



Job Seekers' Guide

This guide is designed to assist you in making your job search easier. There are helpful resources for job searching, writing your resume and cover letter, preparing for interviews, and further developing your skillset.

Any resource marked with an asterisk (*) is offered by the Everett Public Libraries. You will need your library card number to access these resources. **Don't have a library card? Visit the Parlin or Shute Libraries to register for one for free!**

To access any of our resources marked with an asterisk (*), please visit our website at everettpubliclibraries.org. Hover over the "Books & More" tab. Select "Online Learning" or the "Online Resources" options to view these available learning platforms or databases.

Job Hunting Resources

Here are some recommended job search engines and organizations to help you get started on your job search!

***AtoZdatabases:** atozdatabases.com

Career Builder: careerbuilder.com

Career Jet: careerjet.com

Dice: dice.com

HigherEdJobs: higheredjobs.com

Hire Culture: hireculture.org

Idealist: idealist.org

Indeed: indeed.com

JVS Boston: jvs-boston.org

MassHire JobQuest: jobquest.dcs.eol.mass.gov

MassHire: Metro North Career Center: masshiremncareers.com

Massachusetts Nonprofit Network (MNN): massnonprofitnet.org/jobs

Security Clearance: clearancejobs.com

SimplyHired: www.simplyhired.com

Urban League of Eastern Massachusetts: ulem.org

USAJobs: usajobs.gov

Ziff Davis: ziffdavis.com/careers/jobs

ZipRecruiter: ziprecruiter.com

Resume Resources

Looking to improve your resume? Explore these resources to understand effective formatting, craft a compelling resume, and refine your language.

***AtoZdatabases:** atozdatabases.com

***Resume Assistance**

Book a one-on-one resume assistance appointment at the Parlin and Shute Libraries and let a librarian help you craft a resume tailored to your strengths and aspirations. Sign up for a

thirty-minute session! By appointment only. To set up your appointment, please email parlininfo@noblenet.org or shuteinfo@noblenet.org or call 617-394-2300/617-394-2308.

The Balance: thebalancemoney.com/resumes-6265526

Job Hunt: job-hunt.org/cover-letters-resumes/

Power Verbs for your Resume from the University of Northern Iowa Office of Career Services: careerservices.uni.edu/sites/default/files/docs/resume_verbs.pdf

Cover Letter Resources

Need help with your cover letter? These resources can help you structure your letter, express your interest clearly, and highlight why you're a great fit for the job.

***AtoZdatabases:** atozdatabases.com

The Balance: thebalancemoney.com/cover-letters-6265516

Job Hunt: job-hunt.org/cover-letters-resumes/

Purdue Online Writing Lab:

owl.purdue.edu/owl/job_search_writing/skilled_labor_job_search_resources/cover_letters/index.html

Curricula Vitae (CV) Resources

Working on your CV? These helpful resources will show you how to lay it out clearly, highlight your experience, and present yourself with confidence.

Purdue Online Writing Lab:

owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html

Interview Resources

Get ready with interview tips on what to expect, how to answer questions confidently, and ways to make a great impression.

***Udemy:** [udemy.com](https://www.udemy.com)

This online learning platform is for adults who want to grow professionally or further develop a personal interest. Choose from over 4,000 continuously updated, on-demand video courses in business, technology, design, and personal enrichment.

Skill Development and Education

Explore these resources to learn new skills, improve your knowledge, and open doors to new opportunities.

***Excel High School:** [excelhighschool.org](https://www.excelhighschool.org)

Excel Adult High School is an accredited high school that offers a fully online high school diploma program, available through your public local library. This program offers free enrollment to a limited number of qualified adult students.

***Mango Languages:** learn.mangolanguages.com/login

Choose from over 70 world languages on desktop or mobile, from anywhere, at any time. Enjoy native speaker audio and cultural context that will fully immerse you in the language.

***Niche Academy:** my.nicheacademy.com/everettpl

A great learning solution with ready-to-use tutorials and videos for anything from online databases to social media platforms.

***Rosetta Stone:** www.rosettastone.com/lp/ebsco/?custid=parlin

Improve your English or learn another language with Rosetta Stone Library Solution. This effective, easy-to-use program allows you to learn a new language on your own time.

***Udemy:** [udemy.com](https://www.udemy.com)

This online learning platform is for adults who want to grow professionally or further develop a personal interest. Choose from over 4,000 continuously updated, on-demand video courses in business, technology, design, and personal enrichment.

***Vocations and Careers Collection:**

Research a vocation, find an appropriate institution of learning, and get assistance on job searches and maintaining a career.