

# Planning and Research

Get prepared for your job search using the following resources.

## Register for an Email Address

Applying for a job is going to require you to have an email account. Employers may become disinterested if you have an older email address with an old domain name, AOL and Hotmail are a few examples of these. If you need to update to a more current address or just need an email account [Gmail](#) or [Yahoo](#) are a good place to start. The Library often offers classes on how to use Gmail, [check here for any upcoming computer classes](#). Warning: Gmail and Yahoo ask new registrants for a cellphone number, so if you do not have a cellphone that can receive text messages, please select another email service. Two email providers that do not require a phone number to register are [ProtonMail](#) and [Mail.com](#).

When creating your new email address, avoid using unprofessional words or phrases, try to fit your name into your address as best you can. Examples of this are; [firstname.lastname@---.com](#) or [lastname.firstname@---.com](#). Try different combinations of periods, dashes, underscores between your first and last name until you find one that works.

## Develop Your Employment Skills

Attend [FREE Algonquin Area Public Library technology classes](#). Available classes include beginning computer classes as well as introductions to Microsoft Office and Google Apps. To see what these classes offer, [click here for descriptions and downloadable handouts](#).

Make use of the library's online resources to build your skills, learn something new, or prepare for a new career. All you need is your AAPLD library card to sign in from home.

- [BrainFuse HelpNow!](#) Click on the Adult Learners tab and you'll find Microsoft Office help, Career Resources and Resume Assistance.
- [LinkedIn Learning / Lynda](#) is an online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals.

- [Mango Languages](#) can be used to learn a new language, build your ELL skills, or learn foreign language dialog for business.

[GCF Learnfree](#) is a site that has plenty of helpful resources for learning how to use computers, career development, resume and cover letter writing, core skills, reading and math and so much more.

[Google Applied Digital Skills](#) is a site where you can learn how to use Google apps as well as learn how to prepare a business plan, get a job, organize files and more

[Grow with Google](#)

## Research a Career

The first step in finding a job to apply for is researching career fields. Use these resources to research a career and to evaluate a position after you have received a job offer.

- The [Occupational Outlook Handbook](#) from the Bureau of Labor Statistics contains information about specific careers. Entries describe what the work in a particular field is like, what compensation and benefits can be expected, and what qualifications are required. The “Job Outlook” section of each job entry shows projections about the number of jobs in that field in the years to come.
- [O\\*Net](#), produced by the U.S. Department of Labor, describes what a job or career is “really like” by exploring the common features of different careers.
- [MyNextMove.org](#), sponsored by the U.S. Department of Labor, can be accessed by a keyword search, browsing industries, or answering survey questions. The site is also available in [Spanish](#).
- [Career One-Stop](#), also sponsored by the U.S. Department of Labor, can be used to research a career, look at detailed, state-specific occupations and industry profiles, use [self-assessment tools](#), and learn more about [salaries &](#)

benefits, education & [Find Training | CareerOneStop training](#), and resumes & applications.

## Research a Potential Employer

Start by visiting the company's website. Review the annual report, strategic plan, or financial disclosure documents about the company prior to an interview.

Your Algonquin Area Public Library card gives you access to [Mergent Business Online](#), use this to find company information including financial details, affiliate companies, executives, and competitors. Select D&B 20 Million Plus Private Company Search to search for private companies.

You can also look for the company's listing with the [Better Business Bureau of Chicago and Northern Illinois](#).

## Avoid Employment-Related Scams

To avoid scams, always protect your personal information. Learn more about [how to avoid job scams](#) from the Federal Trade Commission. The Illinois Public Interest Research Group maintains a page detailing how to [protect yourself from identity theft and what to do if you've been a victim of identity theft](#).

## Looking for a Job Opening

There are many websites and online job boards where you can browse available job postings. Below are a few links to help you get started.

### Find a Local Job Opening Online

- [Illinois Job Link](#) is a help wanted internet job board managed by the Illinois Department of Employment Security

- [Kane County Workforce Development Division](#)
- [McHenry County Workforce Development Division](#)
- [Northwest Herald](#) links to [Shaw Media Jobs](#) where you'll find listings for local jobs. Search by location or job category.
- [Northwest Suburbs Craigslist Jobs](#) are broken up into categories. Job search can be limited by different categories, including part-time, telecommute, contract, internship, or non-profit.
- [Saint Hubert Catholic Parish](#) is a fellowship of men and women with a common desire to become employed or seek career advancement. Now with Zoom networking.
- [State of Illinois Workforce Portal](#) offers career resources for job seekers and disability resources.
- [Worklooker](#) for [Mchenry County](#) and [Kane County](#) are directories of the county's top employers and the jobs they offer. Here you'll find links to city and village, public school, public safety, and other public service jobs.

## Find a Job Opening Online

- [America's Job Exchange](#) focuses on organizational diversity. Includes: veterans job exchange, disability job exchange, diversity job exchange.
- [Career Builder](#) is an online job marketplace affiliated with 90 newspapers, including the Baltimore Sun. Registered users can also post résumés and set up job alerts.
- [Career One-Stop](#) includes a nationwide job-search tool.
- [Idealist](#) includes listings for non-governmental organizations, non-profits, and educational institutions.
- [Indeed](#) collects job listings from many different websites of all kinds, presenting you with a wide range of vacancies from multiple sources.
- [LinkedIn](#) is good for networking and learning from colleagues in your field. From the job search, you can click on a company name to learn more about the organization and who works there.

- [LinkUp](#) is a job search engine that focuses on job openings posted directly on company websites.
- [Monster](#) is a large site listing multiple vacancies. Sign up to upload resumes & apply for jobs.
- [SnagAJob](#) lists part-time and full-time hourly jobs and is a great place to look for customer service work, and if you want to start work immediately.

## Employment for Teens

### Volunteering

- The [Algonquin Area Public Library District VolunTeen Program](#) has a variety of opportunities--all virtual right now including joining the Teen Advisory Board, which meets every month, and other tasks, such as reviewing. For a full list of opportunities complete the contact us form on the website or email [teen@aapld.org](mailto:teen@aapld.org)
- [Volunteer Center McHenry County](#) is a database of local volunteering opportunities.
- The [Algonquin Lake in the Hills Interfaith Food Pantry](#) is constantly looking for and utilizing volunteers.
- [Innerview](#) is a national service organization that partners with LITH Parks and Rec department for their volunteer opportunities.
- [Volunteer Match](#) is a good resource for finding local volunteer opportunities.

### College

- [Illinois State Board of Education \(ISBE\)](#) has a page on college and career preparedness.
- [Illinois College 2 Career](#) can help teens find a college and college programs that meet their future needs.

## Jobs

- [One Summer Chicago](#) has a bunch of information about finding jobs for ages 14-24, getting work permits, and other job-related info.
- [Hire Teen](#), while a pretty basic looking website, allows you to search jobs in Illinois and base it on a specific age. Also contains links for info resume tips and interview tips.
- The [Illinois State Board of Education](#) contains information for younger teens who want to start working and instructions on how to complete a work permit.
- The [Illinois Department of Labor](#) also contains more information about younger teens, work laws and permits.
- [CareerOneStop - "Get My Future"](#) is a career and career information source for teens which includes everything from determining what kinds of jobs you'd like to finding jobs to writing resumes and more.
- The [American Library Association](#) has a variety of links with tips on career assessments, interviewing, writing resumes, and more.
- [Illinois WorkNet Center: Youth Career Pathways Program](#) offers an employment and training program that "will assist youth who face barriers to continue in education and gain employment in the state of Illinois with a goal is to provide basic and technical skill training and work experience to help participants get good jobs, increase earnings and reduce reliance on public assistance." Teens and YAs 16-24 are eligible.

## Preparing Your Application, Resume, Cover Letter and Interview

Now that you've done your research and found a job you'd like to apply for, the following tips will help you prepare and submit your applications.

## Completing an Online Application

Collect and organize information about your work history, education and references prior to filling out an application.

Get familiar with navigating online job applications with [Purdue University Job Applications Worksheets](#)

- Allow enough time to complete an online application
- Prepare for follow-up evaluation or assessment
- Remember your username, email address used, password and any security question answer for each job site you sign up for. Without this information, you will not be able to recover passwords to access email or profiles on employment websites.

## Writing a Resume

Your resume is not just a list of jobs, work done, or level of education. It should convey that you have the skills, traits, and experience that will enable you to contribute to the success of the company you're applying to. Your resume should be written so that it matches the job description for each job you are applying for.

- Resume [Samples from Indeed](#)
- Career One-Stop's [resumes](#)
- Resume templates can be found in Microsoft Office Word and Google Docs.
- After you complete your resume, submit it to [BrainFuse HelpNow!](#) for review by clicking on the Adult Learners tab, then Write a Winning Resume, then Upload Resume. (you'll need a valid AAPLD library card)
- [Books on writing your resume](#)

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Don't have access to a computer, the internet or software needed to create your resume, both Main and Branch Algonquin Area Public libraries have public computer access and free Wi-Fi access. **We also have laptops with internet access through a hotspot available for checkout.**

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