

# Welcome!



1. Today we will cover:

- Dream job warm-up
- Job searching (LinkedIn and Indeed)
- Networking and interviewing

2. Icebreaker: Describe your mood today as a weather forecast

3. Ground rules: Leave questions for the end and keep your camera on if you can



International  
Institute of  
New England



# Job Searching 101



# Agenda

1. Create an Indeed and LinkedIn account
2. Learn how to download your resume as a PDF
3. Understand best practices for networking and zoom interviews

# How to use Indeed



1. Create a profile and include:
  - A. Updated version of your resume
  - B. Contact information

The screenshot shows the 'Your name' section of the Indeed profile creation process. It features a circular profile picture placeholder and the text 'Your name'. Below this is a 'Get started' section with two buttons: 'Upload a resume' (with an upward arrow icon) and 'Build a resume'. A disclaimer text reads: 'By continuing, you agree to create a [public resume](#) and agree to receiving job opportunities from employers. Indeed does not recommend uploading resumes with photos.' At the bottom, there is a 'Contact Information' section with an edit icon.

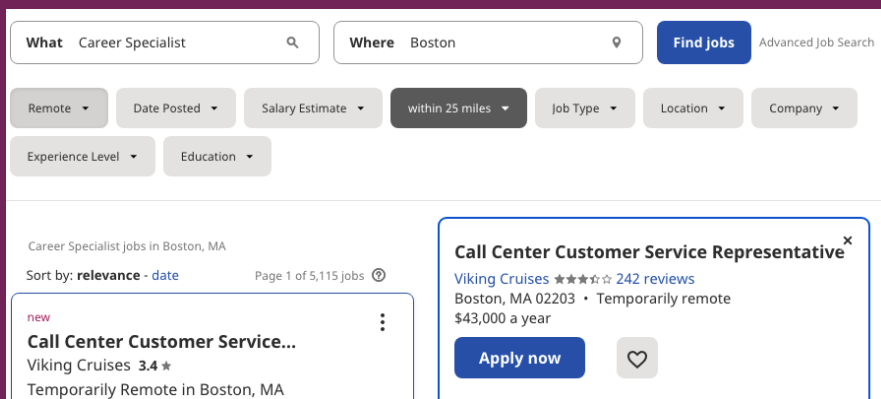


# How to use Indeed

## 2. Job search

Input:

- Job title
- Where



## Filters

- Experience Level
- Job Type
- Location
- Language Requirement
- Date Posted
- Education
- Salary Estimate
- Remote



# What do we use Indeed for?



1. To look for jobs



2. To upload resume



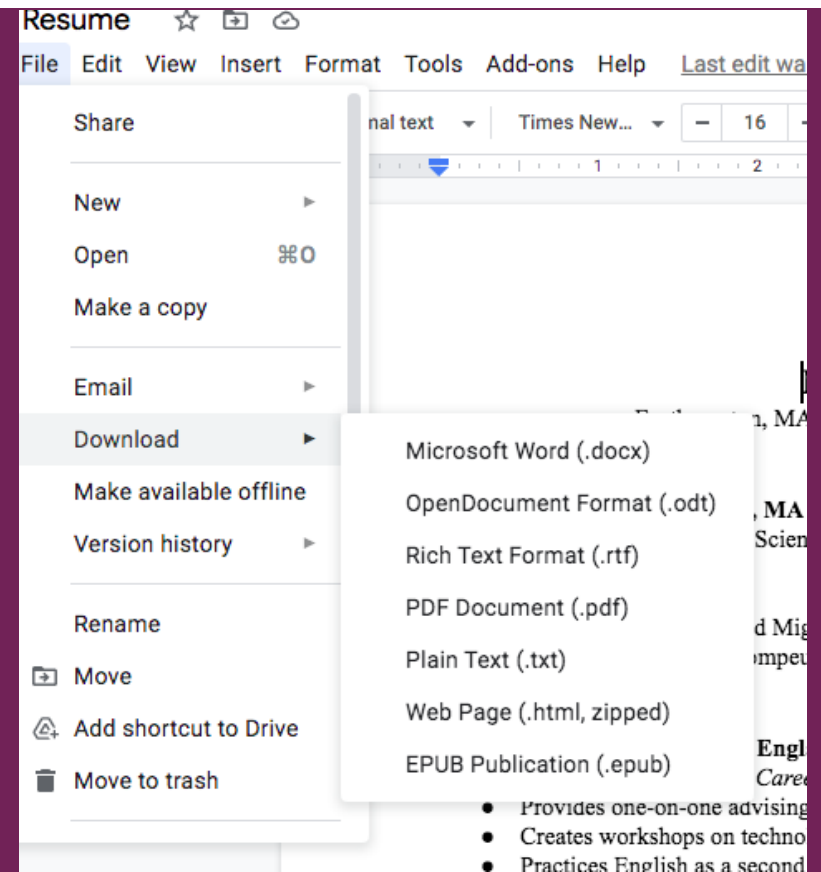
3. What else??

# Downloading Your Resume to a PDF



Click the following:

1. File
2. Download
3. PDF



# Indeed walk through



<https://www.indeed.com/>



# Activity: Create an Indeed Account





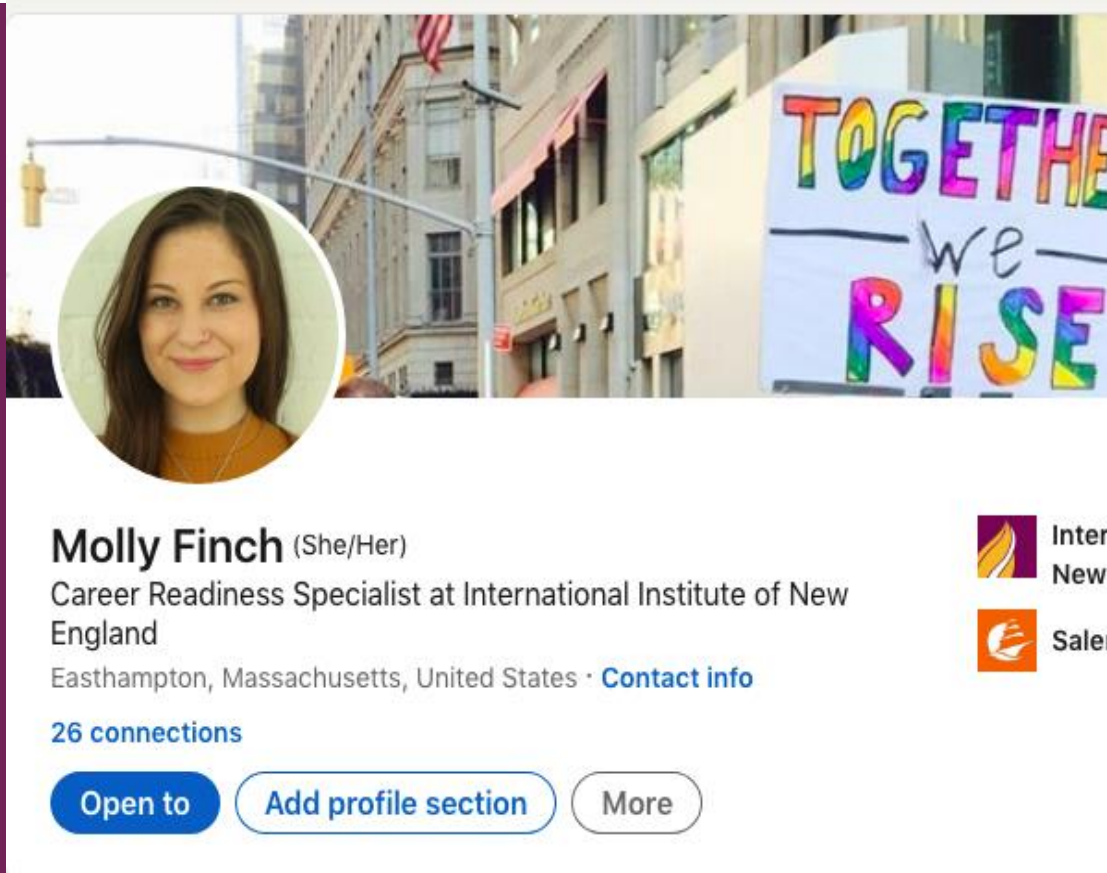
# How to use LinkedIn

Create a profile and include:

- A. Photo
- B. Summary
- C. Your work/volunteer experience with bullet points
- D. Education history
- E. Skills
- F. Awards



# What sticks out to you see in this photo?

A screenshot of a LinkedIn profile for Molly Finch. The profile picture is a circular portrait of a woman with long dark hair. The background of the profile banner is a photograph of a city street with a sign that reads 'TOGETHER we RISE' in colorful, hand-drawn letters. The profile text includes her name 'Molly Finch (She/Her)', her title 'Career Readiness Specialist at International Institute of New England', and her location 'Easthampton, Massachusetts, United States'. There are buttons for 'Open to', 'Add profile section', and 'More'. On the right side, there are icons for 'Intern' and 'Sales'.

**Molly Finch** (She/Her)

Career Readiness Specialist at International Institute of New England

Easthampton, Massachusetts, United States · [Contact info](#)

26 connections

Open to

Add profile section

More



Intern  
New E



Salen

## Experience



### Career Readiness Specialist

International Institute of New England · Full-time

Sep 2021 - Present · 5 mos

Boston, Massachusetts, United States

- Assists immigrants and refugees with cover letters, resumes, and job searching
  - Creates workshops on technology literacy
- [...see more](#)



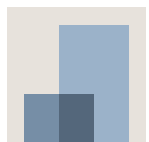
### Intern

Senator Edward J. Markey · Full-time

Jun 2021 - Aug 2021 · 3 mos

Washington, District of Columbia, United States

- Managed intake of constituent correspondence and casework pertaining the Environ
  - Assisted staff with administrative tasks and office operation
- [...see more](#)



### Staff

Abundance Farm · Part-time

Jul 2015 - Aug 2020 · 5 yrs 2 mos

## Education



### Salem State University

Bachelors, Political Science

Sep 2017 - May 2021

Grade: 3.81

Activities and societies: Phi Sigma Alpha, Honors Society



### Universitat Pompeu Fabra

Jan 2020 - Mar 2020

Study Abroad in Barcelona, Spain

## Skills

Take skill

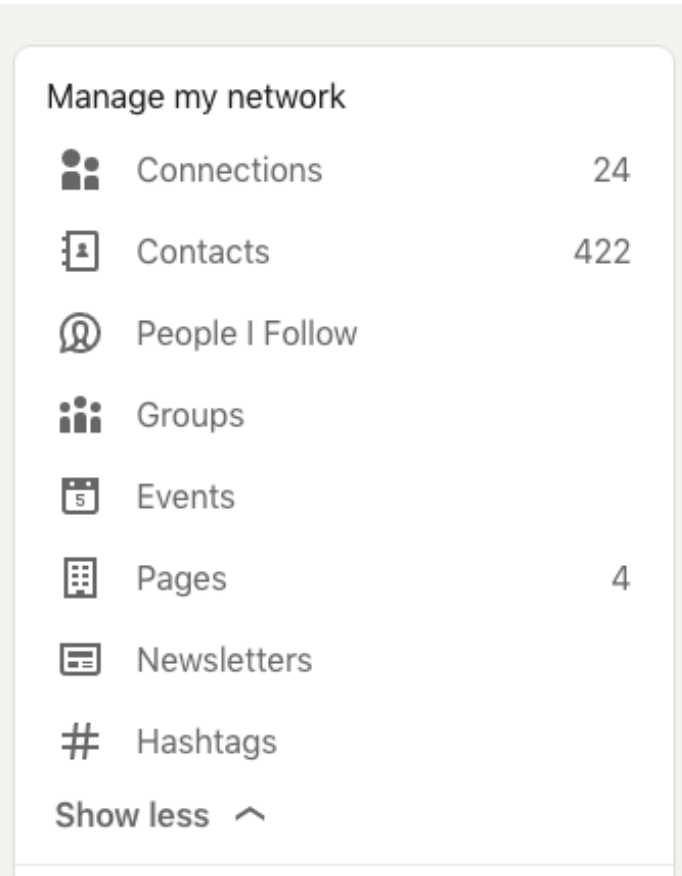
Policy writing

# How to use LinkedIn



## 2. Connections

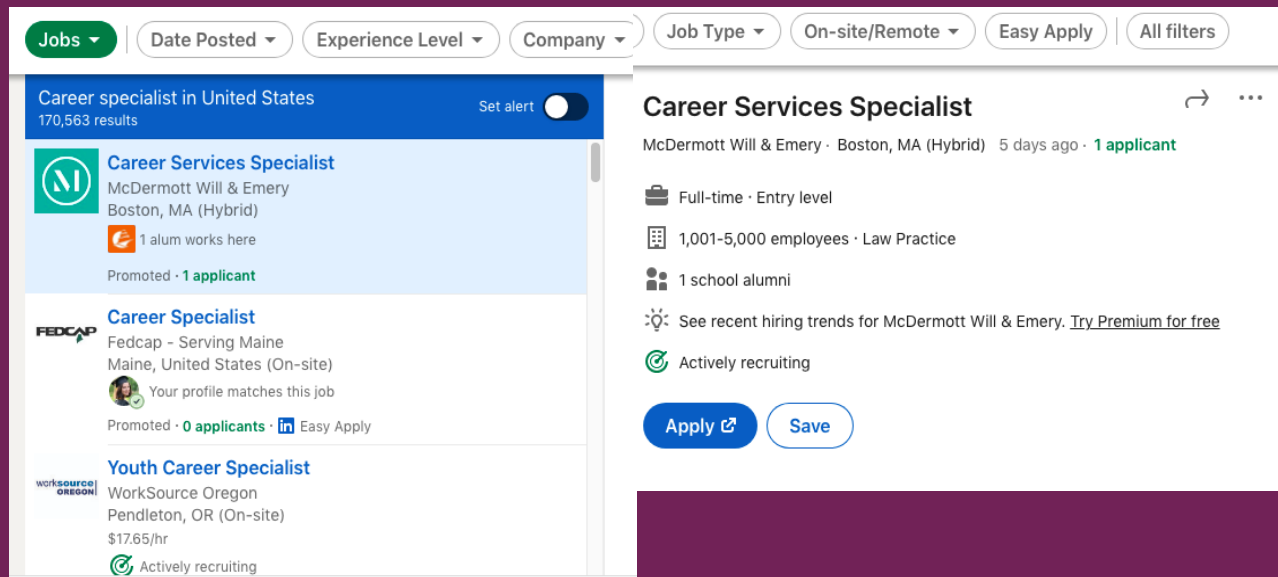
- Making connections through LinkedIn is one way to network online



# How to use LinkedIn

## 3. Job search

- Filters
- Location
- Date Posted
- Experience Level
- Company
- Job Type
- Remote/On-site

A screenshot of the LinkedIn job search interface. At the top, there are filter buttons for 'Jobs', 'Date Posted', 'Experience Level', 'Company', 'Job Type', 'On-site/Remote', 'Easy Apply', and 'All filters'. The main search results are for 'Career specialist in United States' with 170,563 results. Three job listings are visible: 1. 'Career Services Specialist' by McDermott Will & Emery, Boston, MA (Hybrid), 1 alum works here, 1 applicant. 2. 'Career Specialist' by Fedcap, Maine, United States (On-site), 'Your profile matches this job', 0 applicants, Easy Apply. 3. 'Youth Career Specialist' by WorkSource Oregon, Pendleton, OR (On-site), \$17.65/hr, Actively recruiting. On the right, a detailed view of the 'Career Services Specialist' job is shown, including the company name, location, 5 days ago, 1 applicant, job type (Full-time, Entry level), employee count (1,001-5,000), law practice, 1 school alumni, and an 'Apply' button.

# Activity: Create a LinkedIn Account



You will need:

1. Professional photo
2. Resume
3. Cover letter



# How to use O\*NET My Next Move



## Interest Profiler



**O\*NET Interest Profiler** ?

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- [Realistic](#)
- [Investigative](#)
- [Artistic](#)
- [Social](#)
- [Enterprising](#)
- [Conventional](#)

R	I	A	S	E	C
Realistic					
Investigative					
Artistic					
Social					
Enterprising					
Conventional					

Print

Back Start Interests **Results** Job Zones Careers Next



# Interest Profiler

— MY NEXT MOVE —



### O\*NET Interest Profiler

**Interests  
+ Job Zones  
Careers**

To focus your search, think about the following question:  
*How much education, training, and experience do I need to do the job?*

Each O\*NET career is in one of five **Job Zones**, which are groups of careers that need the same level of **experience, education, and training.**

Different careers need different amounts of preparation. You will be asked to pick a Job Zone. Using your Job Zone and your interests, the Interest Profiler will help you identify and explore careers that might be right for you.

[Back](#) | [Start](#) | [Interests](#) | [Results](#) | [Job Zones](#) | [Careers](#) | [Next](#)





# Interest Profiler

— MY NEXT MOVE —



### O\*NET Interest Profiler

Click to change your Job Zone:  
1 **2** 3 4 5 **Job Zone Two**  
some job preparation

Careers that fit your interests and preparation level:

Best fit Great fit

- Childcare Workers
- Nannies
- Locker Room, Coatroom, & Dressing Room Attendants
- Nursing Assistants
- Psychiatric Aides
- Costume Attendants

Click on a career to learn what they do.

Print

Back Start Interests Results Job Zones **Careers** Find More Careers

# Networking



# Follow-up Questions



What's an example of networking?

1. WhatsApp/social media = not usually professional
2. LinkedIn = professional

# Interview Tips for Zoom



1. Dress appropriately
2. Angle the camera upright
3. Speak clearly
4. Professional background
5. Pick a quiet space
6. Use a laptop or computer
7. Charge your device
8. Look into the camera when speaking
9. Have headphones available



# Follow-up questions



1. Is it better to do a zoom interview on the phone or computer?
2. What should you wear to a zoom interview?
3. Should you have people walking through your background?

# Questions...





What else are you interested in learning about technology?

