

## Searching Online

### Sites with Local Job Listings

Calvert County Economic Development

✧ [www.ecalvert.com](http://www.ecalvert.com)

Calvert County Government

✧ [www.co.cal.md.us](http://www.co.cal.md.us)

Craigslist

✧ <http://smd.craigslist.org>

Federal Government Job Search

✧ <https://www.usajobs.gov/>

(Help applying for Federal jobs)

✧ <http://www.opm.gov/>

Maryland Jobs by LocalCareers.com

✧ [www.marylandjobs.com](http://www.marylandjobs.com)

Maryland Workforce Exchange

✧ <https://mwejobs.maryland.gov>

Southern Maryland News

✧ [www.somdnews.com](http://www.somdnews.com)

Southern Maryland Online

✧ <http://somd.com/employ>

Washington Post Classifieds

✧ [www.washingtonpost.com/jobs](http://www.washingtonpost.com/jobs)

### Sites with National Listings

America's Job Bank

✧ [www.jobbankinfo.org](http://www.jobbankinfo.org)

Career Builder

✧ [www.careerbuilder.com](http://www.careerbuilder.com)

Indeed

✧ [www.indeed.com/](http://www.indeed.com/)

Monster

✧ [www.monster.com](http://www.monster.com)

My Skills My Future by US Dept. of Labor

✧ [www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)

Snag-A-Job

✧ [www.snagajob.com](http://www.snagajob.com)

These links and more can be found under the heading **Employment & Internships** at

<http://calvert.lib.md.us/sitelist.html>

## Getting the Job

### Apply Online

Practice filling out an online application at:

✧ <http://www.stratford.lib.ct.us/job/practiceapplication.html>

Information to help you avoid job scams is provided by the Federal Trade Commission at:

✧ <http://ftc.gov/jobscams>

### Ace the Interview

Check out our books of commonly asked interview questions and brush up on your interview skills.

### Get More Help

Southern Maryland JobSource

✧ [www.dlrr.state.md.us/county/smd/](http://www.dlrr.state.md.us/county/smd/)

Waldorf (301) 645-8712

Lexington Park (301) 844-6404

Enoch Pratt Job and Career Center

✧ [www.prattlibrary.org/locations/jobcenter/](http://www.prattlibrary.org/locations/jobcenter/)  
or call: (410) 396-5317

**Calvert Library Prince Frederick**  
850 Costley Way  
Prince Frederick, MD 20678  
(410) 535-0291 (301) 855-1862

**Fairview Branch**  
8120 Southern Maryland Boulevard  
Owings, MD 20736  
(410) 257-2101

**Southern Branch**  
13920 HG Trueman Rd  
Solomons, MD 20688  
(410) 326-5289

**Twin Beaches Branch**  
3819 Harbor Road  
Chesapeake Beach, MD 20732  
(410) 257-2411

Always online at [calvertlibrary.info](http://calvertlibrary.info)

# Job Search Tools



Help from  
Calvert Library



**Calvert LIBRARY**

inspiring possibility ★ [calvertlibrary.info](http://calvertlibrary.info)

## Tips for Getting Started

### Unemployment Benefits & Resources

Learn more at the MD Department of Unemployment Insurance:

- ◇ [www.dllr.state.md.us/employment/unemployment.shtml](http://www.dllr.state.md.us/employment/unemployment.shtml)  
or call: (800) 827- 4839

### Show Your Smarts

Find out more about earning your GED or other Adult Education Courses from the College of Southern Maryland:

- ◇ <http://www.csmd.edu/programs-courses/non-credit/adult-basic-education>  
or call: (443) 550-6149

Continuing education programs and classes are offered by the College of Southern Maryland:

- ◇ <http://www.csmd.edu/programs-courses/non-credit>  
or call: (301) 934-2251



Visit [calvertlibrary.info](http://calvertlibrary.info) for practice career exams. Click Databases, then Testing & Career Guidance to access **LearningExpress**. Register for a **free account**—Use your library card number as your username!

Practice can improve your scores on academic, civil service, military and licensing exams.

Prefer a book? Ask a librarian for help finding and ordering study guides for specialized tests from your local library and the Job and Career Information Center at the Enoch Pratt Free Library.

## Perfecting Your Résumé

### Build Your Résumé

Gain job experience and make contacts by volunteering. Find opportunities by contacting local community organizations or searching online at:

Corporation for National and Community Service

- ◇ [www.serve.gov](http://www.serve.gov)

Volunteer Match

- ◇ [www.volunteermatch.com](http://www.volunteermatch.com)

### Perfect Your Résumé

Your résumé is an important part of your job search. Potential employers often see your résumé before they see you. Writing an effective cover letter helps you make a good first impression. Ask us to show you our résumé and cover letter books.



Check out **HelpNow!**, provided by the library. The **Brainfuse Adult Learning Center™** helps you write an effective résumé. Plus, you can discuss your résumé live with an expert.

Create your résumé in Microsoft Office Word:

- ◇ <https://templates.office.com/en-us/Resumes-and-Cover-Letters>

Or use a trusted site to create, print, and save your résumé :

- ◇ <https://careerzone.ny.gov/views/careerzone/guestool/resume.jsf>

Need help using a computer? Ask us about *one-to-one* computer training. In addition, ask about our community partners who periodically offer free job counseling, including interview tips, résumé review and more, by appointment at the library.

## Finding Jobs



Ask a librarian to show you where the **newspapers** are located. Staff can help you find the **classified section** too!

### Search for Jobs

Many jobs are posted on the Internet. It's free to search most job search sites, so try a few! On most sites you can register for an account. This allows you to sign into the site each time you visit, then customize and save your searches.

Don't forget to write down any usernames and passwords you created for your job search accounts.

On some sites you can sign up for email alerts if a job fitting your criteria is posted. If you don't already have one, now is a great time to sign up for an email account!



Don't have email? Need help using email? Schedule a **one-to-one** appointment with a librarian who will help!

### Get Organized

Save your job information in folders (electronic or paper). Each folder should contain information such as the name of the company, the job title, the contact name and their information. Don't forget a job description and other important details!