



**legal
hand**

250 Kingston Ave

(718)-619-4248

www.legalhand.org

Job Search Guide

Finding a job in NYC can be difficult. This is a guide for how to start.

1. Tell your friends, family, and community members that you are looking for a job. Spread the word in case anyone knows of a job opening.

2. Create or update your resume

Websites like Resume.com and SlashCV.com will let you build your resume online for free!

For more resume assistance, visit Legal Hand or attend a resume workshop at your local library.

3. Create an NYC Workforce1 Centers Account

NYC Workforce1 Centers offer free career advisement, skills and job training, and other tools to support a job search.

Go to: <http://www1.nyc.gov/site/sbs/careers/careers.page>

To Find a Job:

- 1) Click "Find a Job"
- 2) "Create an Account"
- 3) Fill out required information

To Learn About

Training Vouchers:

- 1) Click "Access Training"
- 2) "Individualized Training Grants"

4. Use the New York Public Library Resources

The NYPL Website offers information about job postings, free jobs trainings, career events, resume workshops, and more!

Go to: <https://www.nypl.org/help/getting-oriented/for-job-seekers>

For example, click:

"Pro bono Career Coaching"

To schedule a free career counseling appointment

"Blog"

To see weekly job postings, trainings, career events, and upcoming resume classes

5. Surf the web to find a job

There are many websites that regularly post job openings!

Using keywords relating to your skills, search any of the following sites to find openings:

Indeed

Monster

Snagajob

GoogleJobs

Glassdoor

Idealist

Careerbuilder

US Jobs

For more information and resources:

1) Visit your nearest Workforce1 Center. To find, go to: <https://labor.ny.gov/career-center-locator/>

2) Contact Legal Hand! To learn about our upcoming workshops, call us at **(718)-619-4248**