



JOB SEARCH and CAREER ADVISING

Completing a course in the SNAP Employment and Training program is just one step toward pursuing a career. The information below can help you advance further in that journey.

Navigating the job market and preparing applications:

1. Middlesex Community College Career Services website has information on creating a resume and cover letter and some employment search websites. Includes information and tools on job search strategies and interviewing techniques.

https://mxcc.edu/career-services/.

2. The local Russell Library on Broad Street in Middletown has career services for resume writing, interview techniques, and career counseling. There is a job group every Thursday morning with guest speakers and networking, and special guest speakers at all times of the week, usually in evenings. Check out their website :

https://www.russelllibrary.org/news events/business progs.html.

- 3. MxCC Career Services department may have staff available for limited guidance on cover letters, resumes, and job applications. They may also be able to help you navigate the MxCC system to speak with others about taking further courses.
- 4. In the following searches, be sure to specify the kind of job and location you are looking for. More employment search resources:
 - <u>Indeed:</u> Search job sites, newspapers, associations and company career pages in one place.
 - <u>Simply Hired:</u> Search millions of jobs across the web.
 - <u>Monster:</u> One of the most popular job sites.
 - <u>CareerBuilder:</u> Another well-known employment site.
 - <u>CT Job Central:</u> Connecticut's new job bank.
 - <u>CTJobs:</u> Specifically targeted for local jobs.
 - <u>ConnecticutJobs.com</u>: Another source for local jobs.
 - <u>State of CT Jobs:</u> Find opportunities and examination dates.
 - <u>Idealist:</u> Great career resources for resumes, interview guidance.
 - <u>Connecticut Department of Labor:</u> Find local offices, including CTWorks and Career Centers.
 - <u>LinkedIn:</u> Social networking for professionals.
 - <u>Workplace Writers:</u> Tips for résumés and cover letters.

Good luck with your future endeavors and persist in all that you want!