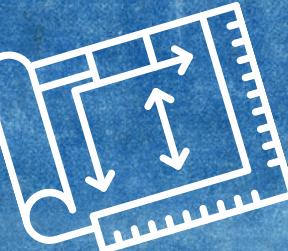


SUCCESS  
DOESN'T HAPPEN BY  
WAITING.  
IT HAPPENS BY  
PREPARING,  
PRACTICING, AND  
SHOWING UP!

W E L C O M E

# The Job Search BLUEPRINT

Build  
Your  
Job Search  
Foundation



Susi Pihera  
Sr. Program  
Specialist



workNet DuPage  
americanjobcenter

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

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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

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# 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



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Scan the QR code to  
open our Job Search  
Toolbox!



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

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

Create  
Your own  
Success



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# 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



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# JOB SEARCH PLAN

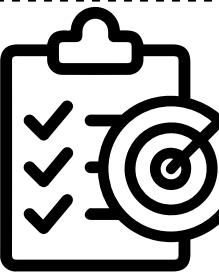


- Set up an email address for your job search
- Don't forget to check spam folder



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

## TOP TIPS



- 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

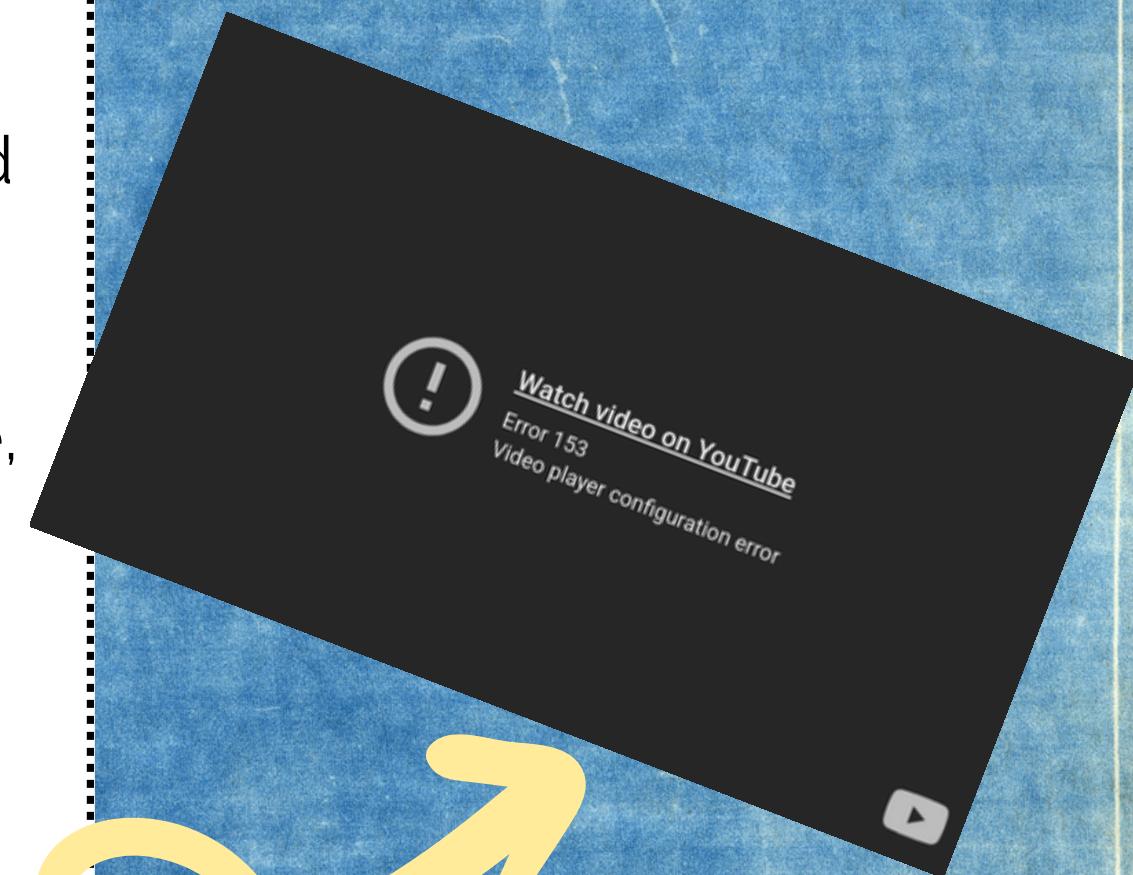
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# KNOW YOUR WORTH, NEEDS & WANTS

## 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

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# 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.



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# 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.

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# 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

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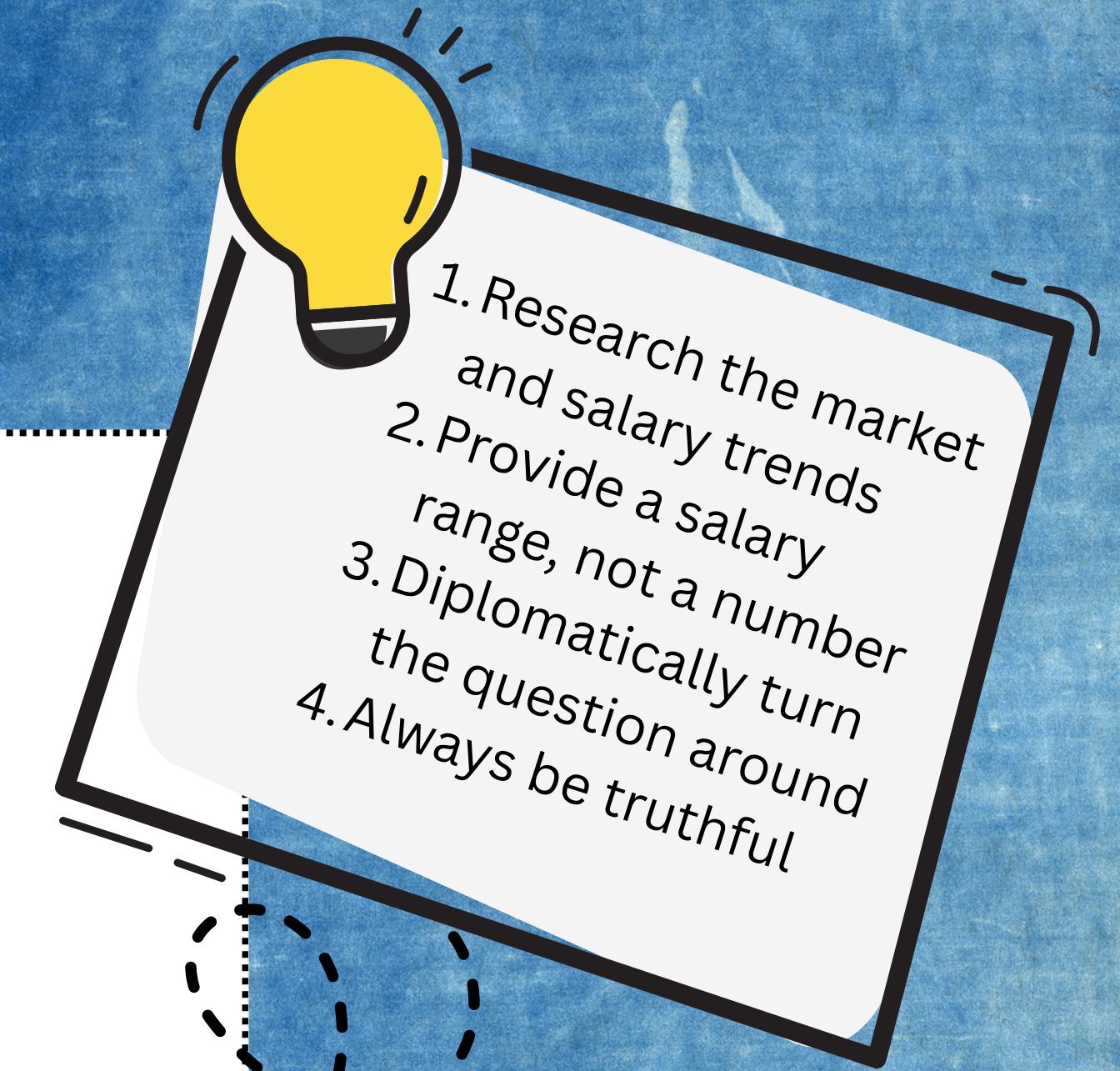
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# BE READY TO DISCUSS SALARY



- *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.*



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# START TELLING YOUR STORY

START HERE

## 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.

Begin with an accomplishment statement sheet



## 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.

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

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# 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

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# 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.*

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# 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 InDesign  
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

#### 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.**

**Order creates clarity. Clarity creates perception.**

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# 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.**

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# 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!

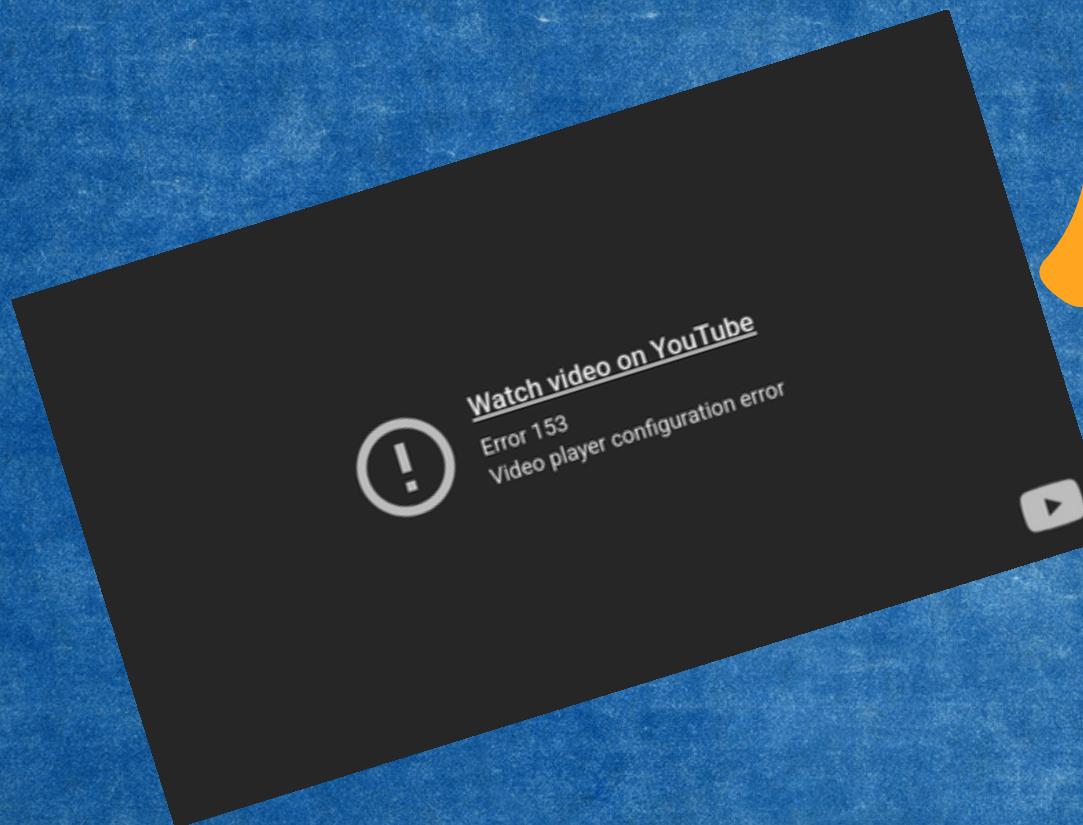


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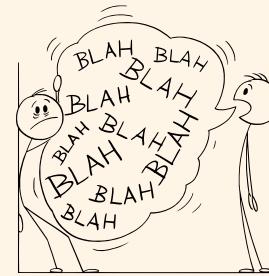
# STRONG INTRO. MEANINGFUL CONNECTIONS.



## Typical Intro

- Blah
- Blah
- Blah

1. About You
2. Complete
3. Accurate



## Perfect Intro

1. About who you help
2. Interesting & Creates Curiosity
3. Confident

### 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.”

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# 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**

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## 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



DuPage County

## Leverage AI for your LinkedIn Profile

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



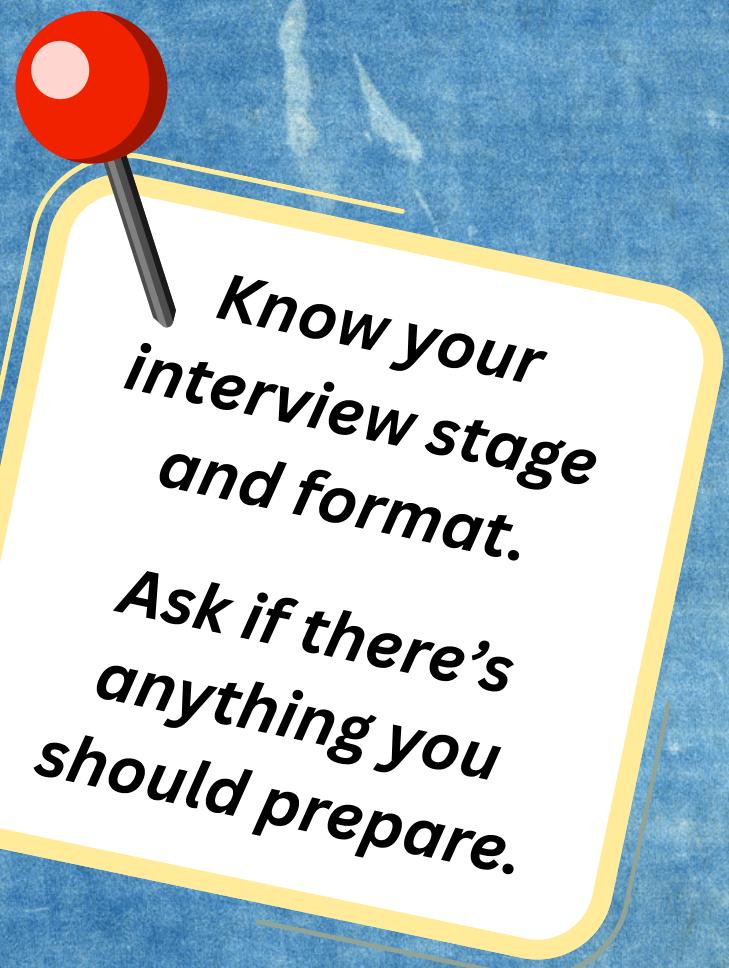
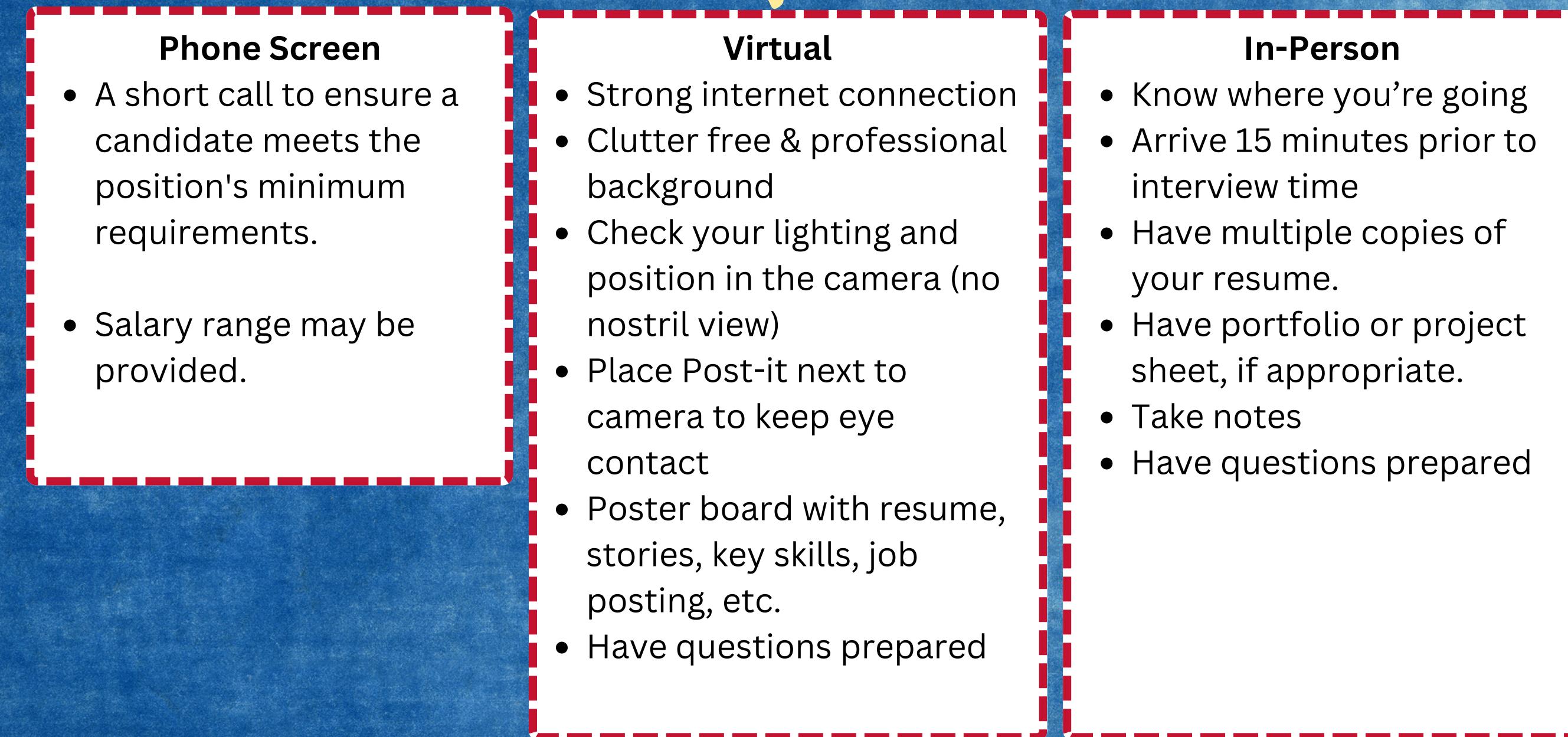
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# INTERVIEW TYPES



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# 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

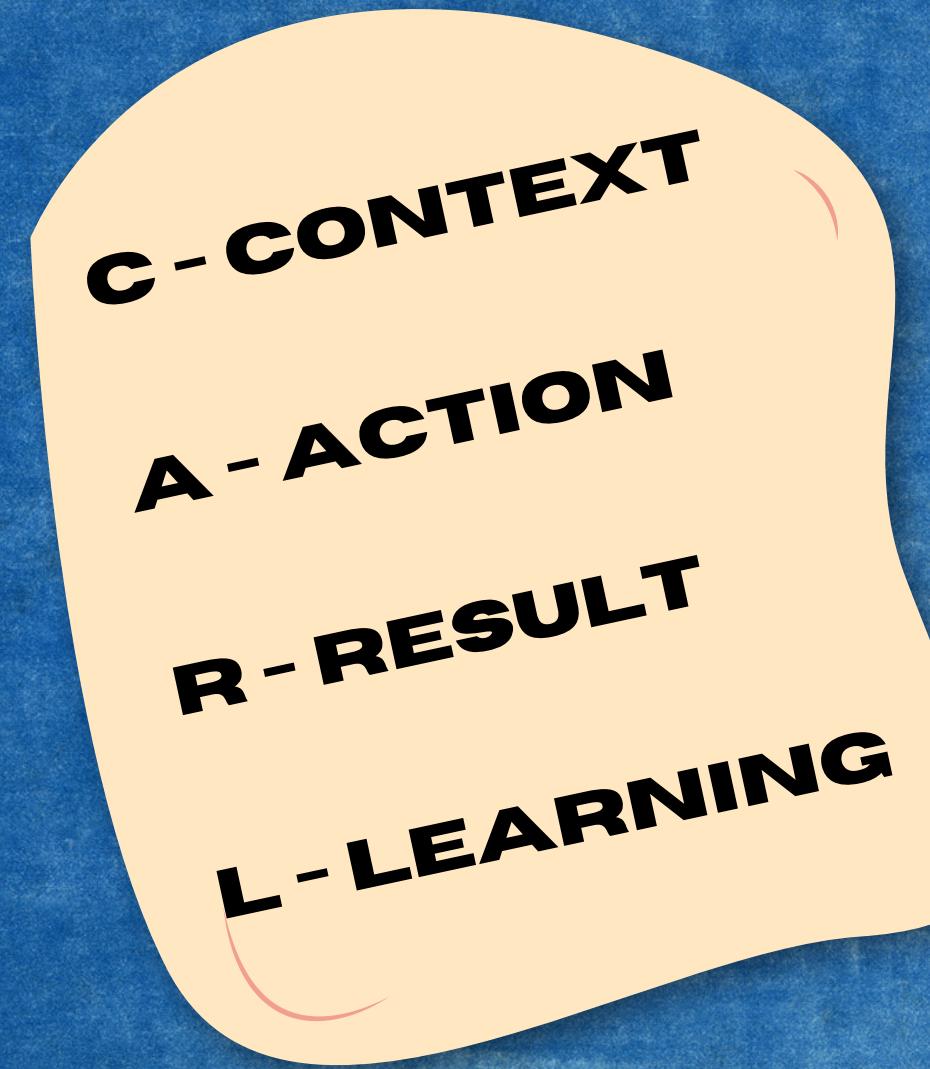
- Tell me about a time you faced a challenge at work. How did you handle it?
- Give me an example of when you worked as part of a team to achieve a goal.
- Describe a situation where you had to manage multiple priorities or deadlines.
- Tell me about a time you had a conflict with a coworker or manager.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

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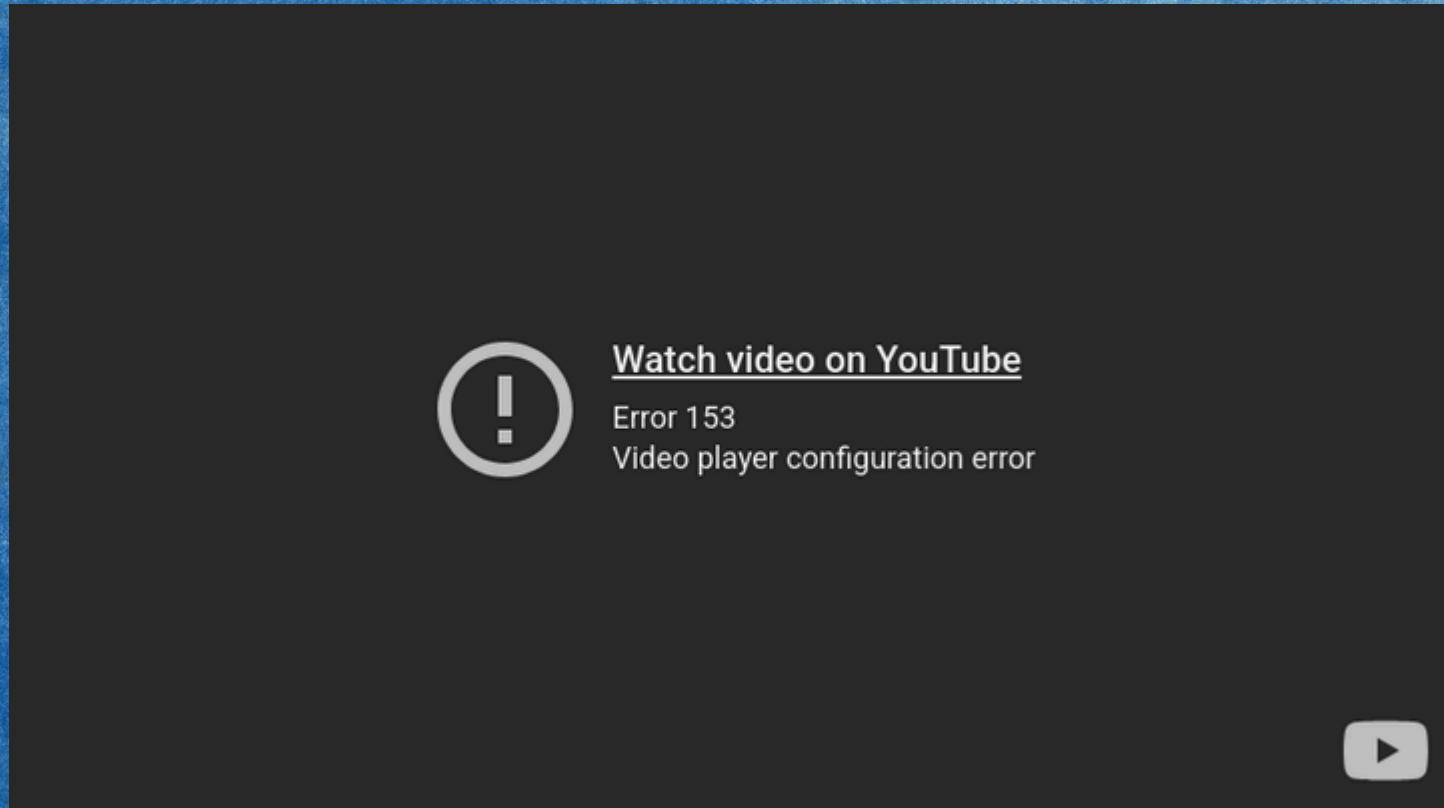
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# BUILD YOUR INTERVIEW STORIES



## The C.A.R.L METHOD



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# ASK INSIGHTFUL AND THOUGHTFUL QUESTIONS

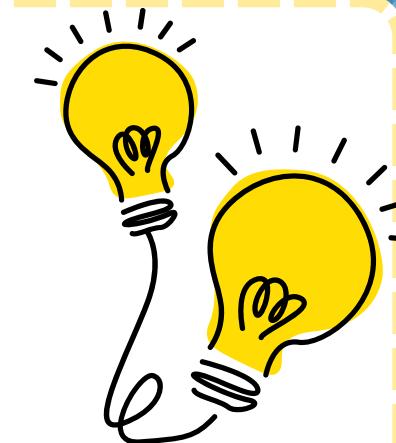
## Why Ask Thoughtful Questions in an Interview

- 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?



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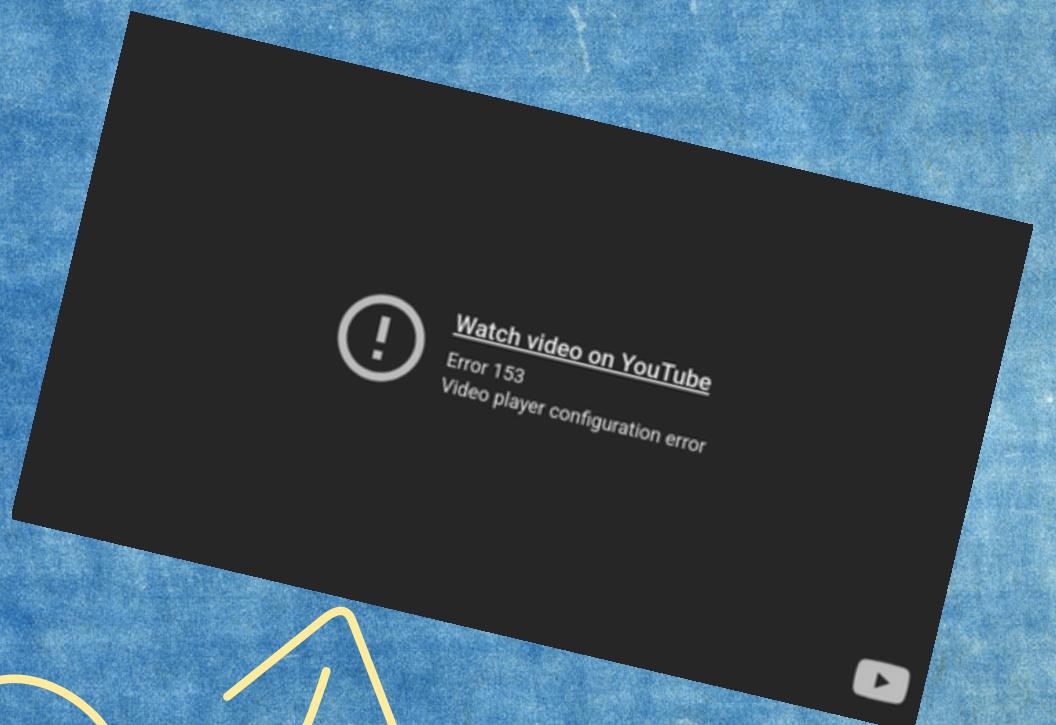
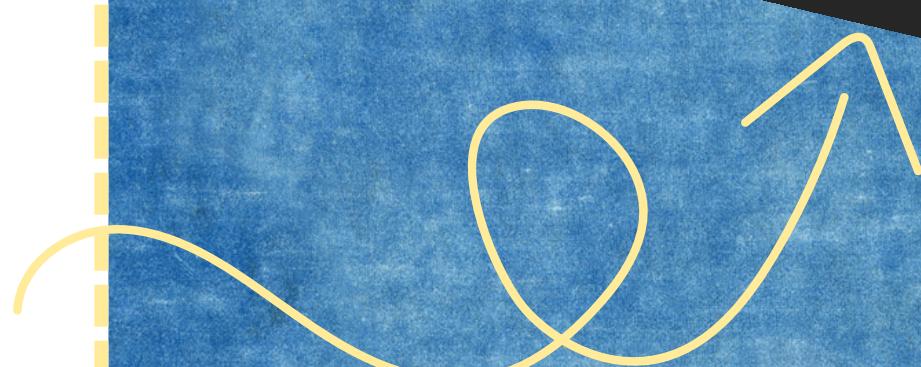
# THE ZEN INTERVIEW MINDSET

- 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.



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# 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

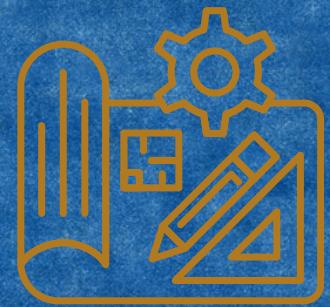
- The market isn't fair, but action creates advantage.
- The more you move, the more opportunities appear.

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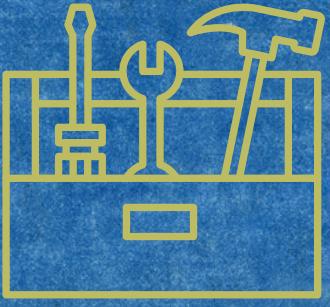
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You've learned the job search blueprint.



You have access to the toolbox.



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



**NEXT STEPS...**

### The Job Search Blueprint

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# 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**

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# GET SUPPORT FROM LOCAL ORGANIZATIONS





WHERE  
TO  
START?

FIND THE BEST FIT FOR YOU

Location



Availability &  
Frequency



Your Unique  
Circumstances



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## 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](mailto:csc@cod.edu)
- Career Services does not offer walk-in services
- For additional details: [www.cod.edu](http://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**

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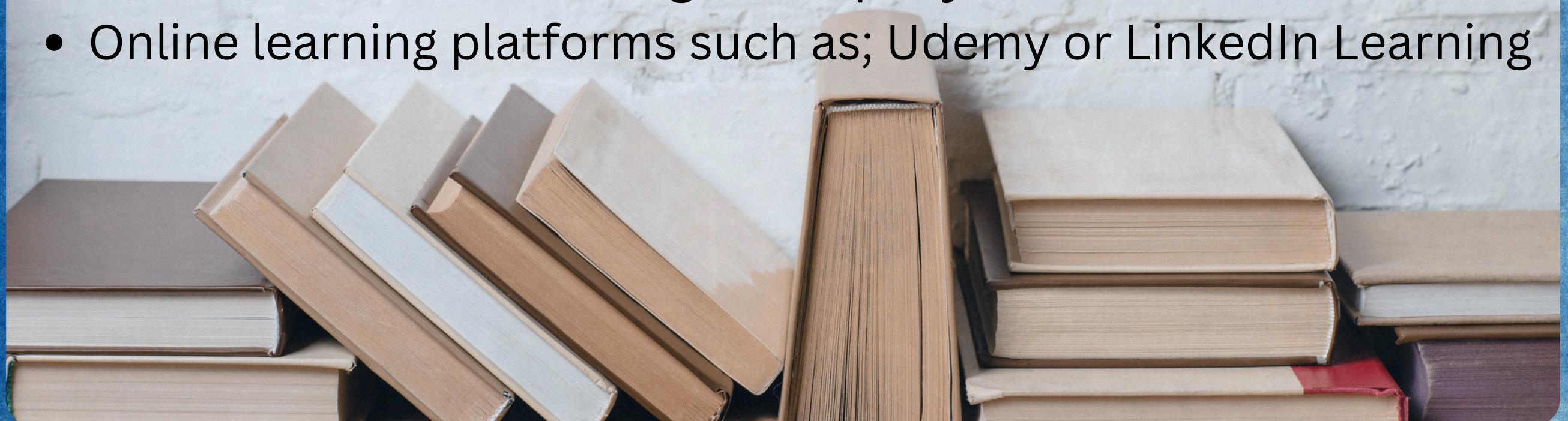
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Your  
Public  
Library

**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



**JOB SEEKER SUPPORT NETWORK**

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



No Library?  
No Worry!

Check out College of  
DuPage's Library

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# 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](http://www.goodwillchicago.com)**

# **JOB SEEKER SUPPORT NETWORK**

## **The Job Search Blueprint**

### **Build Your Job Search Foundation**

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# workNet DuPage, DuPage County's American Job Center



## 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](http://worknetdupage.org)

Complete the "Get Started" form today!



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  
Confidence • Job Training  
Information About In-Demand Careers  
Sincere Support

VISIT [WORKNETDUPAGE.ORG](http://WORKNETDUPAGE.ORG)



Check us out!



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

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



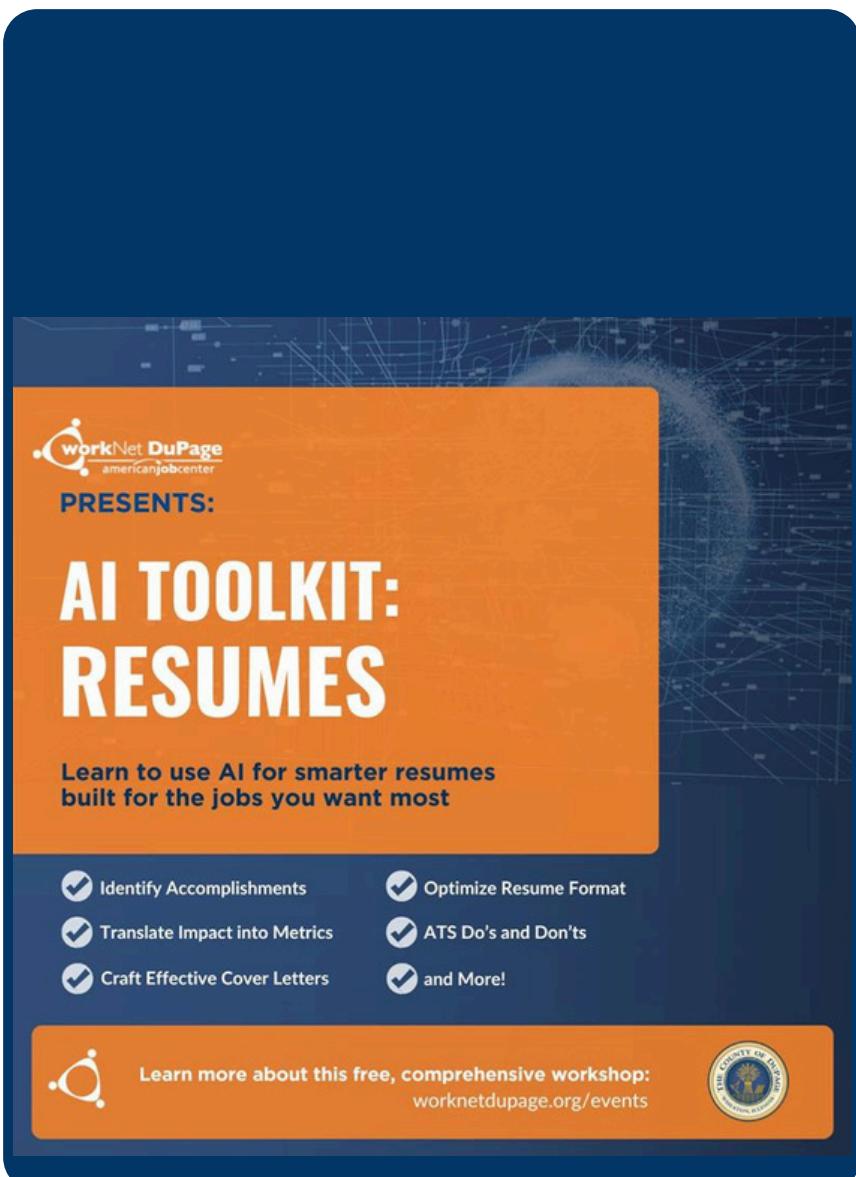
**workNet DuPage**  
americanjobcenter  
PRESENTS:  
**THE JOB SEARCH BLUEPRINT**

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](http://worknetdupage.org/events)

THE COUNTY OF DUPAGE  
COLLECTIVE INNOVATION



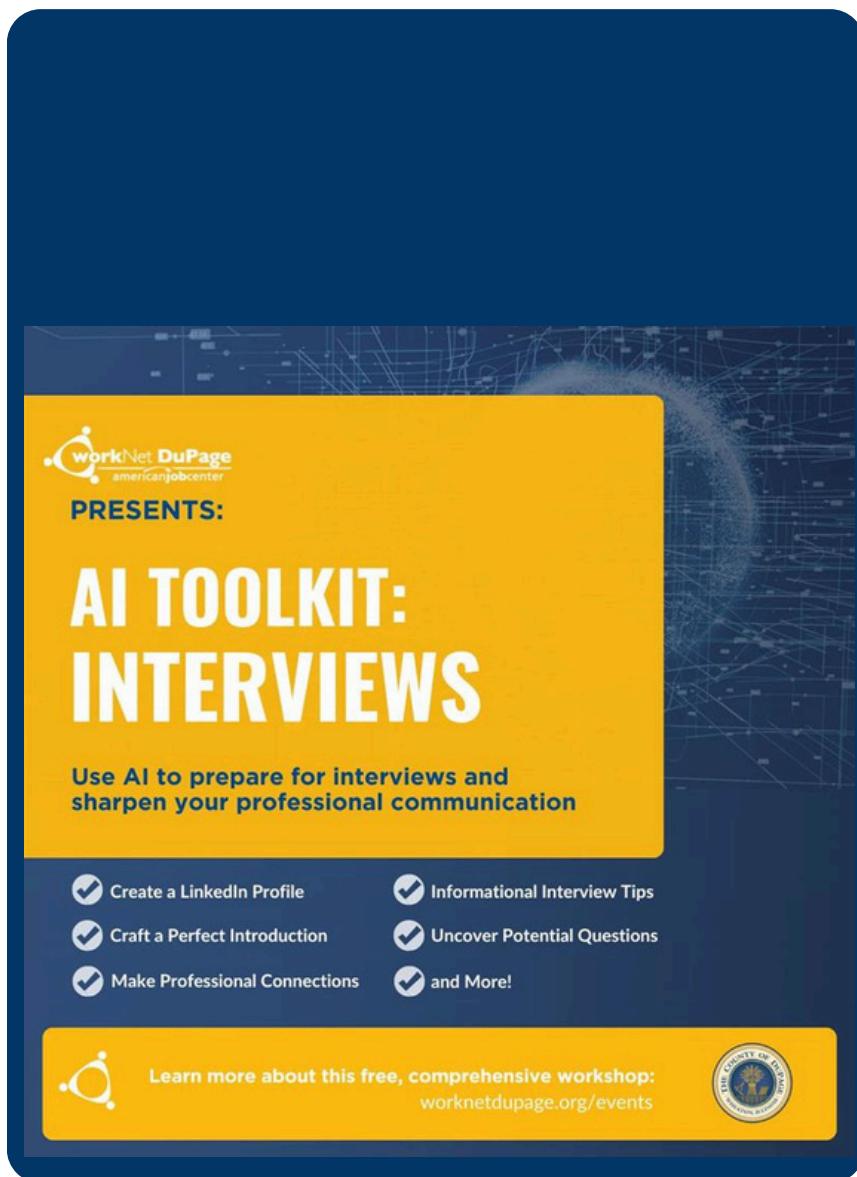
**workNet DuPage**  
americanjobcenter  
PRESENTS:  
**AI TOOLKIT: RESUMES**

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](http://worknetdupage.org/events)

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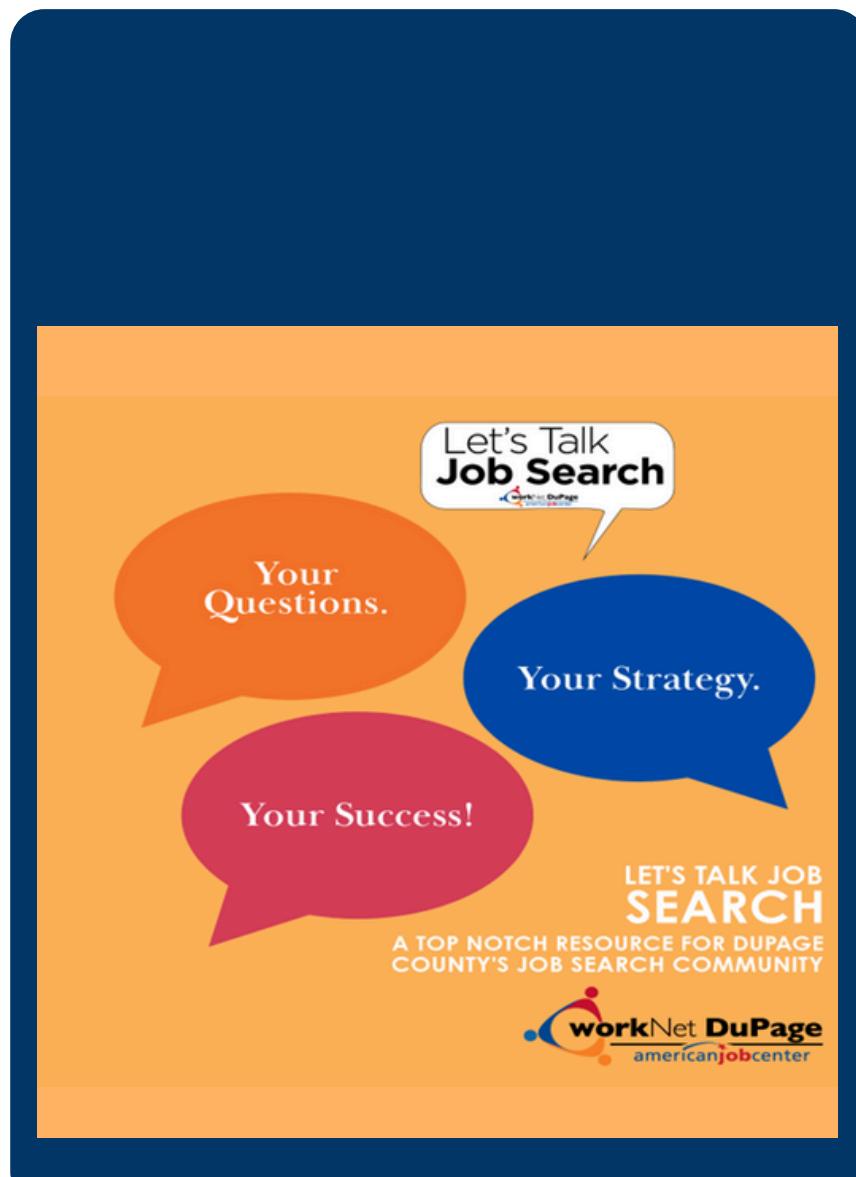
**workNet DuPage**  
americanjobcenter  
PRESENTS:  
**AI TOOLKIT: INTERVIEWS**

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](http://worknetdupage.org/events)

THE COUNTY OF DUPAGE  
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**Let's Talk Job Search**

workNet DuPage  
americanjobcenter

Your Questions.  
Your Strategy.  
Your Success!

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

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# 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

# JOB SEEKER SUPPORT NETWORK

**SIGN UP**  
*Get weekly updates on events,  
jobs, and more!*  
[worknetdupage.org](http://worknetdupage.org)

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# WORKNET DUPAGE'S JOBS BOARD

NEW JOBS  
IN DUPAGE

NEW  
JOBS  
IN DUPAGE

[CLICK TO VIEW](#)

  
worknetdupage.org

JOB SEEKER SUPPORT NETWORK

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



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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](http://www.illinoisjoblink.com)

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

[www.ides.illinois.gov](http://www.ides.illinois.gov) or Claimant Services at 800-244-5631

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

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## 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

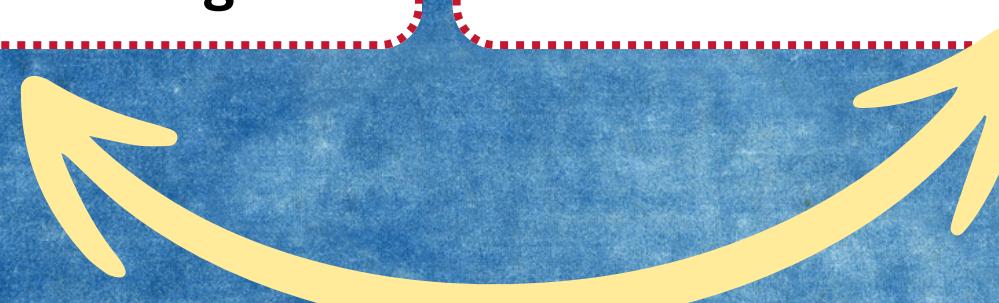
For general questions about DRS, email [DHS.DRS@illinois.gov](mailto:DHS.DRS@illinois.gov).

## 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

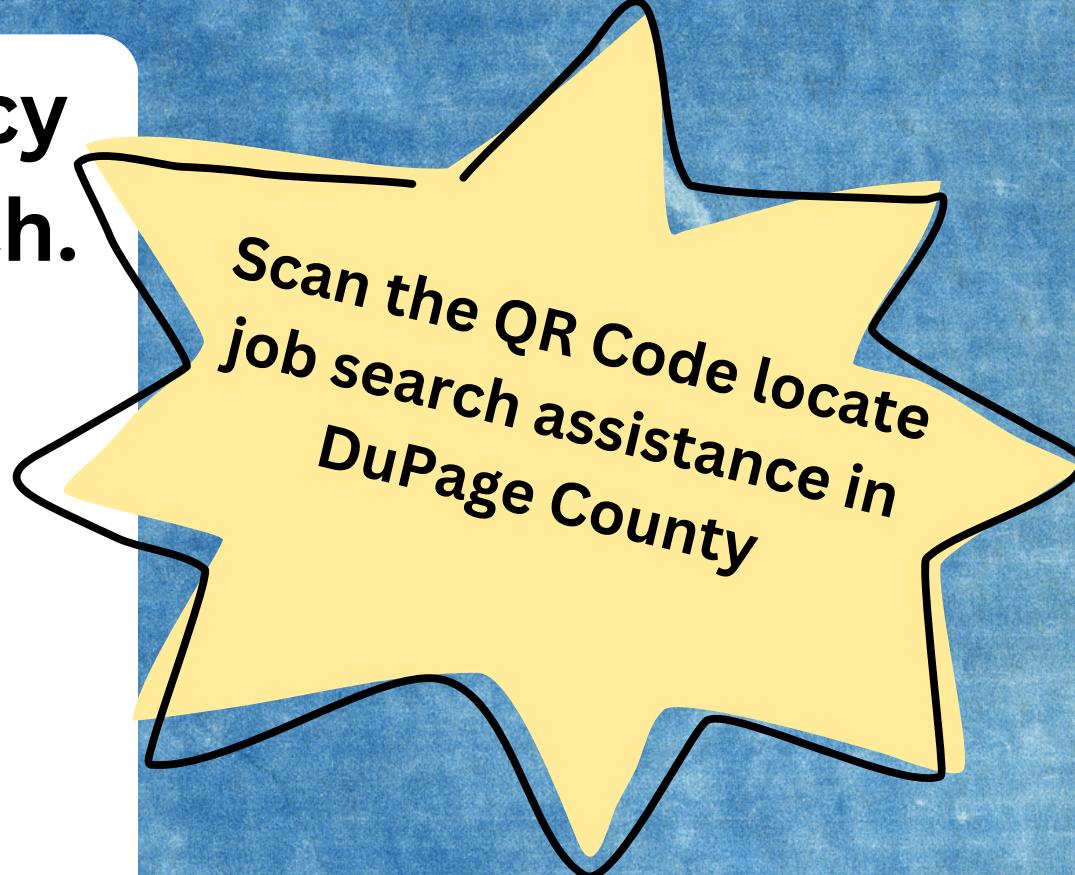
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# JOB SEEKER SUPPORT NETWORK ASSET MAP

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



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**DUPAGE COUNTY**

**211DuPage.gov**  
Free service for DuPage County residents looking for health and social service resources.

**2·1·1**  
Get Connected. Get Help.™

**TRANSPORT**   
**EDUCATION**   
**EMPLOYMENT** 

**FOOD**   
**HEALTH**   
**HOUSING** 

**INDIVIDUAL & FAMILY SUPPORT**   
**INCOME & FINANCES**   
**CLOTHING & HOUSEHOLD GOODS** 

# 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

KEEP  
GOING

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.

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

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# 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](mailto:spihera@worknetdupage.org)  
and tell us where you landed!

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**QUESTIONS?**

**Susi Pihera**

**630.955.2041**

**spihera@worknetdupage.org**



**THANK  
YOU!**

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