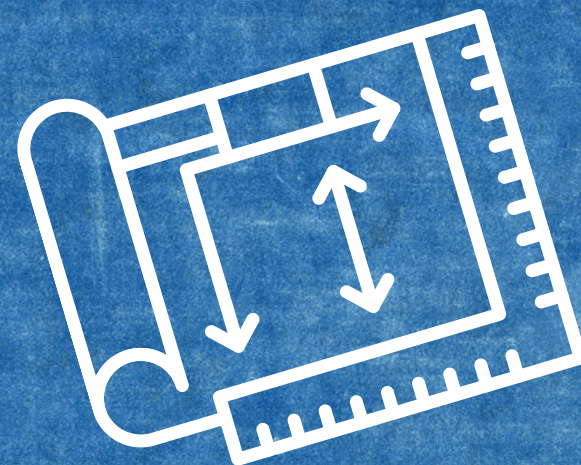


WELCOME

SUCCESS
DOESN'T HAPPEN BY
WAITING.
IT HAPPENS BY
PREPARING,
PRACTICING, AND
SHOWING UP!

The Job Search BLUEPRINT MASTER THE BASICS



Susi Pihera
Sr. Program
Specialist

YOU HAVE
EVERYTHING
YOU NEED.
TODAY IS ABOUT
LEARNING HOW TO
USE IT WITH
PURPOSE!



DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



SESSION OBJECTIVE

What You'll Gain From This Session

High-Level Job Search Strategies:

- We will provide insights and techniques to help you navigate the job market effectively.
- You'll have access to a wide range of tools and resources to support your job search.

To Get the Best Results, We Ask That You...

- **Engage Actively:** Participate in discussions and ask questions.
- **Apply Learnings:** Implement the strategies and use the resources provided.
- **Stay Proactive:** Keep your resume up-to-date and be diligent in your job search efforts.
- **Action Steps:**
 - Utilize the information and resources provided
 - Do your homework and research
 - Update your resume accordingly











The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

Agenda

-  Job Search Process & Planning
-  Know Your Worth, Needs & Wants
-  Identifying Your Skills and Achievements
-  Resume Format & Cover Letters
-  Discover and Develop Professional Connections
-  Interview Preparation & Research
-  Online Job Search Resources
-  Job Seeker Support Network

✓ believe
✓ achieve
✓ succeed

Create
Your own
Success

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEARCH PROCESS




1. Write an Accomplishment Statement sheet in chronological order
2. Identify transferable skills
3. Know Your Worth, Needs & Wants
4. Resume writing
5. Create personal stories
6. Create a compelling introduction
7. Discover and develop connections
8. Interview Preparation & Research

The Job Search Blueprint

MASTER THE BASICS

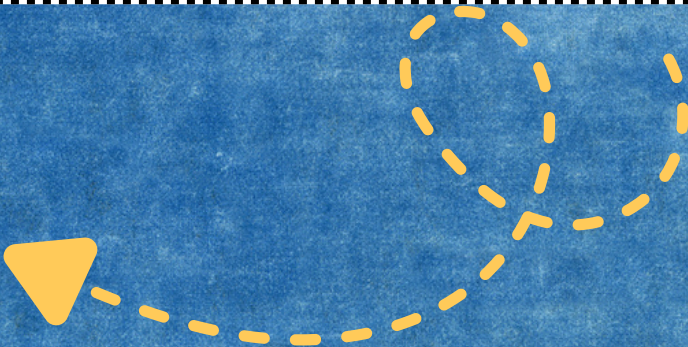
DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



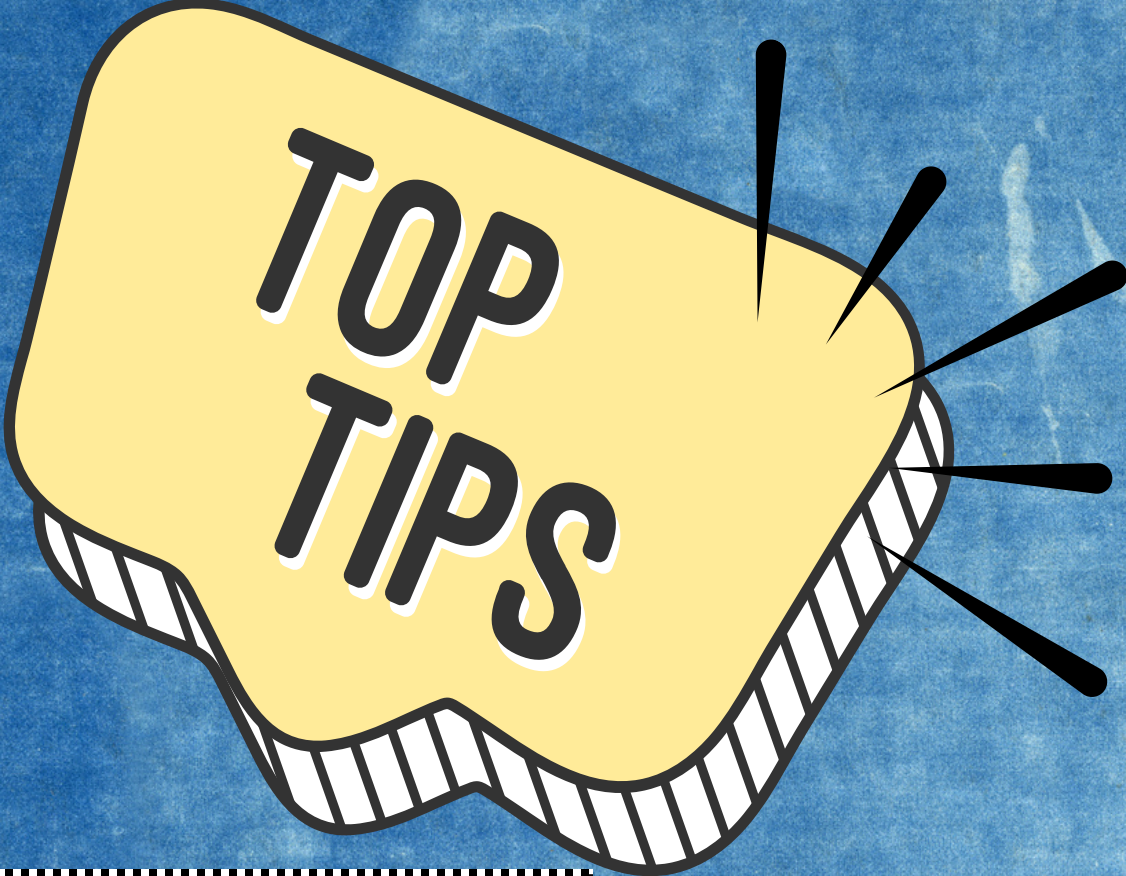
Create a digital or paper folder for each job application.

- Include:
 - Resume & cover letter used
 - Job posting details
 - All email communications

Everything is in one place for quick, easy access and follow-up!



JOB SEARCH PLAN



- Set up an email address for your job search
- Don't forget to check spam folder



- Make sure voice mailbox is set up
- Check voice mail often
- Make sure voice mailbox is not full
- Have professional voice message



- Set time aside each day to conduct job search activities
- Have a space where you can focus on your job search

The Job Search Blueprint	
MASTER THE BASICS	
DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

KNOW YOUR WORTH!



Play Offense

Understand Your Compensation Expectations First

- Identify your non-negotiables (salary, benefits, schedule, growth opportunities).
- Clarify your wants vs. needs to make informed decisions.
- Research the company's compensation practices and culture.
- Prepare to present your value confidently during discussions.
- Consider total compensation, not just base salary, when evaluating an offer.

Pro Tip:



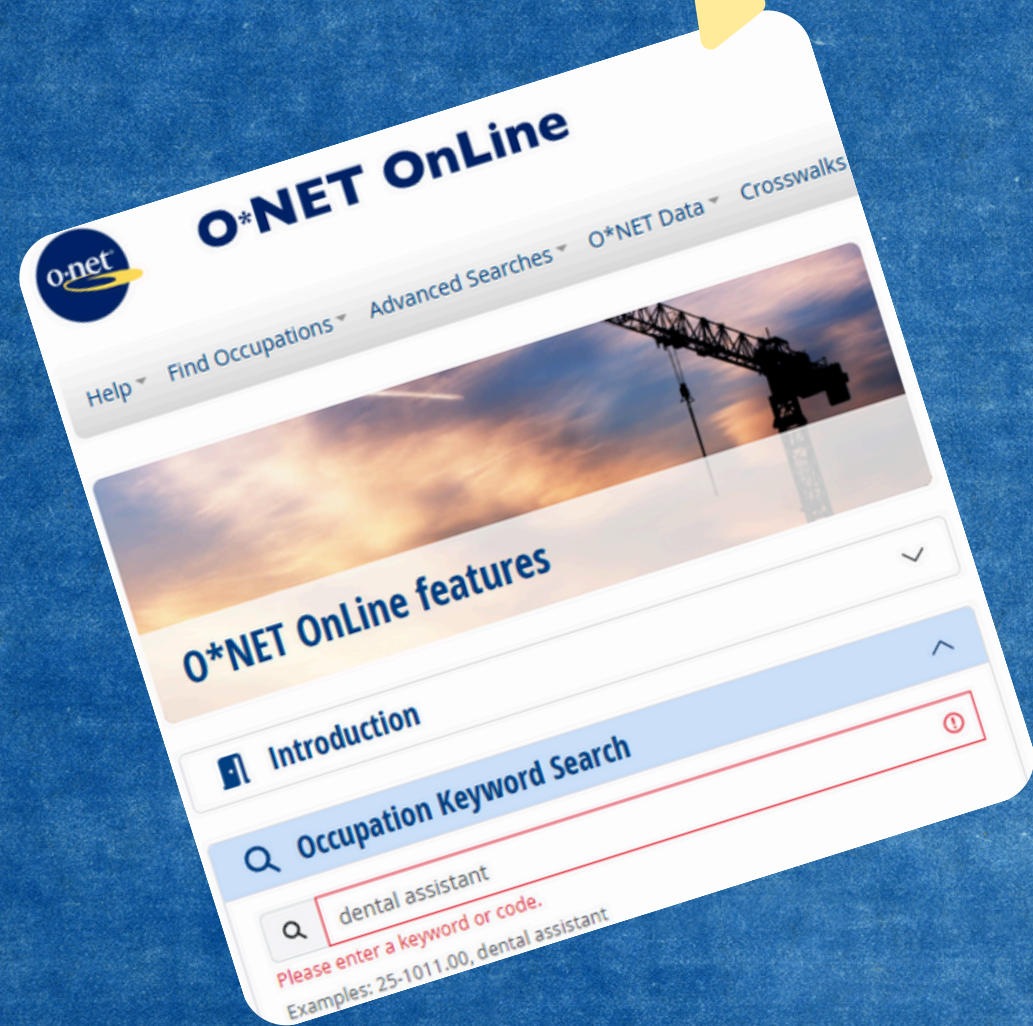
Knowing your worth helps you target jobs that align with your financial goals, lifestyle, and career priorities.

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

COMPANY & MARKET RESEARCH



Salary Data Tools

- Use O*NET OnLine, BLS.gov, Glassdoor, Indeed, LinkedIn
- Cross-check results → know the range for your role, location, and experience level.

Company Research

- Review the company website → mission, values, benefits.
- Check LinkedIn & Glassdoor → employee reviews, culture insights.
- Research press releases or financial reports → Is the company growing or restructuring?

Tips for Effective Research

- **Consider Total Compensation:** Include salary, bonuses, benefits, and equity.
- **Account for Location & Experience:** Adjust expectations accordingly.
- **Leverage Networking:** Gain insights from current or former employees.

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

NEEDS VS. WANTS

Money Items



- Salary
- Sign on Bonus
- Stock Options
- 401 K Match
- Bonus Potential
- Vacation Days
- Sick Days
- Cobra until you are on new plan

Other Items

- Hybrid or Remote
- work arrangements
- Titles
- Pay increase at 3 | 6 | 12 month salary reviews
- Tuition reimbursement
- Conference expenses
- Professional Associations



Everyone's salary range is unique based on experience, industry, etc. We're providing you with the tools to research and define the range that fits you.

The Job Search Blueprint

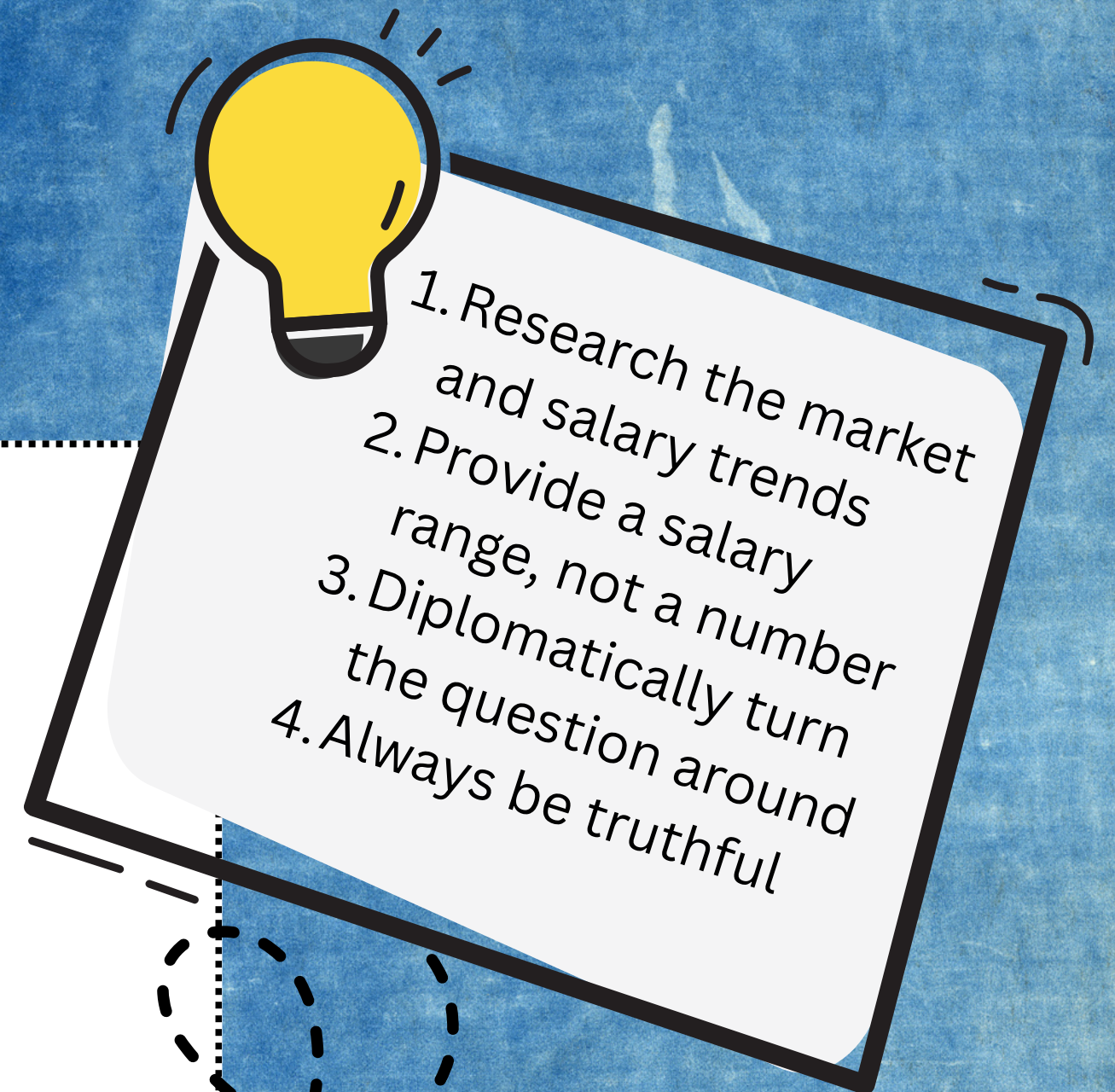
MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

BE READY TO DISCUSS SALARY



- *I would prefer giving you a specific answer after I've had a chance to learn more about the position and your organization. I'm sure we can reach a mutual agreement at that time.*
- *My salary requirements are negotiable.*
- *I'm glad you brought it up! What is your budget for this position?*
- *I would like to learn more about what's entailed with this job so I can give a good answer.*



1. Research the market and salary trends
2. Provide a salary range, not a number
3. Diplomatically turn the question around
4. Always be truthful

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

START TELLING YOUR STORY

Begin with an accomplishment statement sheet

List Accomplishments in Reverse Chronological Order

- Sources for Accomplishment Ideas
 - **Job Descriptions & Performance Reviews** – Highlight key responsibilities and feedback.
 - **Project Records & Personal Notes** – Track milestones, challenges, and successes.
 - **Annual Goals & KPIs** – Showcase exceeded targets and measurable impact.
 - **Awards & Recognitions** – Include formal accolades and team contributions.
- Start with your most recent role and work backward.
- Align each entry with dates and job titles for clarity.

Structure Each Accomplishment Using the STAR Method

- **Situation** – What was the problem or opportunity?
- **Task** – What was your role or responsibility?
- **Action** – What steps did you take to address it?
- **Result** – What measurable impact did you achieve?

✦ Example:

✓ "Implemented a new inventory tracking system, reducing stock discrepancies by 35% and cutting operational costs by \$50K annually."

Use AI to
identify
transferable
skills

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

START TELLING YOUR STORY

Quantify Your Career Achievements

1. Saved X amount of time by making Y improvement.
2. Finished project X amount of time ahead of schedule.
3. Ran marketing campaigns for X number of products.
4. Placed stories in X number of publications.
5. Increased email subscriber base by X percent in Y amount of time.
6. Improved conversion rate by X percent using Y process.
7. Increased customer satisfaction rating by X percent.
8. Boosted revenues X percent using Y process.

Structure Each Accomplishment Using the STAR Method

- **Situation** – What was the problem or opportunity?
- **Task** – What was your role or responsibility?
- **Action** – What steps did you take to address it?
- **Result** – What measurable impact did you achieve?

✦ Example:

✓ "Implemented a new inventory tracking system, reducing stock discrepancies by 35% and cutting operational costs by \$50K annually."

Use AI to
identify
where to add
metrics

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

RESUME FORMAT

Resume Formats

Chronological

Best for a strong, consistent work history, highlighting career growth. Preferred by HR recruiters and hiring managers. Ideal for experienced professionals.

Functional

Focuses on skills over job history, great for career changers or those with gaps.

Hybrid

Combines both, emphasizing skills and achievements while including a brief work history. Ideal for transitions or diverse experience.



Structure each accomplishment using only the **Action and Result** from the STAR Method

- **Situation** — What was the problem or opportunity?
- **Task** — What was your role or responsibility?
- **Action** – What steps did you take to address it?
- **Result** – What measurable impact did you achieve?

📌 **Example:**

✅ "Implemented a new inventory tracking system, reducing stock discrepancies by 35% and cutting operational costs by \$50K annually."

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

RESUME FORMAT

- This format is both ATS and reader-friendly
- Clean format
- White space

First Name Last Name
(630) 555-5555
Firstname.lastname@gmail.com
<http://www.linkedin.com/in/firstnamelastname>

(Job Title) (Job Req # if provided)

Line of Keywords | Recruiting | Onboarding | Offboarding | Trainer/Facilitator | Results Driven

HIGHLIGHT REEL & SUMMARY HYBRID: Finance Manager

Highly analytical Finance Manager with 7 years of experience in budgeting, forecasting, and financial modeling. Proven track record of strategic planning and cost reduction.

KEY ACHIEVEMENTS

- **Identified** and implemented cost-saving initiatives totaling \$450K annually across departmental budgets.
- **Developed** complex forecasting models that improved accuracy by 95%, leading to better resource allocation.
- **Managed** quarterly financial audits, ensuring 100% compliance and zero penalties.

COMPETENCIES (specific to you and/or your occupation):

Project Management | SEO | SEM Prioritization and Problem-solving | Research and Analysis UX Design | Communication (written and verbal) | Adaptability/Flexibility | Critical Thinking

TECHNOLOGY SKILLS:

Digital Marketing: Google Analytics | Hootsuite | HubSpot | Adobe In-Design

Microsoft Programs: Word | Excel | PowerPoint | Access | Outlook | SharePoint

Remote: Zoom | Microsoft Teams | Webex

LICENSES & CERTIFICATIONS

Certified Digital Marketing Professional (CDMP) | Certified ScrumMaster (CSM) | Professional Certified Marketer (PCM®) Digital Marketing | Google Analytics Individual Qualification (GAIQ)

PROFESSIONAL EXPERIENCE

ABC & Associates, Lisle IL

Marketing Manager (11/2010 – 12/2015)

- Quantified Accomplishment relevant to the job posting
- Quantified Accomplishment relevant to the job posting

Graphic Artist (3/2001-11/2010)

- Quantified Accomplishment relevant to the job posting
- Quantified Accomplishment relevant to the job posting

EDUCATION

MS Marketing & Business Administration
Arizona State University | Tempe, AZ

BS Marketing
Michigan State University | Lansing, MI

3/2001 – 12/2015

Pro Tips:

- **Don't Describe What You Did - Quantify Your Impact!**
- **Bullet point should be approx. 15 - 25 words and no more than 2 lines**

Your resume's top half is prime real estate.

Make it clear why you're the top candidate!

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

COVER LETTER

THE GREAT DEBATE

Are Cover Letters Dead
OR
Do They Make You Stand Out?

The Case Against Cover Letters

- Many recruiters don't read them. Some say they're outdated.
- AI-driven hiring systems focus more on resumes.
- Time-consuming to write, with no guarantee they'll be seen

The Case for Cover Letters

- A strong cover letter can showcase personality and enthusiasm.
- Helps explain career transitions or employment gaps.
- Personalized letters can set you apart in competitive fields.

THE VERDICT

A well-crafted cover letter can be a powerful tool. Keep it tailored, concise, and strategic!



The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

DISCOVER & DEVELOP PROFESSIONAL CONNECTIONS

Be Intentional

- Attend events, workshops, and meetups
- Follow leaders and organizations on LinkedIn

Lead with Curiosity

- Ask thoughtful questions
- Show genuine interest in others' work

Diversify Your Network

- Connect beyond your role or industry
- Seek mentors, peers, and adjacent professionals
- Don't overlook friends, family, and your community as sources for opportunities

Offer Value First

- Share resources, insights, or introductions
- Small gestures go a long way

Follow Up & Stay Visible

- Send thank-you notes or check-ins
- Engage with their updates and content

The Job Search Blueprint

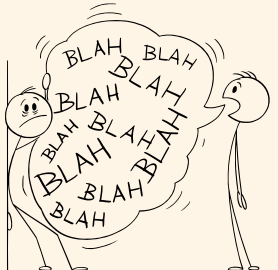
MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

STRONG INTRO. MEANINGFUL CONNECTIONS.

Typical Intro

- Blah 1. About You
- Blah 2. Complete
- Blah 3. Accurate



Perfect Intro



- 1. About who you help
- 2. Interesting & Creates Curiosity
- 3. Confident **WOW!**

HELPFUL TIPS

Build a circle that blends mentors, colleagues, friends, and community groups and career resources. Diverse connections spark unexpected opportunities.

Clay Hebert | Perfect Intro

I + HELP + PEOPLE + ACHIEVE RESULT

Executive Assistant Example:

“I help senior leaders stay focused on strategy by managing the details, priorities, and communications that keep their days running smoothly.”

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY




Job Search

- Set job alerts
- Follow target companies
- Connect with peers & alumni
- Build connections & request informational interviews
- Engage with posts & share insights

Profile Setup

- Professional-looking photo
- Custom headline (220 characters)
- Strong “About” section (2600 characters)
- Keywords for target roles
- Showcase accomplishments
- Add skills & recommendations



Leverage AI for your LinkedIn Profile

- Upload your resume & accomplishments
- Generate a compelling, keyword-rich summary
- Showcase your value effectively



Susi Pihera She/Her [Add verification badge](#)



Connector | Coach | Conduit to transformation. I help job seekers spark growth through strategic storytelling, clarity, and confidence & empower others through movement as an AFAA-certified fitness instructor.

Lisle, Illinois, United States · [Contact info](#)

[workNet DuPage Career Center](#)

615 followers · 500+ connections

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



INTERVIEW TYPES

Phone Screen

- A short call to ensure a candidate meets the position's minimum requirements.
- Salary range may be provided.

Virtual

- Strong internet connection
- Clutter free & professional background
- Check your lighting and position in the camera (no nostril view)
- Place Post-it next to camera to keep eye contact
- Poster board with resume, stories, key skills, job posting, etc.
- Have questions prepared

In-Person

- Know where you're going
- Arrive 15 minutes prior to interview time
- Have multiple copies of your resume.
- Have portfolio or project sheet, if appropriate.
- Take notes
- Have questions prepared

*Know your
interview stage
and format.*

*Ask if there's
anything you
should prepare.*

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

INTERVIEW QUESTIONS



Why Employers Ask Behavioral Interview Questions

- **Predict future performance** by learning how candidates handled past situations
- **Assess problem-solving**, decision-making, and soft skills (communication, teamwork, adaptability)
- **Gauge cultural fit** and alignment with company values
- **Reveal accountability**, authenticity, and ability to take ownership

Most Common Behavioral Interview Questions

- Tell me about a time you faced a challenge at work. How did you handle it?
- Give me an example of when you worked as part of a team to achieve a goal.
- Describe a situation where you had to manage multiple priorities or deadlines.
- Tell me about a time you had a conflict with a coworker or manager. How did you resolve it?
- Give an example of a time you showed leadership or took initiative.

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

BUILD YOUR INTERVIEW STORIES

The C.A.R.L METHOD

C - CONTEXT

A - ACTION

R - RESULT

L - LEARNING



[Watch video on YouTube](#)

Error 153
Video player configuration error

The Job Search Blueprint	
MASTER THE BASICS	
DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

ASK INSIGHTFUL AND THOUGHTFUL QUESTIONS

Why Ask Thoughtful Questions in an Interview

- Shows genuine interest, preparation, and critical thinking
- Clarifies expectations and creates a memorable, two-way conversation

Sample Questions:



- What does success in this role look like, and how is it measured?
- Can you describe the company culture and the employees who thrive here?
- What key qualities help someone excel in this position?
- Tell me about the team I'd be working with and how this role fits in.
- What are the biggest challenges the team or company faces, and how does this role help address them?

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

AI DEMO

Let's dive in and see how AI can transform your resume in minutes and help you prepare for interviews with smart question predictions and tailored answers!

AI Privacy Best Practices

- **DON'T** provide personally identifiable information (PII), sensitive data, proprietary information – anything you wouldn't want to be shared publicly.
- **DON'T** provide anyone else's personal information, such as your personal or professional references.
- **DON'T** upload files to be analyzed or improved, as they may contain metadata with personal information. Instead, copy and paste just the content that is necessary to form your prompts.

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

ZEN INTERVIEWING

- 1

USE THE 5-SECOND RULE AND COUNT BACKWARDS FROM FIVE.
- 2

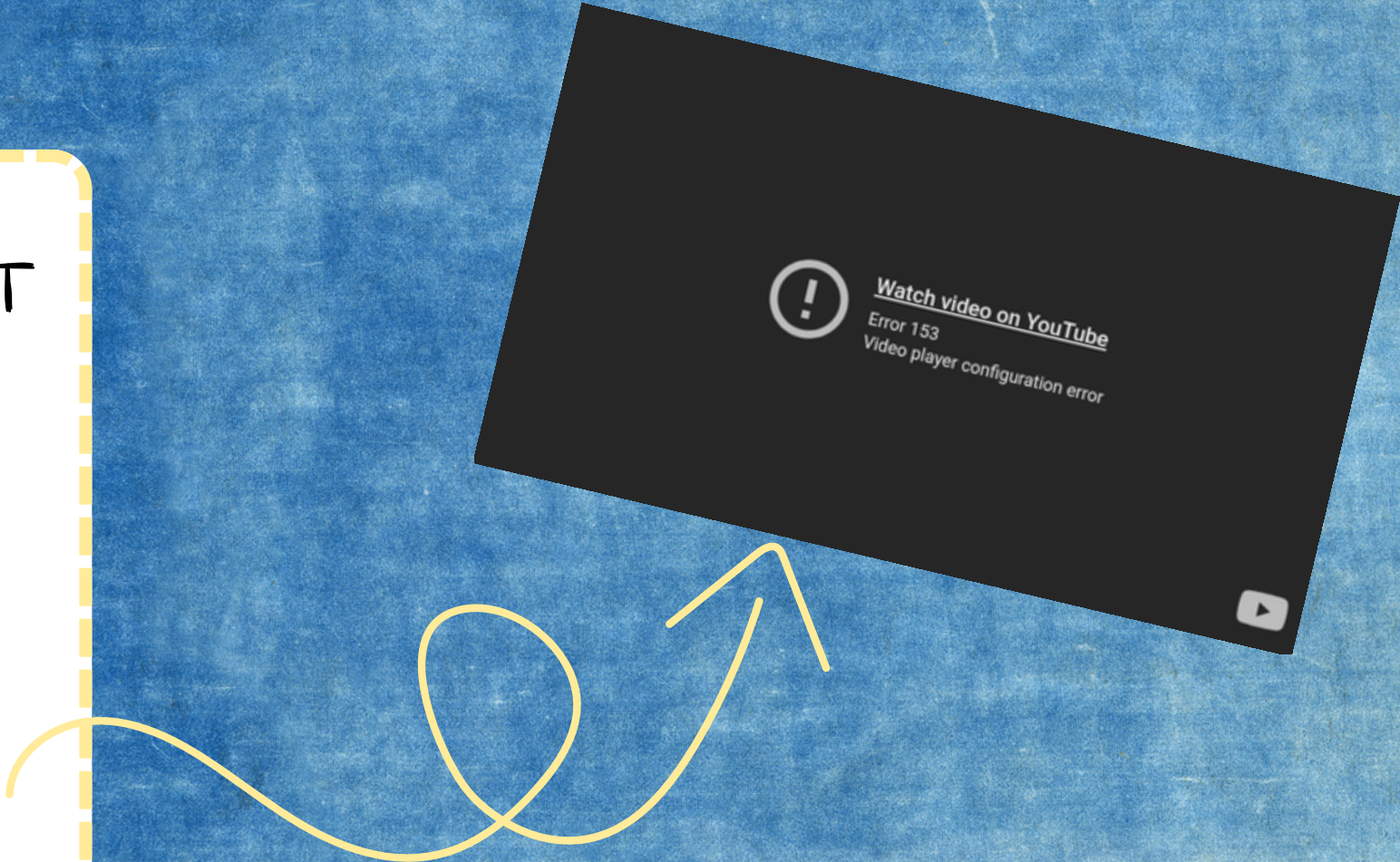
PICTURE YOURSELF CONFIDENTLY ANSWERING QUESTIONS.
- 3

FOCUS ON YOUR PREPARATION AND HOW WELL YOU'VE REHEARSED YOUR RESPONSES.

Your
Mindset
Matters



For more insights on nervousness vs. excitement, search "The Secret to Stopping Fear and Anxiety (That Actually Works) | Mel Robbins" on YouTube.



The Job Search Blueprint	
MASTER THE BASICS	
DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



MAKE MOMENTUM, NOT WISHES CREATE YOUR OWN LUCK



★ ★ ★ **Set Your Course:** Define clear goals and a realistic timeline for landing your next role. Then break it down into doable steps (professional connections, applying, interviewing, following up).

★ ★ ★ **Don't wait. Create:** Jobs aren't always posted, and doors don't always open. Use conversations and curiosity to build your own path.

★ ★ ★ **Stay Ahead, Not Perfect:** You don't need perfection. Just keep moving forward, learning, and staying one step ahead.

★ ★ ★ **Build Momentum:** The job market may not be fair, but action creates advantage. The more you move, the more doors appear.



★ ★ ★ **Create Your Own Luck:** Be the initiator, build skills, reach out first, follow up, stay prepared and organized, and take consistent action instead of waiting for opportunities to appear.



The Job Search Blueprint

MASTER THE BASICS

DATE
SCALE
REV.

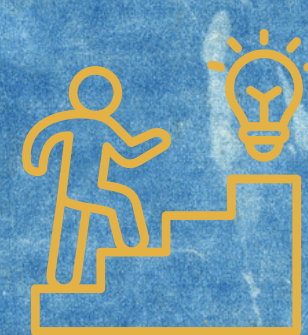
DRAWN BY
TRACED BY
CHECKED BY



You've learned strategies to craft a strong resume, make a lasting first impression, and navigate interviews with confidence.



Discover local and online resources designed to help you access opportunities and guidance every step of the way.



Now, let's connect you with the support network that can keep your momentum going.



NEXT STEPS...

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

ONLINE RESOURCES



Your public library may offer these online resources for free

- Subscription databases to create a target company list
- Udemy, Coursera and LinkedIn Learning
- Brainfuse or other online career coaching tools

College of DuPage's Career Services

- No cost career coaching assistance
- The Big Interview

Careeronestop.org

- American Job Center website offers assessments, skills profiler, labor market, and salary information

Onetonline.org & mynextmove.org

- Labor market information, occupational & industry Information, career exploration activities

Illinoisworknet.com

- The State of Illinois' workNet website offers a variety of career resources and tools at no cost; resume builders, upcoming hiring events

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEARCH RESOURCE HUB

Scan the QR code to view the tools,
examples, and videos discussed in
today's session.



You'll get the link by
email after today's
session!

The Job Search Blueprint

MASTER THE BASICS

DATE
SCALE
REV.

DRAWN BY
TRACED BY
CHECKED BY

GET SUPPORT FROM LOCAL ORGANIZATIONS

IDES

J.B. Pritzker, Governor

IDHS

Illinois Department of Human Services

JB Pritzker, Governor · Dulce Quintero, Secretary



People's Resource Center

workNet DuPage
americanjobcenter

College of DuPage



Your
Public
Library



Workforce
Connection Center

The Job Search Blueprint

MASTER THE BASICS

DATE
SCALE
REV.

DRAWN BY
TRACED BY
CHECKED BY

FIND THE BEST FIT FOR YOU

WHERE
TO
START?

Location



Availability &
Frequency



Your Unique
Circumstances



The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



College of DuPage

Career Services Center

Develop employment plan & job search strategies with Career Services Staff

Webinars and Workshops:

- Resume building
- Social media
- LinkedIn
- Job search planning
- Interview preparation
- And more!

Request an appointment

- Schedule a one-hour session by contacting csc@cod.edu
- Career Services does not offer walk-in services
- For additional details: www.cod.edu



College of DuPage

Financial Aid

Financial aid assistance to help cover education costs
College of DuPage Financial Aid
"FAFSA; PELL, MAP grants

**Free financial aid
workshops**

JOB SEEKER SUPPORT NETWORK

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



Your
Public
Library

Visit your adult or business services librarian for:

- Online career exploration, career assessments, etc.
- Online resume builders and virtual resume reviews
- Databases to create a target company list
- Online learning platforms such as; Udemy or LinkedIn Learning

Check out **YOUR**
local public library
to see what
they offer!



No Library?
No Worry!

Check out College of
DuPage's Library

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK



Workforce Connection Center

Goodwill provide an array of services

- Resume assistance
 - Job preparation workshops
 - Access to computers and other technology
 - Job leads and a regular schedule of employer recruitment sessions
- Services are provided at no cost
 - All are welcome
 - No eligibility or residency requirements.
 - Virtual assistance is available!

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK

workNet DuPage, DuPage County's American Job Center



I WENT TO
WORKNET DUPAGE
AND ALL I GOT WAS

CONNECT WITH A CAREER COACH

Knowledgeable counselors are standing by ready to help you develop a targeted career plan.

GET YOUR CAREER EDUCATION PAID FOR

Receive up to \$10,000 to gain valuable skills and certifications. This money does not have to be paid back. *Eligibility requirements apply.*

GET HELP FINDING A JOB

Write a winning resume. Ace the interview. Negotiate a salary you can live on and live with.

FIND OUT WHO'S HIRING

We receive job leads directly from businesses. What's more? Clients have access to resume reviews, mock interviews, and employer connections.

Visit worknetdupage.org

Complete the "Get Started" form today!



My Resume Updated • Interview Help
A Polished Elevator Pitch • Job Leads
Employer Connections • Negotiating Tips
A Scholarship • LinkedIn Contacts
A Paid Internship • Community Resources
Networking Support • Career Counseling
Optimized Social Media Profiles
Confidence • Job Training
Information About In-Demand Careers
Sincere Support

VISIT WORKNETDUPAGE.ORG



Check us out!

A wide range of
services and resources
to empower job
seekers in their job
search journey.

JOB SEEKER SUPPORT NETWORK

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

workNet DuPage's Community Calendar

Job Seeker Workshops

I WENT TO
WORKNET DUPAGE
AND ALL I GOT WAS

MY RESUME UPDATED • INTERVIEW HELP
A POLISHED ELEVATOR PITCH • JOB LEADS
EMPLOYER CONNECTIONS • NEGOTIATING TIPS
A SCHOLARSHIP • LINKEDIN CONTACTS
A PAID INTERNSHIP • COMMUNITY RESOURCES
NETWORKING SUPPORT • CAREER COUNSELING
OPTIMIZED SOCIAL MEDIA PROFILES
INFORMATION ABOUT IN-DEMAND CAREERS
A BOOST IN CONFIDENCE • SINCERE SUPPORT

#WORKNETDUPAGE



SCAN HERE

SIGN UP

Get weekly updates on events,
jobs, and more!

worknetdupage.org

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK

**WORKNET
DUPAGE'S
JOBS
BOARD**

NEW JOBS
IN DUPAGE

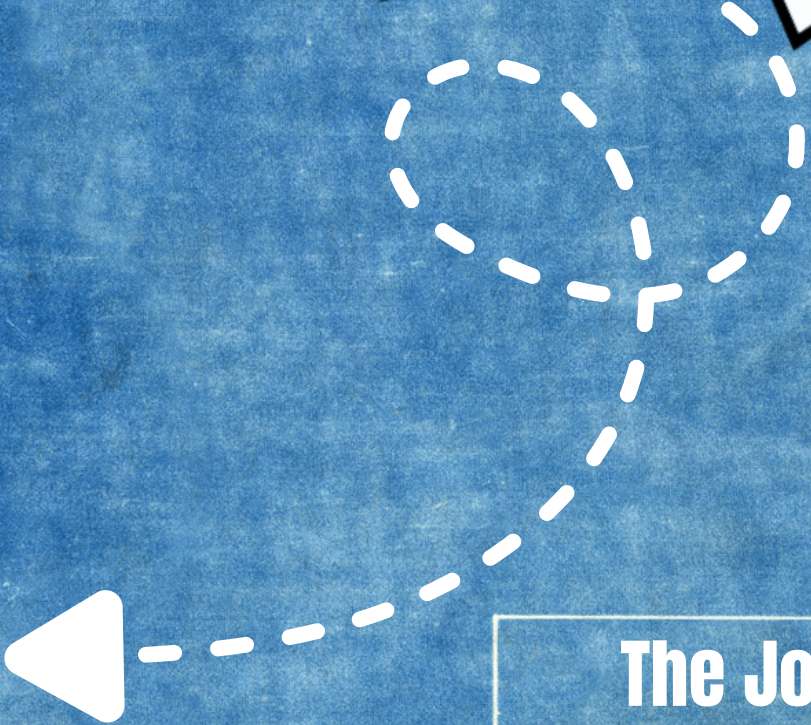
NEW
JOBS
IN DUPAGE

[CLICK TO VIEW](#)



worknetdupage.org

We vet every
job we post; and
we post new,
local jobs daily!



The Job Search Blueprint	
MASTER THE BASICS	
DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK



J.B. Pritzker, Governor

Illinois Department of Employment Services

Administers Illinois' unemployment insurance benefits and employment services, including **Illinois JobLink**, the state's job search board.

Illinois JobLink matches employers and job seekers with the best job fits.

www.illinoisjoblink.com

IllinoisJobLink.com Help Desk - (877) 342-7533

www.ides.illinois.gov or Claimant Services at 800-244-5631

Schedule an in-person appointment: 217-558-0401

JOB SEEKER SUPPORT NETWORK

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



Illinois Department of Human Services

JB Pritzker, Governor · Dulce Quintero, Secretary

DHS's Division of Rehabilitation Services is the state's lead agency serving individuals with disabilities. DRS works in partnership with people with disabilities and their families to assist them in making informed choices to achieve full community participation through employment, education, and independent living opportunities.

How to Contact DRS

<https://www.dhs.state.il.us/>

Use the online Rehabilitation Services Web Referral to refer yourself or someone else for services.

Call toll-free: (877) 581-3690 (Voice, English or Español) or 1-866-264-2149 TTY

For general questions about DRS, email DHS.DRS@illinois.gov.

Employment assistance and support offered by partner agencies

- Parents Alliance Employment Project
- Donka Inc
- Ray Graham Association

Additional resources:

- Disability Services of America - Ticket to Work Program for individuals receiving Social Security disability benefits
- AbilityLinks (<https://abilitylinks.org>)
- AbilityJob (<https://abilityjobs.com>)

JOB SEEKER SUPPORT NETWORK

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK ASSET MAP

Get started and connect with an agency that suits your unique job search match.



SCAN HERE

Scan the QR Code locate
job search assistance in
DuPage County

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

DuPage County
Community
Services

Connecting DuPage
County Residents
to Resources



**DUPAGE
COUNTY**

211DuPage.gov

Free service for DuPage County
residents looking for health and
social service resources.



Get Connected. Get Help.™



TRANSPORT



EDUCATION



EMPLOYMENT



FOOD



HEALTH



HOUSING



INDIVIDUAL
& FAMILY
SUPPORT



INCOME &
FINANCES



CLOTHING &
HOUSEHOLD
GOODS



workNet DuPage
americanjobcenter

We Care About Your Well-Being

We understand this journey can be emotionally tough. While we care, we aren't trained counselors and can't provide the space you may need. If you need to talk, please reach out. You deserve support.

DuPage County Health Dept.
Behavioral Health Services
630.682.1700

NAMI DuPage - Peer Support Services
Michelle Nothvogel | (630) 752-0066

Ray Graham Association
Behavioral Health Clinic
Emerge@raygraham.org

Stay Encouraged and Energized

It's okay to have ups and downs, feel it, but keep moving. Progress isn't always a straight line.

Celebrate small wins, every step builds momentum, even if you can't see it yet.

KEEP GOING

Lean on your "YOU" group. Those who listen lift you up and let you vent safely. Support keeps you grounded and energized.

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



QUESTIONS?

Susi Pihera

630.955.2041

spihera@worknetdupage.org



THANK YOU!

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

**Thank you for
helping us serve
you better!**

We Value Your Feedback!
**Please scan the QR code to share how
we're doing and what job search topics
you'd like to learn more about!**



SCAN HERE

The Job Search Blueprint

MASTER THE BASICS

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY