

Job Search Toolkit

Learning new skills or getting a job can help you earn more money. This toolkit includes information you can use to set and reach your employment goals.

If you want to keep getting Supplemental Nutrition Assistance Program (SNAP) and/or Public Assistance (PA) benefits, you must actively look for a job or participate in approved activities that could help you get a job in the future. Your worker will explain what you need to do.

For approved activities, you could:

- Attend job fairs.
- Go to job readiness classes to learn things like interviewing, resumé writing, or time management.
- Apply to specific jobs.
- Call or visit employers to ask if they are hiring.
- Do Internet research about career paths based on your skills and interests.

When figuring out how much time you spent on work activities, remember to count any of these things:

- Travel time between job interviews (but not the time it takes you to get from home to the first employer or from the last employer back to your home).
- Time you spend doing on-site background checks or skills/personality assessments used to see if you are a good fit for a job.

Job Search

What if I'm not sure what kind of job I want?

[DOL.NY.GOV/job-search-and-networking](https://dol.ny.gov/job-search-and-networking)

Get step-by-step help for many topics related to starting your job search, including choosing a career, researching employers, networking, and more.

[DOL.NY.GOV/career-development](https://dol.ny.gov/career-development)

The “Find an Event” feature on this website lets you sign up for virtual and in-person events like job fairs, job clubs, resumé-writing workshops, and other classes at Career Centers across the state.

[DOL.NY.GOV/career-centers](https://dol.ny.gov/career-centers)

This website has links to Career Centers for every county in New York State.

LDSS-5294 (Rev. 4/25)

Where can I find information about job openings?

[CareerOneStop.org](https://www.careeronestop.org)

Offers free job search help by zip code. You can also look for the highest-paying careers with or without required degrees.

[StateJobs.NY.gov](https://www.statejobs.ny.gov)

Lists current job openings within New York State agencies by county.

Under the New York State Hiring for Emergency Limited Placement Statewide (NY HELPS) program, you can apply for jobs at state agencies if you have the needed skills for the job, without having to pass a Civil Service exam.

[JobZone.labor.ny.gov](https://www.jobzone.labor.ny.gov)

Lets you look for hundreds of jobs by zip code or city based on your interests and experience.

[DOL.NY.GOV/virtual-career-center-ind](https://dol.ny.gov/virtual-career-center-ind)

You'll need to create a NY.Gov account to log into this website. Once you've created your account, you can search among 250,000 jobs based on your skills and goals. The site also includes a mock interview program you can use to practice for interviews.

Other good sources of job information might be:

- Employment agencies or temporary staffing services.
- Online resources like employer websites or job search websites.
- Word of mouth: talk to family, friends, and your county's employment unit.

Job Applications and Resumés

Most job applications will ask you about your past work experience, your education, and any other licenses or certifications you may have. Creating a resumé that lists this information can make filling out job applications easier, too. If you aren't sure what to write, talk to your worker.

[DOL.NY.GOV/resumes-cover-letters-and-job-applications](https://dol.ny.gov/resumes-cover-letters-and-job-applications)

Contains tips for filling out job applications, creating resumés, and writing cover letters. It offers guidance for people rejoining the workforce or for those with gaps in their work history. It also includes templates for different kinds of resumés that you can download. Using a resumé template is an easy way to make your information look good on the page.

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Employment History

Starting with your most recent job, list all your employers.

Include the following information for each one:

- Employer/company name, address, phone number, and type of business.
- How long you worked there: month and year you started and ended.
- Name of your supervisor or manager.
- Your job title.
- Your job tasks & responsibilities: What did you do on a typical workday?

Education

- List the name of the high school or college you attended.
- List any diplomas or degrees you received, and when you started and finished each one.
- List any licenses or certifications you have. If you are still working on earning your license, how many credits or credit hours have you completed?

References

Employers may want to talk to people who have worked with you.

- Many employers require three references.
- Whenever possible, your references should be people who were your direct supervisors or managers, and they can include supervisors from volunteer work or paid employment.
- Tell your references you used their names, so they aren't surprised if an employer contacts them.
- Your references should be listed on a page separate from your resumé.
- Provide phone numbers and e-mail addresses for each reference.

Interviewing Tips

[DOL.NY.GOV/interviewing](https://dol.ny.gov/interviewing)

This website details what types of interviews you might have, what to expect during an interview, and how to be successful both during and after your interview.

What should I do before a job interview?

- Set up transportation and/or childcare ahead of time. You can ask your worker for help with this if needed.
- Learn about the job you are applying for and the employer interviewing you.
- Practice. Some job workshops include mock interviews, and your worker may also be able to help you get ready.

LDSS-5294 (Rev. 4/25)

What should I do on the day of the interview?

- Dress neatly.
- Bring copies of your resumé and your list of references.
- Smile! Stay friendly and positive.
- Arrive at the interview site a little early.
- Complete any paperwork (like job applications or other forms).
- Answer interview questions honestly and as completely as you can. Don't be afraid to say, "I don't know."
- Tell the interviewer why you think you are a good fit for the job.

What should I do after an interview?

- Fill out the Job Search Activity Log on page 6 of LDSS-5294B.
- Send a thank-you note to the person or people who interviewed you. It's OK to do this by e-mail.
- Wait a week and then you can contact the employer to ask for an update. Do not call or e-mail repeatedly to ask for interview results.
- Keep applying for other jobs.