

# Career Search Resources

**This helpful career search resource was originally designed for students enrolled in the grant based program GEER** funded by the State of Maryland. It was designed to help Marylander’s impacted by COVID-19 get back to work through brief coursework that prepares them for a certification or licensure exam.

Even though the program has ended, the information below is helpful to anyone in their job search. Below you will find a list of resources and links that will support you in marketing your newly attained skills and industry recognized credential in your job search. Montgomery College can continue to provide support to you, MC Alumni, through the [Student Career and Employment Services](#).

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## Montgomery College Resources

Currently enrolled students have full access to services and supports (Student Career and Employment Services) at Montgomery College and on our websites – College Central Network, Big Interview, Career Coach. Alumni access is limited in some cases. Alumni can access some Student Career and Employment Services, the job search site College Central Network.

Student Career and Employment Services - <https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/>

Recruitment Events and Job Fairs - <https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/recruitment-events-and-job-fairs.html>

College Central Network - <https://www.collegecentral.com/montgomerycollege/>

Big Interview - <https://montgomerycollege.biginterview.com/>

Career Coach - <https://montgomerycollege.lightcastcc.com/>

\*Contact Roberta Buckberg and/or Student Employment Services (SES) Specialists if you have any difficulty accessing the above Montgomery College resources.

[roberta.buckberg@montgomerycollege.edu](mailto:roberta.buckberg@montgomerycollege.edu) SES Contact info found here:

<https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/>

## Career Research

Career Coach from Montgomery College <https://montgomerycollege.emsicc.com/> allows you to take a quick (6 question) assessment or a detailed (60 question) assessment that identifies potential career pathways, review programs of study, and provides a resume builder.

Onet Online <https://www.onetonline.org/> Here you can find a sample of reported job titles for basically every occupation, wage information, the level of education and experience necessary for occupations, and many more details.

Career OneStop [Careers and Career Information - CareerOneStop](#) Find career videos that provide a quick overview of what you can expect in different industries and fields of work. You can job search, take assessments, explore careers and more career research related activities.



Ask JAN (Job Accommodation Network) [askjan.org](http://askjan.org) Reasonable accommodations are necessary and legally required for some professionals. Explore how to handle requests for a reasonable accommodation on the job through AskJAN



Indeed Career Guide Resource <https://www.indeed.com/career-advice>

Glassdoor.com – Research company reviews, learn about their pay, culture, interview process and more. <https://www.glassdoor.com/member/home/index.htm>

## General Job Search

**Job Search Advice** <https://www.flexjobs.com/blog/post/job-seekers-share-their-best-job-search-advice/>

**Basic Job Search Tips** <https://www.themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them>

**What Is the Hidden Job Market?** <https://www.thebalancemoney.com/what-is-the-hidden-job-market-2062004>

**What is the Hidden Job Market? Plus Tips on Accessing It** <https://www.indeed.com/career-advice/finding-a-job/hidden-job-market#:~:text=The%20hidden%20job%20market%20refers,evaluating%20job%20applications%20or%20interviewing.>

**How to Use the Hidden Job Market to Advance Your Career** <https://www.indeed.com/career-advice/career-development/use-hidden-job-market-to-advance-career>

## Cover Letter

**Cover Letter Advice** <https://www.themuse.com/advice/the-cover-letters-that-make-hiring-managers-smile-then-call-you>

**14 Cover Letter Templates** <https://blog.hubspot.com/marketing/how-to-write-cover-letter-template>

**How to Write a Cover Letter For a Job** <https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter>

**30 Cover Letter opener examples** to make you think more creatively about writing your cover letter <https://www.themuse.com/advice/how-to-start-a-cover-letter-opening-lines-examples>

**Types of Cover Letters with Samples**, because who doesn't want a sample? <https://www.themuse.com/advice/cover-letter-examples-every-type-job-seeker#whybother>

## Resume

Resume writing is both a science and an art. The more details you learn about the “how” and the “why” of your resume the more nuance you can apply as you approach companies for meaningful employment opportunities. Keep your resume accomplishment and contribution oriented so employers easily see your value.

## Career Search Resource List

### Quick Tips

- Use a professional email address (e.g. firstname.lastname@gmail.com)
- Use font size 10 to 12 and font easy to read that looks professional (e.g. Calibri, Times New Roman, Georgia, Arial, Verdana)
- Strategically use **bold**, CAPS, and *italics*, but don't overdo it
- Include your LinkedIn URL, website, online portfolio in the header/contact section
- Make it "skimmable," easy to read and quickly find your qualifications
- Describe the training / class(es) you've taken

### Articles:

**40 Best Resume Tips 2021** <https://zety.com/blog/resume-tips>

**How to Write A Competitive Resume** – includes an audio version of the article  
<https://www.forbes.com/sites/ashleystahl/2021/06/10/how-to-write-a-competitive-resume-in-2021/?sh=6733078b7724>

**Career Changer Resume** <https://www.thebalancecareers.com/career-change-resume-writing-tips-4134292>

**How to Read a Job Description** <https://www.themuse.com/advice/how-to-read-job-description-keywords>

**How to Turn Duties Into Accomplishments** <https://www.themuse.com/advice/resume-revamp-how-to-turn-your-duties-into-accomplishments>

**Resumes for Applicant Tracking Systems (ATS)** <https://www.thebalancecareers.com/what-is-an-applicant-tracking-systems-ats-2061926>

**Beating the ATS (Applicant Tracking System)** <https://www.visualcv.com/blog/how-to-beat-the-applicant-tracking-system/>

### **More information on Applicant Tracking Systems (ATS's)**

Tips for an ATS (Applicant Tracking System) Friendly Resume

- Key words are very important.
- Your resume is ranked among others for "best fit," the more key words you have from the job posting the higher your rank.
- Keep it simple and text-based. Avoid charts, graphs, pictures, and other visuals. Also avoid colored text.
- Bullet points are good for both the ATS and human eyes when scanning a resume.
- Work experience should be listed with Employer first, then Job Title, then Dates.
- There is debate as to whether a Word or PDF file is better, so follow guidelines from the company, or call and ask.
- Make sure your resume is key word rich. Review the job posting, company website, and their social media to determine key words (emphasized through location and repetition).

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- Use both acronyms and the spelled-out version (e.g, PMP and Project Management Professional).
- Keep resume section names traditional, e.g., Experience, Education, Skills.
- Focus on industry specific terminology over soft skills.
- Paste the job posting in Wordle or a Tag Crowd word cloud to see what is mentioned frequently and therefor important.

**Writing a competitive resume** - <https://www.forbes.com/sites/ashleystahl/2021/06/10/how-to-write-a-competitive-resume-in-2021/?sh=6733078b7724>

**Resume Scanner** will show you how well your resume meets job posting requirements, for free <https://cultivatedculture.com/resume-scanner/>

### Videos:

#### **Nine Videos on Resume Writing (& Cover Letter)**

[https://www.youtube.com/playlist?list=PLpQQipWcxwt9Cld\\_I9aJfSLFAytSslmCC](https://www.youtube.com/playlist?list=PLpQQipWcxwt9Cld_I9aJfSLFAytSslmCC)

## LinkedIn

**20 Steps to a Better LinkedIn Profile** <https://www.linkedin.com/business/sales/blog/profile-best-practices/17-steps-to-a-better-linkedin-profile-in-2017>

**31 LinkedIn Profile Tips** <https://www.themuse.com/advice/linkedin-profile-tips>

#### **Customize your LinkedIn profile URL**

<https://www.linkedin.com/help/linkedin/answer/87/customizing-your%20%E2%80%93public-profile-url>

Already have a complete LinkedIn Profile:

#### **3 Steps to Finding Hidden Jobs On LinkedIn**

<https://www.recruiter.com/i/3-steps-to-finding-hidden-jobs-on-linkedin/>

LinkedIn Banner / Background Photo: Free High-Resolution Pictures – some free to use photos <https://unsplash.com/>

Free Picture Editing with LinkedIn Templates – offers some free photo editing services <https://unsplash.com/>

## Networking

### Articles:

**Elevator Pitch** <https://www.themuse.com/advice/the-15minute-method-to-writing-an-unforgettable-elevator-speech>

**Network to tap into many more job opportunities** <https://www.cnbc.com/2019/12/27/how-to-get-a-job-often-comes-down-to-one-elite-personal-asset.html>

Informational Interviews are a fantastic way to grow your network when they are done right.

- **How to Ask for an Informational Interview** <https://www.themuse.com/advice/how-to-ask-for-an-informational-interview-and-get-a-yes>
- **How to Conduct and Informational Interview** <https://www.themuse.com/advice/3-steps-to-a-perfect-informational-interview>
- **UC Berkeley Article, Benefits, 6 Steps of Informational Interviewing** <https://career.berkeley.edu/Info/InfoInterview>
- **How to Get the Most Out of an Informational Interview** <https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview>

**MeetUp.com** to find career networking groups

**Finding “Hidden” Jobs on LinkedIn** <https://www.recruiter.com/recruiting/3-steps-to-finding-hidden-jobs-on-linkedin/>

**Build Your Network Using Professional Associations** <https://jobstars.com/how-to-build-your-network-using-professional-associations/>

**5 ways professional associations can help you boost your career** <https://blog.careeronestop.org/5-ways-to-boost-your-career-via-a-professional-association/>

### Videos:

**5 Advantages of Professional Associations** <https://www.youtube.com/watch?v=-SBPT9gECVk>

**Ted Talk – An introvert’s guide to networking** [https://www.youtube.com/watch?v=Cj98mr\\_wUA0](https://www.youtube.com/watch?v=Cj98mr_wUA0)

**30 Second Elevator Pitch -** [https://www.youtube.com/watch?v=Lb0Yz\\_5ZYzI](https://www.youtube.com/watch?v=Lb0Yz_5ZYzI)

### Informational Interviews

- **Informational Interviews, Best Questions to Ask** <https://www.youtube.com/watch?v=4b2iagdHw8M>
- **Mistakes to Avoid** [https://www.youtube.com/watch?v=V\\_L2aWCdO4A](https://www.youtube.com/watch?v=V_L2aWCdO4A)
- **Mock Informational Interview** [https://www.youtube.com/watch?v=DJ\\_yPCmpJm0&t=300s](https://www.youtube.com/watch?v=DJ_yPCmpJm0&t=300s)

## Interviewing

**Big Interview** <https://montgomerycollege.biginterview.com/> This is an excellent resource that supports improving your interview skills. You are gaining new skills that you will want to market to potential employers.

**Job Interview Questions Database** <https://www.livecareer.com/resources/interviews/questions>  
**The S.T.A.R. Method: The Secret to Acing Your Next Job Interview**  
<https://www.themuse.com/advice/star-interview-method>

**Job Interview Questions Database** <https://www.livecareer.com/resources/interviews/questions>

**The Ultimate Interview Guide: 30 Prep Tips for Job Interview Success**  
<https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>

**10 Impressive Questions to Ask in a Job Interview** - <https://www.thecut.com/article/questions-to-ask-in-a-job-interview.html>

**What Your Body Language is Saying About You During an Interview** - <https://www.careercontessa.com/advice/body-language-during-interview/> - Your body language conveys more than your words

Videos:

**Indeed Video, Common Questions and Body Language**  
<https://www.youtube.com/watch?v=HG68Ymazo18>

**Fast Company Video, Common Interview Mistakes**  
<https://www.youtube.com/watch?v=UkSfp3XHsko>

**Zoom Video Interview Tips** <https://www.youtube.com/watch?v=Ab708ZDPJQE>

**Interview Tip From Zoom** <https://blog.zoom.us/how-to-seamlessly-conduct-virtual-zoom-interviews/>

## Micro-Internships / Project Based Work – Resume and Experience Building

These are resume and experience building short term work opportunities and may be a good starting point for students trying to gain experience in order to obtain a more traditional career.

- [www.parkerdewey.com](http://www.parkerdewey.com) Short-Term, paid, professional projects open to all U.S. college students and recent graduates of U.S. based institutions. How it Works:  
<https://www.parkerdewey.com/career-launchers>
- [www.freelancer.com](http://www.freelancer.com) Jobs available for all skills.

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How it Works: <https://www.freelancer.com/info/how-it-works> >Go to “How to earn money freelancing” tab.

- [www.upwork.com](http://www.upwork.com) Find the right work for you, with great clients, at the world’s work marketplace. <https://www.upwork.com/i/how-it-works/freelancer/>

## Job / Career Search Websites

These are a great avenue for a number of jobs, but statistics show that only about 15-20% of job openings are advertised on job boards. Continue to use this avenue, but also use networking.

- **College Central Network** <https://www.collegecentral.com/montgomerycollege/>



Montgomery College’s website for employers looking for MC’s talent that also has a robust national reach for job opening around the country. Must use your MC User ID and MC email to sign up. In addition to job postings, you will find job search podcast links, resume builder, and additional tools.

- Montgomery College [Recruitment Events and Job Fairs](#)
- **Indeed** [www.indeed.com](http://www.indeed.com) Worldwide employment website with robust listings around the region and the nation. Consider downloading their **app** on Apple and Android for convenient anytime job search.
- **Dice** [www.dice.com](http://www.dice.com) Tech Career job search site.
- **Maryland Workforce Exchange** <https://mwejobs.maryland.gov/vosnet/Default.aspx>



Create a profile, search for Maryland based work, gain access to American Job Center career search workshops and more.

## Montgomery County Library Resources – accessible to all Maryland residents

As a Maryland resident you are eligible for a Montgomery County Public Library (MCPL) card, and you can apply for one online right now.

<https://www.montgomerycountymd.gov/library/services/card.html>. The MCPL has many wonderful resources that can help you prepare for your certification exam. Two specific resources, Learning Express and Peterson’s Test and Career Prep, cover a number of the certifications that can be earned through GEER courses along with job search resources, all for free! For both you will need you MCPL library card number and your personal pin.

- Learning Express has free online tutorials, e-books, and practice tests in many fields. There is an **e-book for Career Changers** and resources on Job Search, Interview Skills, Negotiating Salary and more! You need your MCPL library card number and pin to access Learning Express. <https://mcpl.aspendiscovery.org/WebBuilder/WebResource?id=67>

- Peterson’s Test Prep has a ‘Vocational Test Prep’ section with access to free practice exams for Medical Assistant, Pharmacy Technician, CNA, and Real Estate, and for some professional categories they have learning resources too. Also, the ‘Career Advice’ section under ‘Explore Careers’ and ‘Career





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Tools' has excellent resources as well! You need your MCPL library card number and pin to access Peterson's Test Prep.

<https://mcpl.aspendiscovery.org/WebBuilder/WebResource?id=88>

## Salary & Benefits Negotiation

Articles:

**Tips for Negotiating** - <https://interviewpenguin.com/salary-counter-offer-tips-and-ideas/>

**How to Negotiate Salary After You Get a Job Offer** <https://www.roberthalf.com/blog/salaries-and-skills/be-ready-for-salary-negotiations-with-these-8-tips>

**How to Negotiate Salary: 37 Tips** <https://www.themuse.com/advice/how-to-negotiate-salary-37-tips-you-need-to-know>

**How to Make a Great Counter Offer** <https://interviewpenguin.com/salary-counter-offer-tips-and-ideas/>

Videos

**Recruiters Perspective on Salary Negotiation**

<https://www.youtube.com/watch?v=2oo32dOIMhQ>

**How to Negotiate Salary after Job Offer** <https://www.youtube.com/watch?v=J30wmYgzVXM>

**How to ACE Salary Negotiations!** <https://www.youtube.com/watch?v=VFhTjPtWmc>

## Balance and Perspective

**11 Good Study Habits to Develop** <https://www.coursera.org/articles/study-habits>

**How to Set (SMART) Goals and Achieve Them** <https://www.betterup.com/blog/how-to-set-goals-and-achieve-them>

**How to Overcome Test Anxiety** <https://www.verywellmind.com/test-anxiety-3024422>

**Relaxation Techniques** <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/relaxation-technique/art-20045368>

**Yoga for Beginners Playlist** <https://www.youtube.com/watch?v=AB3Y-4a3ZrU&list=PLui6Eyny-UzzWwB4h9y7jAzLbeuCUczAl>

**Yoga at Your Desk** <https://www.youtube.com/watch?v=tAUf7aajBWE&list=PLui6Eyny-UzzWwB4h9y7jAzLbeuCUczAl&index=6>

**Meditation (Free 31-day Calm Challenge Playlist)** – 90 second to 12-minute-long videos  
[https://www.youtube.com/watch?v=kFPK1dYWUcs&list=PLgdxvG3Ulbfidn2AAEAKohcNV0w\\_uIStj](https://www.youtube.com/watch?v=kFPK1dYWUcs&list=PLgdxvG3Ulbfidn2AAEAKohcNV0w_uIStj)

Career Search Resource List

**9 Free Meditation Apps** <https://www.wellandgood.com/free-meditation-apps/>

**E-books & E-audiobooks** through Montgomery County Library (available to all MD residents, DC and Northern VA residents)

<https://www.montgomerycountymd.gov/library/collection/downloads-and-streaming.html>

**Student Health and Wellness (SHaW) Center** for Success at Montgomery College – offers programming during semesters for the mind, body and spirit.

<https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/index.html>

**Counseling and Crisis Resources** <https://www.montgomerycollege.edu/counseling-and-advising/personal-counseling.html>

## Federal Jobs / Careers

Most federal agencies advertise on USA Jobs.com, but some have their own website and/or separate recruitment channels.

- **USA Jobs** <https://www.usajobs.gov/>
- **Federal Job Results** [www.federaljobresults.com](http://www.federaljobresults.com)

## Overseas Education / Credential Evaluations

<https://www.wes.org/advisor-blog/career-guides-skilled-immigrants/> Supporting International students, immigrants, and refugees achieve their educational and career goals.

- Compiled by Sean Wright, GEER Placement and Learning Advisor, Montgomery College

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