



KENTON COUNTY PUBLIC LIBRARY

Career & Job Services Division



Before you even get on a computer:

_____ Write down any information you would need for a resume and to submit on an online application (including: past work dates of employment, addresses, phone numbers, supervisor names, detailed job descriptions, pay scales, education history, certifications and licenses, computer and other skills, reference names and contact information, etc.)



First things to do on the computer:

_____ Create an updated resume in digital format. You may want to consider using a template from Microsoft Word, Google Docs, or Canva. Save it on a CD, flash drive, or email it to yourself so it can be uploaded to a web site.

_____ If you do not have an active professional e-mail account, create one and make sure you can access it.



Completing online applications:

_____ Decide which companies to which you want to apply.

_____ Go directly to the company's website to apply. If you find the job posting on Craigslist, Snag-a-Job, etc., see if the company is listed/named and go directly to the company's site. Be sure to write down your ID and password plus any security questions and answers for any company account or profile you create so you can access it later.

