

Starting Your Job Search

Finding a new job can be a stressful and time consuming process. AHML is here to help you along the way. ASK US HOW!

Helpful Web Sites

Susan Ireland Resumes
<http://susanireland.com/>

Learn about resume writing, cover letter writing, electronic resume formatting, interviewing and salary.

The Riley Guide
<http://www.rileyguide.com/>

Introduces you to the online job search, listing many online sites and services that are useful for the job search.

Purdue University Online Writing Lab (OWL)
<http://owl.english.purdue.edu/owl/>

Click *“Professional, Technical, and Job Search Writing.”*



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500 N. Dunton Ave.
Arlington Heights, IL
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847-392-0100
www.ahml.info

Start Your Job Search Here

What steps should you take if you lose your job?



Answer Center:

847-506-2633

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Job Search Checklist



1. Budget

Look at your budget and make the necessary changes. You can find many resources about budgeting and money management online. Here are some to get you started.

Financial Planning Calculators:

<http://bygpub.com/finance/calculators.htm>

Money Management Resources:

www.mymoney.gov

2. Benefits

Review current benefits such as life and health insurance. You may be able to locate similar benefits within your budget.

3. File a Claim

File an Unemployment Claim. Applications can be made online at the Illinois Department of Employment Security (IDES) web site. You can contact a local Illinois Worknet office for assistance.

Illinois Department of Employment Security:

<http://www.ides.state.il.us>

Illinois Worknet:

723 West Algonquin
Arlington Heights, IL
60005
Phone: (847)981-7400

4. Email

Set up an email account if you do not have one. Many employers require an email address to submit an application. The Library has computers with Internet access that you can use, and we would be happy to help you set up an email account.

5. Resume

Prepare your resume. The style and content of resumes has dramatically changed in recent years. The library has resources to help you.

ASK US HOW!

6. Register

Register for an Illinois Worknet account. Illinois Worknet is a state agency dedicated to helping Illinois residents find jobs. By registering for an account, you can use their web site to locate job opportunities, prepare a resume, locate networking groups and more. You can also call a local office for assistance.

Illinois Worknet:

723 West Algonquin
Arlington Heights, IL
60005
Phone: (847) 981-7400
www.illinoisworknet.com

These are just a few of the steps you can take when you have lost your job or are looking for new employment. Remember, AHML is here to help you on your search and point you to the tools you need every step of the way. Just ASK US HOW! Visit our Jobs and Careers page at www.ahml.info for the latest information and offerings.