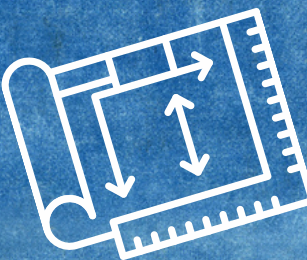


WELCOME

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

The Job Search BLUEPRINT

 Build
Your
Job Search
Foundation


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

Create
Your own
Success

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 market isn't always fair,
but learning the landscape and
taking action creates
momentum and advantage.









✓ believe
✓ achieve
✓ succeed

The Job Search Blueprint

Build Your Job Search Foundation

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

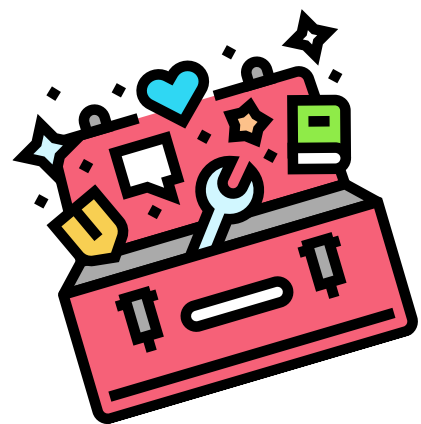
✓ believe
✓ achieve
✓ succeed

Create
Your own
Success

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



Scan the QR code to
open our Job Search
Toolbox!



SCAN HERE

OR VISIT
<https://worknetdupage.org/job-search-resources/>

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



Create
Your own
Success

The Job Search Blueprint

Build Your Job Search Foundation

DATE
SCALE
REV.

DRAWN BY
TRACED BY
CHECKED BY.

JOB SEARCH PROCESS



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!

- 1 Write an Accomplishment Statement sheet
- 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

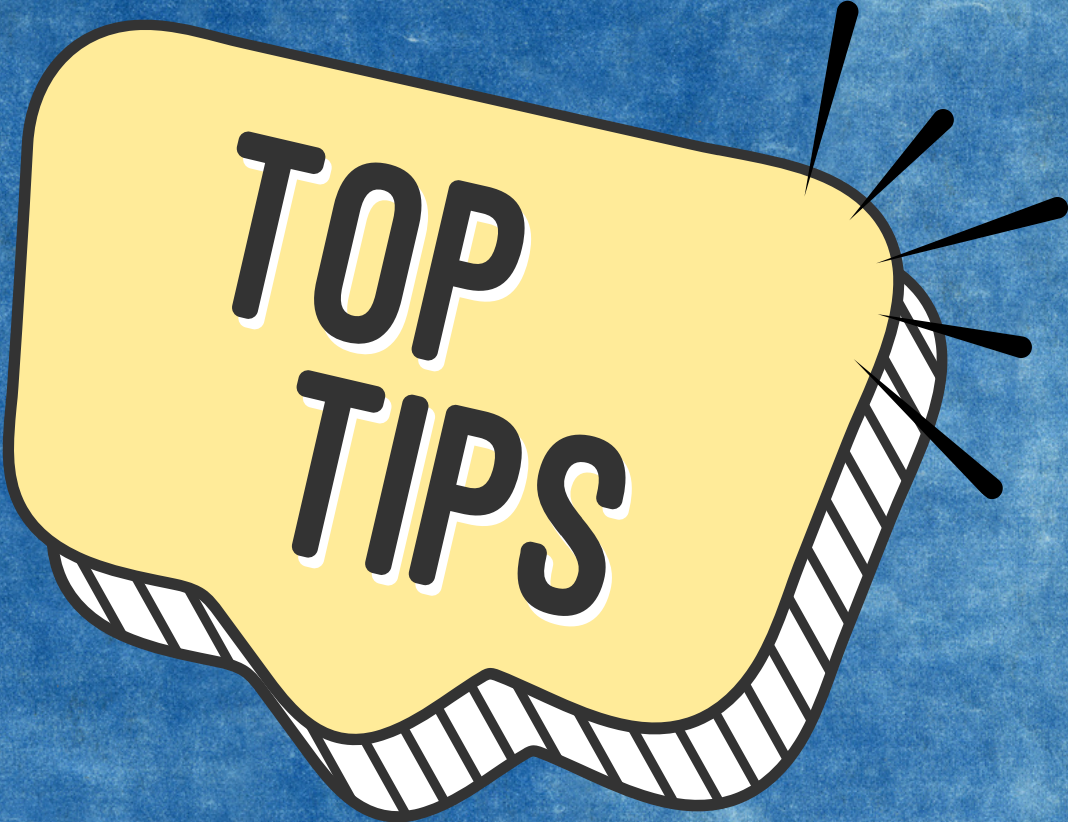


The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

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

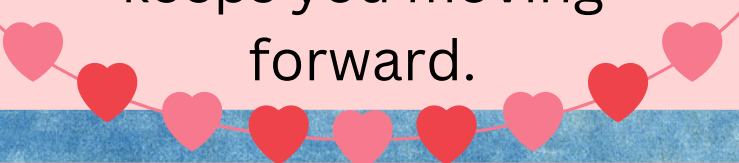


- Set time aside each day to conduct job search activities
- Have a space where you can focus on your job search

Mindset Matters!

Track effort you control (applications, outreach, skills), not outcomes you can't (interviews, offers).

Celebrate consistency; it softens rejection and keeps you moving forward.



The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

KNOW YOUR WORTH, NEEDS & WANTS

Play Offense: Salary Prep Before Job Search

- **Clarifies Your Salary Worth:** Know your market value and target fair compensation.
- **Defines Your Needs & Wants:** Set boundaries for income, lifestyle, and goals.
- **Shapes Your Target Company List:** Focus on companies that meet your salary expectations.
- **Prioritizes the Right Job Postings:** Filter roles that fit your range and negotiate potential.
- **Boosts Confidence:** Enter interviews prepared and self-assured.
- **Reduces Stress & Surprises:** Avoid last-minute scrambling; negotiation feels natural.



The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

WHY NEGOTIATE AND WHAT'S AT STAKE

Most people don't even try:

- 61% of individuals fail to negotiate a higher salary.
- Employers expect to negotiate once an offer has been made.

Big financial impact:

- Example: A 10% difference in starting salary (e.g., \$50K vs. \$55K) compounds over time.
- By 10 years, that gap is \$75K, and by 30 years, \$424K.

Other costs of not negotiating:

- You might forgo benefits, vacation, or education reimbursement.
- Plus, negotiating well demonstrates confidence and can make a strong impression on an employer.

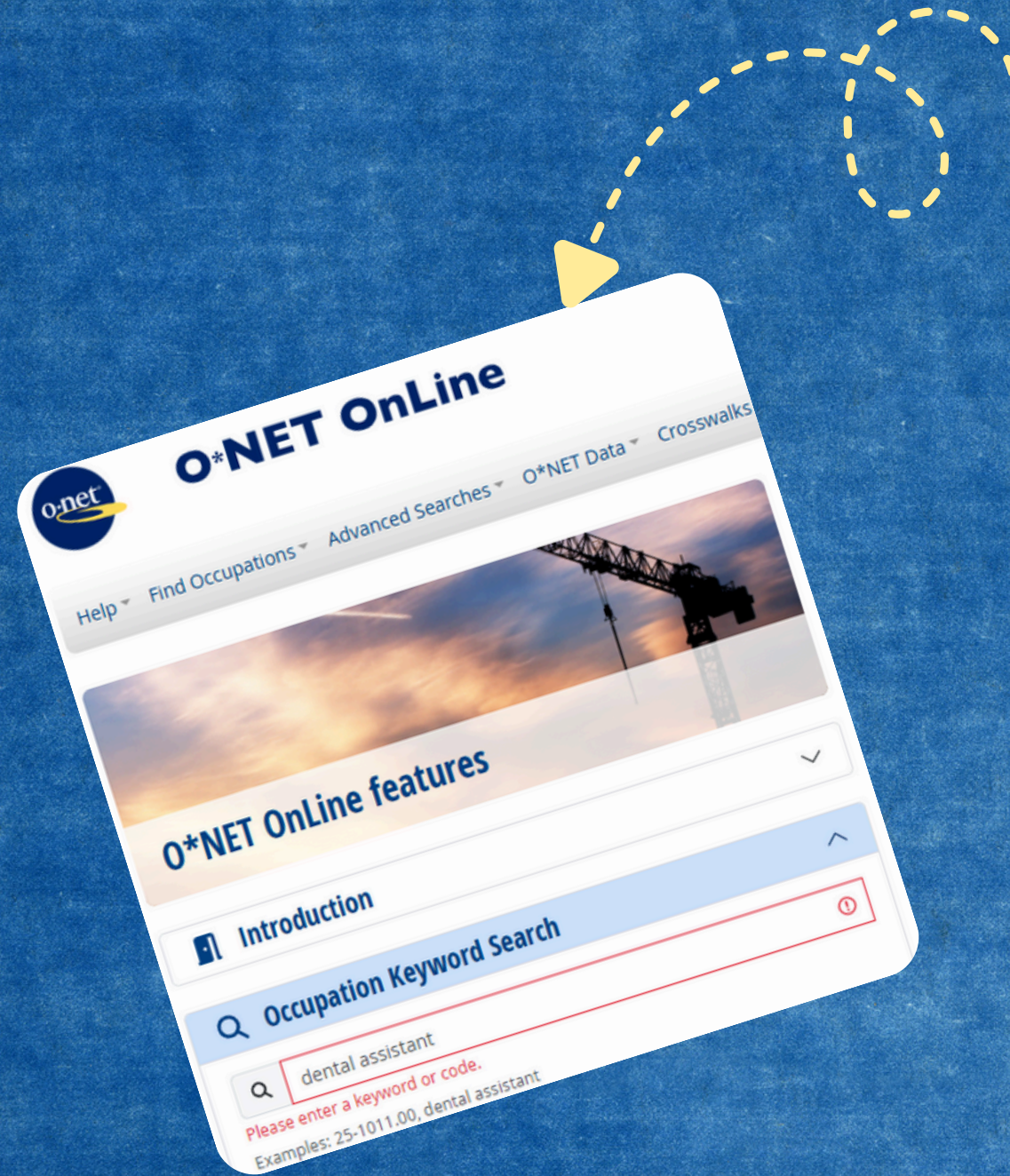


The Job Search Blueprint

Build Your Job Search Foundation

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

Build Your Job Search Foundation

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

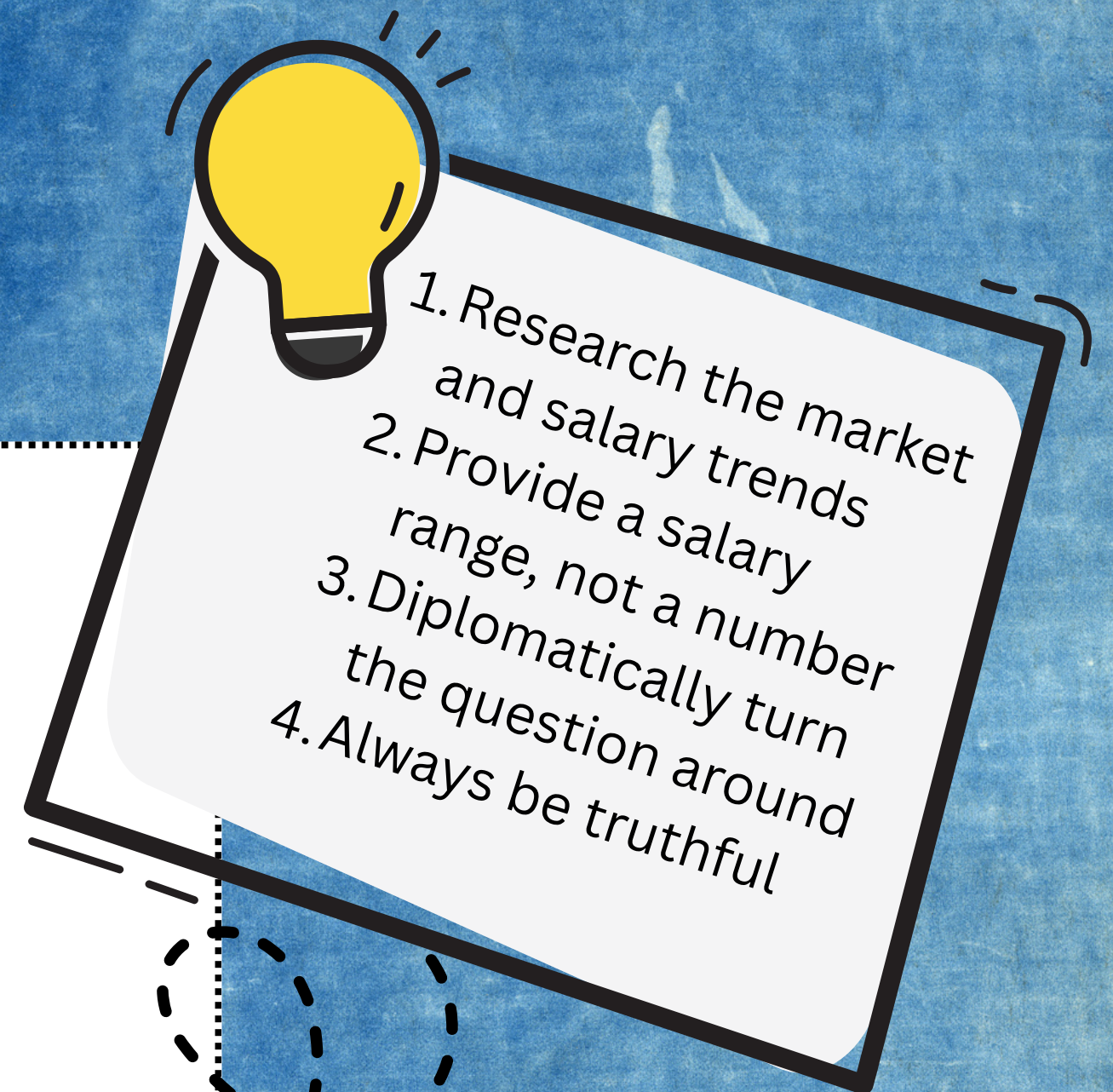
Build Your Job Search Foundation

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

START TELLING YOUR STORY



Begin with an
accomplishment
statement sheet



Why?



Identify Key Wins: Clarifies measurable achievements beyond job duties

Tailor for Impact: Aligns accomplishments to the target role

Boost Confidence: Builds confidence and interview-ready stories



List Your Roles:

- Start with each job, volunteer position, or project you’ve had.

Recall Achievements:

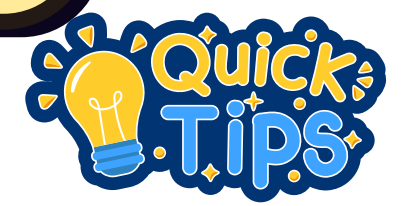
- For each, jot down results, improvements, or contributions, even small ones.

Use Metrics and Outcomes:

- Quantify impact (e.g., “Reduced processing time by 20%” or “Trained 10+ new hires”).

Focus on Skills & Results:

- Highlight what skills you used and what changed because of your work.



Sources for Accomplishment Ideas

- Job Descriptions & Performance Reviews
- Project Records & Personal Notes
- Annual Goals & KPIs
- Awards & Recognitions

Start with your most recent role and work backward.

Align each entry with dates and job titles for clarity.

The Job Search Blueprint

Build Your Job Search Foundation

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

RESUME FORMATS & TIPS

Resume Formats

Chronological

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

Hybrid

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

Functional

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



Presentation Matters

Pro Tip: Strong experience gets missed when a resume is cluttered or hard to scan.

Keywords Need Context

Pro Tip: Keywords don't sell you. Evidence of how you applied them does.

Format Shows Value

Pro Tip: Clean formatting and concise bullets make your relevance obvious fast.

Order Shapes Understanding

Pro Tip: Lead with experience that matches your target role. Order creates clarity. Clarity shapes perception.

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

RESUME FORMAT

IMPORTANT!

*This format is both ATS
and reader-friendly
(hiring teams scan for
relevance)*

*Clean format, white
space, and concise
bullets make your
relevance instantly
clear.*

*Build your resume for
clarity and readability.*

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 | Project Management | Digital Marketing | SEO & SEM Strategy | Results Driven

HIGHLIGHT REEL & SUMMARY HYBRID: Marketing Manager
Digital marketing professional with expertise in SEO/SEM, project management, and data-driven campaigns.
Combines creativity and analytics to enhance brand presence and deliver measurable results.

KEY ACHIEVEMENTS

- Led multi-channel campaigns with **project management**, boosting audience engagement 38% and overall brand visibility 25% year-over-year.
- Used **Google Analytics** to optimize strategies, improving campaign efficiency 42% and reducing cost per lead 18%.
- Coordinated cross-functional teams via **Agile/Scrum**, shortening delivery timelines 30% and increasing productivity 20%.
- Created marketing assets in **Adobe InDesign**, enhancing visual consistency and increasing content engagement 35%.

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

Your resume's top
half is prime
real estate.

Make it clear why
you're the top
candidate.

Order creates
clarity. Clarity
creates perception.

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

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

RESUME DO'S & DON'TS



- Font Size: 11 or 12 points
- Font Style: Aptos, Arial, Calibri, Verdana, Helvetica, Tahoma,
- Keep the same Font Size and Style
- Cautiously use italics, lines, and underlines
- Solid Bullet Points
- Bold Headings
- 1" margins
- Resumes: Write in third person. Cover letters: Use the first person to tell your story
- Most ATSs prefer Word files (.doc/.docx); PDFs can cause parsing issues, especially if they contain images.



- No Headers or Footers
- No Lines
- No tables, columns, text boxes, decorative lines, pictures, or open/hollow bullet points.
- No accreditations after name
- No Templates
- No keyword stuffing.
- Do not use an AI-only written resume. Must add your details and proof/edit as appropriate.
- Keep your resume to two pages maximum
- Limit listed experience to the past 15 years

remember

Clean formatting and
clear content shape
how recruiters
perceive you.

The Job Search Blueprint

Build Your Job Search Foundation

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

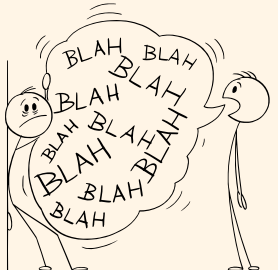
Build Your Job Search Foundation

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



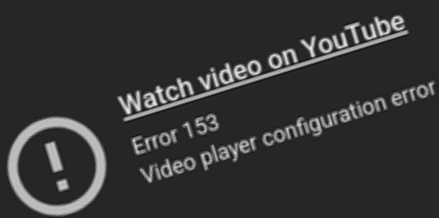
Perfect Intro



- 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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

TURN YOUR PERFECT INTRO INTO OPPORTUNITIES

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 - they open doors too!



Be Proactive

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

Lead with Curiosity

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

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

Build Your Job Search Foundation

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 (aim for 880 - 1120 characters)
- Keywords for target roles
- Showcase accomplishments
- Add skills & recommendations



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





Leverage AI for your LinkedIn Profile

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

The Job Search Blueprint

Build Your Job Search Foundation

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

Build Your Job Search Foundation

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

BUILD YOUR INTERVIEW STORIES

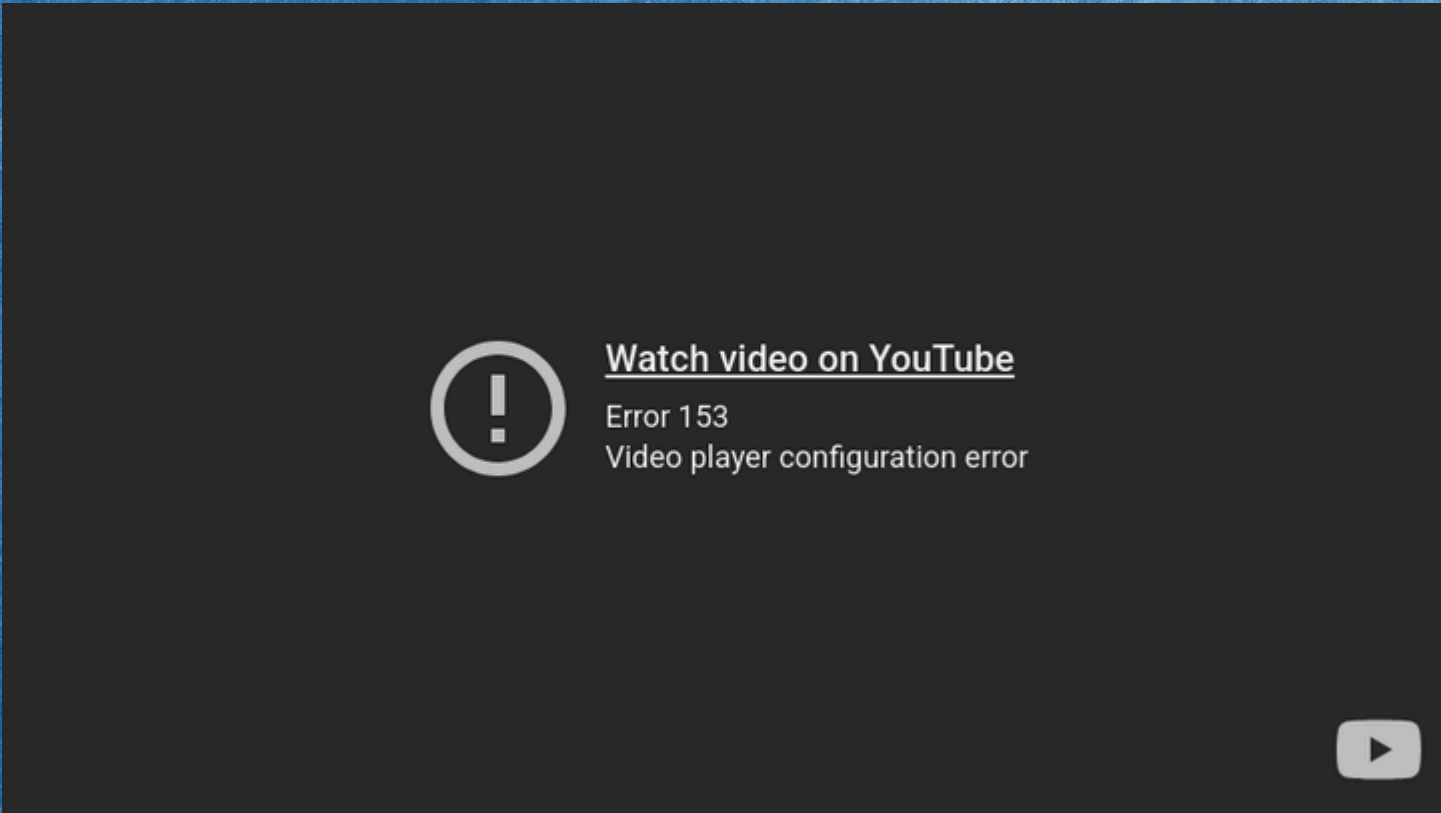
The C.A.R.L METHOD

C - CONTEXT

A - ACTION

R - RESULT

L - LEARNING



The Job Search Blueprint	
Build Your Job Search Foundation	
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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

THE ZEN INTERVIEW MINDSET

- 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	
Build Your Job Search Foundation	
DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



CREATE YOUR OWN LUCK!



Make Momentum - Not Wishes

Be the initiator | Build skills | Reach out first | Follow up | Stay organized

✿✿✿✿✿✿✿ **Action Beats Waiting - Every Time!** ✿✿✿✿✿✿✿

Set Your Course

- Know your goal.
- Set a realistic timeline.
- Break it down:
 - Connect
 - Apply
 - Interview
 - Follow up.

Stay Ahead, Not Perfect

- Progress over perfection.
 - Keep learning.
 - Keep moving.
 - Stay one step ahead.

Don't Wait. Create.

- Not all jobs are posted.
- Start conversations.
- Be curious.
- Open doors.

Build Momentum

- The market isn't fair, but action creates advantage.
- The more you move, the more opportunities appear.

The Job Search Blueprint

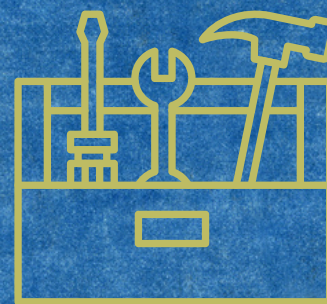
Build Your Job Search Foundation

DATE
SCALE
REV.

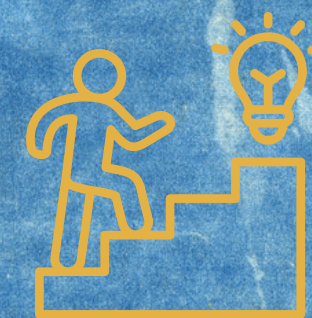




**You've
learned the
job search
blueprint.**



**You have
access to the
toolbox.**



**Now, use the
many free
resources to
build your job
search!**



NEXT STEPS...

The Job Search Blueprint

Build Your Job Search Foundation

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

GET SUPPORT FROM LOCAL ORGANIZATIONS

IDES

J.B. Pritzker, Governor



IDHS

Illinois Department of Human Services
JB Pritzker, Governor · Dulce Quintero, Secretary

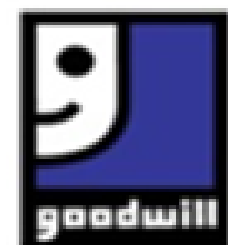


People's Resource Center

 **College of DuPage**



Your
Public
Library



Workforce
Connection Center

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

FIND THE BEST FIT FOR YOU

WHERE
TO
START?

Location



Availability &
Frequency



Your Unique
Circumstances



The Job Search Blueprint

Build Your Job Search Foundation

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

Build Your Job Search Foundation

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

JOB SEEKER SUPPORT NETWORK

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



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!

**Goodwill Workforce
Connections Center**

**351 E Roosevelt Rd,
Lombard, IL 60148**

630-576-4660

www.goodwillchicago.com

JOB SEEKER SUPPORT NETWORK

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

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!



VISIT WORKNETDUPAGE.ORG



Check us out!

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

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK

Join us for guidance, ongoing support, and encouragement,
no matter where you are in your job search.



PRESENTS:

THE JOB SEARCH BLUEPRINT

A workshop designed to build a job search foundation from the ground up

☒ Organize Your Search

☒ Interviewing

☒ Resume Writing

☒ Negotiation


☒ Professional Conversations

☒ And More!



Learn more about this free, comprehensive workshop:
worknetdupage.org/events





PRESENTS:

AI TOOLKIT: RESUMES

Learn to use AI for smarter resumes built for the jobs you want most

☒ Identify Accomplishments


☒ Optimize Resume Format

☒ Translate Impact into Metrics


☒ ATS Do's and Don'ts


☒ Craft Effective Cover Letters

☒ and More!



Learn more about this free, comprehensive workshop:
worknetdupage.org/events





PRESENTS:

AI TOOLKIT: INTERVIEWS

Use AI to prepare for interviews and sharpen your professional communication

☒ Create a LinkedIn Profile


☒ Informational Interview Tips

☒ Craft a Perfect Introduction


☒ Uncover Potential Questions

☒ Make Professional Connections

☒ and More!



Learn more about this free, comprehensive workshop:
worknetdupage.org/events





Let's Talk Job Search

Your Questions.

Your Strategy.

Your Success!

LET'S TALK JOB SEARCH
A TOP NOTCH RESOURCE FOR DUPAGE COUNTY'S JOB SEARCH COMMUNITY



JOB SEEKER SUPPORT NETWORK

Build Your Job Search Foundation

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

JOB SEEKER SUPPORT NETWORK

**WORKNET
DUPAGE'S
JOBS
BOARD**

NEW JOBS
IN DUPAGE

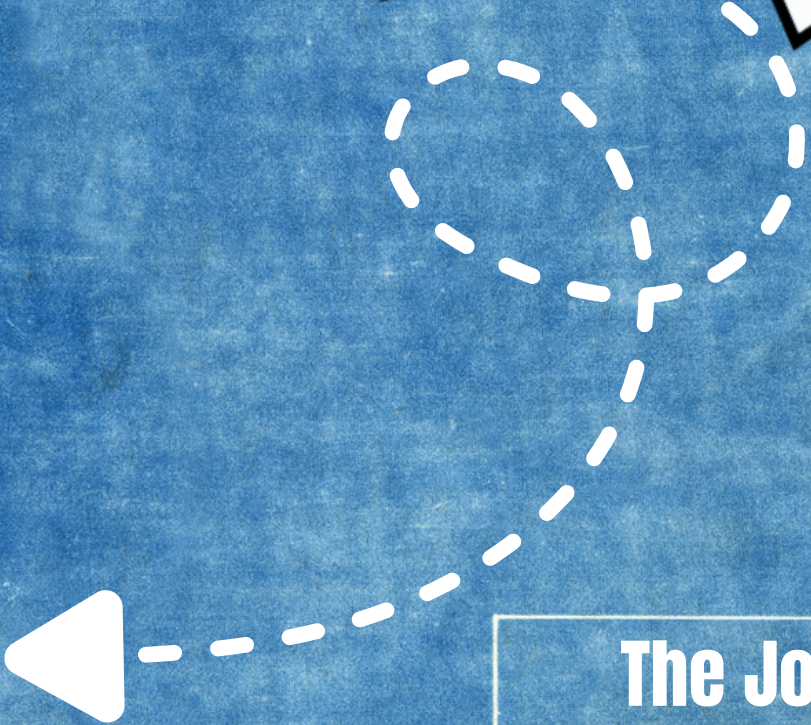
NEW
JOBS
IN DUPAGE

[CLICK TO VIEW](#)



worknetdupage.org

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



The Job Search Blueprint	
Build Your Job Search Foundation	
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

Build Your Job Search Foundation

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

Build Your Job Search Foundation

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

DuPage County
Community Services
630-407-6500

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

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY

WHEN YOU WIN, WE WIN!

**Your next role is closer
than you think!**

**Stay connected, keep attending job search
sessions, and use the tools you're learning.**

**When you get hired,
we'd love to celebrate your success!**

**Email me directly @
spihera@worknetdupage.org
and tell us where you landed!**

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY



QUESTIONS?

Susi Pihera

630.955.2041

spihera@worknetdupage.org



**THANK
YOU!**

The Job Search Blueprint

Build Your Job Search Foundation

DATE	DRAWN BY
SCALE	TRACED BY
REV.	CHECKED BY