WELCOME

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

The Job Search BLUEPRINT

Build Your Job Search Foundation

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

Susi Pihera
Sr. Program Specialist

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THE COUNTY OF DUPAGE WHEATON, ILLINOIS

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CONFIDENCE IMPRESSES! PREPARATION WINS!

Welcome notes...

- Washrooms
- Vending machines
- Silence cell phones

THANK YOU!

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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 Target Role, 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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achieve
succeed

Scan the QR code to open our Job Search Toolbox!

SCAN HERE

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

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https://worknetdupage.org/the-job-seeker-toolbox/

JOB SEARCH PROCESS

1. Write an Accomplishment Statement sheet
2. Identify Target Role/Roles
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

believe
achieve
succeed

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!

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GET JOB SEARCH READY

TOP TIPS

- 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.

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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.

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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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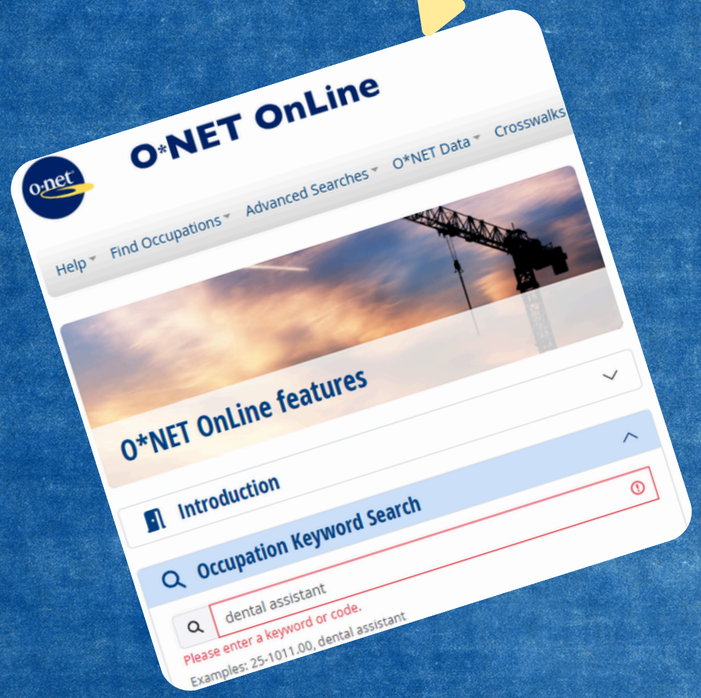
COMPANY & MARKET RESEARCH



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
- Pay increase at 3 | 6 | 12 month performance reviews
- Alternative health coverage (spouse, COBRA, etc.) may reduce employer costs and support a higher salary.

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.

Other Items

- Hybrid or Remote work arrangements
- Vacation Days
- Sick Days
- Titles
- Tuition reimbursement
- Conference expenses
- Professional Associations

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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.*

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

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BEFORE YOU TELL YOUR STORY, KNOW YOUR TARGET

What role are you targeting?

- Target job title(s)
- One role or several related roles?

Where are you in your career journey?

- Starting a career
- Restarting after a layoff/break
- Pivoting to a related role/industry
- Changing careers

What does the market require?

- Research the occupation & industry
- Identify required skills, experience & credentials
- What does the employer need?
- Understand current hiring trends

Are you ready to compete?

- What qualifications do you have?
- What skills transfer?
- What gaps do you need to fill?
- Degree, certification, training, or experience needed?

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START TELLING YOUR STORY

Begin with an accomplishment statement sheet

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.

Quick Tips

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:** *Clutter hides value. Hyper-targeting ensures every line communicates a clear, role-specific impact.*

Keywords Need Context

👉**Pro Tip:** *Keywords alone don't sell you; showing how you applied them does. That's hyper-targeting.*

Format Shows Value

👉**Pro Tip:** *Clean formatting and tight bullets make your role-specific value pop fast.*

Order Shapes Understanding

👉**Pro Tip:** *Lead with experience that matches your target role; hyper-targeting turns clarity into strong perception. 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
Town, State
(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 (Resume Title as "Professional Summary"): 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 **3/2007 – 12/2025**

Marketing Manager (11/2010 – 12/2025)

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

Graphic Artist (3/2007-11/2010)

- 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

- **Top half = prime real estate. Lead with role-specific value.**
- **Show your value fast so you're the obvious top candidate.**
- **Structure your resume by relevance so your strongest value stands out immediately.**

Pro Tips:

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

RESUME DO'S & DON'TS

DO's

- 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.

DON'Ts

- 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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COVER LETTER

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

May 15, 2025

HR Recruiter or Hiring Manager Name
Horizon Financial Group
Chicago, IL

Dear HR Recruiter or Hiring Manager Name,

With over seven years of progressive accounting experience and a CPA license, I was immediately drawn to the Senior Accountant role at Horizon Financial Group, particularly your recent expansion into ESG-focused investment reporting, which aligns directly with the sustainability accounting work I've led at my current firm.

In my current role at Lakeside Partners LLC, I reduced the monthly close cycle from 12 days to 7 by redesigning the reconciliation workflow, saving approximately 40 hours of staff time per month. I also led a successful ERP migration from QuickBooks Enterprise to NetSuite, coordinating across three departments with zero disruption to reporting deadlines. Additionally, I managed a $4.2M operating budget and maintained a 99.8% accuracy rate across all financial statements for three years. I'm eager to bring my experience to your team.

I'm excited about the opportunity to contribute to Horizon Financial Group's growth, and I was particularly impressed by your 2024 commitment to transparent ESG disclosures, a standard I believe sets you apart in the industry. I would welcome the chance to discuss how my background aligns with your goals. Thank you for your time and consideration.

Sincerely,

First Name Last Name

- Keep it 250–400 words, 3 paragraphs
- Open with a compelling hook
- Quantify your achievements
- Tailor it to the job posting
- Reference a company mission or initiative
- Complement your resume with your story

- Exceed one page
- Use generic openers like "I am writing to..."
- Repeat your resume word for word
- Make it about what YOU want
- Skip proofreading
- Forget a closing call to action

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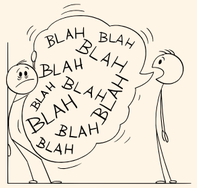
STRONG INTRO. MEANINGFUL CONNECTIONS.

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

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."

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

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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 gatherings
- 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

Always personalize LinkedIn connection requests. Include a brief note to remind them how you connected and why you'd like to stay in touch.

Example: "Hi [Name], it was great meeting you at the workNet DuPage event. I'd love to connect and stay in touch!"

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LinkedIn

THE PLATFORM AT A GLANCE

1.2B members worldwide	**95%** of recruiters use LinkedIn
65M+ job searches per week	**75%** say it helped them find a job

- 35.5 million people hired through a LinkedIn connection
- Confirmed hires up 88% year-over-year
- 61% of placements come through networking

⚠ Only 30% of users land jobs — profile quality and activity

BUILD A STRONG PROFILE

- Professional-looking photo
- Custom headline (220 characters)
- "About" section (aim for 880–1,120 characters)
- Keywords for your target roles
- Showcase accomplishments, not just duties
- Add skills & recommendations
- Complete your profile fully — incomplete profiles get passed over

ACTIONS THAT GET RESULTS

- **Add a professional headshot**
  14x more views · 36x more recruiter messages
- **List 5+ relevant skills**
  Up to 17x more profile views
- **Turn on #OpenToWork**
  52% more recruiter InMails
- **Personalize connection requests**
  Generic messages are ignored
- **Engage consistently**
  Post, comment, and share to stay visible in feeds
- **Use keywords from job postings**
  Recruiters search by keywords, not job titles

Use AI for your LinkedIn Profile

- Check out the LinkedIn AI Cheat Sheet in the workNet DuPage Job Search Toolbox

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LinkedIn

Profile Setup

- Add a professional-looking headshot
- Custom headline (220 characters)
- About” section. Short paragraphs. Aim for 880 - 1120 characters.
- List 5+ relevant skills
- Use keywords from job postings in your headline, About section, and experience.
- Complete your profile

Susi Pihera She/Her · Add verification badge

Sr. Program Specialist | WIOA engagement, curriculum design & career workshop facilitation | I help job seekers gain clarity, skills & confidence to pursue meaningful, sustainable careers. | AFAA Cert. Fitness Instructor

Lisle, Illinois, United States · Contact info

685 followers · 500+ connections

Open to | Add section | Enhance profile | Resources

DuPage County

Use AI for your LinkedIn Profile

Check out the LinkedIn AI Cheat Sheet in the workNet DuPage Job Search Toolbox

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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.

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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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BUILD YOUR INTERVIEW STORIES

The C.A.R.L METHOD

C - CONTEXT

A - ACTION

R - RESULT

L - LEARNING

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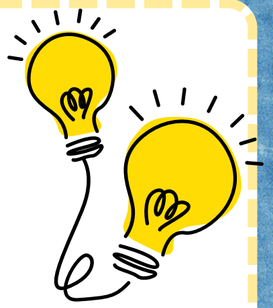
ASK INSIGHTFUL AND THOUGHTFUL QUESTIONS

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 For the Employer:



- 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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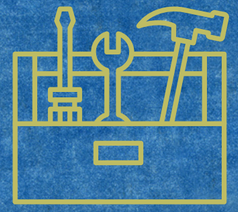
Believe and Achieve

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...

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ONLINE RESOURCES

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

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

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GET SUPPORT FROM LOCAL ORGANIZATIONS

IDES
J.B. Pritzker, Governor

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

workNet DuPage
americanjobcenter

People's Resource Center

College of DuPage

Your Public Library

goodwill Workforce Connection Center

The Job Search Blueprint

Build Your Job Search Foundation

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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
- 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

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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

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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People's Resource Center

PEOPLE'S RESOURCE CENTER

WHEATON
201 S NAPERVILLE RD
WHEATON, IL 60187

WESTMONT
104 CHESTNUT AVE
WESTMONT, IL 60559

JOB SEARCH ASSISTANCE SERVICES:

- INDIVIDUAL JOB COACHING DURING AND AFTER THE JOB SEARCH
- RESUME WRITING
- WORKSHOPS
- ACCESS TO ALL OF PRC'S SERVICES INCLUDING COMPUTER TRAINING, ESL, AND CLOTHING

GET STARTED

630.682.5402 X 333

OR

WWW.PEOPLESRC.ORG

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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

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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**

Complete the "Get Started" form today!

Check us out!

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

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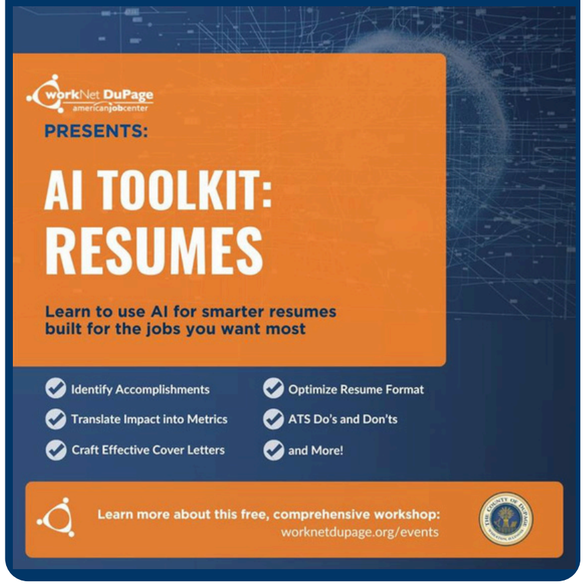
Join us for guidance, ongoing support, and encouragement, no matter where you are in your job search.

Monday, Sept. 14, 2026
9:30 AM - Noon



Thursday, Sept. 17, 2026
9:30 AM - 12:30 PM

Friday, Sept. 25, 2026
9:30 AM - 11:30 AM
Imposter Syndrome
Nicole Magats
Talent Acquisition Specialist
Trans Chicago Truck Co.

Wednesday, Oct.14, 2026
9:30 AM - Noon

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workNet DuPage's Community Calendar

Job Seeker Workshops

SCAN HERE

SIGN UP

Get monthly updates on events, jobs, and more!

worknetdupage.org

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JOB SEEKER SUPPORT NETWORK

WORKNET DUPAGE'S JOBS BOARD

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

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JOB SEEKER SUPPORT NETWORK

IDES

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

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IDHS

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)

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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

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DuPage County
Community Services
630-407-6500

Connecting DuPage County Residents to Resources

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
Shuchi Srivastava, Manager of Peer Support Services, s.srivastava@namidupage.org, or (630) 752-0066.

Ray Graham Association
Behavioral Health Clinic
Emerge@raygraham.org

Stay Encouraged and Energized

Track what you can control: applications, outreach, and skills, not interviews or offers. Celebrate consistency to stay motivated and resilient.

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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WE VALUE YOUR INPUT

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

We appreciate it if you complete the survey after every session you attend. Your input helps us improve.

SCAN ME!

THANK YOU FOR HELPING US SERVE YOU BETTER!

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americanjobcenter

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!

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QUESTIONS?

Susi Pihera

630.955.2041

spihera@worknetdupage.org

THE COUNTY OF DUPAGE WHEATON, ILLINOIS

workNet DuPage
americanjobcenter

THANK YOU

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