



# 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](http://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](http://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](http://www.Indeed.com)
  - [www.LinkedIn.com](http://www.LinkedIn.com)
  - [www.Facebook.com](http://www.Facebook.com)
- Job Quest: [www.mass.gov/jobquest](http://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](http://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](http://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](http://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](http://www.mass.gov/careercenters)

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

\*\* Youth-specific Career Center.