

## Resume and Interview Ideas

**Before you begin your resume or your online job search, answer the questions below:**

The first step is to begin to build a list of *keywords* you can use in your search. The answers to these questions will help you develop a list of keywords.

**What Do You Want to Do? What Can You Do?  
(list your skills and occupations)**

What skills do you have, what interests, etc. Identify general occupations that interest you, not specific job titles.

Think **engineering** or **sales** , not Supervising Engineer or Director of International Sales.

**Who Do You Want to Work For? (Career fields and employer preferences)** What industry interests you, what type of employer? If you have some specific companies you want to target, great!

*Green Industries, building trades, high-tech start-up, family-friendly organization...*

**Where Do You Want to Live and Work?**

Are you willing to relocate? How far are you willing to commute? Is there a particular city, state, or region you want to work in?

Maine, California, "someplace with good golf courses." "Near an academic community? Away from an urban center?"

Another approach is to **research the industry** or occupation you're interested in and find out where they are hiring people....

**Other ideas for keywords?**

**Ask a friend to help.** Friends can frequently see strengths in you that you can't. They might also suggest some interesting options for you to consider.

**Ask a Librarian.** Libraries often provide this kind of help and librarians are usually very good at this, but try to make an appointment or ask for help when the reference desk isn't busy so s/he can concentrate better on your question. S/he can also point you to books and other resources that can help.

**Scan some Online Job Banks.** Search some of the [major job banks](#) like Craig's List for jobs that interest you. Read the job descriptions, note the skills and kinds of experience the employers are seeking, and then use these words in your search.

**Read a Good Book** Check your local library for a copy of **What Color is Your Parachute?** by Richard Bolles (Ten Speed Press). It contains some exercises designed to help you identify your skills and interests, some of which are on the web in his [JobHuntersBible](#). Your local career center, public library, or employment service center will have even more good resources you can use. Check the list below for some online resources.

Check out these websites:

[http://www.jobweb.com/resumes\\_interviews.aspx?id=896](http://www.jobweb.com/resumes_interviews.aspx?id=896)

[www.rileyguide.com](http://www.rileyguide.com)

<http://www.jobhuntersbible.com/>

<http://jobstar.org/tools/resume/index.php>

<http://www.careerlab.com/letters/default.htm>

This information is provided by the Southeastern Mass Library System.