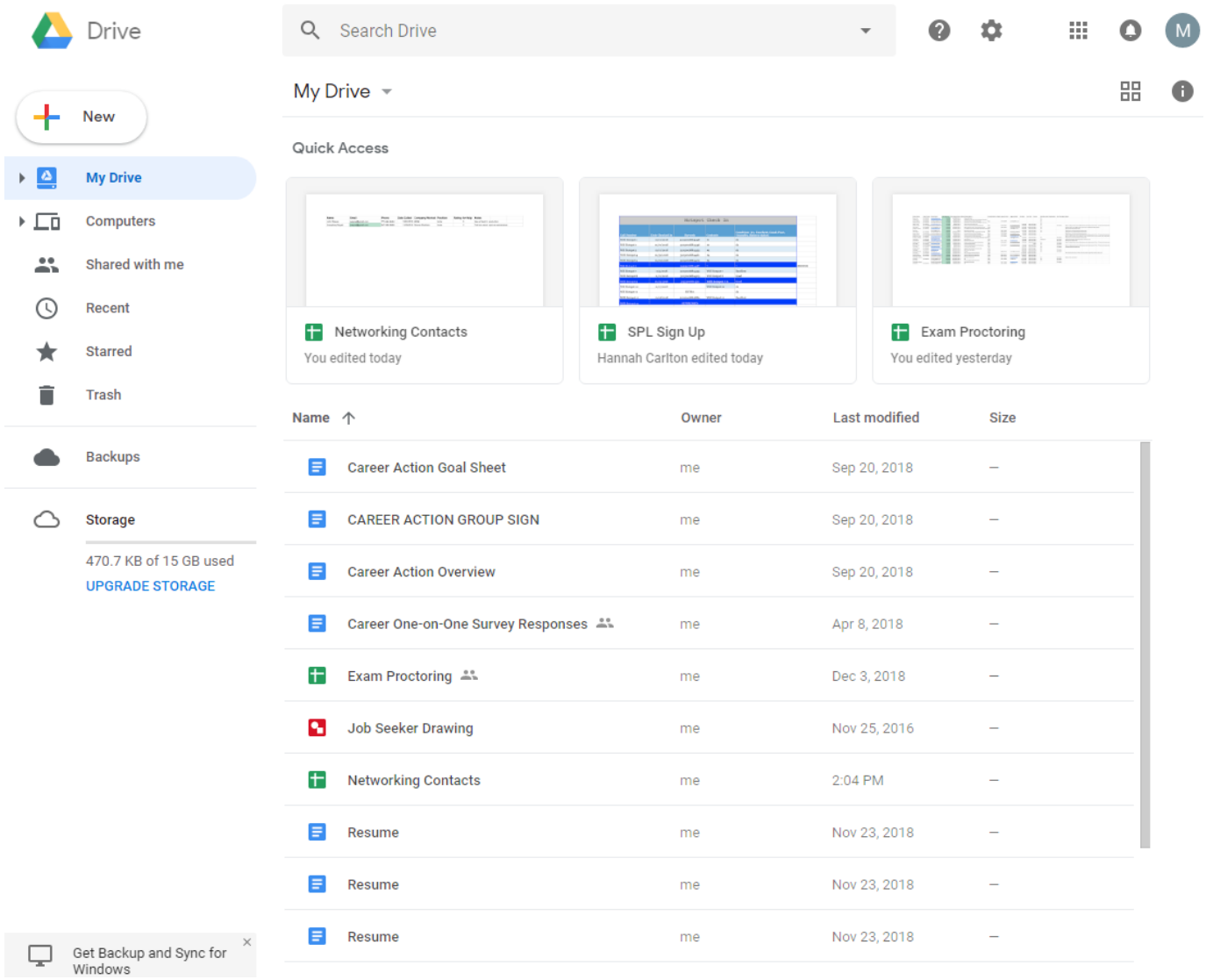

Resume
File Edit View Insert Format Tools Add-ons Help
Last edit was seconds ago
SHARE
M
100%
Normal text
Merriweath...
6
Your Name
Lorem ipsum dolor sit amet, consectetuer adipiscing elit
123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com
EXPERIENCE
Company, Location — Job Title
MONTH 20XX - PRESENT
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.
Company, Location — Job Title
MONTH 20XX - MONTH 20XX
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.
Company, Location — Job Title
MONTH 20XX - MONTH 20XX
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.
EDUCATION
School Name, Location — Degree
MONTH 20XX - MONTH 20XX
Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore.
School Name, Location — Degree
SKILLS
Lorem ipsum dolor sit amet.
Consectetuer adipiscing elit.
Sed diam nonummy nibh euismod tincidunt.
Laoreet dolore magna aliquam erat volutpat.
AWARDS
Lorem ipsum dolor sit amet Consectetuer adipiscing elit, Sed diam nonummy
Nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
Lorem ipsum dolor sit amet Consectetuer adipiscing elit, Sed diam nonummy
Nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Google Drive

Store Data, Documents, Photos and more

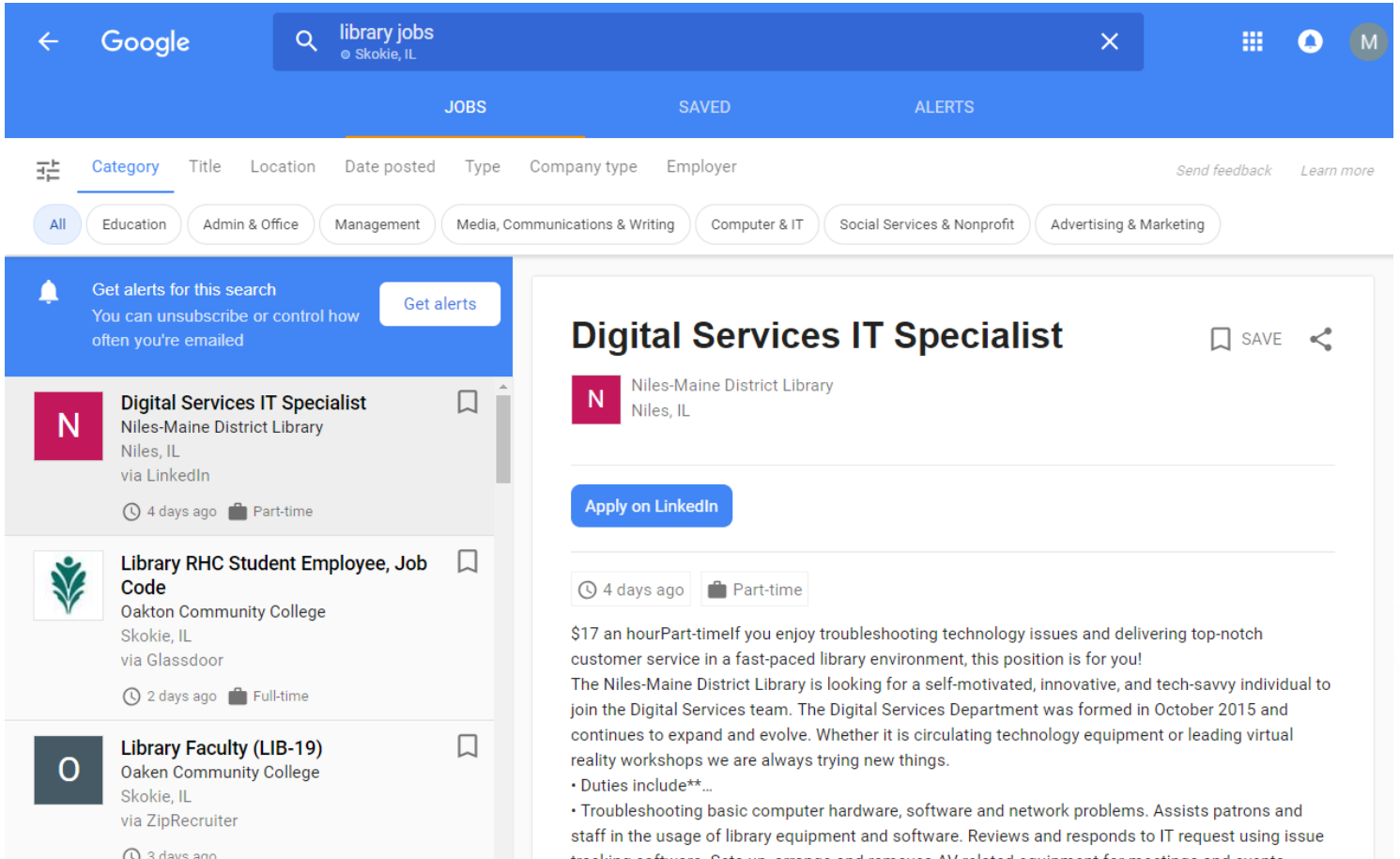
Stores up to 15 GB of data for free, can add more storage for a fee

Google Drive



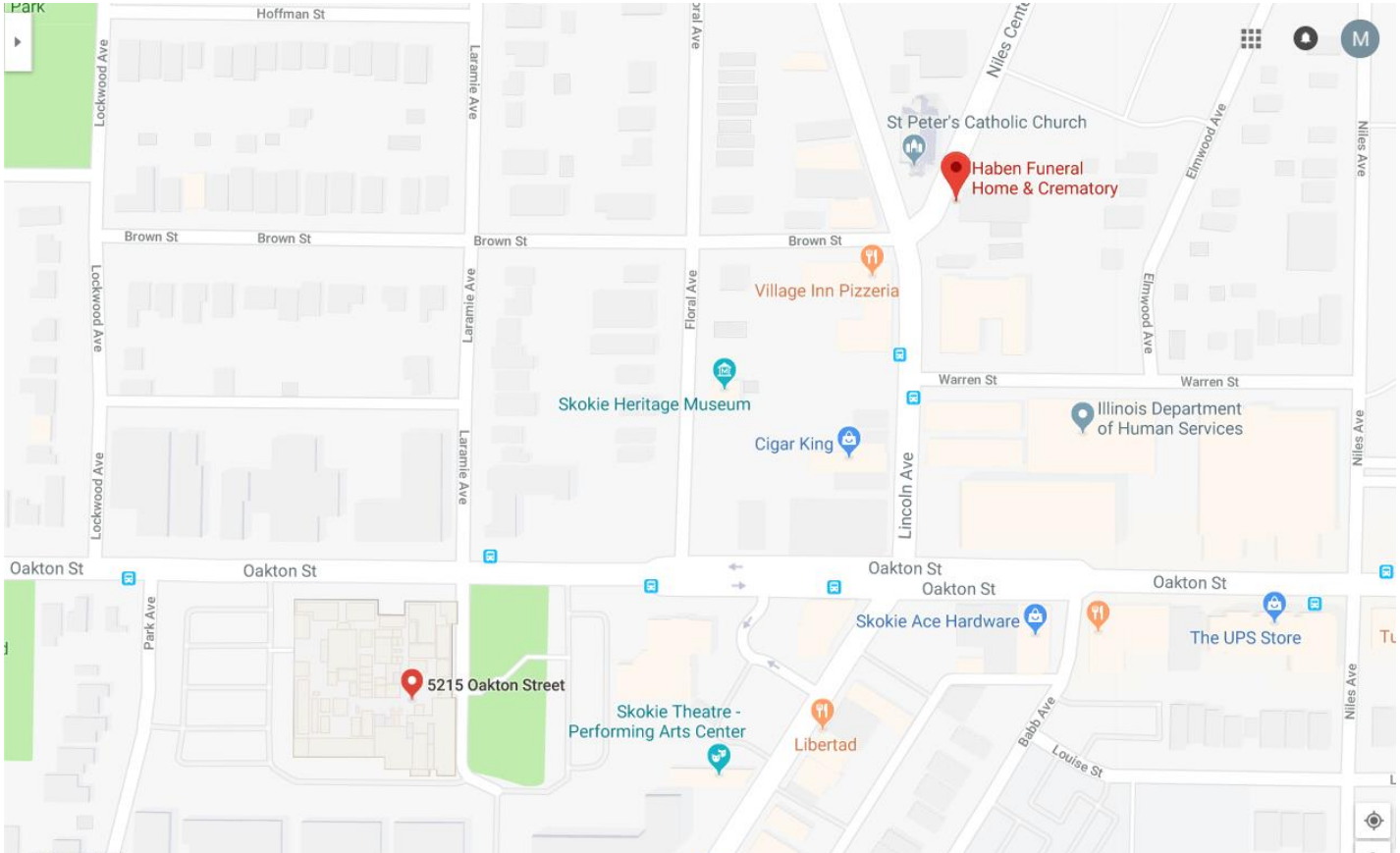
Google Jobs

- Use the Google search engine to search for jobs
- Type in the type of job or the location with the word "jobs" and Google will search for openings (similar to InDeed.com)



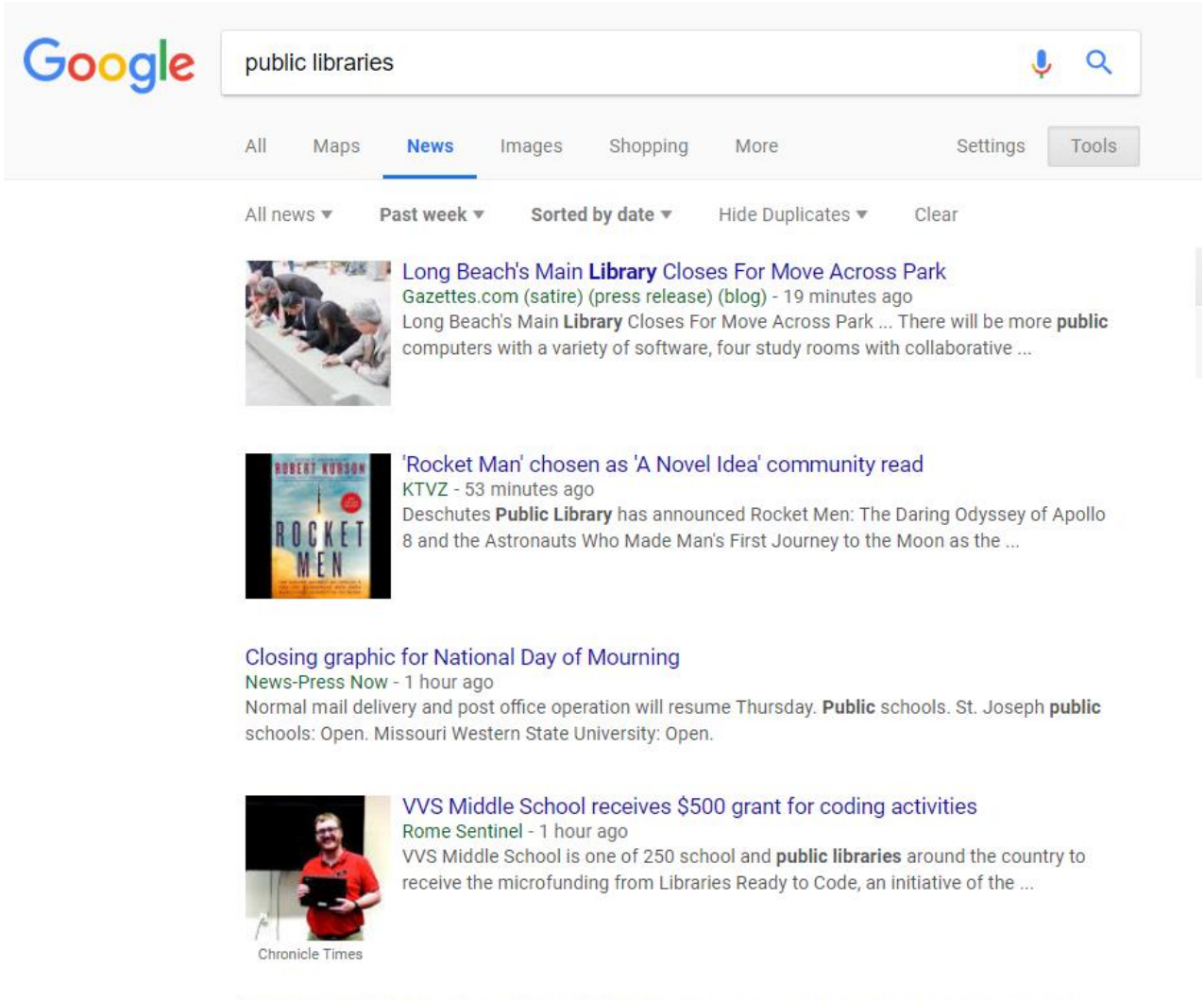
Google Maps

- Do a Drive-By Job Search by Using Google Maps
- Search for potential employers by location, then research to see if any jobs are available
- Scroll in for more companies



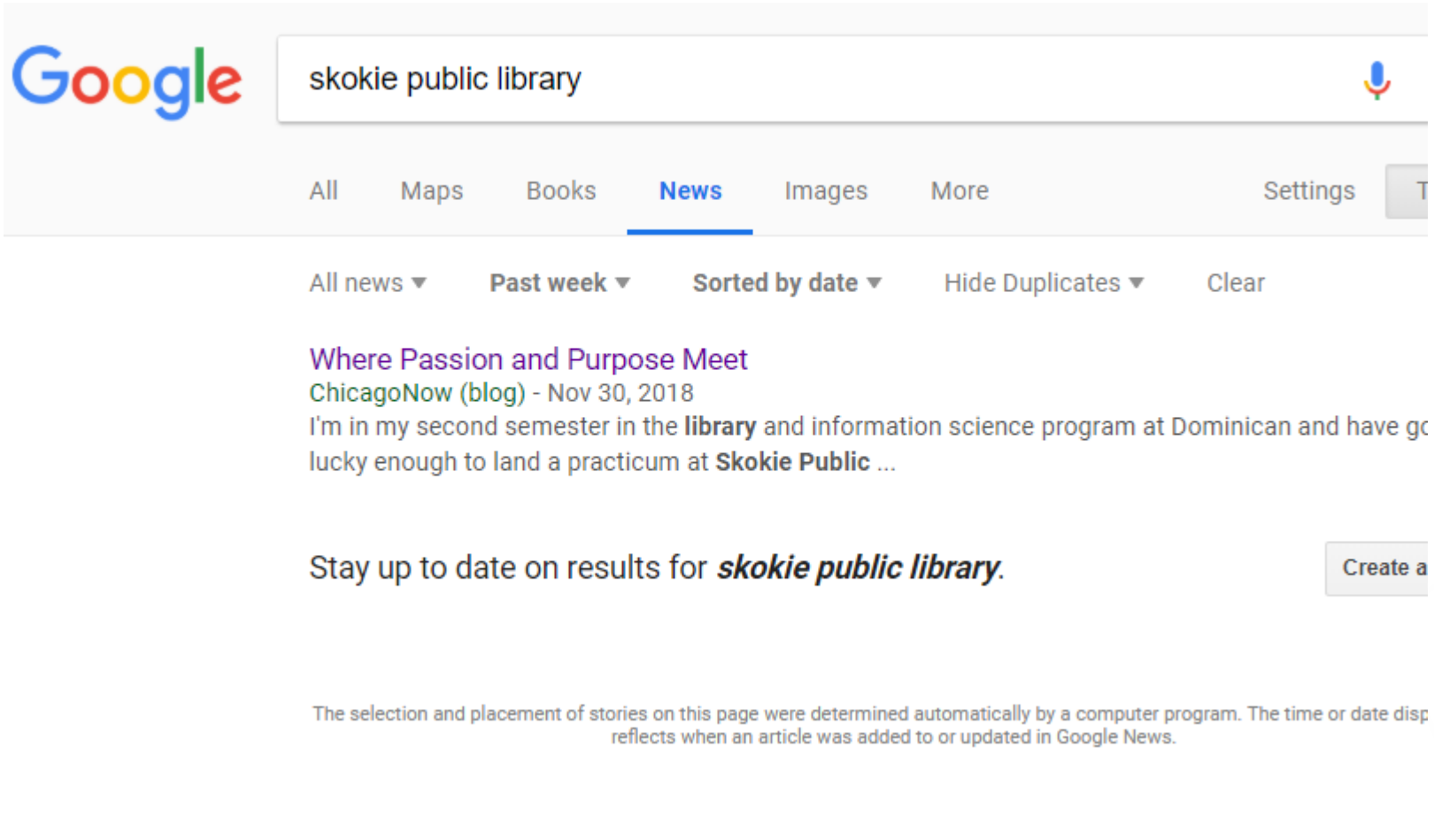
Google News

Get updates on a career field



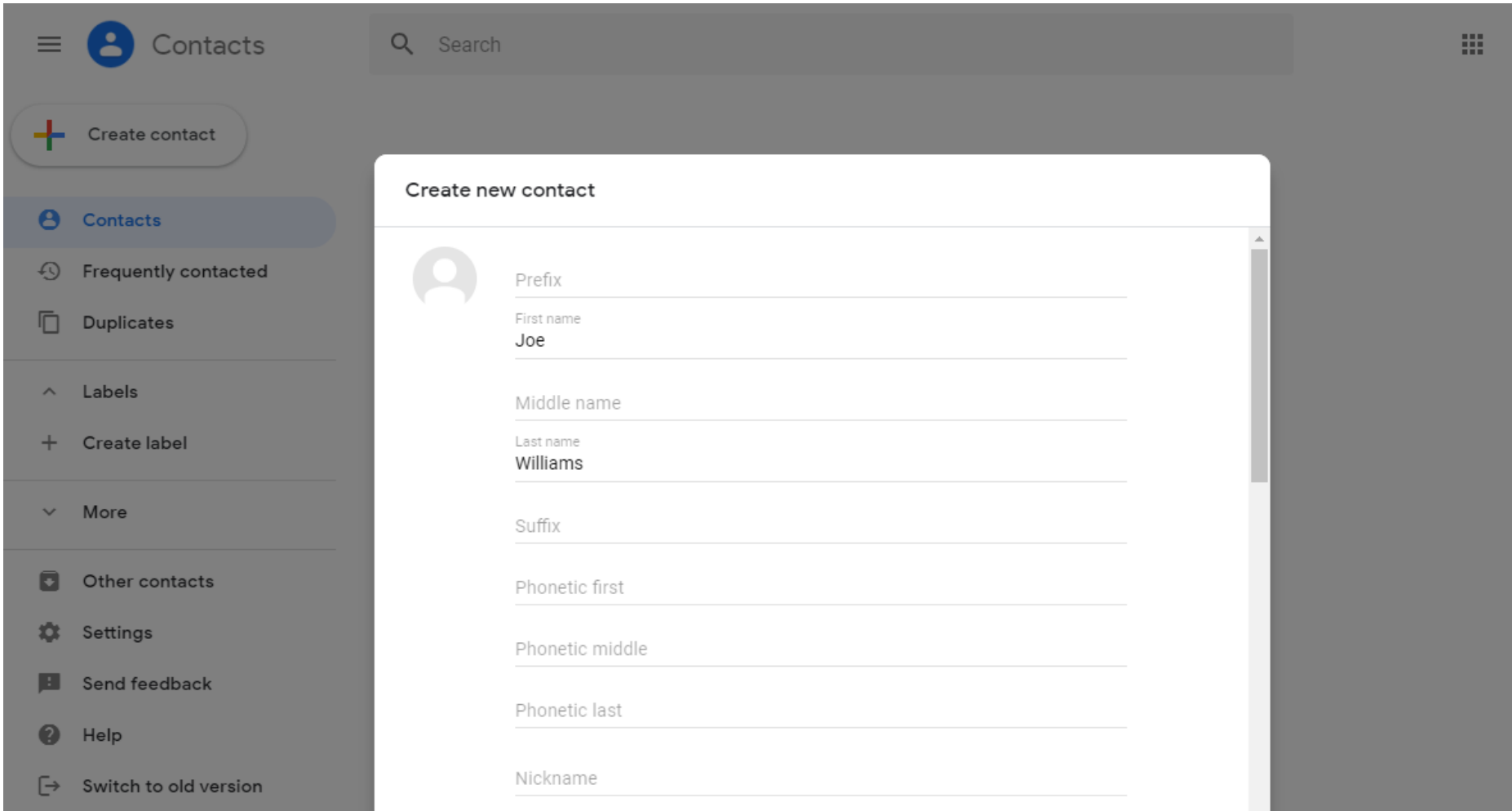
Google News

Research an employer



Contacts

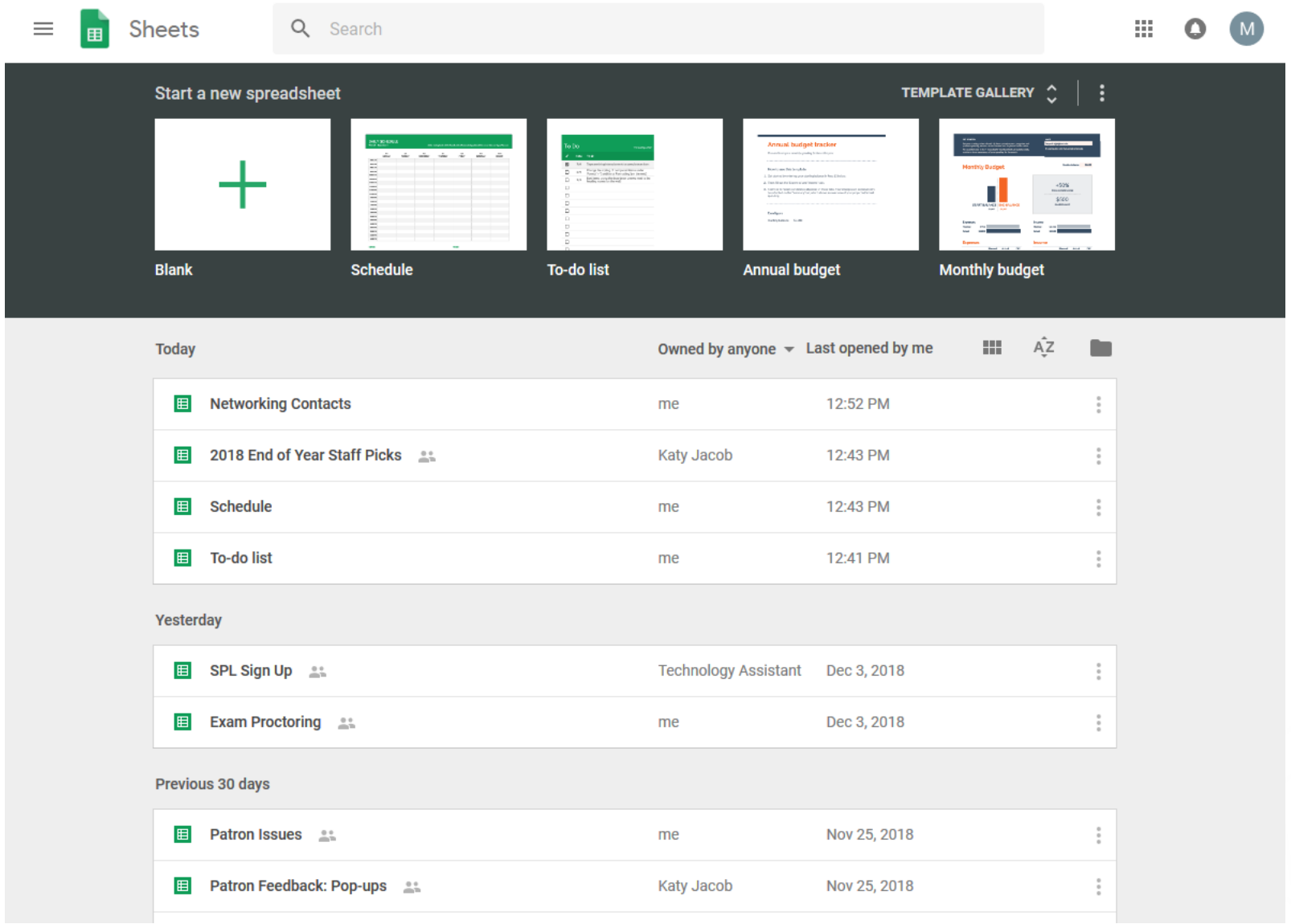
Google Contacts



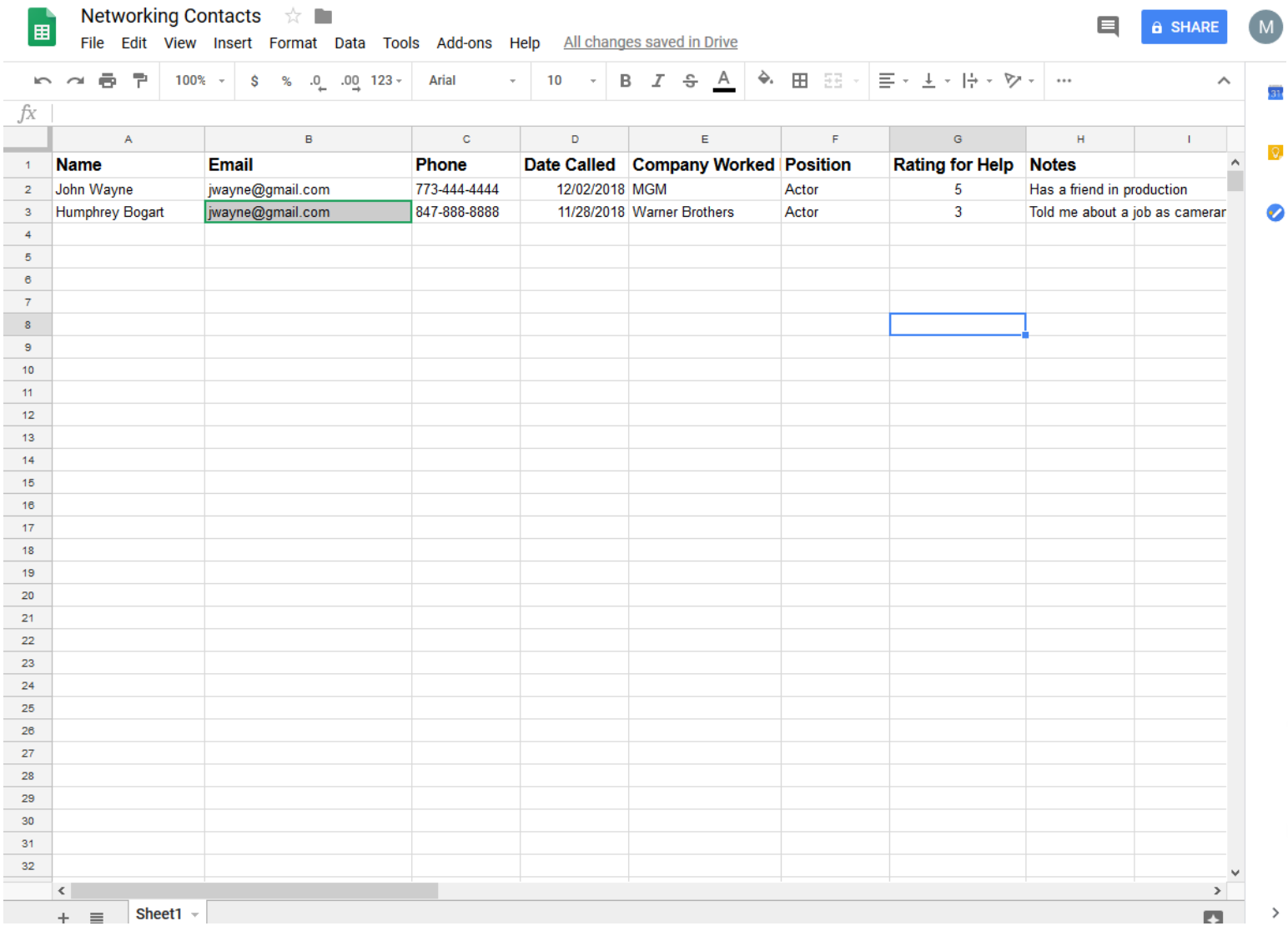
Google Sheets

- Free to use with a Google account
- A Spreadsheet program similar to Excel
- Use it as a tutorial to learn how to create and use spreadsheets
- Use it in your job search (create a To-do list or a Networking Contact Sheet
- To Get Started: go to Google Docs/Click the ☰ image in the top left corner/then choose Sheets

Google Sheets



Google Sheets

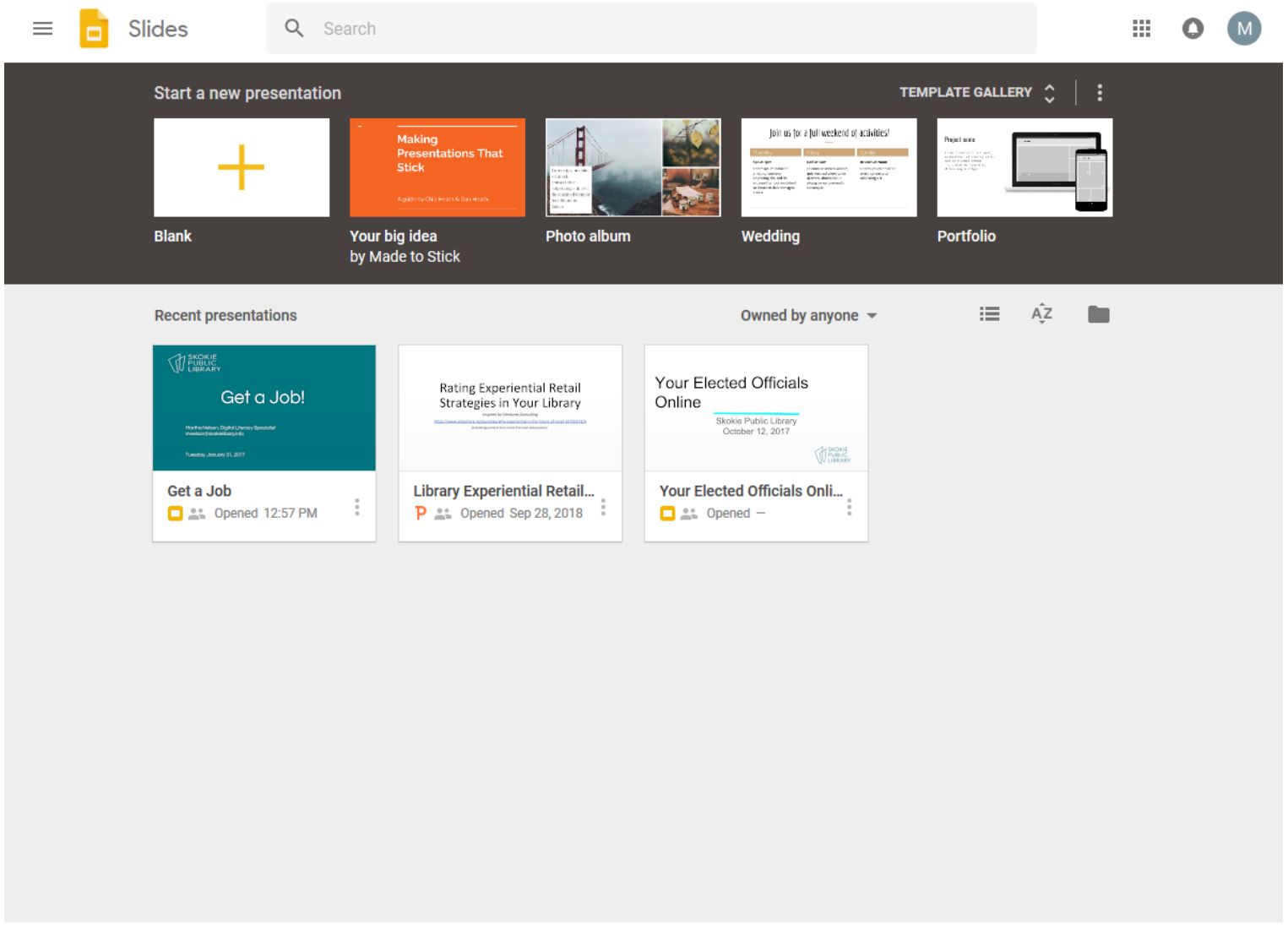


	A	B	C	D	E	F	G	H	I
1	**Name**	**Email**	**Phone**	**Date Called**	**Company Worked**	**Position**	**Rating for Help**	**Notes**	
2	John Wayne	jwayne@gmail.com	773-444-4444	12/02/2018	MGM	Actor	5	Has a friend in production	
3	Humphrey Bogart	jwayne@gmail.com	847-888-8888	11/28/2018	Warner Brothers	Actor	3	Told me about a job as camerar	
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									

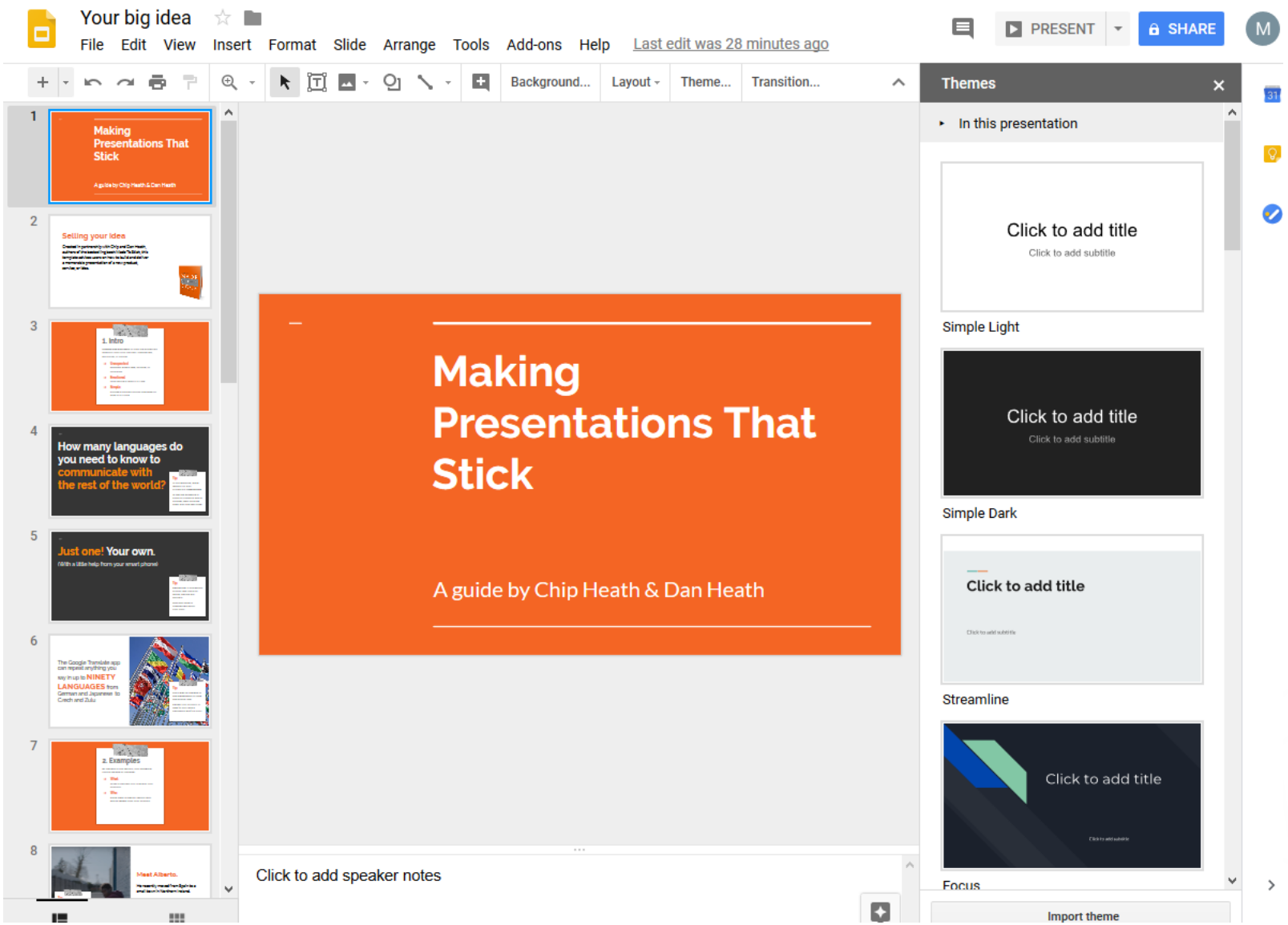
Google Slides

- Free to use with a Google account
- A Presentation program similar to PowerPoint
- Use it as a tutorial to learn how to create presentations
- To Get Started: go to Google Docs/Click the ☰ image in the top left corner/then choose Slides

Google Slides



Google Slides



YouTube

Tutorials on various job related subjects

- Networking (Both face to face & Online)
- Resumes & Cover Letters
- Personal Branding
- LinkedIn Profiles & Groups
- Technology (MSOffice & Programming)

Thank You

Using Google in a Job Search

Mike Buhmann
Reference Librarian
mbuhmann@skokielibrary.info