



Gail Borden

Public Library  
District

270 North Grove Ave.  
Elgin, Illinois 60120  
847-742-2411  
www.gailborden.info

information

# information

## *Gail Borden Public Library District*

### Library/Local Resources & Organization

#### About the Library

- A special section of books just for job hunters, available for checkout
- Two computers specially equipped for job hunting, including WinWay Resume software
- Research databases can help you with job skills, company information, and much more
- Computer classes available on a regular basis; registration is required
- Periodic classes for job hunters
- Copy and FAX machines
- WiFi

#### Local Links

**Illinois Department of Employment Security** <http://www.ides.state.il.us>

**Kane County Department of Employment and Education** <http://www.kcdee.org>

**Elgin Community College** <http://elgin.edu>

**Illinois WorkNet** <http://www.illinoisworknet.com>

**Chicago Job Talk** <http://chicagojobtalk.org>

**IL Job Bank - Career One Stop** <http://www.jobbankinfo.org>

**Career Click** <http://www.workforceinfo.state.il.us>

**Illinois Skills Match** <http://www.illinoisskillsmatch.com>

#### Local Job Clubs

Check out these links for lists of local groups.

**KCDEE** <http://www.kcdee.org/jobNetworkingClubs.html>

**Chicago Job Talk** [http://chicagojobtalk.org/?q=networking\\_groups](http://chicagojobtalk.org/?q=networking_groups)

#### Get Organized

During your job search you will be spending a good amount of time sending and collecting a large amount of information. You may have multiple versions of your resume, printouts of job postings, and phone numbers. Keep it organized for a more efficient job search.

1. Create a new email address.
2. Buy a flash drive.
3. Fill out a Personal Information worksheet and make several copies of the Job Search Record worksheet found on Illinois WorkNet.  
[http://www.illinoisworknet.com/vos\\_portal/residents/en/Jobs/Prepare/Organize/](http://www.illinoisworknet.com/vos_portal/residents/en/Jobs/Prepare/Organize/)
4. Create a job search workspace in your home.
5. Make a schedule.