

# JOB SEARCH PREPARATION

This guide is designed to be a starting point when looking for resources related to job hunting.  
It is not an exhaustive list.

## BOOKS AT THE LIBRARY

Search the Library's catalog  
[catalog.henrico.lib.va.us](http://catalog.henrico.lib.va.us)

Select "Subject" from the drop-down box of search options

Enter a term such as: Career Changes, Career Development, Cover Letters, Employment Interviewing, Job Hunting, Professions, Resumés, Vocational Guidance, and Occupations. Also try more specific terms relating to your occupation of interest. For example, if you are interested in nursing, try a subject search using the terms vocational guidance nursing.

### Browse the Shelves

Below are shelf locations where job-hunting materials can be found:

650.14 - Resumés, cover letters, and interviewing books

331.702 - Occupations

## AGENCIES TO CALL OR VISIT

### VA Employment Commission – Workforce Centers

Metro Richmond North Location: 8093 Elm Drive,  
Mechanicsville, 23111-1160

Phone: (804) 559-3133 Fax: (804) 559-7141

Mailing Address: P.O. Box 997, Mechanicsville 23111-0997

Website: [VaEmploy.com](http://VaEmploy.com)

Email: [metrorichmondnorth@vec.virginia.gov](mailto:metrorichmondnorth@vec.virginia.gov)

Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.

### Capital Area Training Consortium (CATC)

A federally funded organization that provides resources for employers, youth, adults, and dislocated workers for free. North of the James River Location: 5410 Williamsburg Road, Sandston, VA 23150

Website: [www.co.henrico.va.us/catc](http://www.co.henrico.va.us/catc)

Email: [catc@co.henrico.va.us](mailto:catc@co.henrico.va.us)

Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.

### AARP WorkSearch

Services for those 50 and older, including skills evaluation, training, and job searching for residents of Henrico, Chesterfield, and the Cities of Richmond and Petersburg.

Website: [www.aarpworksearch.org](http://www.aarpworksearch.org)

Phone: (804) 355-3600

## RESUMÉS & COVER LETTERS

### Monster.com suggestions

[career-advice.monster.com/resumes-cover-letters/careers.aspx](http://career-advice.monster.com/resumes-cover-letters/careers.aspx)

### What goes in a resumé?

[www.bls.gov/oco/oco20043.htm](http://www.bls.gov/oco/oco20043.htm)

### Sample resumé

[jobstar.org/tools/resume/samples.php](http://jobstar.org/tools/resume/samples.php)

### Sample cover letters

[jobstar.org/tools/resume/clet-ex.php](http://jobstar.org/tools/resume/clet-ex.php)

## CHECKLIST FOR “BEFORE APPLYING FOR JOBS ONLINE”

### Email address – this is required by almost all employers

If you don't have an email account, sign up for one. Email providers include Gmail, Hotmail, and Yahoo.

### Resumé

1. If you don't have your resumé as an electronic document, create it. You can use Microsoft Office Word's resumé wizard.
2. Also save your document as a plain text file. This will allow you to copy and paste your resumé into an online application form.

### Save your resumé

1. A flash drive is recommended
2. Also send your resumé files as attachments to an email message that you send to yourself.

