



# 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



# 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

- ★ Starred
- 🕒 Snoozed
- 📌 Important
- 📤 Sent
- 📧 Drafts 9
- 🗑️ Trash
- 📁 Categories
  - [Imap]/Sent
  - [Imap]/Trash 1,423
  - Boomerang
  - Boomerang-Outbox

👤 Mike +



1-6 of 6 < > ⚙️

	Primary	Soc... 4 new	Pro... 7 new	Up... 4 new	For... 2 new
<input type="checkbox"/>	★ 📧 Kerry Buhmann				
	Fwd: Leahy Family Timberland, LLC - Hi Mike, Hope you a...				10:57 AM
<input type="checkbox"/>	★ 📧 Kerry Buhmann				
	Fwd: Reservation Confirmation #92219360 for Marriott's ...				Dec 3
<input type="checkbox"/>	★ 📧 Steve Malok				
	Readings for the week: Youth Fitness and Gym Survey - H...				Dec 2
<input type="checkbox"/>	★ 📧 Bill Buhmann				
	Re: Reservation Confirmation #92219360 for Marriott's St...				Nov 28
<input type="checkbox"/>	★ 📧 Johnston, Robert D.				
	(Book Group): January 9 - Hi All, We have a winner! Wed, ...				Nov 27
<input type="checkbox"/>	★ 📧 Bill Buhmann				
	Fwd: Reservation Confirmation #92219360 for Marriott's ...				Nov 25



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](#)





+ Compose

|| Pause Inbox

- ★ Starred
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- ▶ 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:  Reply  
 Reply all  
[Learn more](#)

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:  Writing suggestions on  
 Writing suggestions off

(predictive writing suggestions appear as you compose an email)





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:**  No signature

(appended at the end of all outgoing messages)  
[Learn more](#)

Sans Serif

Mike Buhmann  
708-975-8615  
[mwbuhmann@gmail.com](mailto:mwbuhmann@gmail.com)

**Linked in**

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 double 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:**  Vacation responder off

Vacation responder on  
(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

**First day:**   **Last day:**

**Subject:**


**Message:**

← Plain Text






## Task Management



**Trello for Gmail**

★★★★★ (1217)


1,643,425 users



**Asana for Gmail**

★★★★★ (622)


1,034,083 users



**Smartsheet for Gmail Add-On**

★★★★★ (454)


630,537 users



**MeisterTask for Gmail**

★★★★★ (523)


245,844 users



**Wrike for Gmail**

★★★★★ (144)


471,909 users



**BasicOps task & project management...**

★★★★★ (49)


191,996 users



**Teamwork Projects for Gmail**

★★★★★ (65)

32,004 users



**Hiver Gmail Add-on**

★★★★★ (39)

24,819 users



## 15+ Best Gmail Chrome Extensions (2018)

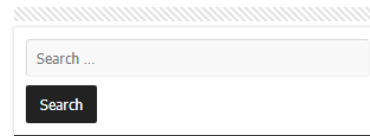
Abhishek Macwan May 17, 2018 Google, Internet

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

Calendar interface showing a weekly view for November 2018. The current date is Friday, November 23rd.

Navigation: TODAY < > November 2018

Search: Week [dropdown] [Settings] [Grid] [Notifications] [Profile]

Calendar Grid:

Day	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24
10am							
11am							
12pm		Interview at Allstate 12 - 2pm					
1pm				Email Potenti, 1pm			
2pm				Call John Wayne (Ne 2 - 3pm			
3pm							
4pm							
5pm							
6pm					Chamber Christmas Party 5:30 - 8:30pm		
7pm							
8pm							
9pm							
10pm							

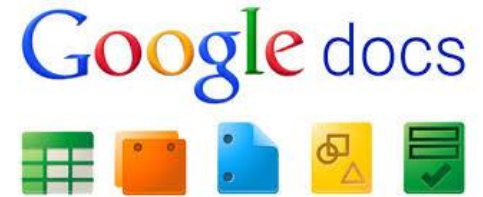
Left sidebar:

- November 2018 < >
- Calendar grid (Sun-Fri)
- Add a friend's calendar +
- My calendars ^
- Mike Buhmann
- 1 on 1 Classes
- Birthdays
- Reminders
- Tasks
- Other calendars ^
- Adult Programs
- Holidays in United States



# 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



SHARE

M

File Edit View Insert Format Tools Add-ons Help

Navigation and formatting toolbar including undo, redo, print, zoom (100%), text style (Normal text), font (Arial), size (11), bold, italic, underline, text color, link, insert, bulleted list, numbered list, indent, outdent, link, unlink, and zoom in.

Main document editing area with a vertical ruler on the left and a horizontal ruler at the top. A single cursor is visible on the first line of the document.

31





# 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

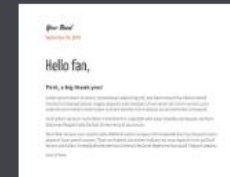
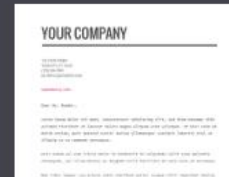


Resume  
Spearmint



Resume  
Modern Writer

### Letters







# Google 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 Drive



Search Drive



New

- My Drive
- Computers
- Shared with me
- Recent
- Starred
- Trash

Backups

Storage  
470.7 KB of 15 GB used  
[UPGRADE STORAGE](#)

My Drive



### Quick Access

**Networking Contacts**  
You edited today

**SPL Sign Up**  
Hannah Carlton edited today

**Exam Proctoring**  
You edited yesterday

Name ↑	Owner	Last modified	Size
Career Action Goal Sheet	me	Sep 20, 2018	–
CAREER ACTION GROUP SIGN	me	Sep 20, 2018	–
Career Action Overview	me	Sep 20, 2018	–
Career One-on-One Survey Responses	me	Apr 8, 2018	–
Exam Proctoring	me	Dec 3, 2018	–
Job Seeker Drawing	me	Nov 25, 2016	–
Networking Contacts	me	2:04 PM	–
Resume	me	Nov 23, 2018	–
Resume	me	Nov 23, 2018	–
Resume	me	Nov 23, 2018	–

Get Backup and Sync for Windows



# 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)

The screenshot shows the Google Jobs interface. At the top, the search bar contains 'library jobs' with a location filter for 'Skokie, IL'. Below the search bar are tabs for 'JOBS', 'SAVED', and 'ALERTS'. A filter bar shows various categories like 'Education', 'Admin & Office', etc. The main content area displays a list of job results on the left and a detailed view of a 'Digital Services IT Specialist' position on the right.

**Get alerts for this search**  
You can unsubscribe or control how often you're emailed  
[Get alerts](#)

**Digital Services IT Specialist**  
Niles-Maine District Library  
Niles, IL  
via LinkedIn  
4 days ago Part-time

**Library RHC Student Employee, Job Code**  
Oakton Community College  
Skokie, IL  
via Glassdoor  
2 days ago Full-time

**Library Faculty (LIB-19)**  
Oaken Community College  
Skokie, IL  
via ZipRecruiter  
3 days ago

**Digital Services IT Specialist** [SAVE](#) [Share](#)

Niles-Maine District Library  
Niles, IL

[Apply on LinkedIn](#)

4 days ago Part-time

\$17 an hour Part-time If you enjoy troubleshooting technology issues and delivering top-notch customer service in a fast-paced library environment, this position is for you! The Niles-Maine District Library is looking for a self-motivated, innovative, and tech-savvy individual to join the Digital Services team. The Digital Services Department was formed in October 2015 and continues to expand and evolve. Whether it is circulating technology equipment or leading virtual reality workshops we are always trying new things.

- Duties include\*\*...
- Troubleshooting basic computer hardware, software and network problems. Assists patrons and staff in the usage of library equipment and software. Reviews and responds to IT request using issue tracking software. Sets up, repairs and removes AV related equipment for meetings and events.

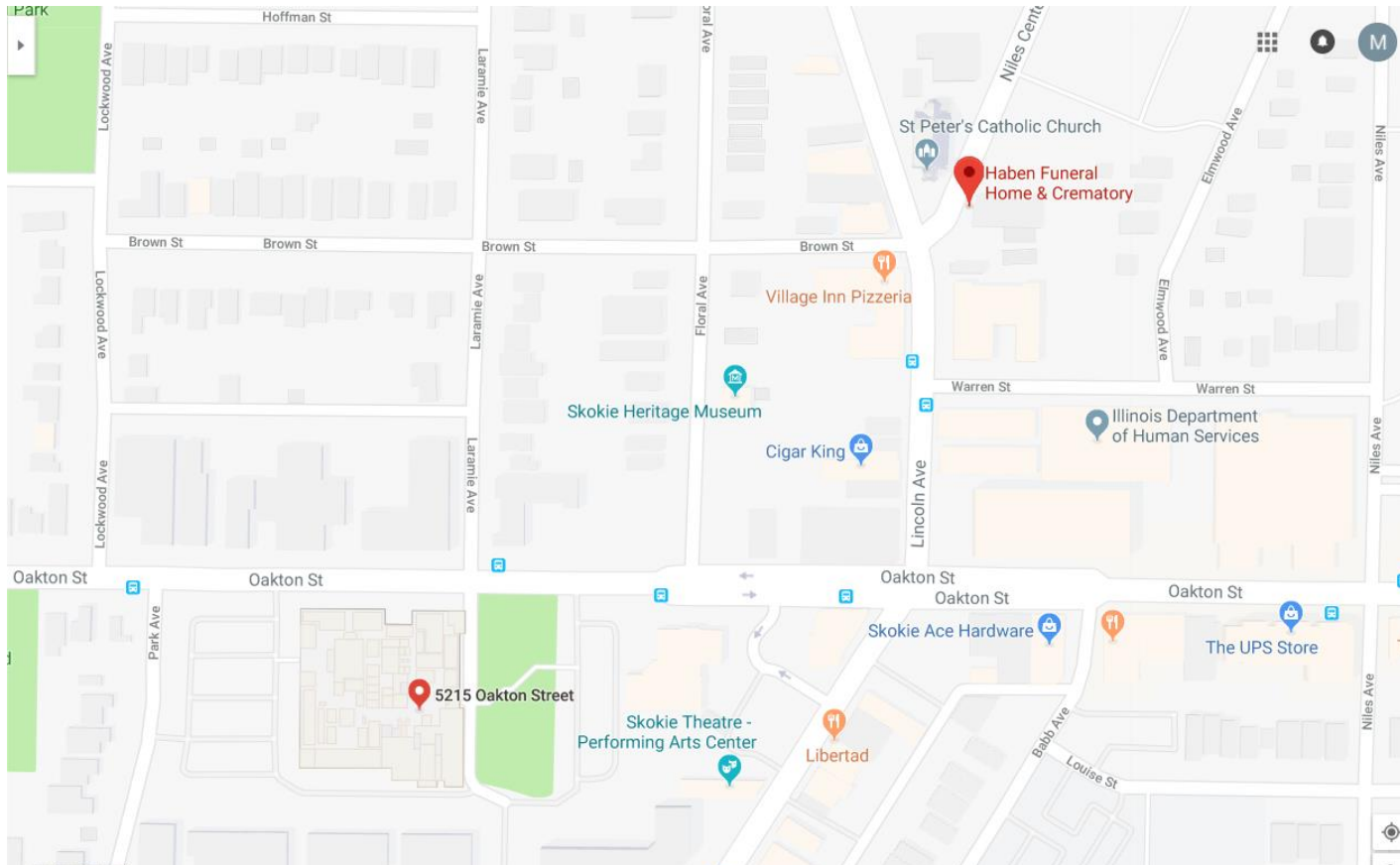


# Google Maps

- 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 Maps





# Google News


## Get updates on a career field

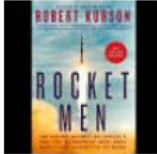


Google public libraries


All Maps **News** Images Shopping More Settings Tools

All news ▼ Past week ▼ Sorted by date ▼ Hide Duplicates ▼ Clear

 **Long Beach's Main Library Closes For Move Across Park**  
Gazettes.com (satire) (press release) (blog) - 19 minutes ago  
Long Beach's Main **Library** Closes For Move Across Park ... There will be more **public** computers with a variety of software, four study rooms with collaborative ...

 **'Rocket Man' chosen as 'A Novel Idea' community read**  
KTVZ - 53 minutes ago  
Deschutes **Public Library** has announced Rocket Men: The Daring Odyssey of Apollo 8 and the Astronauts Who Made Man's First Journey to the Moon as the ...

**Closing graphic for National Day of Mourning**  
News-Press Now - 1 hour ago  
Normal mail delivery and post office operation will resume Thursday. **Public** schools. St. Joseph **public** schools: Open. Missouri Western State University: Open.


 **VVS Middle School receives \$500 grant for coding activities**  
Rome Sentinel - 1 hour ago  
VVS Middle School is one of 250 school and **public libraries** around the country to receive the microfunding from Libraries Ready to Code, an initiative of the ...


Chronicle Times



## Research an employer



Google  

All Maps Books **News** Images More Settings 

All news ▼ Past week ▼ Sorted by date ▼ Hide Duplicates ▼ Clear

### Where Passion and Purpose Meet

ChicagoNow (blog) - Nov 30, 2018

I'm in my second semester in the **library** and information science program at Dominican and have got lucky enough to land a practicum at **Skokie Public** ...

Stay up to date on results for *skokie public library*.

Create a

The selection and placement of stories on this page were determined automatically by a computer program. The time or date displayed reflects when an article was added to or updated in Google News.



# Contacts



Google Contacts



Contacts



Search



Create contact



Contacts



Frequently contacted



Duplicates



Labels



Create label



More



Other contacts



Settings



Send feedback



Help



Switch to old version

## Create new contact



Prefix

First name

Joe

Middle name

Last name

Williams

Suffix

Phonetic first

Phonetic middle

Phonetic last

Nickname



# 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

Sheets

Search



Start a new spreadsheet

TEMPLATE GALLERY



Blank



Schedule



To-do list



Annual budget



Monthly budget

Today

Owned by anyone Last opened by me



	Networking Contacts	me	12:52 PM	
	2018 End of Year Staff Picks	Katy Jacob	12:43 PM	
	Schedule	me	12:43 PM	
	To-do list	me	12:41 PM	

Yesterday

	SPL Sign Up	Technology Assistant	Dec 3, 2018	
	Exam Proctoring	me	Dec 3, 2018	

Previous 30 days

	Patron Issues	me	Nov 25, 2018	
	Patron Feedback: Pop-ups	Katy Jacob	Nov 25, 2018	





# 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



Search



## Start a new presentation

## TEMPLATE GALLERY



Blank



Your big idea  
by Made to Stick



Photo album



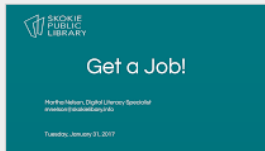
Wedding



Portfolio

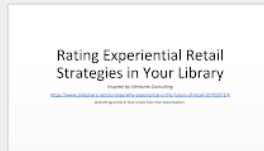
## Recent presentations

Owned by anyone



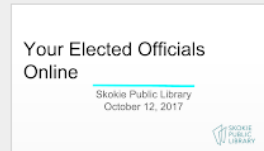
Get a Job

Opened 12:57 PM



Library Experiential Retail...

Opened Sep 28, 2018



Your Elected Officials Onli...

Opened -



# Google Slides

Your big idea ☆

File Edit View Insert Format Slide Arrange Tools Add-ons Help [Last edit was 28 minutes ago](#)

PRESENT SHARE M

Themes

In this presentation

Click to add title  
Click to add subtitle

Simple Light

Click to add title  
Click to add subtitle

Simple Dark

Click to add title  
Click to add subtitle

Streamline

Click to add title  
Click to add subtitle

Focus

Import theme

1 Making Presentations That Stick  
A guide by Chip Heath & Dan Heath

2 Setting your ideas  
Share your ideas with Chip and Dan Heath, authors of the best-selling book *Making Presentations That Stick*, and get their advice on how to make your next presentation a masterpiece.

3 1. Intro

4 How many languages do you need to know to communicate with the rest of the world?

5 Just one! Your own.  
With a little help from your smart phone.

6 The Google Translate app can help and it's free, so why not try it? In up to **NINETY LANGUAGES** from German and Japanese to Czech and Zulu.

7 2. Examples

8 Meet Alberto.  
He's the head of the Spanish and Latin American...

Click to add speaker notes

Making Presentations That Stick  
A guide by Chip Heath & Dan Heath



## *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](mailto:mbuhmann@skokielibrary.info)

