



Tips for a Successful Job Search

Compiled by St. Vincent de Paul Society
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Books to Read

- *What Color Is Your Parachute?*
- *60 Seconds and You're Hired*
- For personal growth:
 - *How to Win Friends and Influence People* by Dale Carnegie
 - *7 Habits of Highly Effective People* by Stephen Covey

Odds and Ends

- Make sure your voice mailbox is not full.
- Check your email often.
- Take a class.
- Use a tracker and TO DO list for job search – see page 5.
- Spend time each day on your search for a job.
- Review your social media. Remember that potential employers will look over your social media profiles.

Where to Find Job Openings

- Mass Hire: www.mass.gov/careercenters
 - Find nearest career center to help with all the steps of a job search.
 - This is a wonderful website, full of information!! Click on each link to find all kinds of info. (Please see page 6 of this packet.)
- www.wickedlocal.com/jobs
- US Dept of Labor: <https://www.onetonline.org> – “I want to be a” link on right side has a good list and summaries of jobs. For example, if you browse through the Construction category, you get a page like this: <https://www.onetonline.org/find/quick?s=construction>
- Create accounts on:
 - www.Indeed.com
 - www.LinkedIn.com
 - www.Facebook.com
- Job Quest: www.mass.gov/jobquest (MassHire Career Centers)
- Mention to people you know that you are looking for work. Someone you know might be aware of an available position.

Area Career Help

- Dress for Success: <https://worcester.dressforsuccess.org/> at 484 Main Street, Worcester, 508.796.5660. Volunteers work with women to help choose an interview outfit. Also provides guidance and support for the upcoming interview.
- Mass Rehab Worcester at 359 Main Street, 508.754.1757 – They assist folks with disabilities to obtain and maintain a job. <https://www.mass.gov/locations/mrc-worcester>
- Mass Hire Worcester: <https://masshirecentralcc.com/> – Provides lots of help! Click on “HOT JOBS!”
- AARP Foundation SCSEP – Help for unemployed adults over 55: <http://aarpfoundation.org/workforce>

Resume Building Tips

Do's

- www.ResumeHelp.com
- Pinterest job search (free) – Tons of sample templates, styles, ideas.
- Create an exciting list of projects, highlighting your strongest accomplishments (not just a list of your duties).
- Show what sets you apart from someone else with the same position.
- Resume and cover letter should stand on their own. Some employers may only read one or the other.
- It may be necessary to tweak the resume to be specific to each job you are applying for.
- Keep your resume to 2 pages or less.
- Have 5 key sections:
 - Professional Summary
 - Skill Highlights
 - Experience
 - Education
 - Professional Licenses
- References should be on their own separate page (not on the resume).

Don'ts

- Don't embellish.
- Don't create a boring list of duties/tasks.
- Don't use more than 2 fonts.

Cover Letter

Do's

- Tweak your cover letter to be specific to the job you are applying for. Rewrite from scratch each time if you need to. Include successful projects you have worked on.
- Include positive qualifications.
- Proofread. Be accurate.
- Cover letter and resume should stand on their own. Some employers might only read one and not the other.
- Research the company and mention the name/info in your letter to show interest. Spell the name of the company correctly.

Don'ts

- Don't go over 1 page in length.

Prepare for Interview

- Research the company. If you can find a brochure or website describing the company, pick 2-3 things that you like and you can mention during the interview.
- Think of a few things in your life that you are truly proud of. Often these genuine stories show things about your character that an employer would also value.
- Be prepared to answer these questions:
 - Tell me about yourself.
 - Why do you want this job?
 - Why should we hire you?
 - What are your greatest strengths/areas of improvement?
 - Where do you see yourself in 5 years?
- Dress professionally (even on a video call).
- Arrive 10 minutes early. Practice driving two different routes. You never know what might delay you.
- Bring a copy of your resume, a pen, and a notebook.

Interview

- If you have a bag, place it on the floor, close to your seat (not on the table).
- Highlight your skills and accomplishments.
- Be positive. Relax.
- Turn off cell phone.
- Call people by name. Make eye contact.
- Keep your responses focused, between 30 seconds and 2 mins in length.
- Ask 2 or 3 questions about the company, if time permits.
- Don't discuss salary in the first interview unless the employer brings it up.

After the Interview

- **Follow up the interview with a thank-you note or email as soon as possible. Send to the person who conducted the interview. (Important!)**
- Write down a few notes about what went well and what you can improve on for the next interview.

Application Process

- Many sites have an online portal that requires you to register and enter education, employment history, etc. You might need to answer a questionnaire. This can take up to an hour. Be prepared!
- Public libraries are a great resource for people seeking employment. For one, they have the Internet, for free. Also, they have people who can help to navigate once a person is online. They also have books that have resume and cover letter examples, as well as tips for writing resumes. And they have resources, like the *Occupational Outlook Handbook*, that can help a person decide what might be a good occupation.

Navigating Unemployment

- Department of Unemployment Assistance: www.mass.gov/dua
- There is a one-time application process (can take up to 2 hours to complete), followed by weekly “certification” for each week that you are unemployed. You log on (or call) every week to certify and request benefits for each week that you are unemployed.
- Department of Unemployment Customer Assistance: 877.626.6800
- Catholic Charities Worcester County: <https://www.ccworc.org/> – Provides help with unemployment assistance to people 55 and older. 10 Hammond St. Phone: 508.798.0191
- For those who need health and dental insurance: www.MAhealthconnector.org
- Mass Hire Worcester: <https://masshirecentralcc.com/> – Scroll down to the green boxes for helpful resources.

References

- Ask people if you can use them as a reference. They need to know that they might be getting a call from a potential employer.
- Try to have at least 1 person who is not a current coworker (ex. a past coworker, a professional contact, etc.).



DEPARTMENT OF CAREER SERVICES

Find a MassHire Career Center Near You

Visit a MassHire Career Center for:

- Job search assistance;
- Career planning information;
- Workshops on job search techniques including interviewing, networking, and resume writing;
- Data on the current statewide and local job market; and
- Resources to help you find the right training opportunities;
- Tools to help you conduct an effective job search.

Greater Boston

MassHire Boston Career Center

1010 Harrison Avenue
Boston, MA 02119
(617) 541-1400, TTY#: (617) 442-3610

MassHire Downtown Boston Career Center

75 Federal Street, 3rd Floor
Boston, MA 02110
(617) 399-3100, 800-436-WORK (9675)

MassHire Metro North Career Centers

186 Alewife Brook Parkway, Suite 310
Cambridge, MA 02138
(617) 661-7867, (888) 454-9675
TTY#: (800) 439-2370

(affiliated limited services)*

4 Gerrish Avenue
Chelsea, MA 02150
(617) 884-4333

100 TradeCenter
Suite G-100
Woburn, MA 01801
(781) 932-5500, (888) 273-WORK

MassHire Framingham Career Center

1671 Worcester Road
Framingham, MA 01701
(508) 861-7993

MassHire Norwood Career Center

32 Day Street
Norwood, MA 02062
(781) 269-5494

Northeastern Massachusetts

MassHire Merrimack Valley Career Centers

Haverhill Opportunity Works
(HOW Building)
671 Kenoza Street,
Haverhill, MA 01852
(978) 241-4730

255 Essex Street
Lawrence, MA 01840
(978) 722-7000

MassHire Lowell Career Center

107 Merrimack Street
Lowell, MA 01852
(978) 458-2503, TTY#: (978) 805-4915

MassHire North Shore Career Centers

70 Washington Street
Salem, Massachusetts 01970
(978) 825-7200

(affiliated limited services)*

5 Pleasant Street
Gloucester, MA 01930
(978) 283-4772

(affiliated limited services)*

North Shore Community College
300 Broad Street, LE-102
Lynn, MA 01901
(781) 691-7450

MassHire North Shore Youth Career Center**

117 Franklin Street
Lynn, MA 01902
(781) 691-7430

Southeastern Massachusetts

MassHire Attleboro Career Center

95 Pine Street
Attleboro, MA 02703
(508) 222-1950

MassHire Cape & Islands Career Center

372 North Street
Hyannis, MA 02601
(508) 771-JOBS (5627),
TTY#: (508) 862-6102

MassHire Greater Brockton Career Center

34 School Street,
Brockton, MA 02301
(508) 513-3400

MassHire Greater Brockton YouthWorks**

34 School Street, lower level
Brockton, MA 02301
(508) 584-9800

MassHire Fall River Career Center

446 North Main Street
Fall River, MA 02720
(508) 730-5000

MassHire Youth Connections**

139 South Main Street
Fall River, MA 02720
(508) 675-9245

MassHire Greater New Bedford Career Center

618 Acushnet Avenue
New Bedford, MA 02740
(508) 990-4000

MassHire Taunton Career Center

72 School Street
Taunton, MA 02780
(508) 977-1400

MassHire South Shore Career Centers

36 Cordage Park Circle, Suite 214B
Plymouth, MA 02360
(617) 376-5170

1515 Hancock Street
Quincy, MA 02169
(617) 745-4000

Central Massachusetts

MassHire North Central Career Center

100 Erdman Way
Leominster, MA 01453
(978) 534-1481, TTY#: (978) 534-1657

MassHire Southbridge Career Center

5 Optical Drive, Suite 200
Southbridge, MA 01550
(508) 765-6430, TTY#: (508) 765-6437

MassHire Worcester Career Center

340 Main Street, Suite 400
Worcester, MA 01608
(508) 799-1600

Western Massachusetts

MassHire Franklin Hampshire Career Centers

One Arch Place
Greenfield, MA 01301
(413) 774-4361, TTY#: 413-772-2174

(Affiliated limited services)*

20 West Street
Northampton, MA 01060
(413) 774-4361

MassHire Holyoke Career Center

850 High Street
Holyoke, MA 01040
(413) 532-4900, TTY#: (413) 535-3098

MassHire Berkshire Career Center

160 North Street
Pittsfield, MA 01201
(413) 499-2220, TTY#: (413) 499-7306

MassHire Springfield Career Center

95 Liberty Street, Third Floor
Springfield, MA 01103
(413) 858-2800, TTY#: (413) 858-2800

For more information about MassHire Career Centers, visit www.mass.gov/careercenters

* Affiliated limited services – Contact the career center for hours of operation and services available.

** Youth-specific Career Center.